



MUNI UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR

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DIPLOMA IN EDUCATIONAL LEADERSHIP AND MANAGEMENT

CALL FOR APPLICATIONS FOR ADMISSION TO DIPLOMA IN EDUCATIONAL LEADERSHIP AND MANAGEMENT ON PRIVATE SPONSORSHIP SCHEME FOR 2023/2024 ACADEMIC YEAR

The Academic Registrar Muni University invites applications from interested and qualified persons for admission to **Diploma in Leadership and Management (DELM)** programme, on **Private Sponsorship Scheme** for 2023/2024 Academic Year. Eligible applicants **MUST** fill and submit application form **ONLINE** on the URL: <http://admissions.muni.ac.ug>. **Deadline for application is 14th May 2023.**

1.0. GENERAL ADMISSION REQUIREMENTS

Eligible applicant **MUST** possess: **Either** a Certificate **or** Diploma **or** Degree qualification in Education. Note: School leadership experience as head teacher or deputy head teacher will be considered as added advantage.

2.0. PROGRAMME DETAILS

Table 2.1: Programme details

SN	Programme Name	Code	Duration	Delivery	Tuition and Functional fees			
					Year I Semester I		Other Semesters	
					East Africa (Ugx)	Others (USD)	East Africa (Ugx)	Others (USD)
FACULTY OF EDUCATION								
1.	Diploma in Education Leadership and Management	DELM	2 Years	Blended	860,000	860	705,000	705

3.0. HOW TO APPLY (ONLINE APPLICATION PROCEDURE)

APPLICATION IS ONLINE. The applicant **MUST** have an active **email address**, and a **Mobile phone number**.

- To apply, log in: <https://admissions.muni.ac.ug/> (you may use internet web browsers e.g., Google Chrome, Firefox, Mozilla, Opera etc.)
- Click **"SIGN UP"** using full name, e-mail and mobile number. Please note that your name must be similar to the one on your supporting documents for your application to be accepted by the system.
- A six-digit code/password will be sent to both your e-mail and mobile telephone number. The system will prompt you to **CHANGE THE PASSWORD** to the one you can easily remember.
- To fill application form, click on **"APPLY NOW"** displayed on the running scheme. Scroll down and select appropriate schemes are running (i.e., **DELM Programme**). Once all details are filled, click **"SUBMIT FORM"**
- Attach your **SCANNED** Academic documents by clicking on **"ATTACH FILES"** (Please note that the system will not allow you to proceed to payments if you have not attached your academic documents).
- Obtain a payment slip by clicking **"PAY FOR FORM"** button and get Payment Reference Number, which you will use to pay application fees. **Select either Bank or Mobile Money (i.e., AIRTEL OR MTN).**
- Use the Payment Reference Number to pay a non-refundable application fee: East Africa- **Ug. Shs. 50,000**, or Other Nationals **Ug. Shs. 183,000** at any Bank branch (**NOT** Bank Agents) or through Mobile Money (MTN or Airtel). Note that application fees exclude bank/transaction charges.

4.0. OTHER PERTINENT INFORMATION

- SCAN** copies of academic documents and National ID (as a **single file in PDF format and not exceeding 1 MB**).
- Applicants **MUST** attach **CERTIFIED** copies of their academic documents.
- "East Africa"** include applicants/students from; Uganda, Kenya, Tanzania, Rwanda, Burundi, South Sudan and Democratic Republic of Congo (DRC).
- "Blended"** The programme will be both Face-to-face during holidays and online teaching during schools' term.
- Only **correctly filled, complete and paid-up applications** will be processed for selection/admission purposes.
- The University reserves the right to admit applicants/roll-out advertised programme only when the required number applicants has been realized. **Successful applicants will commence studies in May 2023.**
- Applicants are advised to print and keep copy of the application form and payment slip for future use.

5.0. ENQUIRIES

Enquiries should be addressed to **The Office of The Academic Registrar**. Call (Monday-Friday 8:00-5:00p.m.), on: (+256) 772 353 680, (+256) 772 347 958, (+256) 773 217 339, (+256) 703 879 969 or email: ar@muni.ac.ug.

Felix A. Opio Okello

ACADEMIC REGISTRAR | Friday 5th May 2023

