



MAKERERE UNIVERSITY BUSINESS SCHOOL
Office Of The School Registrar

ACADEMIC YEAR
2020/2021



FRESHERS' JOINING
INSTRUCTIONS

Enabling the Future



MUBS VISION

"The benchmark
for Business and
Management Education,
Research and Training."

MUBS MISSION

"To enable the future
of our clients through
creation and provision of
knowledge."

MUBS MOTTO

"Enabling the future"

MUBS ANTHEM

Makerere University Business School
Benchmark for Versatile Education
Providing Knowledge and Skills
Enabling the future of our clients

With wisdom and Integrity, you inspire
Confidence
You give Energy, Strength and Determination
We uphold your Splendour
Enabling the future of our clients

Shaped by Intelligence, Loyalty and Vision
Stand Tall and Strong with Courage
In the Worldwide University Fraternity
Enabling the future of our clients

Makerere University Business School
Enabling the future of our clients.

UGANDA NATIONAL ANTHEM

1. Oh Uganda,
May God uphold thee,
We lay our future in thy hands,
United, free, for liberty,
Together we'll always stand

2. Oh Uganda,
The land of freedom,
Our love and labour we give
And with neighbours all,
At our country's call,
In peace and friendship we'll
live.

3. Oh Uganda,
The land that feeds us,
By sun and fertile soil grow,
For our own dear land,
We always stand,
The pearl of Africa's crown.

EAST AFRICAN COMMUNITY ANTHEM

Chorus:
Jumuiya Yetu sote tulinde
Tuwajibike tuimarike
Umoja wetu ni nguzo yetu
Idumu Jumuiya yetu.

1. Ee Mungu twaomba ulinde
Jumuiya Afrika Mashariki
Tuwezeshe kuishi kwa amani
Tutimize na malengo yetu.

2. Uzalendo pia mshikamano
Viwe msingi wa Umoja wetu
Natulinde Uhuru na Amani
Mila zetu na desturi zetu.

3. Viwandani na hata mashambani
Tufanye kazi sote kwa makini
Tujitoe kwa hali na mali
Tuijenge Jumuiya bora



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PRINCIPAL'S MESSAGE TO FIRST YEAR STUDENTS 2020/2021



Welcome to Makerere University Business School (MUBS), The Place to Be. You are joining the University at an extremely difficult time, it is not normal times as we have had in the past Academic Years. You should appreciate that your joining the University has been delayed because of the corona virus pandemic but we thank God that you too are safe.

The Coronavirus which showed up in 2019 and led to the closure of literally everything worldwide in

March 2020 continues to ravage the world. We continue to see deaths in many countries though we thank God that in Uganda, the number of deaths have been small. We continue to pray that we are not affected as badly as we see in other countries

Having joined the University, we hope that you recognise the challenges that the COVID-19 possess and the various Standard Operating Procedures, (SOPs) that Government has put in place to ensure that you are safe. Our concern about you as our students, is your safety and your good health because without them, we do not have a student. We want you to study, we want you to learn but if you are not safe you cannot study, neither can you learn.

MUBS is the leading Business and Management Education institution not only in this country but also in the region. Our number of students have increased to almost 20,000 and we would like to welcome you to this group of different people in the country.

We pride ourselves in not being an ordinary institution and we pride ourselves in not having ordinary students. We pride ourselves in having a different institution and we pride ourselves in having a different type of student. We have Students who are mature and students who must find



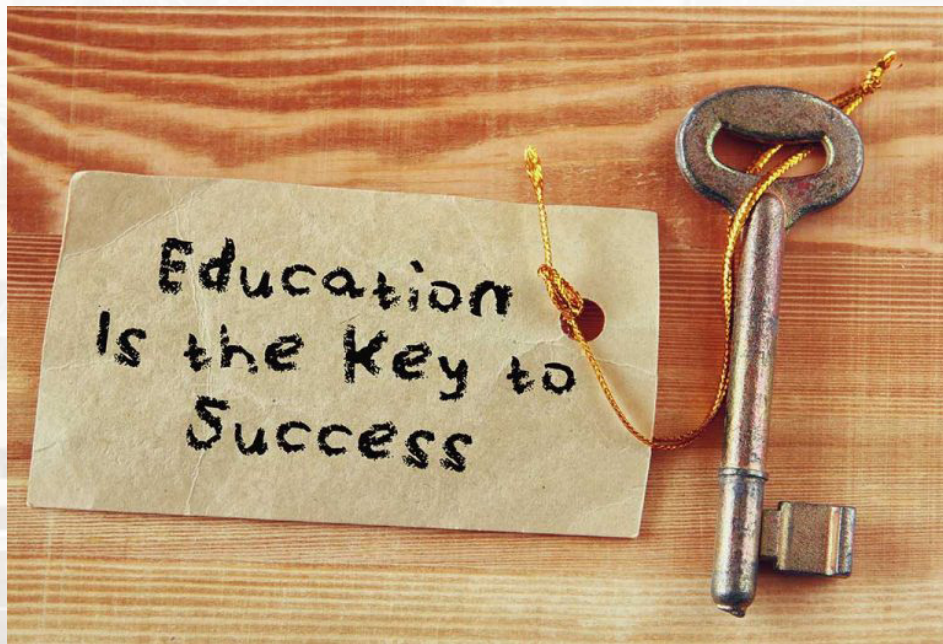
ways of solving problems that rise in the course of their study. We are proud of you.

Welcome to MUBS! We hope that you will find your stay here meaningful. Please follow the SOPs about the coronavirus pandemic and also make sure that you find time to study. If it is online, join the online classes, raise your challenges as they come and let us know what challenge you are facing.

We want to welcome you and we hope that your study in this institution will be both exciting and challenging and you will go away a better person.

Congratulations for choosing MUBS, thank you for coming to MUBS, we wish you the very best.

Prof. Waswa Balunywa, PhD
Principal





SCHOOL REGISTRAR'S MESSAGE



Welcome to Makerere University Business School (MUBS)! We are thrilled to be partnering with you in your exciting educational journey of discovery. Being a first year student, you must be asking yourself a number of different questions as to whether you made the right choice?, whether your choice made is worth the sacrifices you have made to get to this stage?, the university and programme. Perhaps as you have already heard, you are not the admissions mistake. In fact, I can assure each and every one of you that you are here because you deserve to be and because you can bring something new and exciting to this diverse learning community. You will find unlimited opportunities to enjoy campus life by learning, exploring, and engaging together.

Makerere University Business School encourages one another to celebrate our differences, and to foster a community free of intolerance and no discrimination. Together we work to promote a climate that is respectful, civil, supportive, and safe. For all of us these are the core values that allow us to provide conducive living and learning environment where we can all pursue our dreams and reach our highest potential.

I imagine some of you arrived at the university knowing exactly what you want to study and intend to stay focused in achieving your goals. I think that's great, but I also encourage you to be open to new ideas, experiences, and directions. You have been given an opportunity to take advantage of learning from one of the greatest institution in the field of business education and research with the best and the brightest brains, be challenged to think to bring new ideas on the table. You never know when something might pique your interest.

I am confident that the years ahead will be full of rewarding experiences. I look forward to seeing you around School. Thank you for being a special member of the MUBS family

Ms. Eldred Kyomuhangi-Manyindo
Ag. School Registrar



MAKERERE UNIVERSITY BUSINESS SCHOOL
OFFICE OF THE SCHOOL REGISTRAR
REPORTING ON-CAMPUS FOR SEMESTER ONE ACADEMIC
YEAR 2020/2021

Period	Duration	Year One	Year Two	Year Three
February 15 - February 21, 2021	One week		Online Lectures	Online Lectures
February 22 - February 28, 2021	One week		Online Lectures	Online Lectures
March 01- March 07, 2021	One week	On-Campus (Orientation & Registration)	Online Lectures	Online Lectures
March 08 -March 14, 2021	One week	On-Campus (Face to Face Lectures)	Online Lectures	Online Lectures
March 15-March 21, 2021	One week	On-Campus (Face to Face Lectures)	Online Lectures	Online Lectures
March 22- March 27, 2021	One week	On-Campus (Face to Face Lectures)	Online Lectures	Online Lectures
March 29 - April 04, 2021	One week	Online Lectures	Online Lectures	On-Campus (Face to Face Lectures)
April 05 - April 10, 2021	One week	Online Lectures	On-Campus (Face to Face Lectures)	Online Lectures
April 11, 2021	One Day		Course Work Tests	
April 12 - April 17, 2021	One week	Online Lectures	Online Lectures	On-Campus (Face to Face Lectures)
April 18, 2021	One Day			Course Work Tests
April 19 - April 24, 2021	One week	Online Lectures	On-Campus (Face to Face Lectures)	Online Lectures
April 25, 2021	One Day	Course Work Tests		



Period	Duration	Year One	Year Two	Year Three
April 26 - May 02, 2021	One week	On-Campus (Face to Face Lectures)	Online Lectures	Online Lectures
May 03 - May 08, 2021	One week	Online Lectures	On-Campus (Face to Face Lectures)	Online Lectures
May 10 - May 16, 2021	One week	Online Lectures	Online Lectures	On-Campus (Face to Face Lectures)
May 17 - May 23, 2021	One week	Online Lectures	On-Campus (Face to Face Lectures)	Online Lectures
May 24 - May 30, 2021	One week	Online Lectures	Online Lectures	On-Campus (Face to Face Lectures)
May 31- June 08, 2021	Eight Days	Online Lectures		Examinations (On Campus)
June 10 - June 17, 2021	Eight Days		Examinations (On Campus)	
June 18 - June 25, 2021	Eight Days	Examinations (On Campus)		

SUMMARY OF DURATION

Year of Study	Face to Face	Online
Year One	Four Weeks	Nine Weeks
Year Two	Four Weeks	Eleven Weeks
Year Three	Four Weeks	Eleven Weeks

(Module I & II, V & VI Programmes)

Semester one:	
Beginning of Module I and V	Saturday, February 13 th , 2021
Submission of approved exams question papers	March 29th, to April 2nd 2021
Examination for Module I and V	April 10 th , 11 th , 17 th & 18 th 2021
Commencement of Lectures for Module II and VI	Saturday, May 02 nd , 2021.
Submission of Exams for Module 2 and 6	June 14 th to June 18 th 2021
Examination for Module II and VI	June 26 th , 27 th , July 3 rd & 4 th 2021



Module III & IV, VII & VIII Programmes

Semester two	
Beginning of Module III and VII	Saturday August 21 st , 2021
Submission of approved exam papers	October 4th to 8th, 2021
Examination for Module III & VII	October 16 th , 17 th , 23 rd & 24 th 2021
Commencement of Lectures for Module IV and VIII	Saturday November 6 th , 2021
Submission of Exams for Module IV and VIII	December 13 th to December 17, 2021
Examination for Module IV and VIII	January 8 th , 9 th , 15 th & 16 th 2022

Recess Semester

Commencement of recess semester	Saturday August 14 th , 2021
Examinations for recess semester	Saturday September 11 th , 2021

**Education is not
preparation for
life; education
is life itself.**

JOHN DEWEY



ONLINE REGISTRATION PROCEDURE ON THE ACADEMIC INFORMATION MANAGEMENT SYSTEM (AIMS)

Step 1: To access the system:

Log to: <https://student.mubs.ac.ug> or mubstudent.zeevarsity.com using any of the following recommended browsers: Chrome, Mozilla Firefox and Safari

Step 2: Log in

Case 1: Go to log in if you are accessing the system for the first time (meaning you have not enrolled on the system), to log in, use your **Registration number** as the **User ID** and your **Password** is also your **Registration number**

Case 2: If you have enrolled on the system, log in using your **Registration number** as your **User ID** and the **PASSWORD** you created for your student portal.

Step 3:

Once you have successfully logged in, the system automatically selects the core course units; you are supposed to register in a semester.

Under **“REGISTRATION”**, click on **“Modules/Retakes Registration”**, check under **“My Selected Modules and Compulsory Course units”** if the courses are correct, go to the next step

Note: If you want to register **a missing paper/retake**, select the course unit under **“Module Registration – Select Electives/Retakes, if any**, once it is highlighted with a yellow background, click on the **“Register Module”** drop down menu, and select either **as normal or as retake or as missed paper**.

Step 4:

If all the course units are fine, under **“REGISTRATION”** click on **“Self Registration”** check your **Study Year** and **Current Semester**, if they are fine, click on **“Register NOW”**.

Congratulations!!! You have successfully completed your on-line registration. Please guide your friend.



PROCEDURE FOR PRINTING OF EXAMINATION PERMIT ON THE ACADEMIC INFORMATION MANAGEMENT SYSTEM (AIMS)

Step 1:

To access the system, log to: <https://student.mubs.ac.ugor> or mubstudent.zeevarsity.com using any of the following recommended browsers: Chrome, Mozilla Firefox and Safari.

Step 2:

Login using your **Registration number** as your User ID and the **PASSWORD** you created for your student portal.

Step 3:

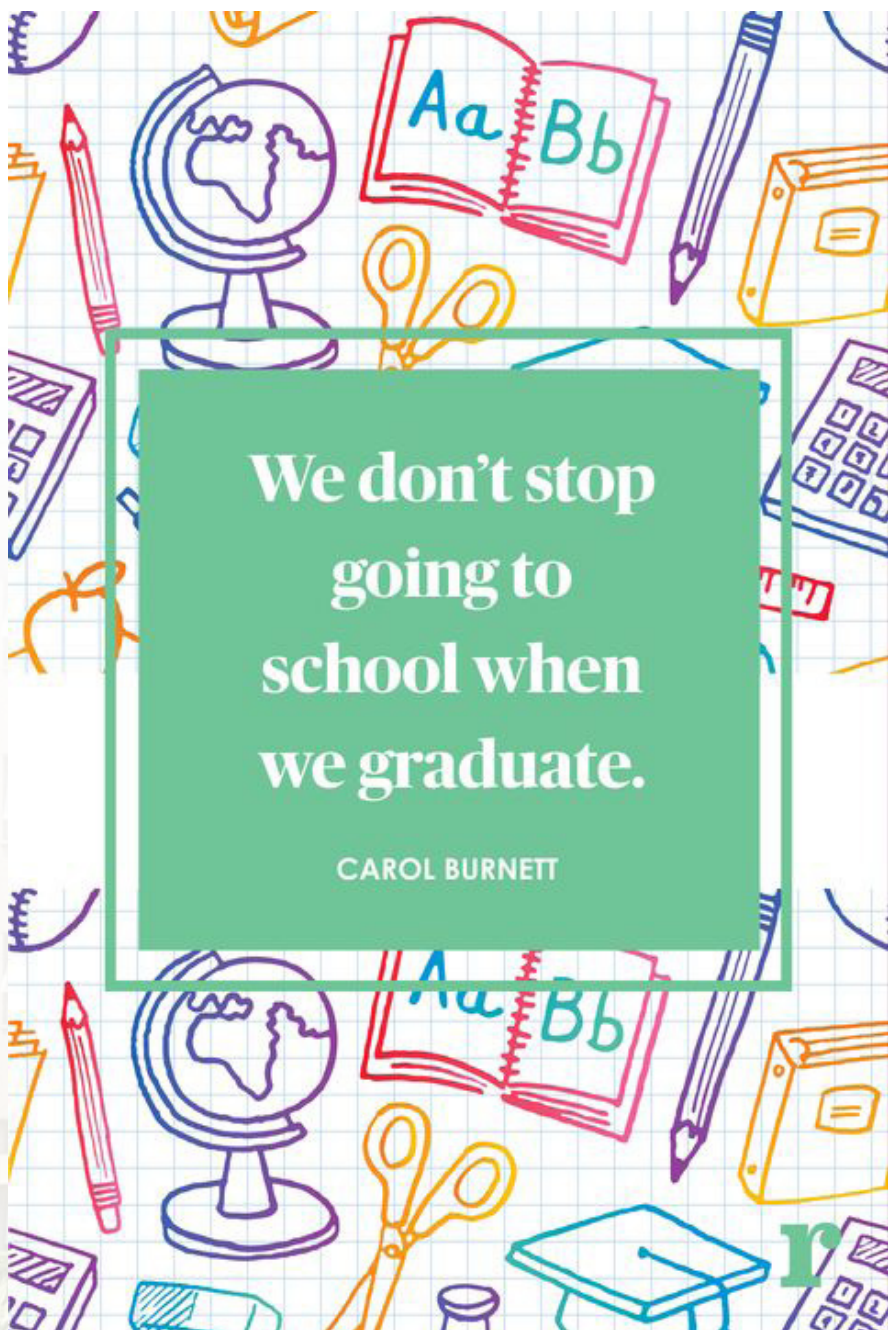
Once you have successfully logged in, click on **“Registration/Enrollment track”** under Registration track, click once on the **Exam Card** for the current **Semester** on your right hand.

Step 4:

A print preview of the Examination permit will display, please confirm that the details displayed are correct, then **double click** on the examination permit to print.

Note: Make sure the **barcode** and your **photo** appears on the Examination Permit before you print.

Congratulations!!! You have successfully printed your Examination permit. Please guide your friend.





1.0. 1.0 WHAT IS THE PURPOSE OF THE JOINING INSTRUCTIONS?

1. To understand the rules and regulations of MUBS.
2. To understand when and where to go in case of any assistance.
3. To know the mode of fees payments and fees structure of the respective Academic programmes.
4. Highlights the important semester dates.
5. To know registration procedure.
6. To understand Rules on Examination malpractices/ irregularities and the penalties.
7. Answers when to withdraw, change institution/ campus and change of programme.
8. Answers frequently asked questions on student's academic matters.
9. To know the relevant Official contacts.

1.1 CEREMONY OF ADMISSION

First year students will meet the Principal, Deputy Principal, Faculty Deans, Heads of Departments, School Registrar, School Secretary, Dean of Students, School Bursar and School Librarian on a date to be communicated.

2.0. COMMENCEMENT OF LECTURES

Lectures will begin on Monday, 1st March 2021, at the places indicated on your timetables. Time tables for lectures are published on the notice boards and students email accounts. You should therefore copy the timetable and report to places indicated accordingly.

3.0. REGISTRATION

For a candidate to qualify to be a recognized student of the School he/she must be registered. Registration is an obligatory prerequisite of the School, which must be done within the first three (3) weeks from the beginning of the semester by every student. Registration will be held in designated areas as shall be communicated.

Ensure that you complete all the required registration formalities within the prescribed time in order to avoid inconveniences later. Students who will not have registered by the registration deadline will pay late registration fee of Ug. Shs. 50,000/=.



3.1 REGISTRATION REQUIREMENTS

For registration purposes, the Originals of the following must be produced by each First year student:

- i) Original Admission Letter
- ii) Original Birth Certificate
- iii) An identity card from the previous 'O' Level and 'A' Level Schools. Certificate holders must produce identity cards from their previous institution. Identity cards from Employers are not accepted for registration purposes.
- iv) Original O-Level Certificate/Pass slip (UCE or Equivalent)
- v) Original A-Level Certificate/ Pass slip (UACE or Equivalent)
- vi) Original Certificate / Transcript of Degree/ Diploma/Certificate/Mature Age entry Scheme (where applicable).
- vii) Medical Examination form from the School Health Centre.
- viii) Evidence of payment of 20,000/= or National Council for Higher Education (NCHE)
- ix) Copies of the pay-in receipts/Deposit slip acknowledging payment of Tuition fees, Registration fees, Examination fees, Medical fee (Treatment), Library fees, Development fees, Research fee, Identity Card, Medical Examination, Guild fee, Rules and Caution, and Computer fees as indicated on the statement of fees from the School Bursar's office.
- x) Two (2) photocopies of admission letter
- xi) Two (2) photocopies each of the 'O' and 'A' Level Results Slips/Certificates, and certified Transcripts/Certificates from the awarding institutions in case of Degree/Diploma/Certificate holders.
- xii) Two (2) copies of verified financial statement acknowledging payment of the Registration fees, Tuition fees, examination fees, Library fees, development fee, research fee, identity card and computer fees.
- xiii) Five (5) most recent passport size photographs (current likeness). Students who do not provide the above evidence will not be registered and non compliance with the deadline carries a penalty of shs 50,000/=

3.2. NAMES TO USE FOR REGISTRATION

The names to use when registering are those which appear on your Admission Letter of offer and those must be the same names which appear on your 'O'-Level, 'A'-Level Result slips/Certificates and on Diploma, Degree and Certificate transcripts.

ALL NAMES MUST BE WRITTEN IN FULL INCLUDING ABBREVIATED ONES. INITIALS ARE NOT ACCEPTED.



Some students on admission have requested to change their names from those used at 'A'-Level and 'O'-Level. Such students give many reasons for wishing to change their names. Students are informed that the School does not give permission to change names from those appearing on their 'O'-Level and 'A'-Level Certificates, and on Diploma, Degree and Certificates.

3.3. ACCEPTING OR DECLINING A PLACE OF OFFER

Any First Year student who will not have registered according to the registration timetable shall be deemed to have declined the offer of a place at the School. His/her place shall accordingly be offered to another student at the time of change of programme/institution exercise.

Any student in the First Year of studies, who, for some reason is unable to register or take up his/her place in the School by the end of the registration period, is advised to re-apply for admission the following academic year by following the same application procedures. Please note that you need to re-apply for admission and compete afresh with the applicants for the following academic year.

3.4 FORGERY

Cases of impersonation, falsification of information/ documents, fraudulent access or giving false/ incomplete information, whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the School, revocation of awards where applicable and prosecution in the Courts of Law.





3.5. DOCUMENTS WITHOUT MINIMUM ADMISSION REQUIREMENTS

Presentation of documents without minimum admission requirements will lead to automatic cancellation of admission or revocation of award. Candidates who obtained an overall grade of 7, 9, Y or Z at 'O' Level do not qualify for Certificate, Diploma or Degree admissions and whenever discovered either at registration or afterwards, will lead to automatic cancellation of admission, dismissal from the School and revocation of award.

3.6 WITHDRAWAL

A registered student who intends to withdraw from the School, must apply and be given written permission by the Dean of the Faculty where he/she belongs. A registered student will be allowed only a maximum of two withdrawals in an academic programme and each withdrawal shall be a maximum of one academic year.

3.7 NO REGISTRATION ON MORE THAN ONE PROGRAMME

Students should note that the School Policy on Registration does not allow one to register for more than one academic programme at the same time.

4.0. CHANGE OF PROGRAMME/ INSTITUTION

Since the selection of candidates for specific programmes was made according to the candidate's performance and order of programme/Institution choices, taking into account the time table limitations, there is normally little need to change the programme or institution. However, some places become vacant when some of the candidates admitted do not take up the offers. Such places are filled through the change of programme exercise.

Students are given two weeks after the commencement of Semester One of first year to apply for change of programme/institution. The students who apply to change their programme/institution must first of all register according to the registration timetable for the programmes on which they were admitted. Each student who may wish to change his/her programme/institution is required to pay an application fee of shillings 6,000/= to the School and obtain a receipt. The forms will be issued and received back the School Registrar's Office.

5.0. REPEATING OF 'A' LEVEL EXAMINATIONS

A candidate, who accepts a place at the School and registers for the programme of study, will not be eligible for admission to any programme at the School on the basis of results obtained after re-sitting 'O' Level or 'A'-Level examinations. Therefore, the use of results obtained from re-sitting 'O' Level or 'A'-Level examinations while already registered on the School programme will result in automatic cancellation of admission.



6.0. STUDENT IDENTITY CARD (ID)

- i) It is important that each student carries his/her previous O-level or A-level School Identity Card, which he/she may be requested to produce at any time by the School Officials. It will be specifically required at the Registration Time.
- ii) As a registered student, you will be issued with a single MUBS SMART Card with an expiry date covering the full period of your programme. After registration each student will be issued with an SMART card according to the timetable provided by the School Registrar's Office. The Identity Card will give you access to all MUBS facilities including the Library and will also be evidence of MUBS Guild Membership. You will need to show this Card if you require any service from the School. You will collect this card after registration and should keep it with you at all times when in the School. This is the only ID that the School will accept. Please ensure that you keep your card safe. If you lose it, please report to the MUBS police immediately, then to the School Registrar.

If the Card has been lost or stolen and you have a MUBS police letter, it will be replaced with a charge of Ugx.45,000 for a Ugandan and international students.

7.0. MODE OF PAYMENT OF FEES

Uganda shillings payment can be for fees payments please log onto <https://mubstudent.zeevarsity.com> to generate a Payment Reference Number.

All fees are payable to any **Uganda Revenue Authority** Account in any Bank except Bank of India and Citi Bank.

- iii) The student is required to present the financial statement and Bankslip copies reflecting the payment made in the Bank to the MUBS Bursar's Office.
- iv) The MUBS Revenue Office will instantly cross check the transactions in the Bank system to confirm the payment made.
- v) It is upon this confirmation that the student will be issued with a verified financial statement recognizing the payment done.
- vi) For any clarification in the fees payable, please contact the School Bursar, MUBS.
- vii) All fees are payable at the beginning of the academic year or in two installments at the beginning of each semester.
- viii) However, if paid in installment 60% of tuition should be paid at the beginning of every semester and 100% functional fees at the beginning of the First Semester. The 40% balance on the tuition must be fully paid by the 6th week of the semester.



- ix) All privately sponsored First Year students should pay 60% of tuition and 100% functional fees before issuance of admission letters.
- x) Every privately sponsored student is obliged to pay all the functional fees and tuition fees before he/she can be registered and allowed to attend classes as well as being issued with the School Identity Card.
- xii) Student numbers and registration numbers must be used in all payments of the Makerere University Business School tuition and functional dues in the bank accounts mentioned above.
- xiii) The following fees should be paid by all privately sponsored students:

Tuition fees indicated on the Statement of Fees for your respective programme
The functional fees indicated on the Statement of Fees for the 2020/2021 academic year per annum. National Council for Higher Education fees of 20,000/=
- xiv) Students in affiliated Institutions should pay tuition fees indicated by their respective Institutions plus the functional fees. Students in affiliated Institutions pay fees to the Bank accounts of their respective Institutions. Details can be obtained from Bursar of these Institutions.

7.1. DEADLINE FOR PAYMENT OF FEES

Tuition and other School fees are due on the first day of the academic year. Privately- sponsored students who can not pay full fees at the beginning of the academic year are required to pay at least 60% of the course load, if they wish, by the set deadline and register for and attend lectures for and sit examinations for only those courses they have paid for.

7.2. REFUND OF TUITION FEES

A registered student who has been permitted in writing to withdraw from studies shall be refunded tuition fees for the semester paid according to the following schedules. Percentage of the full Tuition fees already paid to be refunded to the student.

i) By the end of the first week of semester	100%
ii) By the end of the second week of semester	80%
iii) By the end of the third week of semester	60%
iv) By the end of the fourth week of semester	40%
v) By the end of the fifth week of semester	20%
vi) After the fifth week of semester	0%

NOTE:

Fees for Residence, Application fees, Faculty Requirements, Registration, Examination, Functional fees for Development, Identity card, Library, Guild charges, Computer, Residence and Medical are not refundable.



8.0. ORGANISATION OF MAKERERE UNIVERSITY BUSINESS SCHOOL

8.1 MAJOR ORGANS OF THE SCHOOL

- i) The School Council is the supreme governing body of the School.
- ii) The Academic Board is the Academic Organ of the School

8.2 OFFICERS OF THE MAKERERE UNIVERSITY BUSINESS SCHOOL

The following are the key Officers of the Makerere University Business School:



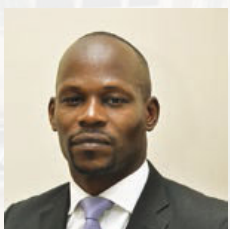
Prof. Waswa Balunywa (PhD), Principal

The Principal is the Chief Executive of the School and is responsible for all administrative, academic, financial and public affairs of the School.



Prof. Moses Muhwezi (PhD), Deputy Principal

The Deputy Principal provides leadership for the academic affairs and presides over ceremonial assemblies of the School in the absence of the Principal.



Mr. Francis Yosa, School Secretary

The School Secretary is responsible for the general administration of the School including the custody of the School Seal and administration of School assets. He is also the Secretary to the School Council and all its Sub-Committees.



Ms. Eldred Kyomuhangi-Manyindo, Ag. School Registrar

School Registrar assists the Deputy Principal in the administration and organization of all academic matters of the School including admission, undergraduate studies, post graduate studies, research and publication. She is also the Secretary to the Academic Board and all



its Sub- Committees. The School Registrar's Department is housed in Block 5 and has the following divisions:

- i) Admissions and Registration section
- ii) Examinations and Timetable section
- iii) Transcripts and records section



Mr. Micheal Ruhigwa, Ag. School Bursar

The School Bursar is responsible for the financial administration and maintenance of the School Accounts in a form determined by the School Council.



Ms. Florence Lunkuse, School Librarian

The School Librarian is responsible for the development, control, management and co-ordination of all Library and information services of the School.



Ms. Juliet Kateega, Ag. Dean of Students

The Dean of Students is responsible for the welfare and discipline of students. The Dean coordinates the activities of Berlin Hall of Residence.

8.3 COUNSELLING & GUIDANCE OFFICE

Counseling and Guidance office helps students deal with and solve their problems of living that would otherwise affect their academic achievement and their wholesome being in general.

- i) Academic- like failure to understand or conceptualize what is taught, failure to make the required grades among others.
- ii) Psychological problems - Like sexual dysfunctions, family problems, self esteem, poor self concept and bereavement among others



- iii) Love Relationship Being dumped by love problems like- failure to relate with a lover, failure to quit an oppressive relationship and Sexual orientation
- iv) Psychiatric problems like depression, anxiety, drug addicts, acculturation, sexual harassment, HIV /AIDS counseling.

8.4 CHAPLAINCY / WORSHIP

The School caters for the spiritual needs of the students. Makerere University Business School is a secular Institution. The School Chaplaincy is made up of the following officers:



**Rev. Father Dr.
Lawrence Semusu**

The chaplain for St Charles Lwanga Catholic Community. The Chapel is located behind block 12.



**Sheik Muhammad
Ali Waiswa**

The School Mullah for the Muslim Community . The Mosque is located near Guild Office.



Rev. Aaron Godfrey Batte

The Chaplain for St. James Anglican Community. The Chapel is located next to the Catering Unit.

“God gives you life and leave everything to you; you have two options for your dream, one you can make it average and can make it memorable. Choice is yours, give your best and make you satisfied.”



8.5 RELIGIOUS HOLIDAY IN THE MIDDLE OF AN EXAM PERIOD

- i) Makerere University Business School is a secular institution. It is the official policy of the School that all days in a week are considered working days. Staff and students are expected to conduct or attend lectures and examinations at scheduled times and days.
- ii) Request to accommodate the students' religious creed by scheduling tests or examinations at alternative times shall not be entertained.

8.6 MEDICAL EXAMINATION AND REGISTRATION

It is mandatory that every First year student undergoes a complete medical examination. This will take place at the School Health Services Centre. Each student will accordingly be required to complete a medical form at the School Health Services Centre and a file will subsequently be opened for him/her. A passport photograph will be required for this purpose.

8.6.1 MEDICAL EXAMINATION AND IMMUNISATION PROGRAMME FOR FRESHERS

All Freshers are required to report to the School Health Services Centre for immunization and medical examination on days that will be communicated to them. The medical examination and immunization shall be for both resident and non-resident students.

8.6.2 HEALTH DURING THE ACADEMIC YEAR

This is very important for the students because they may fall ill during the academic year and have cause to believe that their illness is of such gravity that it might affect their performance in the subsequent examinations, **SUCH STUDENTS MUST FURNISH THE SCHOOL REGISTRAR AND THE SCHOOL HEALTH SERVICES CENTRE WITH WRITTEN REPORTS OF THEIR ILLNESS AT THE MATERIAL TIME OF THE ILLNESS.**

The reports must be in writing from the **SCHOOL HEALTH SERVICES CENTRE**. A copy of the report should be sent to the Dean of Students, the Dean of the respective Faculty and Head of Department. Medical reports which are secured after failure in examinations and without previous record of the illness referred to shall not be accepted as valid ground for review of the failure in the examinations of the students concerned.

STUDENTS SHOULD BE AWARE OF AIDS. It is a killer disease without a cure. Female students should be aware of pregnancy. Students should always seek advice from the school health services on these matters.



9.0. MAKERERE UNIVERSITY BUSINESS SCHOOL LIBRARY

The MUBS Library provides users with academic and non academic information materials that support the curricular and research needs of students at all levels of business education. Makerere University Business School Library services are a combination of different libraries located within and outside the MUBS Campus. These include, the Main Library generally for under graduate programmes and the Graduate and Research Centre Library mainly for the Post Graduate programmes at the Bugolobi Annex.



For registration in the School Library, a student needs a Registration Certificate from the Registrar's office and verified financial statement indicating proof of payment together with a passport size photograph.





All freshers are expected to acquire a copy of the Library Rules and Regulations during the Library Tours. These rules govern and guide the activities of the students during their tenure as Members of the MUBS Library Services. The Library also caters for students who are registered at the Upcountry MUBS Campuses in Jinja, Arua, Mbarara, and Mbale. All registered students have automatic membership to the Library.

Once a student is centrally registered, the student can proceed to register with the library upon a schedule issued by the Librarian.

Library Working Hours on particular days

Monday - Friday	7:30am - 10:00pm
Saturday - Sunday	8:00am - 6:00pm
Public Holidays	8:00am - 5:00pm

10.0. THE STUDENTS GUILD

This is a Student's Government elected annually by the entire student's body. The Guild is headed by a Guild President who after election appoints a Cabinet. The Guild President is responsible to the Guild Representative Council which is the Legislation body of the Guild. The Guild President is a link between the Students' Body and the School Administration.

11.0. ABSENCE FROM THE SCHOOL

Permission to be away from the School for more than a week shall be obtained from the Dean in the respective Faculty.

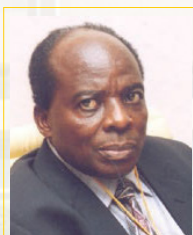
12.0. ACADEMIC UNITS / FACULTIES/ SCHOOL ACADEMIC PROGRAMMES

The Academic Units where teaching takes place are called Faculties and are headed by Deans. There are presently eight (8) faculties each with departments as indicated below:

12.1 FACULTY OF GRADUATE STUDIES & RESEARCH



Dean: Assoc. Prof.
**Ngoma
Mohammed**



Prof. JC Munene
PhD Coordinator

12.1.1 Doctorates

- Doctor of Philosophy
- Doctor of Business Administration
- Doctor of Energy, Economics and Governance

12.1.2 Masters' Programmes

- Masters in Human Resource Management



- Master of Business Administration (Evening)
- Master of Business Administration (Modula)
- Master of Science in Accounting and Finance
- Master of Science in Marketing
- Master of Science in Procurement and Supply Chain Management
- Master of Banking and Investment
- Master of Science in Leadership and Governance
- Master of Science in Entrepreneurship
- Master of Hospitality and Tourism Management
- Master in International Business
- Master of Arts in Economic Policy and Management
- Master of Business Psychology
- Master of Energy, Economics and Governance

12.1.3 Post Graduate Diploma Programmes

- Postgraduate Diploma in Business Administration
- Postgraduate Diploma in ICT policy and Regulation
- Postgraduate Diploma in Micro Finance
- Postgraduate Diploma in Human Resource Management
- Postgraduate Diploma in E-commerce and Web design
- Postgraduate Diploma in Business Computing
- Postgraduate Diploma in Procurement and Supply Chain Management

- Postgraduate Diploma in Project Planning & Management
- Postgraduate Diploma in Public Administration

12.2. FACULTY OF COMMERCE

The Faculty has three departments which offer the following programmes:

Department of Accounting

- Bachelor of Commerce
- Bachelor of Science in Accounting Department of Finance
- Bachelor of Real Estate Business Management
- Bachelor of Science in Finance

Department of Business Law

Coordinates all law courses taught in the school.



Dean:
Dr Isaac Nkote Nabeeta

12.3 FACULTY OF MANAGEMENT

The Faculty has two departments which offer the following programmes:

Department of Human Resource

- Management Bachelor of Human Resource Management



Dean: **Dr. Annet K. Nabatanzi Muyimba**



Department of Leadership and Governance

- Bachelor of Leadership and Governance

12.4 FACULTY OF ECONOMICS, ENERGY AND MANAGEMENT SCIENCE

The Faculty has three departments which offer the following programmes:

Department of Economics and Energy

- Bachelor of Arts in Economics

Department of Procurement and Logistics Management

- Bachelor of procurement and supplies Chain Management
- Bachelor of Transport and Logistics Management

Department of Management Science

- Bachelor of Business Statistics

12.5 FACULTY OF ENTREPRENEURSHIP AND BUSINESS ADMINISTRATION

The Faculty has two departments which offer the following programmes:

Department of Business Administration

- Bachelor of Business Administration



Dean:
Prof. Joseph Ntaayi



Ag. Dean:
Dr. Rogers Mwesigwa

Department of Entrepreneurship

- Bachelor of Entrepreneurship & Small Business Management

12.6 FACULTY OF COMPUTING AND INFORMATICS

The Faculty has two departments which offer the following programmes:

Department of Applied Computing and Information Technology

- Bachelor of Business Computing
- Bachelor of Office and Information Management

Department of Computer Science and Engineering

- Bachelors of Information Systems



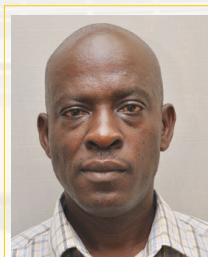
Dean:
Prof. Musa Moya

12.7 FACULTY OF MARKETING AND HOSPITALITY MANAGEMENT

The Faculty has two departments which offer the following programmes:

Department of Leisure and Hospitality Management

- Bachelor of Leisure and Hospitality Management



Dean:
Dr. Timothy Esemu



- Bachelor of Travel and Tourism Management
- Bachelor of Catering and Hotel Management

Department of Marketing and International Business

- Bachelor of Science in Marketing
- Bachelor of International Business

12.8 FACULTY OF VOCATIONAL AND DISTANCE EDUCATION. (FVDE)

The following are the programmes offered at the Faculty:

- Diploma in Business Administration
- Diploma in Human Resource Management
- Diploma in Accounting and Finance
- Diploma in Entrepreneurship and Small Business Management
- Diploma in Project Planning and Management
- Diploma in Local Government Finance Management
- Diploma in Local Government Administration and Management
- Diploma in Computer Science
- Diploma in Business Computing
- Diploma in Office Management
- Diploma in Recreation and Events Management
- Diploma in Hotel & Restaurant Business Management



Dean:
Dr. Geoffrey Kituyi Mayoka

- Diploma in International Business
- Diploma in Sales and Marketing Management
- Diploma in Transport Management
- Diploma in Customs, Clearing and Forwarding Management
- Diploma in Web Design
- Diploma in E –Commerce
- Diploma in Hospitality and Tourism Management
- Diploma in Interactive and Multimedia Design
- Diploma in Community Management
- Diploma in Procurement & Logistics Management Higher
- Diploma in Business Management

Department of Education

- Postgraduate diploma in Business Education
- Postgraduate diploma in Entrepreneurship

Administrative Sections at the FVDE

- Diploma and Certificate programmes
- Private Affiliated Institutions

12.9 MUBS CAMPUSES

MUBS has up country campuses in Arua, Mbarara, Jinja and Mbale.

The campuses are as follows:

1. MUBS JINJA CAMPUS

The Campus has two departments which offer the following programmes:



Department of Accounting and Finance

- Bachelor of Commerce
- Bachelor of Science in Accounting
- Bachelor of Procurement and Supply Chain Management
- Diploma in Business Administration
- Diploma in Procurement and Logistics Management
- Diploma in Hotel and Restaurant Business Management

Department of Marketing and Management

- Postgraduate Diploma in Business Administration
- Postgraduate Diploma in Public Administration
- Bachelor of Business Administration
- Bachelor of Catering and Hotel Management
- Bachelor of Human Resource Management
- Bachelor of Entrepreneurship and Small
- Business Management
- Bachelor of Business Computing

2. MUBS MBARARA CAMPUS

The Campus has two departments which offer the following programmes:



Director:
Dr. Bumaali Lubogoyi

Department of Accounting and Finance

- Bachelor of Commerce
- Bachelor of Science in Accounting
- Bachelor in Business Administration
- Diploma In Accounting and Finance
- Diploma in Business Administration
- Diploma in Procurement and Logistics Management

Department of Marketing and Management

- Bachelor of Procurement and Supply Chain Management
- Bachelor of Human Resource Management
- Bachelor of Travel and Tourism Management

3. MUBS ARUA CAMPUS

The Campus has one department that offers the following programmes:

Department of Business Administration

- Bachelor in Business
- Bachelor of Procurement and Supply Chain Management
- Bachelor of Entrepreneurship and Small Business



Director:
Mr. Pontious Byarugaba



Director:
Ms. Gladies Angundaru



- Bachelor of Science in Accounting
- Diploma in Business Administration
- Diploma in Procurement and Logistics Management
- Diploma In Accounting and Finance

4. MUBS MBALE CAMPUS

The Campus offers the following programmes;

- Bachelor in Business Administration
- Bachelor of Procurement and Supply Chain Management
- Bachelor of Human Resource Management
- Diploma in Business Administration
- Diploma in Procurement and Logistics Management
- Diploma In Accounting and Finance



Director:
Mr. Kutosi Ayubu Masaba

13.0. MUBS PRIVATE AFFILIATED INSTITUTIONS

- Young Women's Christian Association (YWCA), Kampala
- Makerere Institute of Social Development (MISD) Kampala
- African College of Commerce & Technology, Kabale
- Uganda College of Commerce Soroti

- Monaco Institute of Business & Computer Science
- Meritorious Biz Tech College
- Makland Institute of Business and Management
- Rosamystica Business institute
- Uganda College of Commerce Aduku

14.0. PROFESSIONAL PROGRAMMES

- ACCA Association of Chartered Certified Accountants
- CIM Chartered Institute of Marketing
- CIPS Chartered Institute of Purchasing and Supplies
- ICSA Institutes of Chartered Secretaries and Administrators
- ATC Accounting Technicians Course
- ICPA (U) Institute of Certified Public Accountants of Uganda

15.0. MUBS CENTRES

15.1. ENTREPRENEURSHIP CENTRE

The MUBS Entrepreneurship Centre was set up to offer the necessary knowledge and skills in order to improve the productivity of business and enhance their competitiveness. It is located at the MUBS Campus and offers the following training programmes:

- Business Start-ups
- Marketing
- Customer Care
- Book keeping
- Entrepreneurship Skill Development



- Taxation for Small Businesses
- Costing and Pricing
- Project Planning and Management
- Retail Management
- Finance for Micro Financing Institutions
- Training of Trainers

15.2 LEADERSHIP CENTRE

The MUBS Leadership Centre is intended to create a data base on research on Leadership and Governance practices for development of leaders in the region. It is located at Bugolobi, MUBS Annex, Faraday road.

The training programmes at the Centre include:

- Becoming an Effective Leader
- Leadership in Local Government
- Leading in Changing Times
- Leadership and Development
- Effective Board Management
- Women in Leadership

15.3 CAREER GUIDANCE AND SKILLS DEVELOPMENT CENTRE

The Uniqueness of MUBS is its ability to give career guidance to her stake holders. The School Career Guidance Office enables the students to use their fullest potential as it brushes up their skills and abilities and prepares them with necessary knowledge for employment. Specifically the office offers the following services:

- Guide students in choosing their best career

- Enables students to envision and shape their careers
- Enables students to acquire non-formal skills
- Prepares students for the world of work

15.3.1 THE SKILLS DEVELOPMENT PROGRAMME

The Skills Development Programme (SKIDEP) is a non academic training programme for MUBS students being run by the Entrepreneurship Centre, Leadership Centre and the Career Guidance Office. The programme that targets third year students is to improve the quality of the students leaving MUBS through empowering them with relevant practical skills in all spheres of life.

This came as a result of increased graduates in management and business areas that have caused stiff competition to MUBS students. The programme was thus established in 2010 to differentiate MUBS students from others on the market and enable them succeed in life.

15.3.2 OVERALL GOAL OF THE PROGRAMME

Improving the quality of students leaving MUBS through changing their attitude towards work.

15.3.3 GENERAL OBJECTIVES

- To prepare students for the world of work.
- To enable students to take leadership roles in organizations and society.
- To make students understand the importance of business and empower them to be able to start business.



- To prepare the students to use the knowledge acquired in the Institution to be able to pursue a specific career.
- To enhance the value of knowledge acquired and differentiate the MUBS students from others.

15.4 THE MUBS ICT CENTRE

The MUBS ICT Centre was established and launched in April 5, 2011 by Makerere University Business School in partnership with the International Centre for Information Technology and Development (ICITD), USA.

ICT Centre was established with the aim conducting research, training and providing consultancy services to clients within the ICT domain. It is located at Bugolobi, MUBS Annex, Faraday road.

The following short courses are offered at the ICT Centre:

- Certificate in Microsoft Office Applications
- Computerized Accounting- Quick Books, pastel-sage, Tally among others
- Human Resource Information Systems (HR Data, Simple HR)
- MS Project
- Certificate in Web Design
- Certificate in COMPUTER Graphics and Design
- Certificate in Data Analysis packages - SPSS, STATA, among others
- Certificate in Systems Administration Database Administration (Oracle, SQL Server, Advanced access)

16.0. THE ALUMNI ASSOCIATION

MUBS Alumni Association is an association that brings together people who have studied at Makerere University Business School (MUBS), the former National College of Business Studies NCBS) and the Uganda Colleges of Commerce (UCCs) and Private Affiliated Institution.

Alumni are one of the major assets of the Institution. The role of the alumni association/Office is to keep the alumni network active by informing members about events and activities at the School, as well as achievements, news, and events about alumni members and the School community.

Mission Statement/Purpose of Alumni Association

- To bring together as a family all MUBS Alumni.

16.1 ALUMNI MEMBERSHIP

According to Article 4 Sec. 1 Subsection (i) which states that Upon payment of the membership fees and annual subscription fees to be decided by the General Assembly, in this case which is 10,000/= (Ten thousand shillings), one qualifies for full membership.

As an Association we shall endeavor to foster a mutually beneficial relationship between MUBS and the members by building a network of friends, supporters;



developing and enhancing the work of MUBS by utilizing any resources and expertise available to the Association.

16.2 ALUMNI CONSTITUTION

The Constitution can be downloaded from the MUBS website at ***www.mubs.ac.ug***. We look forward to your full participation in all alumni activities and urge members to register for membership as soon as possible. The Registration form can be filled online and payments made in accounts Room 7 Bursar's Office and you must obtain a receipt on payment. For comments, send to ***alumnioffice@mubs.ac.ug*** or Coordination Office, Registrar's Department.

17.0. SCHOOL RULES AND REGULATIONS

There are School Rules & Regulations, which all students must abide by. The School Regulations cover programmes and examinations. School rules govern the students' conduct. Students should ensure that they read all the School Regulations and Rules and abide by them.

17.1 CERTIFICATE OF DUE PERFORMANCE

What is Certificate of Due Performance?

- Any student whose attendance at prescribed lectures, classes, practical classes, seminars, tutorials has been unsatisfactory or has failed to submit essays or exercises or to take tests or class examinations set by his/her Lecturers, may be denied the Certificate of Due performance and may be barred by Academic Board from sitting any University Examinations.
- A student who fails to honor the deadline set for handing in an assignment without justifiable causes(s) shall receive a score of a zero or fail grade in that assignment.
- A student who does not have coursework marks shall be denied Certificate of Due Performance and will not be allowed to sit the University Examinations.
- It is therefore, important that you attend at least 70% of all the prescribed lectures, classes and seminars, and submit coursework assignments.

17.2 ABSENCE FROM EXAMINATION

- If the Board of a Faculty is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a fail (F) Grade for the Course(s) he/ she had not sat the examination for. The Course(s) in which the Fail (F) Grade was/were awarded shall also count in the calculation of the Cumulative Grade Point Average (CGPA).
- If the Board of a Faculty is satisfied that a student was absent from coursework assessment and or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian, then a Course Grade of ABS shall be assigned to that Course(s).

17.3 DEFERRED EXAMINATION

- A student who provides credible reason for failure to complete coursework assessment or to attend an examination based on 16.1.2(a) above may be



permitted to 'sit' the deferred examination or coursework assignment when the course(s) is being offered again.

- b) Students needing a deferred exam must submit application to their respective Deans. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a School Medical Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.
- c) In case the application for deferred examination has been approved, the Department responsible for the course shall make arrangements for the approved deferred exam.
- d) The grades obtained from a deferred examination shall not be categorized as a retake because the assessment(s) is for the first time.
- e) A deferred exam shall not be approved if a student has not been in regular attendance where attendance and/or participation are required, and/or, excluding the final exam has completed less than half of the assigned work.
- f) A Student with two or more deferred exams outstanding from a previous Semester may be required to reduce the number of courses in which they are registered in order to accommodate deferred courses from previous semester(s) in their semester load. Deferred examination shall be included in a student's maximum semester load.
- g) A student shall be required to pay for deferred examination and payment of shall normally be made at the beginning of the semester.

17.4 SITTING SEMESTER EXAMINATIONS

The procedure leading to sitting examinations is as follows:

- a) Only registered students are permitted to sit School examinations.
- b) A student who does not pay all the required School fees will not be permitted to sit the School examinations.
- c) The examination results of any student who has sat the examinations without being registered shall be nullified. Students are strongly warned against this.
- d) A student is registered and is issued with a registration certificate, which is used in obtaining/validating, the student identity permit.
- e) A student uses the registration certificate or Identity Card to get the examination permit.
- f) The examination permit entitles a student to enter the examination room to sit examinations. If a student is unable to pay all the required fees as scheduled she/ he is not permitted to sit the School examinations.

It is emphasized that examination permits are only issued to registered



students. The permits are a property of the School; students are therefore urged to keep them throughout the respective academic years.

17.5 EXAMINATION MALPRACTICE

Some students involve themselves in examination malpractice e.g. cheating, importing unauthorized materials like notes into examination room among others. Academic Board has addressed this matter and directed that Freshers be strongly warned that cheating or attempting to cheat in School Examinations may lead to dismissal from the School.

Please note that Coursework is also a School examination. Copying and / handing in coursework similar to another student's work or hiring another person to do one's Coursework is an examination malpractice that will lead to dismissal from the School.

17.6 STUDENTS' DISCIPLINE

MUBS students are expected to be disciplined and follow the School Rules and Regulations as stipulated in the MUBS Students' and Information Booklet.

18.0. FREQUENTLY ASKED QUESTIONS ON ACADEMIC MATTERS

18.1. WHAT IS A COURSE?

A Course is a unit of work in a particular Field / Area of study normally extending through one semester the completion of which normally carries credit towards the fulfillment of the requirements of certain Degrees, Diplomas or Certificates.

18.2.WHAT IS A CONTACT HOUR?

A contact hour shall be the equivalent to One (1) hour of Lecture/Clinical or Two (2) hours of Tutorial/ Practical or four (4) hours of internship / Field work.

18.3 WHAT IS A CREDIT OR CREDIT UNIT?

A credit or Credit Unit is the measure used to reflect the relative weight of a given course towards the fulfillment of appropriate Degree, Diploma, Certificate or other programmes required. One credit unit shall be one contact hour per week per Semester or a series of fifteen (15) Contact Hours.

18.4 WHAT IS A CORE COURSE?

A Core Course shall be a course which is essential to an Academic Programme and gives the Academic Programme its unique features. Everyone offering that particular Academic Programme must pass that Course.

18.5 WHAT IS RETAKING A COURSE OR COURSES?

- i) A student shall retake a Course or Courses when next offered again in order to obtain at least the pass mark (50%) if he/she had failed during the first assessment in the Course or courses.
- ii) A student who has failed to obtain at least the Pass mark (50%) during the second assessment in the same course(s) he / she has retaken shall receive a warning.



- iii) A student who misses to sit examinations for justified reasons and he/she is permitted to do the missed examination, the grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time.
- iv) While retaking a Course (s), a student shall:-
 - a) Attend all prescribed lectures / tutorials/Practicals/Field work in the course or courses.
 - b) Satisfy all the requirements for the Course work Component in the course or courses.
 - c) Sit for the School Examinations in the course or courses
- v) A student shall not be allowed to accumulate more than (5) Retake Courses at a time. Students are required to register for retake course(s) first before registering for new courses offered in that semester and the retake courses should fit into the approved normal load to avoid time table clashes.
- vi) A final year student whose final Examination Results have already been classified by the School and has qualified for the Award of Diploma/ Certificate, shall not be permitted to retake any Course(s).
- vii) When a student has retaken a course the better of the two grades he/ she has obtained in that course shall be used in the computation of his/ her Cumulative Grade Point Average (CGPA). When a course or courses has/ have been retaken, the Academic Transcript shall indicate so accordingly.
- viii) Students who have a Course (s) to retake and these course(s) fall beyond the set normal semester load for the Academic Programmes shall pay tuition fees for any Course/Courses to be retaken. Besides, such students also pay the re-examination fees per course retaken as well as registration fees.

18.6 PASS MARK AND EARNING OF CREDITS IN A COURSE

Each student shall earn Credits for all the Courses specified in the Programme Load for Graduation. A Credit shall be earned when a student has obtained at least the Undergraduate Programmes Pass Mark (50%) in each Course he/ she had been assessed in. In other words, NO Credit shall be earned in a Course in which a student has failed the Assessment. If you have achieved 50% in a course you will not be asked to retake that course.

- a) What is Normal Progress?
Normal Progress shall occur when a student has passed all the courses he/she registered for in a particular Semester and obtained the CGPA of 2.0 or above. This occurs when a student passes each course taken with a minimum grade point of 2.0.
- b) What is Probationary Progress?
 - i) Probation based on the CGPA: A student will be placed on probation when she/he obtains a CGPA of less than 2.0.
 - ii) Probation on Failing a Core Course: A student who fails a Core Course shall be placed on Probation.



18.7 WHEN IS A STUDENT DISCONTINUED

- i) When a student accumulates three consecutive probations based on CGPA he/she shall be discontinued.
- ii) A student who has failed to obtain at least the pass mark (50%) during the third assessment in the same course or courses he/ she had retaken shall be discontinued from his/her studies at the school.
- iii) A student who has overstayed in an academic programme by more than two years (2) shall be discontinued from his/her studies at the school
- iv) When a student involves himself or herself in indiscriminate hooliganism.

18.8 WHERE DO I GO FOR HELP?

If it's an academic matter, the first contact person is the Dean of your Faculty or Head of your Department, welfare help is to the Dean of Students.

18.9 DIDN'T FAIL, BUT CAN I RE-SIT ANYWAY TO IMPROVE MY MARKS?

Yes! A student may retake a Course or Courses when next offered again in order to improve his/her Pass Grade(s) if the Pass Grade(s) got at the first Assessment in the Course or Courses were low. A student who fails to attain higher marks after retaking to improve, the examination results of the first sitting are recorded on the transcript and shall not be recorded as Retake.

18.10 I DON'T BELIEVE MY EXAM MARKS!

Every year we receive complaints from students who believe that their mark for one or more examination papers is too low. We perform lots of checks and the chances of a mark being significantly in error are tiny. The most common reasons are because the question has not been answered in sufficient depth or some of the required points in the answer have been missed. Answers are sometimes selfcontradictory or illegible or the main point of the question has been missed.

18.11 HOW DO I COMPLAIN?

The decisions of the Examiners regarding passes, fails and diploma/ certificate classifications are taken with extreme care and attention, with one of the primary considerations being fairness to all students. Once those decisions are made, the opportunities to change them are very limited; in particular, students do not have the right to have their papers remarked simply because the published mark does not match their expectation. Only if we are presented with prima facie evidence that a student has been treated unfairly will we even consider a change of decision.

**Knowledge is
gained by
learning; trust
by doubt; skill
by practice; and
love by love.**

- Thomas S. Szasz



Should you feel that the department has not treated you fairly, every student has the right to use the School's Examinations appeal procedure. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:

- That there exists or existed circumstances affecting the student's performance of which the Examiners had not been made aware of when their decision was taken.
- That there were procedural irregularities in the examination process
- That there is evidence of prejudice or bias or inadequate assessment on the part of one or more of the Examiners.

18.12 WHERE DO I GET MY TRANSCRIPT?

The Post Graduate Diplomas, Diploma and Certificate Transcripts are awarded by Makerere University Business School and the School Registrar issues the transcript.

18.13 ACADEMIC MISCONDUCT

Freshers are strongly warned against any form of Examinations Malpractices/Irregularities. It shall be an offence for a student/candidate to get involved in examination malpractices.

18.14 WHAT DO THE MARKS MEAN?

The range of marks is probably a lot smaller than you are used to from Secondary School. The overall marks a candidate obtains in each course he/she offered shall be graded out of a maximum of One Hundred (100) marks and assigned appropriate Letter Grades and Grade Points. The following list is to give an idea of what the marks mean.

MARKS	LETTER GRADE	GRADE POINT	INTERPRETATION
90-100	A+	5	Exceptional
80-89	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4	Good
65-69	C+	3.5	Fairly Good
60-64	C	3	Fair
55-59	D+	2.5	Pass
50-54	D	2	Marginal Pass
45-49	E	1.5	Marginal Fail
40-44	E-	1	Clear Fail
Below 40	F	0	Bad Fail

Grade Point Average Terminology

Credit Unit - the hours assigned to a course, this number is listed in both the schedule of classes and the catalog and is usually 2 to 5 credits.



Grade point - the numerical value assigned to a grade;

A+	5 points
A	5 points
B+	4.5 points
B	4 points
C+	3.5 points
C	3 points
D+	2.5 point
D	2.0 points
F	0 points

Grade Points:

Number of credit units for a course times the grade value.

Earned credits:

Credit hours that you passed (with a grade of D or higher).

18.15 WHAT CAN I DO IF I FAIL MY SEMESTER EXAMINATIONS?

Don't despair - you can still recover the following year! Such a student shall be allowed to progress to the next Semester/Academic Year but shall still retake the Course(s) he/she had failed when next offered.

Final Year Results

Officially, in your final year you get a classified degree. For purposes of the Classification of Degrees, Diplomas and Certificates (where applicable) the Cumulative Grade Point Average (CGPA) for the various Classes shall be as indicated below:

Class	CGPA
First Class	4.40 – 5.00
Second Class - Upper Division	3.60 – 4.39
Second Class - Lower Division	2.80 – 3.59
Pass	2.00 – 2.79

Calculation of the cumulative grade point average (CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by:

- Multiply the grade point obtained in each Course by the Credit Units assigned to the Course to arrive at the Weighted Score for the Course.
- Adding together the weighted Scores for all the Courses taken up to that time.
- Dividing that Total Weighted Score by the total number of Credit Units taken up to that time.



19.0. RULES ON EXAMINATION MALPRACTICES AND IRREGULARITIES

Rule 1: Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Rule. 1 above shall be liable to:

- a) Caution and Cancellation of his/ her coursework, or b) Caution and Cancellation of his/ her coursework and suspension from his/her studies for a period not exceeding one academic year.

Rule 2: Fraud in Relation to Coursework It shall be an offence for a student/ candidate to:

- a) Submit coursework not prepared by him/her.
- b) Substantially plagiarize the work of any other person.
- c) Solicit/purchase any coursework from any other person.
- d) Falsify/alter marks awarded on a coursework script.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Rule 2 above shall be liable to:

- a) Caution and Cancellation of his/her coursework , or
- b) Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or
- c) Cancellation of his/her coursework and dismissal from the University.

NOTE: Disagreement with the academic judgment of the examiners is not a ground for appeal.

Rule 3: Malpractices in the Conduct of Examinations

It shall be an offence for a student/ candidate involved in an examination/ test to:

- a) Sit or attempt to sit the examination without valid documentation.
- b) Enter the examination hall/room later than half an hour after the examination/ test has commenced.
- c) Leave the examination hall/room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Invigilator.



- d) Carry out a conversation or any other communication with another student/ candidate once the examination has commenced.
- e) Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/candidate, using abusive and /or threatening language, destruction of university property or the property of another student/ candidate.
- f) Take out of the examination room/ hall answer booklet(s), used or unused.
- g) Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.
- h) Physically assault or insult an Invigilator or any University Official involved in the conduct of the examination.

Penalty

Any student/candidate found guilty of contravening Rule 3 above, shall be liable to:

- a) Caution and Cancellation of the relevant examination, or
- b) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- c) Cancellation of the relevant examination and dismissal from the University.
- d) A student/candidate who contravenes Rule 3 (e) shall be liable to a fine as well as any penalty specified above.
- e) A Government - sponsored student/candidate found guilty of contravening Rule 3 above, may have the Government sponsorship cancelled besides any other punishment taking into account the gravity of the offence except in cases where the student/candidate is dismissed from the University.
- f) Any student/candidate found guilty of contravening Rule 3(h) above by physically assaulting an Invigilator or a University Official shall be dismissed from the University.

Rule 4: Cheating in an Examination

It shall be an offence for any student/ candidate involved in an examination to:

- i) Take into the examination room/hall, in person or by agent, unauthorized materials including, but not limited to, plain papers, condensed/ summarized notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorized electronic equipment.
- ii) Copy from any other candidate/student.
- iii) Involve oneself in plagiarism, that is:
 - Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.

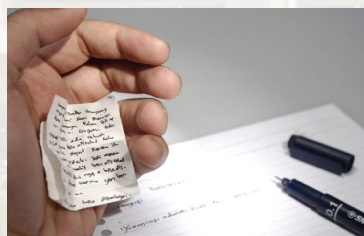


- Replicate one's own work which one has presented elsewhere for assessment.
- (d) Aid and/ or abet another candidate/ student to copy from a script/ book of another person.
- (e) Exchange answers with another candidate/student in or outside the examination room.
- (f) Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

Penalty

Any student/candidate found guilty of cheating in examinations as defined above shall be liable to:

- a) Caution and Cancellation of the relevant examination, or
- b) Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or
- c) Cancellation of the relevant examinations and dismissal from the University.
- d) A Government - sponsored student / candidate found guilty of contravening Rule 4 above, may have the Government sponsorship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University.
- e) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.
- f) On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision.
- g) Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded a grade "D" for the submitted work.
- h) On a second charge of the offence of plagiarism as defined in (a) above, the examination shall be cancelled and the student awarded a grade "F" for the submitted work.
- i) On a third and subsequent time of the offence of plagiarism as defined in (a) above, the student shall be suspended for a year.





- j) Where the entire material has been lifted from another source verbatim or with only slight alterations the student shall be dismissed from the University.

Rule 5: Fraud in Examinations

It shall be an offence for a student/candidate involved in an examination to:

- a) Import into the examination hall/room, in person or by agent, a preprepared answer script/booklet.
- b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/Examiner.
- c) Falsify or alter marks awarded on an examination script/book.
- d) Impersonate another student/ candidate.
- e) Procure or induce another person to sit for him/her.
- f) Utter false documents in relation to eligibility to sit University examinations.
- g) Sit or attempt to sit an examination without authority.
- h) Deliver to the Examiner's office or residence an examination scriptbooklet outside the scheduled time for delivery without due authority.
- i) Fraudulently receive examination papers/questions which have been illegally procured or made available.
- j) Fraudulently access or attempt to access examination questions before the examination is due.
- k) Pay or induce another person to illegally procure or make available examination questions/papers.

Penalty

Any student/candidate found guilty of fraudulent conduct as defined above shall be liable to:

- a) Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years, or
- b) Cancellation of the relevant examinations and dismissal from the University.
- c) A Government - sponsored student/candidate found guilty of contravening Rule 5 above, may have the Government sponsorship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University.
- d) Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.
- e) On conclusion of the malpractice case, the confiscated unauthorized material shall be destroyed within sixty (60) days from the date of the letter communicating the decision.
- f) Where several paragraphs or ideas have been plagiarized the student shall be warned and awarded a grade "D" for the submitted work.



- g) On a second charge of the offence of plagiarism as defined in (a) above, the examination shall be cancelled and the student awarded a grade "F" for the submitted work.
- h) On a third and subsequent time of the offence of plagiarism as defined in (a) above, the student shall be suspended for a year.
- i) Where the entire material has been lifted from another source verbatim or with only slight alterations the student shall be dismissed from the University.

Rule 6 A: Offences Relating to the Conduct of Irregularities Hearing It shall be an offence for any student/ candidate whether or not he /she has been accused of an irregularity to:

- a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the Faculty Appeals and Irregularities Committee.
- b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.
- c) Destroy evidence relating to an alleged irregularity.
- d) Forge or utter false documents in relation to an alleged irregularity.
- e) Bribe or attempt to bribe a University Official witness or any other person in relation to an alleged irregularity.
- f) Harass or procure others to harass on his / her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

Penalty

Any student/candidate found guilty of interference with the conduct of an irregularity hearing as defined in Rule 6 above shall be liable to:

- a) Cancellation of the relevant examinations, or
- b) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or
- c) Cancellation of the relevant examinations and dismissal from the University.

Rule 6 B: Possessions of firearms during the Examination Period It shall be an offence for a student/ candidate involved in an examination/test to:

- a) Bring within the precincts of the examination room any firearm or potentially dangerous weapon.
- b) Use a fire arm or any potentially dangerous weapon with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity.

Penalty

Any student/candidate found guilty of the offence defined in Rule 6A (a) shall be liable to:



- a) Caution and cancellation of the relevant examination, or
- b) Cancellation of the relevant examination and suspension for a period not exceeding two years, or
- c) Cancellation of the relevant examination and dismissal from the University.

Rule 7: Mitigating and Aggravating Factors When Determining the Appropriate Punishment

Where the Rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

(a) Mitigating Factors.

- Remorse on the part of the student/candidate.
- Truthfulness
- Lack of substantial benefit from the malpractice
- Student/candidate first offender
- Plea of guilty therefore not wasting the Committee's time.

(b) Aggravating Factors.

- Substantial benefit from the malpractice.
- Lack of credibility.
- General misconduct.
- Frivolous and vexatious denials.
- Allegations of misconduct on the part of University staff which are subsequently proved to be false.
- Second conviction.

Rule 8: Procedure for Hearing of Malpractice Cases.

(i) Guidelines on Apprehension of a Suspect

1. When a student/candidate is suspected to be engaging in examination malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:
 - a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person.
 - b) The materials should be taken away as soon as they are found and kept as exhibits.
 - c) Identity of the suspect and possible witnesses should be recorded immediately.
 - d) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.



- (ii) Rules of Natural Justice In the handling of examination irregularities and malpractices, the Faculty/School/ Institute Committee shall take into account the following principles of natural justice:
- Fair and equal treatment of all students/ candidates,
 - The opportunity to enter a plea of guilty or not guilty,
 - Fair hearing accorded to all students/candidates,
 - Right of students/candidates to appear and to defend themselves,
 - Staff not to sit in judgment of their own cause, and
 - Consistency in punishments.
- (iii) Pre- Hearing
- The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Chairperson of the Committee. Any materials allegedly found on the student/ candidate should be given to the Chairperson for safe custody.
 - The Chairperson of the Committee shall inform the student/candidate in writing of the allegation. A copy of the Rules shall be availed to the student/candidate with the letter of the Chairperson.
 - The student/candidate shall be allowed to make a formal defence to the allegations in writing addressed to the Chairperson of the Committee.
 - The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/ herself.
 - The student/candidate shall be given adequate notice of the date of appearing before the Faculty/School/ Institute Committee to enable him/her time to prepare his/her defence.
 - A student/candidate who fails or refuses or omits to appear after being effectively summoned three times shall be suspended indefinitely from the University pending his/her appearance before the Committee.
 - The suspension shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student/candidate has appeared and answered the allegations.
 - A student/candidate alleged to have been involved in examination malpractice shall not be registered until such a time that the case has been disposed of.
- iv) Hearing
- The Committee shall be properly constituted by the Chairperson and six other members. The membership of the Committee shall be drawn from the Deans/ Directors and Deputy Deans/Directors and Heads of Departments in each Faculty/School/Institute. Quorum of the Committee shall be five members present.



NOTE:

- (a) The membership and quorum should be determined in such a way as to ensure that members do not sit in judgment of their own cases.
- (b) The Board of Studies in each Faculty/School/Institute should determine the membership of the Faculty/School/Institute Appeals and Irregularities Committee.
2. The student/candidate shall appear in person before the Committee and identify himself/ herself as the subject of the proceedings. The Member of Staff /Invigilator concerned should also be present.
3. The Committee shall formally charge the student/candidate. The student/candidate shall be informed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.
4. The student/candidate shall formally respond to such allegations.
5. When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the prosecutor.
 - a) On a plea of guilty, the Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - b) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
 - d) Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty. Where the student/candidate admits the offence with an explanation or makes a plea that is vague the Committee should record a plea of not guilty).
 - e) The student/candidate shall be allowed to plead mitigating factors, which the Committee should take into account in prescribing punishment.
 - f) The Committee shall then deliberate in the absence of the student/candidate and the Member of Staff/Invigilator making the report.
 - g) A decision shall be made with regard to the punishment and reasons should be assigned for such a decision.



- h) The report shall be forwarded to the Senate Examinations Committee for information for any other decisions apart from dismissal. Where, on the face of the record, the Senate Examinations Committee realises that the Faculty/School/Institute Committee erred in its decisions, the Committee has a right to review the decision.
- 6. On a plea of not guilty by the student/candidate, the Member of Staff/Invigilator making the report shall present the facts to the Committee with the guidance of the prosecutor in the presence of the student/candidate who has a right of cross-examination.
 - a) The Member of Staff/Invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.
 - b) Where the student/candidate is alleged to have been found with unauthorized materials, the materials shall be brought before the Committee and the Member of Staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.
 - c) The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.
- 7. The prosecutor may call witnesses whose presence he/she considers important for the just and fair disposal of the case.
- 8. The student/candidate shall present his/her defence to the Committee in the presence of the Member of Staff who made the report who also has a right of cross-examination.
- 9. The student/candidate may call witnesses to substantiate his/her defence.
- v) Nature of Evidence General
 - 1. a) The Committee may admit oral and material evidence, which may be direct or circumstantial.
 - b) The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence.
 - 2. After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.
- vi) Post-Hearing
 - 1. The Committee shall deliberate on the matter preferably on the same day as the hearing.



2. The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Committee must assign reasons for each decision.
3. The proceedings, Committee deliberations and the decision/recommendation should be recorded and a signed record should be forwarded to the Senate Examinations Committee for information for decisions other than dismissal.
4. The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.
5. The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.
6. Where the Committee recommends dismissal of a student/candidate, the decision must be confirmed by the Senate Examinations Committee and then the student/ candidate shall be officially informed of the final decision.

vii) Appeal Procedures

1. A student/candidate who is dissatisfied with the decision of a Committee may appeal to the Senate Examinations Committee within 30 days from the date of the letter communicating the decision.
2. The appeal shall be in writing addressed to the Academic Registrar and copied to the Faculty/School/ Institute Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Faculty/School/Institute Committee receipt of the appeal.
3. A student/candidate who pleaded guilty to an offence before the Faculty/ School/Institute Committee shall have a right of appeal only with respect to the penalty.
4. The Senate Examinations Committee shall hear the appeal expeditiously. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Senate Examinations Committee and be heard.
5. The Academic Registrar shall officially notify the Faculty/School/Institute Committee that made the decision in the first instance of the date of hearing of the appeal. The Faculty/School/ Institute Committee shall have a right of representation.
6. At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the Faculty/School/Institute Committee shall have a right to respond to the student/candidate's presentation.
7. The Senate Examinations Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it.
8. Where additional witnesses are called, they will be subject to cross examination by the representative of the Faculty/ School/Institute Committee.



- The Faculty/School/Institute Committee may also adduce additional evidence, which may be responded to by the student/candidate.
9. The Senate Examinations Committee will then deliberate in the absence of the student/ candidate and Faculty/School/Institute Committee representative preferably on the date of hearing.
 10. The Senate Examinations Committee may confirm, vary or set aside the decision of the Faculty/ School/Institute Committee.
 11. The Senate Examinations Committee shall take into account the rules of natural justice set out in Rule 8(ii) 2 of these Rules.may also adduce additional evidence, which may be responded to by the student/candidate.
 12. The Senate Examinations Committee will then deliberate in the absence of the student/candidate and Faculty/School/Institute Committee representative preferably on the date of hearing.
 13. The Senate Examinations Committee may confirm, vary or set aside the decision of the Faculty/ School/Institute Committee.
 14. The Senate Examinations Committee shall take into account the rules of natural justice set out in Rule 8 (ii) 2 of these Rules.

20.0. SEXUAL HARASSMENT POLICY

In line with the Constitution of the Republic of Uganda that guarantees all Ugandans equality, dignity and nondiscrimination, Makerere University Business School reaffirms its zero tolerance for sexual harassment and is committed to creating an environment that respects and protects the rights of all its members, male and female. Prohibited acts that constitute sexual harassment include, but are not limited to the following:

1. Offering or implying an education related reward (such as a better grade, favorable treatment in the classroom, assistance in obtaining admission to any programme or activity) in exchange for sexual favours or submission to sexual conduct;
2. Making threats or insinuations that a persons classroom or work assignments or educational life may be adversely affected by not submitting to sexual advances;
3. Engaging in unwelcoming sexual propositions, invitations, solicitations and flirtation;
4. Leering, staring at some one or looking at some one with “elevator eyes” (i.e. looking at some one up and down);
5. Using unwelcome sexual degrading language, sexual jokes, innuendos or gestures;
6. Displaying or transmitting sexually suggestive electronic content including inappropriate e-mails;



7. Displaying sexually suggestive objects, pictures, video tapes, graffiti and / or visuals that are not germane to any business or academic purpose;
8. Making unnecessary and unwanted physical contact, such as hugging, rubbing, touching, patting, pinching or massages;
9. Engaging in sexual assault or pressure for sexual activity, including requesting sexual favours;
10. Making unwelcome suggestive or insulting sounds, such as whistling and cat calls;
11. Giving unwelcome personal gifts, such as flowers;
12. Asking about a person's sexual fantasies, sexual preferences or sexual activities;
13. Commenting on a person's body, dress, appearance, gender, sexual relationships, activities or experience or repeatedly asking someone for a date after the person has expressed

21.0. DRESSING CODE

There is no defined dress code at the School. However, students are expected to exhibit decency in the way they dress.

22.0. TELEPHONE CALLS IN LECTURE HALLS / EXAMINATION ROOMS

The act of calling and or receiving telephone calls in the lecture halls or examination room is a case of indiscipline and therefore not permitted.

23.0. SECURITY TIPS

23.1 FIRE ARMS

Fire arms are not allowed in the School unless authorized. A student who by mistake comes in with fire arms is supposed to deposit them at the School Police Post for custody. Report criminal cases to Police, Cooperate with the Police Officers in case any information required of you. Be suspicious about people around you including fellow students. They could be thieves or pick pocketers. Ladies are warned of nail cutters/painters. There are many people claiming to be Campusors yet they are con-men etc..

Avoid fortune tellers in getting rich quick superstition of solving academic cleansing issues like admissions, Registration, Examination and Graduation. There are Con-Men exploiting your ignorance to get money.



Avoid keeping Lump sum Money in your bag, in your residences including Portable Valuables like Laptops where you are not sure of the Security.

Avoid strangers in your residences, they could survey and steal your valuables yet harboring Criminals is unlawful. For those who go for late shows, avoid moving alone in dark places, using boda bodas and taxis with 2-3 people.

Mind where you leave your motor vehicle with valuables especially laptops. Desist from unlawful activities like participating in and mobilizing strikes, demonstrations, riots because you could easily end in police cells, prisons or be dismissed.

Avoid any other Criminal acts for the sake of being a Good Citizen and your Valuable Education. Otherwise, be police first before a police comes in to help you. United we stand, the greater and safe Makerere University Business School is.

24.0. STUDENTS WITH DISABILITIES

Alternative arrangements for students with disability. A wide range support is available for students with disabilities and the Dean of Students, can assist in a number of ways. Disabled students are encouraged to disclose any specific needs in relation to health condition, disability that they may have. However, the responsibility lies with each student to decide what we should know about him/her.

Please bear in mind that without knowledge of your disability, it may be difficult to or impossible to support your needs fully. Should a student us of a special need or disability, this information will not be passed on without his/her consent. All enquiries made to the Dean of students are dealt with sensitivity and in confidence.

25.0. TIPS ON LEARNING METHODS

Lecturers use a wide variety of teaching methods in addition to the standard lecture and practical formats. E-learning, small group seminars, sometimes known as 'tutorials' offer an opportunity for discussion of issues raised in lectures and may or may not have a formal agenda notified in advance.

You will learn most from seminars if you have prepared for them by reading the relevant books or journals articles beforehand, but the

JOHN
WAYNE

"Life is
hard; it's
harder if
you're
stupid."



informal exchange of ideas afforded by the small group learning environment is often useful and simulating, even if preparation time is restricted.

True tutorials, a student and member of academic staff discussing a topic 'one-to-one', are most often relevant in third year project work, when close supervision of more advanced and creative work is called for.

25.1 NOTES TAKING

Taking lecture notes is one of the modes of learning in the majority of programmes. It is often tempting to adopt one of two extremes; neither is appropriate at university level.

Some diligent students attempt to write a complete transcript of the lectures. Not only is this very tiring and practically impossible unless one is a stenographer, it also prevents the writer from thinking about what is said.

25.2 SELF-DIRECTED STUDY

In all your courses, periods not timetabled for lectures are for 'private study.' You may use the time to read further on the topics covered in lectures using the recommended textbooks.

You will often be given references to journal articles, and reading these will extend your understanding of the subject. As essays are set, you will certainly need to explore many different information sources to produce an assignment which demonstrates that you have 'read around' the topic and are not just regulating lecture notes.

Learning to find information for yourself is one of the most important elements of University education and an invaluable 'transferable skill' which will always be useful to you. The number of resources where you can find information has expanded. Enormously in recent years with the rapid explosion in electronic information.

Tradition printed textbooks, reference books and journals have been supplemented with electronic versions. Much reference information, such as official publications and statistics, are now often also available on the web.

Internet search engines (such as Google or Alta Vista) can be used to find information on just about anything, but must be quality of the information on the web is very variable.



MAKERERE UNIVERSITY BUSINESS SCHOOL FEES STRUCTURE 2020/2021 ACADEMIC YEAR

		Years of Study	Tuition fees Per Semester In UGX for Ugandans, East African, South Sudan, refugees	Semester Tuition fees for international students
1	National Certificate in Business Administration	2	402,500	\$322
2	Diploma in Accounting and Finance	2	764,750	\$483
3	Diploma in Business Administration	2	764,750	\$483
4	Diploma in Business Computing	2	764,750	\$483
5	Diploma in Computer Science	2	764,750	\$483
6	Diploma in Entrepreneurship	2	764,750	\$483
7	Diploma in Hotel and Restaurant Business Management	2	764,750	\$483
8	Diploma in Human Resource Management	2	764,750	\$483
9	Diploma in Procurement and Logistics Management	2	764,750	\$483
10	Postgraduate Diploma in Business Administration	1	1,345,000	\$1,309
11	Postgraduate Diploma in Business Education	1	1,345,000	\$1,309
12	Postgraduate Diploma in Human Resource Management	1	1,345,000	\$1,309
13	Postgraduate Diploma in Procurement and Supply Chain Management	1	1,345,000	\$1,309
14	Postgraduate Diploma in Project Planning and Management	1	1,345,000	\$1,309
15	Bachelor of Arts in Economics	3	1,360,000	\$883
16	Bachelor of Business Administration	3	1,495,000	\$883
17	Bachelor of Business Computing	3	1,501,500	\$939
18	Bachelor of Business Statistics	3	1,360,000	\$883
19	Bachelor of Catering and Hotel Management	3	1,547,000	\$1,050
20	Bachelor of Commerce	3	1,456,000	\$883
21	Bachelor of Entrepreneurship and Small Business Management	3	1,360,000	\$883
22	Bachelor of Human Resource Management	3	1,410,000	\$883
23	Bachelor of International Business	3	1,410,000	\$883
24	Bachelor of Leadership and Governance	3	1,404,000	\$910
25	Bachelor of Leisure and Hospitality Management	3	1,360,000	\$883
26	Bachelor of Office and Information Management	3	1,501,500	\$883
27	Bachelor of Procurement and Supply Chain Management	3	1,410,000	\$883
28	Bachelor of Real Estate Business Management	3	1,404,000	\$910
29	Bachelor of Science in Accounting	3	1,360,000	\$883
30	Bachelor of Science in Finance	3	1,410,000	\$910



31	Bachelor of Science in Marketing	3	1,360,000	\$883
32	Bachelor of Transport and Logistics Management	3	1,410,000	\$910
33	Bachelor of Travel and Tourism Management	3	1,360,000	\$1,050
34	Master of Arts in Economic Policy and Management	2	1,900,000	\$1,309
35	Master of Business Administration	2	2,000,000	\$1,434
36	Master of Business Administration (Modular)	2	2,730,000	\$1,707
37	Master of Business Psychology	2	2,300,000	
38	Master of Hospitality and Tourism Management	2	1,900,000	\$1,309
39	Master of Human Resource Management	2	1,700,000	\$1,157
40	Master of International Business	2	1,900,000	\$1,309
41	Master of Science in Accounting and Finance	2	1,850,000	\$1,157
42	Master of Science in Banking and Investment Management	2	1,900,000	\$1,309
43	Master of Science in Entrepreneurship	2	1,850,000	\$1,157
44	Master of Science in Leadership and Governance	2	1,850,000	\$1,157
45	Master of Science in Marketing	2	1,700,000	\$1,157
46	Master of Science in Procurement and Supply Chain Management	2	1,950,000	\$1,434
47	Master of Energy Economics & Governance	2	2,400,000	
48	Doctor of Philosophy	4	4,600,000	
49	PhD in Energy Economics and Governance	4	6,000,000	

REGIONAL CAMPUSES

1	National Certificate in Business Administration	2	402,500	
2	Diploma in Accounting and Finance	2	483,000	
3	Diploma in Business Administration	2	483,000	
4	Diploma in Procurement and Logistics Management	2	483,000	
5	Diploma in Hotel and Restaurant Business Management	2	483,000	
6	Diploma in Human Resource Management	2	483,000	
7	Bachelor of Catering and Hotel Management	3	1,547,000	
8	Bachelor of Commerce	3	1,001,000	
9	Bachelor of Entrepreneurship and Small Business Management	3	1,001,000	
10	Bachelor of Human Resource Management	3	1,001,000	
11	Bachelor of Business Administration	3	1,001,000	
12	Bachelor of Procurement and Supply Chain Management	3	1,001,000	
13	Bachelor of Science in Accounting	3	1,001,000	
14	Bachelor of Travel and Tourism Management	3	1,001,000	
15	Bachelor of Business Computing	3	1,501,500	



MAKERERE UNIVERSITY BUSINESS SCHOOL

CONTACTS FOR MANAGEMENT

NO	OFFICE	EMAIL	TEL.NO
1	School Registrar	registrar@mubs.ac.ug	0414-338140
2	School Bursar	bursar@mubs.ac.ug	0414-338150
3	Faculty of Graduate Studies and Research	deangrc@mubs.ac.ug	0414-223447
4	Faculty of Management	management@mubs.ac.ug	0414-338170
5	Faculty of Commerce	commerce@mubs.ac.ug	0414-338191
6	Faculty of Marketing and Hospitality Management	marketing@mubs.ac.ug	0414-338120
7	Faculty of Computing and Informatics	computing@mubs.ac.ug	0414-338120
8	Faculty of Entrepreneurship and Business Administration	feba@mubs.ac.ug	0414-338120
9	Faculty of Vocational and Distance Education	fvde@mubs.ac.ug	0414-338142
10	Faculty of Economics, Energy and Management Science	feems@mubs.ac.ug	
11	Executive Educational Programmes	eeeps@mubs.ac.ug	0414-338112
12	Entrepreneurship Centre	entrepreneurship@mubs.ac.ug	0414 338126/5
13	Leadership Centre	leadership@mubs.ac.ug	0414-220818
14	Public Relations	Office pro@mubs.ac.ug	0414-338172
15	Career and Skills Development Office	career@mubs.ac.ug	0414-338120
16	Information Communication Technology Centre	information@mubs.ac.ug	0414-338120
17	Jinja Campus	jinjacentre@mubs.ac.ug	0332-276828
18	Mbarara Campus	mbararacentre@mubs.ac.ug	0382-275734
19	Mbale Campus	mbalecentre@mubs.ac.ug	0454-437705
20	Arua Campus	aruacentre@mubs.ac.ug	0476-421882



MAKERERE UNIVERSITY BUSINESS SCHOOL

OFFICE OF THE SCHOOL REGISTRAR

DECLARATION

I
have read through the joining instructions and
accept to abide by the school rules and regulations.
(To be attached to the First Year Registration Form)

Name.....

Signature.....

Date.....



All Inquiries to be addressed to:

P.O.Box 1337, Kampala - Uganda

Tel: +256 414 338140 / 338142.

Fax: +256 414 505 921

Email: registrar@mubs.ac.ug

Web: www.mubs.ac.ug

**In all correspondence to the School, please quote the Registration
Number and Programme as shown on your Admission Letter**
