



# PRESS RELEASE

## OPENING ARRANGEMENTS FOR THE 2022/2023 ACADEMIC YEAR

The Malawi University of Business and Applied Sciences (MUBAS) would like to inform all its undergraduate students and the general public that the first semester for the 2022/2023 academic year will commence on 29th January, 2023. All the concerned parties are requested to take note of the following dates and activities:

### a) Opening dates for the 2022/2023 Academic Year

Arrival of all new students	22nd January, 2023
New Student Orientation	23rd to 27th January, 2023
Arrival of all continuing students	29th January, 2023
Commencement of Teaching and Learning	30th January, 2023

### b) Fees and Financial Contribution

All students are being reminded to pay their applicable fees/financial contribution towards their university education through the following banking details (for cash deposits or Mo626 payments):

<b>Name of Bank:</b>	National Bank of Malawi
<b>Account Name:</b>	Polytechnic Revenue
<b>Branch:</b>	Chichiri
<b>Account Number:</b>	SMIS Student Financial Identification Number

Students are therefore being encouraged to use their SMIS Student Financial Identification Number when making fees/financial contribution payments at the bank. The SMIS Student Financial Identification Number will have to be indicated on the account number column of the bank deposit slip. For all new students, the twelve-digit number called the student financial identification number has been indicated on your offer letter.

*All students paying through cheques, Electronic Funds Transfer (EFT) or transferring from other banks are advised to use account number 737461 which is the default account number for Polytechnic Revenue Account.*

Additionally, students must also indicate (on top of the bank deposit slip) their full names and programme of study. A copy of the bank deposit slip should be submitted to the Finance Office of the University. It is the responsibility of the students to ensure that appropriate fees/financial contributions have been paid and credited into the student SMIS account.

### **c) SMIS Registration Period**

SMIS registration for all students will open on 30th January, 2023 and will close on 13th February, 2023. Only students who have paid their financial contribution in full or, at minimum, a quarter of the applicable fees will be allowed to register through SMIS.

Students who fail to register within this specified period will have their place reserved for the next academic year whose calendar will be announced in due course.

### **d) University Accommodation**

Students who have been offered University accommodation are advised to note that keys for their hostel rooms will be issued out on 22nd January, 2022 (for all new students) and 29th January, 2023 (for all continuing students). The collection of keys shall be done through the office of the hostel supervisor which shall open at 8.00 am on both days.

Students will be expected to pay applicable hostel rentals as stipulated in terms and conditions of offer from the Directorate of Student Affairs. All University payments are paid through the bank.

### **e) MUBAS – Parents & Guardians Interactive Day**

The orientation of all first years on 23rd January, 2023 will start with an interaction with parents and guardians starting from 08:00 am to 12.00 noon. Parents are encouraged to take note and spare this day for the interaction. A detailed programme for the interaction will be sent out in due course.

### **f) Contacts**

Communication and queries to the university should be sent to the following email addresses.

General information: [registrar@mubas.ac.mw](mailto:registrar@mubas.ac.mw) or [marketing@mubas.ac.mw](mailto:marketing@mubas.ac.mw)

Academic matters: [aracademic@mubas.ac.mw](mailto:aracademic@mubas.ac.mw)

Students Welfare: [dosa@mubas.ac.mw](mailto:dosa@mubas.ac.mw)

Financial matters: [dfi@mubas.ac.mw](mailto:dfi@mubas.ac.mw)

Our Facebook page is also available for instant interaction and to answer all relevant questions that you may have. Follow us through our Facebook page: <https://web.facebook.com/mubasmw>

## **MANAGEMENT**