

A) ADMISSION REQUIREMENTS TO A BACHELOR'S PROGRAMMES AT MAKERERE UNIVERSITY BUSINESS SCHOOL THROUGH DIRECT SCHEME

1. ADMISSION REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES

- (a) A candidate shall be deemed eligible for consideration for admission to a first degree programme at the University if the candidate has obtained:
 - (i) The Ugandan Certificate of Education with a minimum of 5 Passes or an equivalent qualification, and
 - (ii) At least two Advanced Level Principal Passes in approved subjects at the same sitting of the Uganda Advance Level Certificate of Education Examination ('A' Level) or an equivalent qualification.

For purposes of this regulation, except where otherwise provided for, all subjects offered by the Uganda National Examinations Board at 'O' Level and 'A' Level are regarded as approved subjects.

- (b) College/School requirements.
Within the framework of the General Direct Entry Requirements, there may be special College/School requirements which candidates must fulfil to gain admission to a programme in a specific academic unit.

2. THE WEIGHTING SYSTEM

2.1 WEIGHTING CRITERIA

All subjects taken at the Advanced Level of Education are grouped into three categories and weighted as follows for purposes of admission to any programme of Undergraduate study in the University.

Subject Category	Weight
(i) Essential	3
(ii) Relevant	2
(iii) Desirable	1

The Essential A' Level subjects for University Programmes must be passed with a Principal Pass. A Principal subject passed at Subsidiary level i.e. Grade O can however be weighed as Relevant but not as an "Essential".

- 2.2 For a given candidate, not more than three subjects taken at the principal level shall carry a weight of 3, 2, or 1.
- 2.3 Not more than two subjects shall be weighed as "Essential".
- 2.4 A pass with a Distinction or Credit in a subject taken at subsidiary level such as General Paper, Sub-Maths or Computer Studies shall carry one point. A subsidiary pass ranges from grades D1 to C6.
- 2.5 In case of programmes where "Essential" subjects may be three or more, an "Essential set" of subjects is defined. The **best-performed** two subjects of the essential set shall be designated as "**Essential Subjects**" and **weighted three**. The 3rd best done subject from the Essential Set shall be designated as the "**Relevant Subject**" and **weighted two**.

- 2.6 When computing points, special programme requirements are also taken into consideration.
- 2.7 For 'O' level grades, Distinctions 1 & 2 carry 0.3 points, Credits 3 to 6 carry 0.2, Passes 7 & 8 carry 0.1 and Fail (9) carries 0.0 weights respectively.
- 2.8 For A' Level grades, the conversion scale is A=6, B=5, C=4, D=3, E=2, O=1, F=0 points.

3. THE COMBINED WEIGHT OF A CANDIDATE FOR ADMISSION TO THE UNIVERSITY

- a) The O'Level weight of a candidate for any programme in the University, is obtained by multiplying the numbers of Distinctions/Credits/Passes, by the relevant weights and adding up for the Distinctions, Credits and passes actually obtained by the candidate.
- b) The 'A' Level weight, for a given programme, of a candidate is obtained by multiplying each subject grade point by the relevant weighting factor and adding up for all the subjects taken and passed.
- c) The combined weight of a candidate for a given programme is obtained by adding the O'Level weight obtained (a) above to the 'A' Level weight obtained (b) above. The best candidate for each programme is the one with the highest combined weight.
- d) Candidates are selected on merit from those who apply for a programme as their first choice plus those who apply for the programme as 2nd, 3rd, 4th choice etc., if they have not been admitted to programmes of their earlier choices. All choices are considered.

4. DETAILED WEIGHTING SYSTEM FOR PROGRAMMES OFFERED AT MAKEREREUNIVERSITY- BUSINESS SCHOOL 2021/2022 ACADEMIC YEAR

i. B. COMMERCE	Economics and/or Mathematics	One or Two better done of Geography, Physics, Maths, Entrepreneurship	General Paper Computer Studies
ii. B.BUS. ADMIN.	Economics and/or Entrepreneurship	One or Two better better done of the remaining A'Level Subjects	General Paper Sub-Maths Computer Studies
iii. B. INTERNATIONAL BUSINESS	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Math or Computer Studies
iv. B. LEISURE &	Two best done of all	Third best done of all	General Paper

HOSPITALITY MGT.	A' Level Subject	A' Level Subjects	Sub-Math or Computer Studies
v. B. ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
vi. B. BUSINESS COMPUTING	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
vii. B. OFFICE & INFORM. MGT.	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
viii. B. PROCUREMENT & SUPPLY CHAIN MGT	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies

DISTRICT QUOTA AND PRIVATELY SPONSORED PROGRAMME ONLY

ix. B. HUMAN RESOURCE MGT.	Two best done of all A' Level subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studie
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PRIVATELY SPONSORED PROGRAMMES ONLY

x. B. CATERING & HOTEL MGT.	Two best done of all A' Level subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or
xi. B. SC. (MARKETING)	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
xii. B. LEADERSHIP & GOVERNANCE	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
xiii. B. TRANSPORT & LOGISTICS MGT.	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
xvi. B. TRAVEL & TOURISM MGT.	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
xv. **B.SC (FINANCE)	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies

xvi. B. BUSINESS STATISTICS)	One better done of Maths or Economics	Next best done of Economics or Maths	General Paper Sub-Maths or Computer Studies and the other of the A'Level subjects
xvii. **B.A (ECON)	Economics	Two best done of Mathematics, Physics, Agriculture, History, Geography, Entrepreneurship	Gen. Paper Sub-Maths or Computer Studies
xviii. ** B.SC (ACCOUNTING)	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies
xix. * *B. REAL ESTATE BUSINESS MGT.	Two best done of all A' Level Subjects	Third best done of all A' Level Subjects	General Paper Sub-Maths or Computer Studies

NB: **In order to qualify for Bachelor of Real Estates Business Management, Bachelor of Arts in Economics, Bachelor of Science in Accounting, and Bachelor of Science in Finance, candidates should have scored *at least a Subsidiary Pass in Mathematics at 'A level or a credit in Mathematics at 'O level to be eligible for admission.*

NOTE: Each first year student admitted to any Makerere University Programme MUST have aLaptop Computer as one of the Essential Study tools for his/her programme.

A) ADMISSION REQUIREMENTS THROUGH DIPLOMA HOLDERS SCHEME (Diploma Requirements)

1. Bachelor of Commerce (COM)

- (i) At least second class/credit Diploma from a recognised Institution in relevant fields/subjects (Mathematics, economics).
- (ii) Applicants to Bachelor of Commerce shall be admitted to the First Year of study because the programme is highly specialised.

2. Bachelor of Business Administration (BBD)

- (i) Holders of at least a Second Class/Credit Diploma from a recognised Institution in the areas of Business Administration/Management Studies, Human Resource Management, Marketing, Procurement, Entrepreneurship, Accounting, Cooperatives and Business Studies.
- (ii) Candidates who completed their Diploma programmes with at least Second Class Upper Division from Makerere University Business School (MUBS), within the three years back period i.e 2018/2019, 2019/2020 and 2020/2021 academic years at the time of application shall be

admitted to the Second Year of study and shall not be required to take any course in the first year of study. Candidates who completed their Diploma programmes with at least a second class lower from Makerere University Business School (MUBS) shall be admitted to the first year of study.

- (iii) Candidates who completed their studies from other Institutions other than MUBS shall be admitted to the First Year of study.

3. Bachelor of Arts in Economics (BEC) –Private sponsorship

- (i) At least a Second/Credit Diploma from a recognised Institution in relevant fields/subjects (Economics, Mathematics).
- (ii) Applicants to Bachelor of Arts in Economics shall be admitted to the First Year of study because the programme is highly specialised.

4. Bachelor of Business Statistics (BUS) Private sponsorship

- (i) At least a Second Class/Credit Diploma from a recognized Institution with a bias in Mathematics or Statistics.
- (ii) Applicants to Bachelor of Business Statistics shall be admitted to the First Year of study because the programme is highly specialised.

5. Bachelor of Science in Accounting (BSA)-Private Sponsorship

- (i) At least a Second Class /Credit Diploma in Business related fields from a recognized institution.
- (ii) Applicants to the Bachelor of Science in Accounting shall be admitted to the First Year of study because the programme is highly specialised.

6. (a) Bachelor of Real Estates Business Management (BRM)

(b) Bachelor of Science in Finance (BSF)

(c) Bachelor of Catering and Hotel Mgt.(BCH)-Private sponsorship

- (i) At least a Second Class/Credit Diploma in Business related fields from a recognized institution.
- (ii) Applicants to the above programmes shall be admitted to the First Year of study because they are highly specialised.

7. (a) Bachelor of Human Resource Management (BHM)

- (b) Bachelor of Leisure and Hospitality Management (BLH)
- (c) Bachelor of International Business (BIB)
- (d) Bachelor of Leadership and Governance (BLG)-Private
- (e) Bachelor of Procurement and Supply Chain Management (PSM)
- (f) Bachelor of Travel and Tourism Management (BTT)-Private
- (g) Bachelor of Transport and Logistics Management (LGM)Private
- (h) Bachelor of Science in Marketing (BSM)-Private
- (i) Bachelor of Entrepreneurship and Small Business Mgt. (BES)
- (j) Bachelor of Business Computing (BBC)
- (k) Bachelor of Office and Information Management (BIM)

- (i) A candidate must possess at least any Second Class /Credit Diploma from a recognized institution.
- (ii) Candidates who completed their Diploma programmes with at least Second Class Lower Division/ Credit, from Makerere University Business School (MUBS), within the three years back period. (I.e. 2018/2019, 2019/2020, 2020/2021 academic year) at the time of application shall be admitted to the Second Year of study on the above programmes and shall not be required to take any course in the First Year of study.
- (iii) Candidates who completed their studies from other Institutions other than MUBS shall be admitted to the First Year of study.
- 8. Admission requirements to MUBS degree programmes through Professional qualifications and must have O level with at least five passes and A level with at least one principal pass and two subsidiaries or their equivalent;**

Programme	Requirements
Bachelor of Commerce Bachelor of Science in Accounting	Candidates who completed level/ part two of these professional qualification:-ACCA, CPA, CIM, CIPS, ICOSA, CFA, CIA and CILT shall be admitted to first year of study.
Bachelor of Arts in Economics Bachelor of Real Estate Business Management Bachelor of Science in Finance	Candidates who completed level/ part two of these professional qualification:- ACCA, CIM, CIPS, ICOSA and CPA shall be admitted to first year of study.
Bachelor of Business Statistics	Candidates who completed level/ part two of these professional qualification:- ACCA, CIPS, UCPA, ICOSA, CStat, CMath or equivalent shall be admitted to first year of study.
Bachelor of Business Administration	Candidates who completed level/ part two of these professional qualification:- ACCA, CIM, CIPS, ICOSA, CPA, CIMA, CFA, CGMA and CISA shall be admitted to first year of study.
Bachelor of Leisure and Hospitality Management	Candidates who completed level/ part two of leisure, events, hotel, Catering, Entertainment, Tourism and other hospitality related professional qualifications shall be admitted to first year of study.

Bachelor of Entrepreneurship and Small Business Management	Candidates who completed level/ part two of these professional qualification:- ACCA, CIPD, CIPS, CPA, CIM, PMP and CISA shall be admitted to first year of study.
Bachelor of Business Computing	Candidates who completed level/ part two of these professional qualification:- OCP and MSCE shall be admitted to first year of study.
Bachelor of Transport and Logistics Management	Candidates who completed level/ part two of these professional qualification:- CIPS, CILT, CIM, CPA and ACCA shall be admitted to first year of study.
Bachelor of Procurement and Supply Chain Management	Candidates who completed level/ part two of these professional qualification:- CIPS, CILT, CIM and ACCA shall be admitted to first year of study.
Bachelor of Travel and Tourism Management	Candidates who completed level/ part two of Travel and Tourism and any relevant professional qualification from a recognized institution such as IATA Diploma shall be admitted to first year of study.
Bachelor of Office and Information Management Bachelor of Leadership and Governance Bachelor of Human Resource Management	Candidates who completed level/ part two of any relevant professional qualification shall be admitted to first year of study
Bachelor of International Business	Candidates who completed level/ part two of these professional qualification:-CITP, Institute of Export and International Trade, Professional Diploma/ Certificate in International Business Studies and other professional qualifications in Marketing, Maritime Studies as well as Advertising
	and Public Relations, shall be admitted to first year of study.
Bachelor of Science in Marketing	Candidates who completed level/ part two of these professional qualification:- CIM, CITP, Institute of Export & International Trade and any other professional qualification in Marketing or Business Management, shall be admitted to first year of study.

C. ADMISSION REQUIREMENTS FOR POSTGRADUTE DIPLOMA, DIPLOMA AND CERTIFICATE PROGRAMMES

(i) POSTGRADUATE DIPLOMA PROGRAMMES

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.**

(ii) 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

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.

(iii) CERTIFICATE PROGRAMME

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

D. PROGRAMMES OFFERED AT MUBS MAIN CAMPUS

Programme	Duration	Code
1.Postgraduate Diploma in Business Administration	1 Year	PBAM
2.Postgraduate Diploma in Business Education	1 Year	PBEM
3.Diploma in Business Administration	2 Years	DBAM
4.Diploma in Computer Science	2 Years	DCSM
5.Diploma in Hotel & Restaurant Business Management	2 Years	DHBM
6.Diploma in Entrepreneurship	2 Years	DESM
7.National Certificate in Business Administration(UBTEB)	2 Years	CBM M

E. PROGRAMMES OFFERED AT THE REGIONAL CAMPUSES

1. MBARARA CAMPUS

Programme	Duration	Code
(i) Diploma in Business Administration	2 Years	DBAR
(ii) National Certificate in Business Administration(UBTEB)	2 Years	CBMR

2. JINJA CAMPUS

Programme	Duration	Code
(i) Postgraduate Diploma in Business Administration	1 Year	PBAJ
(ii) Diploma in Business Administration	2 Years	DBAJ

(iii)	Diploma in Hotel & Restaurant Business Management	2 Years	DHBJ
(iv)	National Certificate in Business Administration(UBTEB)	2 Years	CBMJ

3. ARUA CAMPUS

	Programme	Duration	Code
(i)	Postgraduate Diploma in Business Administration	1 Year	PDAA
(ii)	Postgraduate Diploma in Project Planning & Mgt	1 Year	PPMA
(iii)	Diploma in Business Administration	2 Years	DBAA
(iv)	National Certificate in Business Administration(UBTEB)	2Years	CBMA

4. MBALE CAMPUS

	Programme	Duration	Code
(i)	Postgraduate Diploma in Business Administration	1 Year	PDAH
(ii)	Diploma in Business Administration	2 Years	DBAH
(iii)	National Certificate in Business Administration(UBTEB)	2 Years	CBMH