MUNI UNIVERSITY

OFFICE OF THE ACADEMIC REGISTRAR
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SHORT COURSES

Call for Applications
SHORT COURSES PROGRAMME
(February 2024 Cohort)

Background

Muni University is the 6th Public University in Uganda, established by Statutory Instrument 2013 No. 31. The University is located in Arua City, West Nile Region, approximately 3.5km South of Arua City.

Call for applications

The Academic Registrar Muni University invites applications from interested persons for admission to **Short Courses**, on Private Sponsorship Scheme for February – March 2024 Cohort. Eligible applicants MUST fill and submit application form. **Deadline for application is 2nd February 2024**.

NOTE: Applicants should possess at least a Uganda Certificate of Education (UCE) or its' equivalent.

Table 1: Course details

Study Area	Course Name (Certificate in :)	Course Code	Delivery ■Face-to-Face	Course fees East Africa (Ugx)
Project Management	Monitoring and Evaluation	CME	1 Weekend	350,000
	Project Planning and Management	CPPM	2 Weekends	350,000
Tourism & Hospitability	Sales marketing in Hospitability and Tourism Services	CSMHTS	4 Weekends	350,000
	Food Safety and Hotel Kitchen Management	CFSHKM	4 Weekends	300,000
Information Technology	Cisco- Get Connected	CGC	3 Weekends	100,000
	Cisco- IT Essentials	CITE	8 Weekends	380,000
	Cisco- Certified Network Associate	CCNA	15 Weekends	600,000
	Huawei Data Com.	CHDC	15 Weekends	600,000

Why train in a Short Course

In a world that's rapidly evolving, growing, and changing, short courses help you keep you relevant, and gives you the opportunity to never stop learning to ensure that you reach your career goals. The job market is becoming more and more competitive, and having current knowledge and skills is a valuable asset on your profile (CV) and performance. Being a lifelong learner who takes the initiative to up skill and stay relevant is no longer an option in the modern world. Regardless of the industry, you're in, you can find a short course with Muni University that will make your work more meaningful, and interesting, and give you an advantage in the world of work or in the workplace. If you would like to train your entire team, Muni University also offers workplace training from over thirty (30) short courses.

Application Procedure

■ Application Forms can be obtained from the Office of the Academic Registrar, **Muni University Main Campus, Arua City or** downloaded from the University website at: **www.muni.ac.ug.**

■ A non-refundable application fee of **UGX. 10,000** (excluding bank charges) **MUST** be paid in the **Muni University BED A/C No: 9030018638125** in Stanbic Bank, Arua branch, **or** in any Stanbic Bank branch.

■ Completed application forms, original bank slip/receipt should be returned to the Office of the Academic Registrar, Muni University **or** emailed on ar@muni.ac.ug.

Other pertinent information

■ Applicants who applied for 'CSMTHS' and 'CFSHKM' last cohort of October 2023 need not apply for the same, but will be considered under this new cohort.

■ **"East Africa"** include applicants/students from; Uganda, Kenya, Tanzania, Rwanda, Burundi, South Sudan and Democratic Republic of Congo (DRC).

■ **Training will commence on 3rd February 2024**. NOTE that the University reserves the right to admit applicants/roll-out advertised programme only when the required number of applicants has been realized.

■ University staff and students are also encouraged to enroll for these capacity building trainings.

■ Note that the delivery can however be agreed upon between University and participants for large groups.

Enquiries

Enquiries should be addressed to **The Office of The Academic Registrar.** Call (between 8:00-5:00p.m.) on: (+256) 47620316; email: ar@muni.ac.ug. **or Coordinator- Short Courses** (+256) 772 662518

Felix A. Opio Okello
ACADEMIC REGISTRAR   January 15, 2024

Affix Current Passport size Photograph here.

APPLICATION FORM FOR SHORT COURSES

COURSE APPLIED FOR: ………………………………………………………………..……….

Instructions to Applicants

(i)   This Form must be completed by **Applicants** who are seeking admission.

(ii)   All names must be written in full (NO initials) as they appear on the academic documents and the form must be filled in **CAPITAL LETTERS.**

Personal Information

Surname as it appears on your Academic documents: …………………………………….

Other Names: ……………………………………………………………………………………

Sex: ……………………………………………………………………………………………….

Home District: ……………………………………………………………………………………..

Nationality: …………………………………………………………………………………………

Contact cell-phone: ……………….…………… Email: ……………………………………………

Sponsorship

Self [   ]   Parent /Guardian/Organisation [   ]   if the so, then Give detail

Parent/Sponsor Name:……………………………………… Nationality:…………………….

Relationship with you………………Address:…………………….Occupation:…………..……

Phone contact:……………………Postal Address: ……………… Email:………………………..

Educational Background

Award	Year of Completion	Awarding Institution	Class of Award

Employment History

Employer	Position	Held Dates	
		From	To
		From	To
		From	To

Payment of Application fees

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- Completed application forms, original bank slip/receipt should be returned to the Office of the Academic Registrar, Muni University **or** emailed on ar@muni.ac.ug.

Declaration by Applicant

I declare that to the best of my knowledge, the information provided above is correct.

Signature of applicant: ………………………………………….. Date: …………………………