**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):** | | | | |

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

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

|  |  |
| --- | --- |
| **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 |  |
| **Doctor of Philosophy in Commerce (US$10,000) in**   1. Financial Management 2. Strategic Management 3. Entrepreneurship |  |
| **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**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **UNIVERSITY/COLLEGE** | **Date of Attendance** | | **Main Subjects** | **Qualification** | **Date of Award** | **Class of**  **Award** |
|  | **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **UNIVERSITY/COLLEGE** | **Date of Attendance** | | **Main Subjects** | **Qualification** | **Date of Award** | **Class of**  **Award** |
|  | **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Name of Organization** | **Position/Nature of work** |
| **From** | **To** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **FINANCIAL SUPPORT**

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

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

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

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

……………………………………………………………………………………………………

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

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

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

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

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

……………………………………………………………………………………………………

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

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

…………………………………………………………………………………………………

……………………………………………………………………………………………………

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

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

…………………………………………………………………………………………………

……………………………………………………………………………………………………

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

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

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

**8. REFEREES**

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

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

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

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

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

……………………………………………. ………………………………………………

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

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:

………………………………………………………………………………………………

……………………………………………………………………………………………..

………………………………………………………………………………………………

……………………………………………………………………………………………..

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**](mailto:applications-postgraduate@poly.ac.mw)

**and copy to**

[**admin-postgraduate@poly.ac.mw**](mailto: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**