MAKERERE UNIVERSITY BUSINESS SCHOOL
OFFICE OF THE SCHOOL REGISTRAR
P. O. Box 1337 Kampala Tel: 256 – 414 – 338140/120/300 Fax: 256 – 414 – 505921 E-mail: registrar@mubs.ac.ug Website: www.mubs.ac.ug

ANNOUNCEMENT FOR AUGUST INTAKE 2022/2023 ACADEMIC YEAR ADMISSIONS FOR, POSTGRADUATE DIPLOMA, DIPLOMA AND CERTIFICATE PROGRAMMES OFFERED AT MUBS MAIN CAMPUS, REGIONAL CAMPUSES AND PRIVATE AFFILIATED INSTITUTION

The School Registrar, Makerere University Business School, invites applications from Ugandan, East African, S. Sudanese and International applicants for Diploma Programmes under private sponsorship Scheme for the 2022/2023 Academic Year.

The details are as follows:

1. POSTGRADUATE DIPLOMA PROGRAMMES

a) Each applicant should **either** have obtained at least a Bachelors degree or its equivalent from a recognized institution or an appropriate professional qualification like ACCA, CPA, CIM, ICSA. **Certified copies of Academic Transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached.**

2. DIPLOMA PROGRAMMES

a) Each applicant should **either** have obtained the Uganda Certificate of Education (UCE) with at least 5 passes and the Uganda Advanced Certificate of Education (UACE) with at least 1 principal pass and two subsidiary passes in principal subjects obtained at the same sitting.

Or

b) Hold the Uganda Certificate of Education (UCE) with at least 3 passes and hold an Academic Certificate qualification from a recognized Institution or a Certificate in Business Studies offered by UNEB with at least 5 passes obtained from different stages. **Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached.**

Or

c) Applicants with Professional Qualifications must have passed at least a half of Stage/Level One of the professional qualifications from a recognized institution and a Uganda Certificate in Education (UCE) with at least three passes.

3. HIGHER EDUCATION CERTFICATE IN BUSINESS STUDIES(OFFERED AT MUBS MAIN CAMPUS AND REGIONAL CAMPUSES ONLY)

a) Each applicant should have obtained the Uganda Certificate of Education (UCE) with at least 5 passes and the Uganda Advanced Certificate of Education (UACE) with at least 2 subsidiary passes or 1 principal pass obtained in principal subjects.

Or

b) Vocational Qualifications at level 2 or level 3 of the Uganda Vocational Qualifications Framework or hold an Academic Certificate qualification from a recognized Institution

4. CERTIFICATE PROGRMMES

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

1. PROGRAMMES OFFERED AT MUBS MAIN CAMPUS

	PROGRAMMES	Year of Study	CODE	Number of places	Tuition fees per semester UGX(Ugandans, East African and South Sudanese)	Tuition fees per semester (International) US $
1	Postgraduate Diploma in Business Administration	1 Year	PBAM	50	1,345,500	1,158
2	Postgraduate Diploma in Business Education	1 Year	PBEM	100	1,345,500	1,158
3	Diploma in Business Administration	2 Years	DBAM	400	764,750	483
4	Diploma in Computer Science	2 Years	DCSM	100	764,750	483
5	Diploma in Hotel & Restaurant Business Management	2 Years	DHBM	100	764,750	483
6	Diploma in Entrepreneurship	2 Years	DESM	100	764,750	483
7	Diploma in Accounting & Finance	2 Years	DAFM	100	764,750	483
8	Diploma in Procurement and Logistics Management	2 Years	DPLM	100	764,750	483
9	National Certificate in Business Administration(UBTEB)	2 Years	CBM M	200	402,500	280
10	Higher Education Certificate in Business Studies	1 Year	HECBS	200	764,750	483

2. PROGRAMMES OFFERED AT THE REGIONAL CAMPUSES

a) MBARARA CAMPUS

	PROGRAMME OFFERED	Year of Study	Code	No. of places	Tuition fees per semester(Ugandans, East African and South Sudanese	Tuition fees per semester(International
1	Diploma in Business Administration	2 Years	DBAR	200	483,000	402
2	Diploma in Accounting & Finance	2 Years	DAFR	100	483,000	402
3	National Certificate in Business Administration(UBTEB)	2 Years	CBMR	100	402,500	280
4	Higher Education Certificate in Business Studies	1 Year	HECBS	200	764,750	483

b) JINJA CAMPUS

	PROGRAMME OFFERED	Year of Study	Code	No. of places	Tuition fees per semester(Ugandans, East African and South Sudanese	Tuition fees per semester(International
1	Postgraduate Diploma in Business Administration	1 Year	PBAJ	50	1,345,500	1,158
2	Postgraduate Diploma in Public Administration	1 Year	PPAJ	50	1,345,500	1,158
3	Diploma in Business Administration	2 Years	DBAJ	300	483,000	402
4	Diploma in Hotel & Restaurant Business Management	2 Years	DHBJ	100	483,000	402
5	Diploma in Accounting & Finance	2 Years	DAFJ	100	483,000	402
6	National Certificate in Business Administration(UBTEB)	2 Years	CBMJ	100	402,500	280
7	Higher Education Certificate in Business Studies	1 Year	HECBS	200	764,750	483

c) ARUA CAMPUS

	PROGRAMME OFFERED	Year of Study	Code	No. of places	Tuition fees per semester(Ugandans, East African and South Sudanese	Tuition fees per semester(International
1	Postgraduate Diploma in Business Administration	1 Year	PDAA	50	1,345,500	1,158
2	Postgraduate Diploma in Project Planning & Mgt	1 Year	PPMA	50	1,345,500	1,158
3	Diploma in Business Administration	2 Years	DBAA	200	483,000	402
4	Diploma in Accounting & Finance	2 Years	DAFA	100	483,000	402
5	National Certificate in Business Administration(UBTEB)	2Years	CBMA	100	402,500	280
6	Higher Education Certificate in Business Studies	1 Year	HECBS	200	764,750	483

d) MBALE CAMPUS

	PROGRAMME OFFERED	Year of Study	Code	No. of places	Tuition fees per semester(Ugandans, East African and South Sudanese	Tuition fees per semester(International
1	Diploma in Business Administration	2 Years	DBAH	200	483,000	402
2	Diploma in Accounting & Finance	2 Years	DAFH	100	483,000	402
3	National Certificate in Business Administration(UBTEB)	2 Years	CBMH	100	402,500	280
4 +	Higher Education Certificate in Business Studies	1 Year	HECBS	200	764,750	483

N.B Note that each student shall be required to pay non-refundable functional fees in addition to the tuition fees as follows:

FUNCTIONAL FEES	UGANDANS, E.A & S.SUDANESE	INTERNATIONAL
Postgraduate Diploma programme	Shs 812,000/=	US$1204
Diploma programme	Shs 685,150/=	US$ 635
Certificate programme	Shs.685,150/=	US$ 635
National Council for Higher Education Fees	Shs.20,000/=	Shs.20,000/=

3. PROGRAMMES OFFERED AT THE PRIVATE AFFILIATED INSTITUTION

YOUNG WOMENS CHRISTIAN ASSOCIATION

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAY

2	Uganda Diploma in Secretarial Studies	UDSY
3	Uganda Diploma in Catering and Institutional Catering	UDCIY

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

HOW TO APPLY

1. Applicants are required to apply online by filling in an online application form. Filling in online application forms can be done from any location where there is internet connectivity **or MUBS main campus Nakawa**.
2. Other relevant information can be obtained from **School Registrar's Office Block 5** or can be downloaded from the website www.mubs.ac.ug.
3. Candidates who hold Grades **X, Y, Z, 7** and 9 of O'level results should **not** apply because they are **not** eligible for admission.

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

Steps to follow

1. To access the system log on https://admissions.mubs.ac.ug or www.**mubs**.ac.ug/ and click on ***Apply Now***
2. Sign up using full name, e-mail and Mobile Number. Please note that your name must be similar to the one on your supporting academic documents for your application to be considered.
   Note: For you to register you must have a valid email address. If you do not have sign up for one.
3. A password will be sent to both your e-mail and mobile number.
4. The system will prompt you to change the password to the one you can easily remember
5. **To fill a form, the applicant clicks on the APPLY NOW button displayed on the running scheme.**
6. After filling the application form, then attach the following **scanned** copies.
   i. Passport Size photo (100KB).
   ii. Birth Certificate (500KB).
   iii. 'O' Level Certificate/Pass slip Or Equivalent (500KB).
   iv. 'A' Level Certificate/Pass slip Or Equivalent (500KB).
   v. Certified transcript for Degree/Diploma/Certificate holders (If required) (500KB).
   vi. Previous school/institution Identification card.

7. Obtain a **payment slip/reference number** by clicking on **"Pay for Form"** button.
   Make a non-refundable application fee of **UGX 30,000/=** plus a bank charge of **UGX. 3000/=** at any banks apart from Bank of India and Citi Bank

Note:

i. Applicants, who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
ii. All Diploma and Certificate programmes are offered during **day.**
iii. A programme will only run if the break even number is realized.
iv. Courses will be offered both online and in the typical classroom setting.
v. The system is open for application **from July 18, 2022 to August 31, 2022**
vi. Applicants who enroll on the MUBS Diplomas and obtain good grades stand a chance of studying a bachelor's degree programme for only 2 years.

The closing date for applying is Wednesday, August 31, 2022.

WARNING

a) Applicants are strongly warned that cases of impersonation, falsification of information/documents, fraudulent access or giving false/forged/incomplete information whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission, revocation of award where applicable and prosecution in the Courts of Law.
b) Do not buy any other documents not originating from the School Registrar's Office. Those who buy them do so at their own risk.
c) The School Registrar has not appointed any agents to act on her behalf to solicit for additional funds other than the application fee stated above.

ELDRED KYOMUHANGI - MANYINDO
SCHOOL REGISTRAR