**MALAWI UNIVERSITY OF BUSINESS AND APPLIED SCIENCES (MUBAS)**

**POSTGRADUATE PROGRAMMES**

***Affix passport size photo here***

**Application Form**

***(Application fee Mk10, 000)***

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First Name:** | **Surname:** |
| **Gender:** | **[ ]  Male [ ]  Female** | **Date of birth:** |
| **Nationality** | **Place of Birth:** |
| **Correspondence Address:** | **Permanent Address:** |
| **Tel Contact Numbers:** | **Email:** |
| **Disability Declaration (Please provide a detailed explanation):** |

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| **FOR OFFICE USE ONLY** |
| **ENTRY YEAR** |  |
| **APPLICATION NO.** |  |
| **RECEIPT NO.** |  |

1. **Please tick in the appropriate box against the programme being applied for:**

|  |  |
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| **Programme** | **Tick** |
| **Doctor of Philosophy US$10,000 /or Master of Philosophy US$5,500 in Applied Science in**1. Environmental Sanitation
2. Renewable Energy
3. Public Health Engineering
4. Information Technology
5. Industrial Process Technology
6. Environmental Protection and Management
7. Environmental Health
8. Applied Statistics
9. Applied Mathematics
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| **Doctor of Philosophy in Commerce (US$10,000) in**1. Financial Management
2. Strategic Management
3. Entrepreneurship
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| **Doctor of Philosophy (US$10,000) or** **Master of Philosophy in Engineering (US$5,500) in** 1. Transport Systems
2. Sustainable Engineering
3. Telecommunications
4. Power and Machines
5. Industrial Management
6. Infrastructure Development
 |  |
| Master of Arts in Health and Behaviour Change Communication **(US$ 5,500)** | **[ ]**  |
| Master of Business Administration **(US$ 7,650)** | **[ ]**  |
| Master of Science in Environmental Health **(US$6,500)** | **[ ]**  |
| Master of Science in Environmental Protection Management **(US$6,500)** | **[ ]**  |
| Master of Science in Occupational Safety and Health **(US$ 6,500)** | **[ ]**  |
| Master of Science in Sanitation **(US$6,500)** | **[ ]**  |
| Master of Science in Infrastructure Development and Management **(US$ 6,500)** | **[ ]**  |
| Master of Science in Sustainable Engineering Management **(US$ 6,500)** | **[ ]**  |
| Master of Science in Sustainable Energy **(US$ 6,500 )** | **[ ]**  |
| Master of Science in Water Resources Management **(US$ 6,500)** | **[ ]**  |
| Master of Technical and Vocational Education **(US$4,500)** | **[ ]**  |
| Master of Arts in Media Studies **(US$5,500)**  | **[ ]**  |
| Master of Science in Occupational Safety and Health **(US$ 6,500)** | **[ ]**  |

1. **ACADEMIC RECORD**

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| **UNIVERSITY/COLLEGE** | **Date of Attendance** | **Main Subjects** | **Qualification** | **Date of Award** | **Class of****Award** |
|  | **From** | **To** |  |  |  |  |
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1. **PROFESSIONAL QUALIFICATIONS**

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| **UNIVERSITY/COLLEGE** | **Date of Attendance** | **Main Subjects** | **Qualification** | **Date of Award** | **Class of****Award** |
|  | **From** | **To** |  |  |  |  |
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Note: Applicants should attach certified copies of degree or equivalent and/or qualification certificates and, where available, a transcript of their academic record.

1. **WORK EXPERIENCE**

**Please give details of your work experience with most recent first**

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| --- | --- | --- |
| **Dates** | **Name of Organization** | **Position/Nature of work** |
| **From**  | **To** |  |  |
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1. **FINANCIAL SUPPORT**

Who will pay your fees? Give the name of the institutions, etc, or put "self"

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**7. MOTIVATION FOR APPLYING FOR THIS PROGRAMME**

**Explain why you want to pursue this Postgraduate Programme in not more than five hundred words.**

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**What do you feel you can contribute to this programme?**

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**What do you consider to be your most significant achievement to date? Why is it significant to you?**

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**Please give a frank impression of your main academic strengths and weaknesses.**

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**8. REFEREES**

Please provide below the names, positions and addresses of two referees. (one academic and one employer)

Name: ……………………………………. Name: …………………………………..

Position: ………………………………….. Position: ………………………………….

Address: ………………………………… Address: ………………………………….

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Email:……………………………………… Email……………………………………….

**9.** I certify that the above information is correct and hereby apply for admission into the Malawi University of Business and Applied Sciences- MUBAS.

Signed…………………………………… Date: ………………………………………………

**(FOR GUIDANCE, PLEASE USE THE CHECK-LIST FOR THE REQUIRED DOCUMENTS ON THE LAST PAGE BEFORE SUBMITTING THIS FORM)**

**FOR OFFICE USE ONLY**

This applicant was scrutinised by:

………………………………………………………………………………………………………..

I certify that:

1. This candidate is offering as a qualification for entry:

……………………………………………………………………………………………

1. I have/have not seen documentary evidence of all relevant qualifications.
2. I have/have not received satisfactory references in respect of this applicant.
3. I support/do not support this application for these reasons:

………………………………………………………………………………………………

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……………………………………………………………………………………………..

Signature: ……………………… Head of Department Date: …………………..

Approved/not approved by Dean of Faculty

Signature: …………………………………….. Date: …………………………………

Approved/not approved by Dean of Postgraduate Studies.

Signature: …………………………………….. Date: …………………………………

**The completed form must be returned to:**

**E-mail:** **applications-postgraduate@poly.ac.mw**

**and copy to**

 **admin-postgraduate@poly.ac.mw**

**Tel: +265(0) 999 968 967**

**CHECK LIST FOR THE REQUIRED ATTACHMENTS**

**AND**

**PLEASE ARRANGE THE DOCUMENTS IN THE ORDER BELOW**

|  |  |  |  |
| --- | --- | --- | --- |
| **PHD AND MPHIL APPLICATIONS** |  | **MASTERS APPLICATIONS** |  |
| A Deposit slip for the application fee |  | A Deposit slip for the application fee |  |
| A **completed postgraduate** application form |  | **A completed postgraduate** application form |  |
| **Academic transcripts of all previous university** courses taken including **percentage scores** where necessary |  | **Certified** Academic Transcript |  |
| **Certified** copies of relevant certificates |  | **Certified** **(by commissioners of oath )**copies of relevant certificates |  |
| **One (1) letter** from academic referee at postgraduate level and One (1) professional reference letter. |  | **One (1)** academic reference letter and **One (1)** Professional reference letter. |  |
| An abstract of master’s research or dissertation (**for PhD applicants only**) |  | A detailed latest CV |  |
| A concept paper relating to the proposed research topic which should not be more than 5 pages long. The concept should contain;1. Introduction
2. Problem statement
3. Research objective
4. Preliminary literature review
5. Methodology
6. references
 |  |  |  |
| Sample of academic writing i.e. publications, conference reports, etc which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify the applicant as a significant contributor (maximum of 30 pages) |  |  |  |
| A detailed latest CV |  |  |  |

**ACCOUNT DETAILS FOR APPLICATION FEE**

**FOR MBA& PhD COM APPLICANTS ONLY OTHER PROGRAMMES**

**BANK NAME:** NATIONAL BANK OF MALAWI NBM

**ACCOUNT NAME:** POLYTECHNIC MBA POLYTECHNIC REVENUE

**ACCOUNT NUMBER:** **79 79 79** **73 74 61**

**BRANCH HELD:**  CHICHIRI SERVICE CENTRE CHICHIRI SERVICE CENTRE

**SWIFT CODE:** **NBMAMWMW**  **NBMAMWMW**