

MAKERERE

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OFFICE OF THE ACADEMIC REGISTRAR

ANNOUNCEMENT

THE ACADEMIC REGISTRAR, MAKERERE UNIVERSITY INVITES APPLICATIONS FOR ADMISSION TO A FOUR YEAR **BACHELOR OF LAWS EXECUTIVE (WEEKEND)** DEGREE PROGRAMME FOR THE 2019/2020 ACADEMIC YEAR TO BE RUN EFFECTIVE FEBRUARY 2020. THE PROGRAMME CODE IS **LLE**. THIS PROGRAMME WILL FOLLOW THE EXISTING CURRICULUM FOR THE BACHELOR OF LAWS APPROVED BY SENATE, COUNCIL AND NATIONAL COUNCIL FOR HIGHER EDUCATION (NCHE)

REQUIREMENTS:

THE DETAILS ARE AS FOLLOWS:

EACH APPLICANT SHOULD:

EITHER

- (a) HAVE THE UGANDAN CERTIFICATE OF EDUCATION (UCE) WITH AT LEAST **FIVE PASSES**, OR ITS EQUIVALENT AND AT LEAST TWO PRINCIPAL PASSES AT ADVANCED LEVEL (UACE) OBTAINED AT THE SAME SITTING.

OR

- (b) HOLD AT LEAST A SECOND CLASS/CREDIT DIPLOMA (OR EQUIVALENT CLASSIFICATION) FROM A RECOGNISED CHARTERED INSTITUTION. ***Certified copies of academic Transcripts and Certificates (not photocopies of Certified Copies) from the awarding Institutions and one Passport size photograph MUST be submitted to office 315 Level three (3) Senate Building after applying online. Candidates who possess 3rd Class or Pass Diplomas need not apply because they are not eligible for admission***

OR

- (c) BE A GRADUATE FROM A RECOGNISED CHARTERED UNIVERSITY. ***Certified copies of academic Transcripts and Certificates (not photocopies of certified copies) from the awarding Institution and one Passport size photograph MUST be submitted to OFFICE 315, Level three (3) Senate Building after applying online.***

- (d) CANDIDATES WHOSE "O" AND "A" LEVEL RESULTS ARE OF GRADES "Y", "Z", "7" AND "9" SHOULD NOT APPLY BECAUSE THEY ARE NOT ELIGIBLE FOR ADMISSION.

NB: DIPLOMA AND DEGREE HOLDER CANDIDATES WILL BE RESPONSIBLE FOR VERIFICATION OF THEIR ACADEMIC DOCUMENTS FROM THE AWARDING INSTITUTIONS AFTER ADMISSION.

(e) APPLICANTS FOR THIS PROGRAMME (BACHELOR OF LAWS – EXECUTIVE) MUST HAVE SAT AND PASSED THE PRE-ENTRY EXAMINATIONS FOR BACHELOR OF LAWS SET BY MAKERERE UNIVERSITY WITH AT LEAST 50% FOR 2018 AND 2019.

(f) APPLICANTS ARE WARNED AGAINST SUBMITTING **FORGED ACADEMIC DOCUMENTS AS THIS WILL LEAD TO AUTOMATIC CANCELLATION OF ADMISSION, REVOCATION OF AWARD WHERE APPLICABLE AND PROSECUTION IN THE COURTS OF LAW.**

(g) THE FEES PAYABLE BY UGANDAN APPLICANTS WHICH ARE SUBJECT TO REVIEW ARE AS FOLLOWS:

TUITION FEES	-	SHS.5,000,000/= PER SEMESTER
REGISTRATION FEE	-	SHS.132,250/= PER YEAR
EXAMINATION FEE	-	SHS.132,250/= PER YEAR
DEVELOPMENT FEE	-	SHS.163,329/= PER YEAR
FIELD ATTACHEMENT FEE	-	SHS.132,250/= <i>PER SEMESTER FOR YEAR ONE ONLY</i>
TECHNOLOGY FEE	-	SHS.66,125/= PER YEAR
RESEARCH FEE	-	SHS. 26,450/= PER YEAR
LIBRARY FEES	-	SHS. 26,450/= PER YEAR
UNIVERSITY IDENTITY CARD	-	SHS. 45,000/=
ACADEMIC GOWN	-	SHS. 21,160/=
MEDICAL FEE	-	SHS. 57,500 PER YEAR
CAUTION	-	SHS. 2,645/=
GUILD FEE	-	SHS. 13,225/= PER YEAR
SENIOR COMMON ROOM FEE	-	SHS. 6,613/= PER YEAR
SPORTS CONTRIBUTION	-	SHS. 19,838/= PER YEAR
ENDOWMENT FEE	-	SHS. 13,225/= PER YEAR
NATIONAL COUNCIL FOR HIGHER EDUCATION FEE	-	SHS. 20,000/= PER YEAR (Payable to NCHE)
UNSA SUBSCRIPTION FEE	-	SHS. 2,000/= PER YEAR (PAYABLE TO UNSA)

(h) CANDIDATES ALREADY ADMITTED TO THE PROGRAMME NEED NOT APPLY.

(i) A NON REFUNDABLE APPLICATION FEE OF SHS.50,000/= PLUS THE BANK CHARGES, USING A ZEE PAY REFERENCE NUMBER, SHOULD BE PAID TO ANY STANBIC BANK OR DFCU BANK, UBA BANK, POST BANK AND CENTENARY BANK. BEFORE SUBMITTING A SYSTEM GENERATED APPLICATION FORM, FOR DIPLOMA OR DEGREE HOLDERS TO THE ADMISSION OFFICE (ROOM NO. 315), LEVEL 3, ACADEMIC REGISTRAR'S DEPARTMENT IN THE SENATE BUILDING, MAKERERE UNIVERSITY FROM WHERE ADDITIONAL INFORMATION MAY BE OBTAINED. THE CLOSING DATE FOR SUBMISSION OF APPLICATIONS WILL BE **FRIDAY 31ST JANUARY, 2020**

(j) **HOW TO APPLY**

Application is online.

(k) MAKERERE UNIVERSITY ONLINE APPLICATION PORTAL USERGUIDE

1. Applicants should access the Institution's Admissions URL <http://admissions.mak.ac.ug>
2. Sign up using full name, e-mail and Mobile No. Please note that your name must be similar to the one on your supporting academic documents for your application to be considered valid. If you changed your names please go to Senate Building Office 301 with an affidavit supporting the name change.
3. A password will be sent to both your e-mail and mobile number.
4. The system will prompt you to change the password to the one you can easily remember.
5. To fill a form the applicant clicks on the APPLY NOW button displayed on the running scheme.
6. Obtain a payment advice slip by clicking on "Pay for Form" button
7. Make a payment at any of the following Banks:
 - (a) Stanbic
 - (b) Post Bank
 - (c) Centenary Bank
 - (d) DFCU Bank
 - (e) UBA Bank
8. Print the filled form and attach certified copies of your academic documents.

(l) PROCEDURE FOR OBTAINING A PAYMENT REFERENCE NUMBER FOR PAYMENT OF APPLICATION FEES

1. Go the payment reference site: <https://payments.mak.ac.ug>
2. Fill in your name;
3. Fill in your email;
4. Fill in your telephone number – Go to the next
5. Click on the option number;
6. Application fee = 50,000/=(Undergraduate) continue and get the pay reference number
7. Go to the Bank and pay
8. Go to room 315 Senate Building and submit certified copies of your academic documents.

WARNING

- (i) Applicants are strongly warned against presenting forged or other people's academic documents to support their applications for admission. The consequences, if discovered, are very grave indeed.
- (ii) Do not buy any other documents not originating from the Academic Registrar's Office. Those who buy them do so at their own risk.
- (iii) The Academic Registrar has not appointed any agents to act on his behalf to solicit for additional funds other than the application fee stated above.



Alfred Masikye Namoah
ACADEMIC REGISTRAR

16th January, 2020