



MAKERERE UNIVERSITY BUSINESS SCHOOL

OFFICE OF THE SCHOOL REGISTRAR

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ANNOUNCEMENT FOR 2017/2018 ACADEMIC YEAR ADMISSIONS FOR POSTGRADUATE DIPLOMA PROGRAMMES OFFERED AT MUBS MAIN CAMPUS

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

The details are as follows:

A. ADMISSION REQUIREMENTS

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

B. PROGRAMMES AT MUBS MAIN CAMPUS

	PROGRAMMES	CODE	DURATION	Number of places	Tuition fees per semester (Ugandans, East African and South Sudan) UGX	Tuition fees per semester (International) US \$
1	Postgraduate Diploma in Business Administration	PBAM	1 year	50	1,170,000	1007
2	Postgraduate Diploma in Business Education	PBEM	1 year	100	1,170,000	1007

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

FUNCTIONAL FEES	UGANDANS, EA & S.SUDAN	INTERNATIONAL
Postgraduate Diploma in Business Administration	635,000/=	US\$ 1020
Postgraduate Diploma in Business Education	635,000/=	US\$ 1020

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

HOW TO APPLY

- Applicants are required to apply online by filling in an online application form. Filling in online application forms can be done **from MUBS main campus at the parking lot at the tent in front of the main building** or from where there is internet connectivity.
- Other relevant information can be obtained from **School Registrar's Office Block 5** or can be downloaded from the website www.mubs.ac.ug with effect from Wednesday 17th May, 2017.
- Non-refundable application fee of **Shs 30,000/=** for Ugandans, East African and S.Sudan plus a bank charge of Shs. 3000/= should be paid from the following banks:

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

- Candidates who hold Grades **X, Y, Z, 7** and **9** of O'level results should **not** apply because they are **not** eligible for admission.

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

Applicants are required to apply online by filling in an online application form. Filling in online application forms can be done from **MUBS main campus at the parking lot at the tent in front of the main building** or from where there is internet connectivity.

Steps to follow

- To access the system log to www.mubs.ac.ug/ and click on **Apply Now**
- Create an account by clicking on the **register here** button

- Note:** For you to register you must have a valid email address. If you do not have sign up for one.
3. Once you log in select **Application type** (i.e. Ordinary Diploma/Certificate, Postgraduate Diploma) and intake (**August intake 2017/2018**) and click **Apply**.
 4. Fill your information in the fields provided correctly, click on **save and continue**
 5. Fill in all your UACE ('A' Level) and UCE ('O' Level) grades, click on **save and continue**.
 6. Click on the dropdown programme codes and select your choice i.e. DBAM, CBAM, DAFM etc. (**please choose only programme codes in the advert and take note of MUBS campuses and MUBS affiliated institutions**), click **save and continue**.
 7. Attach scanned copies of the required documents, click **save and continue**.
 8. Select who will meet your study expenses and check the declaration check box (**I declare that all the above information I have given in this form is Correct**), click **submit**.
 9. After submitting your application form you, will get an application number that you will use to pay the application fee at the bank. i.e. APFE/MUBS/655.
 10. The bank slip will be automatically generated and sent to your email address for you to print and present to the bank for payment of the application fees.

IMPORTANT TO NOTE:

- a) Before submitting your application form, make sure all the information given is correct because after submitting you will not be able to make any changes.
- b) Please have scanned copies of the following documents before you start filling your application form.
 - 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.
- c) Applicants, who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
- d) All Diploma and Certificate programmes are offered during **day**.
- e) A programme will only run if the break even number is realized.
- f) The system is open for application from May 17, 2017 to June 30, 2017

The closing date for applying is Friday June 30, 2017.

WARNING

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

**DR. ANNIE BEGUMISA
SCHOOL REGISTRAR**