



# MAKERERE UNIVERSITY BUSINESS SCHOOL

## OFFICE OF THE SCHOOL REGISTRAR

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### ANNOUNCEMENT FOR 2017/2018 ACADEMIC YEAR ADMISSIONS FOR DIPLOMA AND CERTIFICATE PROGRAMMES OFFERED AT INSTITUTIONS AFFILIATED TO MUBS

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

The details are as follows:

#### A. DIPLOMA PROGRAMMES

- Each applicant should either have obtained the Uganda Certificate of Education (UCE) with at least 5 passes and the Uganda Advanced Certificate of Education (UACE) with at least 1 principal pass and two subsidiary passes obtained at the same sitting.  
Or
- Certificate holders should have obtained 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.  
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 with at least three passes. **(Certified copies of academic transcripts (not photocopies of certified copies) from the awarding Institutions MUST be attached.**

#### B. CERTIFICATE PROGRAMMES

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

##### 1. AFRICAN COLLEGE OF COMMERCE AND TECHNOLOGY

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAB
2	Diploma in Accounting and Finance	DSSB
3	Certificate in Business Administration	CBAB

##### 2. UGANDA COLLEGE OF COMMERCE-SOROTI

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAS
2	Certificate in Business Administration	CBAS

##### 3. ROSA MYSTICA BUSINESS INSTITUTE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAG
2	Diploma in Accounting and Finance	DAFG
3	Diploma in Procurement and Logistics Mgt	DPLG
4	Diploma in Human Resource Management	DHRG
5	Diploma in Business Computing	DBCG
6	Certificate in Business Administration	CBAG

##### 4. UGANDA COLLEGE OF COMMERCE-ADUKU

	PROGRAMME OFFERED	CODE
1	Diploma in Accounting and Finance	DAFU
2	Certificate in Business Administration	CBAU
3	Diploma in Business Administration	DBAU

##### 5. MONACO INSTITUTE OF BUSINESS AND COMPUTER SCIENCE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAO
2	Diploma in Accounting and Finance	DAFO
3	Diploma in Procurement and Logistics Management	DPLO
4	Diploma in Computer Science	DCSO
5	Certificate in Business Administration	CBAO

##### 6. MAKERERE INSTITUTE FOR SOCIAL DEVELOPMENT

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAI
2	Diploma in Accounting and Finance	DAFI
3	Diploma in Procurement and Logistics Management	DPLI
4	Certificate in Business Administration	CBAI

##### 7. MAKLAND INSITUTE OF BUSINESS AND MANAGEMENT

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAF
2	Diploma in Accounting and Finance	DAFF
3	Diploma in Procurement and Logistics Management	DPLF
4	Diploma in Human Resource Management	DHRF
5	Diploma in Project Planning Management	DPPF
6	Certificate in Business Administration	CBAF

##### 8. MERITORIOUS BIZ TECH COLLEGE

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAT
2	Diploma in Accounting and Finance	DAFT
3	Diploma in Entrepreneurship & Small Business Mgt	DEST
4	Certificate in Business Administration	CBAT
5	Certificate in Entrepreneurship & Small Business Mgt	CEST

##### 9. YOUNG WOMENS CHRISTIAN ASSOCIATION

	PROGRAMME OFFERED	CODE
1	Diploma in Business Administration	DBAY
2	Diploma in Human Resource Management	DHRY
3	Uganda Diploma in Secretarial Studies	UDSY
4	Uganda Diploma in Catering and Hotel Management	UDHY
5	Certificate in Business Administration	CBAY

#### 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 our

website [www.mubs.ac.ug](http://www.mubs.ac.ug) with effect from Wednesday 17<sup>th</sup> May, 2017.

- Non-refundable application fee of Shs 30,000/= for Ugandans, East African and S.Sudan plus a bank charge of Shs. 3000/= should be paid from the following banks:

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

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

**MAKERERE UNIVERSITY BUSINESS SCHOOL ON-LINE APPLICATION PORTAL USER GUIDE**

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

**Steps to follow**

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

**Note:** For you to register you must have a valid email address. If you do not have sign up for one.

- Once you log in select **Application type** (i.e. Ordinary Diploma/Certificate, Postgraduate Diploma) and intake (**August intake 2017/2018**) and click **Apply**.
- Fill your information in the fields provided correctly, click on **save and continue**
- Fill in all your UACE ('A' Level) and UCE ('O' Level) grades, click on **save and continue**.
- Click on the dropdown programme codes and select your choice i.e. DBAM, CBAM, DAFM etc. (**please choose only programme codes in the advert and take note of MUBS campuses and MUBS affiliated institutions**), click **save and continue**.
- Attach scanned copies of the required documents, click **save and continue**.
- Select who will meet your study expenses and check the declaration check box (**I declare that all the above information I have given in this form is Correct**), click **submit**.
- After submitting your application form you, will get an application number that you will use to pay the application fee at the bank. i.e. APFE/MUBS/655.
- The bank slip will be automatically generated and sent to your email address for you to print and present to the bank for payment of the application fees.

**IMPORTANT TO NOTE:**

- Before submitting your application form, make sure all the information given is correct because after submitting you will not be able to make any changes.
- Please have scanned copies of the following documents before you start filling your application form.
  - Passport Size photo (100KB).
  - Birth Certificate (500KB).
  - O' Level Certificate/Pass slip Or Equivalent (500KB).
  - A' Level Certificate/Pass slip Or Equivalent (500KB).
  - Certified transcript for Degree/Diploma/Certificate holders (If required) (500KB).
  - Previous school/institution Identification card.
- Applicants, who completed their studies from outside Uganda, should have their academic documents equated by the Uganda National Examinations Board.
- All Diploma and Certificate programmes are offered during **day**.
- A programme will only run if the break even number is realized.
- The system is open for application from May 17, 2017 to June 30, 2017.
- Applicants who enroll on the MUBS Diplomas and obtain good grades stand a chance of studying a bachelor's degree programme for only 2 years.

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

**WARNING**

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

**DR. ANNIE BEGUMISA  
SCHOOL REGISTRAR**