



UGANDA MANAGEMENT INSTITUTE

# 2024-2025 PROSPECTUS

*Empowering you to Excel*





# FOREWORD



*Dr James Luyonga Nkata holds a PhD in Higher Education Management, Administration and Planning (Makerere University), Masters in Management Sciences( University of Edinburgh-Scotland) and Postgraduate diploma in Education Management (University of Edinburgh-Scotland) and a Bachelors of Arts in Education(Specialization: Education Management, Administration and Planning)*

The Uganda Management Institute (UMI) started in 1969. It started a Management Development Institute (MDI), then known as the Institute of Public Administration. It has gone through various transformations to what it is right now. In 2004, UMI was elevated to a degree-granting institution by an act of Parliament. However, UMI remained an MDI. What this means is that it was able to grant degrees while continuing with its mandate of offering short courses leading to the award of certificates and diplomas.

With these two mandates, the UMI was restructured into four schools; the School of Business and Management; the School of Public Administration, Public Service and Governance; the School of Distance Learning as well as the School of Management Sciences.

Today, UMI is geared towards the forth industrial revolution and our anchor point is to be a Research Led University. To achieve the ultimate goal of being research led we are, among others, doing the following:

## **Personalized learning**

Researchers are exploring ways to personalize education and training to better meet the needs of individual participants. This includes using technology to deliver customized content as well as adapting delivery methods to better suit different learning styles of participants.

## **Social and emotional learning:**

There is growing recognition and appreciation by researchers that social and emotional skills are critical for success in the Institute and beyond. Research is exploring ways to integrate social and emotional learning into the curriculum and develop effective strategies for teaching these skills.

## **Faculty and Professional development**

As a research led Institution we exploring ways to improve faculty training and professional development to better prepare them for the challenges of modern lecture rooms.

To achieve the goals we have set out for ourselves, the Institute is setting on a path to do the following:

## **Collaboration with Industry, public and private partners.**

Universities have tried to partner with industries; private and public agencies, specialised institutions, and centres of excellence, incubations centres, business entrepreneurs, and Universities to align research priorities with their needs.

## **Invest resources in research infrastructure**

We are investing in research infrastructure to support cutting-edge research. This will include labs, equipment and technology.

## **Interdisciplinary research programs**

We are encouraging interdisciplinary research programs that bring together research from different disciplines to work on complex issues. This leads to innovative solutions that would not be possible through single-discipline research.

## **Foster a culture of innovations**

We are working on fostering a culture of innovation by encouraging risk-taking creativity and collaboration so as to promote a dynamic research environment to attract top talent

**Dr. James L. Nkata**

**DIRECTOR GENERAL**

# CONTENTS

|                                                                                         |           |
|-----------------------------------------------------------------------------------------|-----------|
| <b>FOREWORD.....</b>                                                                    | <b>3</b>  |
| <b>FEES STRUCTURE.....</b>                                                              | <b>6</b>  |
| <b>ABOUT UGANDA MANAGEMENT INSTITUTE.....</b>                                           | <b>6</b>  |
| UMI Vision.....                                                                         | 6         |
| UMI Mission.....                                                                        | 6         |
| <b>ACKNOWLEDGMENTS.....</b>                                                             | <b>7</b>  |
| <b>School of Business And Management.....</b>                                           | <b>8</b>  |
| <b>School of Civil Service, Public Administration &amp; Governance (SCPAG).....</b>     | <b>10</b> |
| <b>School of Distance Learning &amp; Information Technology.....</b>                    | <b>12</b> |
| <b>Distance Learning Programmes at UMI.....</b>                                         | <b>14</b> |
| <b>School of Management Sciences.....</b>                                               | <b>15</b> |
| Ordinary Diplomas, Postgraduate, Masters & PhD Programs.....                            | 16        |
| Chartered Institute of Marketing (CIM).....                                             | 17        |
| Chartered Institute of Purchasing and Supply (CIPS).....                                | 18        |
| Chartered Institute of Public Relations (CIPR).....                                     | 19        |
| The Chartered Institute of Logistics and Transport.....                                 | 20        |
| Certified Public Accountant (CPA).....                                                  | 21        |
| Project Management Institute.....                                                       | 23        |
| <b>ORDINARY DIPLOMA PROGRAMMES.....</b>                                                 | <b>24</b> |
| Diploma in Public Administration and Community Development (PACOD).....                 | 25        |
| Diploma in Records Management and Information Science (DRMIS).....                      | 26        |
| <b>POSTGRADUATE DIPLOMA PROGRAMMES.....</b>                                             | <b>27</b> |
| Postgraduate Diploma in Public Administration and Management (DPAM).....                | 28        |
| Postgraduate Diploma in Project Planning and Management (DPPM).....                     | 30        |
| Postgraduate Diploma in Management (DIMA).....                                          | 31        |
| Postgraduate Diploma in Urban Governance and Management (DUGM).....                     | 32        |
| Postgraduate Diploma in Monitoring and Evaluation (DME) .....                           | 34        |
| Postgraduate Diploma in Human Resource Management & Development (DHRM).....             | 36        |
| Postgraduate Diploma in Organization Development (DOD).....                             | 37        |
| Postgraduate Diploma in Financial Management (DFM).....                                 | 39        |
| Postgraduate Diploma in Marketing Management (DMM).....                                 | 40        |
| Postgraduate Diploma in Procurement and Supply Chain Management (DPSCM).....            | 41        |
| Postgraduate Diploma in Logistics and Transport Management (DLTM).....                  | 42        |
| Postgraduate Diploma in Public Policy and Governance (DPPG).....                        | 43        |
| Postgraduate Diploma in Information Systems Management (DISM).....                      | 44        |
| Postgraduate Diploma in Information Security Management (DISEM).....                    | 45        |
| Postgraduate Diploma in Information Technology (DITE).....                              | 46        |
| Postgraduate Diploma in Fundraising and Resource Mobilisation.....                      | 47        |
| Postgraduate Diploma in Enterprise Development & Management.....                        | 48        |
| Postgraduate Diploma in Higher Education Leadership & Management (DHELM).....           | 49        |
| Postgraduate Diploma in Business Computing and Management (DBCM).....                   | 50        |
| Postgraduate Diploma in Education Leadership and Management (DELM).....                 | 51        |
| Postgraduate Diploma in Journalism and Communication Management (DJCOM).....            | 52        |
| <b>MASTERS DEGREE PROGRAMMES.....</b>                                                   | <b>53</b> |
| Masters in Management Studies (MMS) -Revised.....                                       | 54        |
| Masters in Business Administration - Revised.....                                       | 56        |
| Masters in Public Administration (MPA).....                                             | 59        |
| Masters in Institutional Management and Leadership (MIML).....                          | 61        |
| Masters in Public Procurement Management (MPPM).....                                    | 63        |
| Masters in Education Leadership and Management (MELM).....                              | 65        |
| Master's Degree in Education Administration and Human Resource Development (MEAMD)..... | 69        |
| Masters in Non - Governmental Organisations Management (MNGOM).....                     | 72        |
| Master in Supply Chain Management (MSCM) Weekend - Kampala.....                         | 75        |
| Master of Policy Development and Analysis (MPDA) Weekend - Kampala.....                 | 78        |
| <b>PHD PROGRAMME.....</b>                                                               | <b>81</b> |
| PHD in Management and Administration.....                                               | 82        |
| <b>SHORT COURSES.....</b>                                                               | <b>83</b> |

# FEES STRUCTURE

| COURSE                                                               |      | DURATION | FULL TUITION       |                     |
|----------------------------------------------------------------------|------|----------|--------------------|---------------------|
|                                                                      |      |          | UGANDANS/EA        | INTERNATIONAL       |
|                                                                      |      |          | UG SHS             | USD                 |
| PGD Evening- Kampala                                                 |      | 1 year   | 2,660,000          | \$915               |
| PGD Day- Kampala                                                     |      | 1 year   | 2,660,000          | \$915               |
| PGD weekend- Kampala                                                 |      | 1 year   | 2,720,000          | \$915               |
| PGD- Outreach Branches                                               |      | 1 year   | 2,620,000          | \$915               |
| PGD - M & E (weekend, Evening & Branches)                            |      | 1 year   | 3,500,000          | \$1,000             |
| PGD - M&E, DPPM, DFM (Distance learning)                             |      | 1 year   | 1,800,000          | \$645               |
| PGD - PPM (Distance learning)                                        |      | 1 year   | 1,935,000          | \$692               |
| PGD - PPM (Evening)                                                  |      | 1 year   | 2,795,000          | \$950               |
| PGD - PPM (Weekend)                                                  |      | 1 year   | 2,855,000          | \$950               |
| PGD - PPM (Outreach Branches)                                        |      | 1 year   | 2,755,000          | \$950               |
| Ord. Diploma                                                         |      | 2 years  | 2,400,000          | \$950               |
| Direct Masters - MBA, MPA, MPP, MIML, MELM, MEAHD, MNGOM, MSCM, MPDA |      | 2 years  | 8,000,000          | \$5,720             |
| MMS (applies after completion of PGD PGD)                            |      | 1 year   | 5,050,000          | \$3,400             |
| PhD (10,397,635 per year)                                            |      | 3 years  | 31,192,905         | \$8,580             |
| Professional programmes (CILT, CIPR & CPA charges inside)            | CIM  | N/A      | 400,000            | \$160               |
|                                                                      | CIPS | N/A      | 300,000            | \$120               |
|                                                                      | PMP  | N/A      | 2,220,000          | \$600               |
| Short courses (2 weeks)                                              |      | N/A      | 480,000            | \$285               |
| Short courses (1 week)                                               |      | N/A      | 320,000            | \$190               |
| Short courses (3 days)                                               |      | N/A      | 210,000            | \$124               |
| Executive Courses (1 Week)                                           |      | N/A      | 1,250,000          | \$350               |
| FUNCTIONAL FEES                                                      |      |          | Ugandans           | Non-Ugandans        |
|                                                                      |      |          | UG SHS             | USD                 |
| Journals                                                             |      |          | 30,000             | \$15                |
| Registration Fees per year                                           |      |          | 100,000            | \$35                |
| Examination (per module)                                             |      |          | 20,000             | \$18                |
| Library                                                              |      |          | 80,000             | \$30                |
| Development fees                                                     |      |          | 250,000            | \$80                |
| Identity Card                                                        |      |          | 20,000             | \$5                 |
| Students' Council                                                    |      |          | 20,000             | \$5                 |
| Accommodation (Full time Participants)                               |      |          | 20,000             | \$5                 |
| Accommodation Part time (Participants and others)                    |      |          | 30,000             | \$15                |
| OTHER FEES                                                           |      |          |                    |                     |
| ITEM                                                                 |      |          | UGANDANS<br>UG SHS | NON-UGANDANS<br>USD |
| Application for admission                                            |      |          | 40,000             | \$16                |
| Re-take/Re-sit paper                                                 |      |          | 452,000            | \$181               |
| Verification of academic document                                    |      |          | 10,000             | \$4                 |
| Certification of academic document                                   |      |          | 5,000              | \$2                 |
| Graduation                                                           |      |          | 150,000            | \$60                |

\* Please note that the Institute does not offer meals but there are service providers on campus.

\* You will require an average of 5 USD per day for meals.

\* Tuition fees are annual and excludes functional fees

# ABOUT UGANDA MANAGEMENT INSTITUTE

## A SNAP SHOT OF UMI

The Uganda Management Institute (UMI) offers a number of academic programmes at diploma, post graduate, Masters and PhD levels. UMI is classified legally as an “other Degree Awarding Institutions”. UMI’s mandate is to provide training, research and consultancy services to the public, private and Non- governmental Organizations (NGO) sectors as a Management Development Institute that offers post graduate Programmes.

## MANDATE OF UMI

UMI’s mandate is to equip students with job and task related skills, values and attitude to perform their duties at their different places of work. “We give practical training to our students. That’s why our major method of facilitation is through case studies. Much as we give them knowledge, our main focus is on the skills development, such that after training, one can be competent at their place of work,” says Dr Kasozi Mulindwa, the Director Programs and students affairs. It is against this background that the Institute looks at people who have got both academic credentials and work experience in their field of study when enrolling students. UMI only takes on students who have at least one year of work experience post-graduation. Learning at UMI is participatory. Students have to share experiences and challenges at their work places, making them solution givers and also giving them an opportunity to learn from others and their facilitators. UMI programmes are geared towards improving service delivery. The curriculum is developed to address practical issues and build human resource capacity to deliver. The Institute undertakes a rigorous process of development of programmes so that they are relevant to their job market. Stakeholder consultations are carried out on all programmes to ensure what is offered is what is needed by the public.

## THE FUTURE

UMI’s vision is to be a World Class Management Development Institute that excels in Developing Practical and Sustainable Administration, Leadership, and Management Capacity. “We will

continue maintaining and sustaining people who provide service with the Institute. We also have to continue ushering UMI into the next generation. This is expensive, but we have to work hard at it”, explains Dr James Nkata, Director General. Nkata further says he’s leading a trudge to make UMI a technologically compliant institution that fits in the world at any particular time. “we are now an international organization of Standardization (ISO) accredited Institute. We continue to subscribe to the internationally accepted standards of training and education in the management development institutes,” The Director General avers the institute is pushing UMI’s Programmes to the point that they will all become accredited by the international accreditation bodies.

## OPPORTUNITY TO GROW YOUR POST GRADUATE DIPLOMA TO A MASTER’S DEGREE

Dr. Kasozi S. Mulindwa, the Director Programmes and Students Affairs, says those who complete their postgraduate diplomas and wish to continue with their Master’s program must endeavor to meet the Institute’s pass mark which enables them to proceed to the Masters Programmes in the field they trained in at the post graduate diploma level. “All the Programmes can be attained at all our campuses which include, Kampala which is the headquarters, Gulu, Mbarara and Mbale. They are all accredited by the National Council for Higher Education,” he says.



### UMI Vision

To be a World Class Management Development Institute



### UMI Mission

To Excel in Developing Practical and Sustainable Administration, Leadership and Management Capacity

# ACKNOWLEDGMENTS



*In here we offer a variety of programs to enhance competencies at work places, build knowledge and offer insights into new management practices. All our programs are tailored with succinct management components for the delivery of strategic levels of management.*

Am glad to invite you on a journey to explore the programs offered at UMI in this Prospectus.

In here we offer a variety of programs to enhance competencies at work places, build knowledge and offer insights into new management practices. All our programs are tailored with succinct management components for the delivery of strategic levels of management.

In this particular prospectus year, we offer three instruction delivery modes: The distance learning program (various programs on this platform are available – please explore this prospectus.) The face to face programs offered on evening and weekend and some programs offered through online delivery mode.

Our vigour and quest for the very best remains equal all across programs and delivery modes.

I interest you to take a look at our new and revamped programs tailored towards market needs. Come and share with our rich bases of academics and practitioners alongside practise experience of colleagues.

**Dr. Kasozi S. Mulindwa**

Director of Programmes  
and Students Affairs

# SCHOOL OF BUSINESS AND MANAGEMENT

## INTRODUCTION

The School of Business and Management is the largest school in the Institute. It is mandated to build capacity that empowers staff from both the private and NGO sectors to become more productive and make their organisations competitive in the highly dynamic business environment. With a firm foundation of competent, experienced and highly qualified faculty members, the school is in the process of spreading its influence beyond the confines of the institute. This is intended to increase relevance and value to the community through collaborations, research and innovation. The need to address problems faced by society currently lies at the centre of the aspirations of the school. It is on the foregoing that all programmes developed or reviewed put great emphasis on the societal demands through the incorporation of stakeholders' input to supplement the expert knowledge of the faculty. The current staffing level stands at 28 full-time teaching or academic and administrative staff complemented by a large pool of those working on a part-time terms basis who are in excess of 100 in number. The expertise of the staff members is in a number of disciplines including; Management, Finance and Accounting, Procurement, logistics, marketing and Human resources Management.

## COURSES AND PROGRAMMES OFFERED

The school constitutes four departments that offer a wide range of programmes as indicated below:



**Dean Dr. Paddy Mugambe**

## HUMAN RESOURCE AND ORGANISATIONAL STUDIES DEPARTMENT

- Postgraduate Diploma in Human Resources Management (DHRM): Weekend & Evening.
- Postgraduate Diploma in Organisational Development (DOD) Weekend

## MANAGEMENT DEPARTMENT

- Postgraduate Diploma in Management (DIMA) Evening.
- Postgraduate Diploma in Project Planning and Management (DPPM) Weekend, Evening and Distance learning.
- Postgraduate Diploma in Monitoring and Evaluation (DME) Weekend, Evening and Distance learning.
- Postgraduate Diploma in Enterprise Development and Management, Weekend and Evening



#### **FINANCE AND ACCOUNTING DEPARTMENT**

- Postgraduate Diploma in Financial Management (DFM) Weekend, Evening and Distance learning.
- Postgraduate Diploma in Business Administration (DBA) Weekend.

#### **PROCUREMENT, LOGISTICS AND MARKETING DEPARTMENT**

- Postgraduate Diploma in Procurement and Supply Chain Management (DPSCM)
- Postgraduate Diploma in Marketing Management (DMM)
- Postgraduate Diploma in Logistics and Transport Management (DLTM)

#### **FUTURE PLANS**

- a. The school intends to develop new programmes based on the existing societal challenges subject to manpower availability through recruitment and promotion
- b. The school intends to continuously review programme content and rebrand such programmes to appeal to current and future work and employer needs
- c. Convert all programmes in the school to the virtual mode of learning
- d. Establish collaborations and partnerships with different actors in the economy to support the provision of relevant programmes and courses.
- e. Build a culture of research and innovation in all activities undertaken within the school.

# SCHOOL OF CIVIL SERVICE, PUBLIC ADMINISTRATION & GOVERNANCE (SCPAG)

## INTRODUCTION

The Institute is implementing the first year of SCPAG Strategic Plan. In this period the SCPAG will be working to set itself apart as an acclaimed School of Public Administration, Management and Governance that excels in the provision of practical and sustainable administration, leadership and management capacity to the public sector. To be able to achieve this strategic stance, the School will continue to review its programmes with full participation of key stakeholders and ensure that the products and services delivered resonate with the expectations of public sector actors. In addition, innovative and practical ways and means will be sought continuously to meet the dynamic needs of the sector.

As the first strategic plan, the focus is to position the school as the bearer and preserver of the original mandate of the Uganda Management Institute that continuously reassures government that we are capable and available to innovatively furnish cutting age solutions for effective public administration, management and governance problems.

## SCHOOL MANDATE

To undertake research, consultancies, design and conduct wide range of world-class training programmes that enhance knowledge; skills, competencies and reinforce core values of Public Service and Public Sector in general.

## SCHOOL OBJECTIVES

- Provide a wide range of world-class training programmes that build capacity of the Public Sector.
- Undertake research to enhance public policy processes and management systems.



**Dean Dr. Sylvester Kugonza**

- Offer innovative and practical consultancy services to the public sector.
- Enhance the capacity of the School to sustainably deliver its mandate.

## DEPARTMENT OF GOVERNMENT STUDIES

The department has the following mandate:

- To undertake consultancy, design and facilitate short and long courses in public policy and good governance.
- To promote research and discussion of contemporary public policy issues.

## Department Objectives

- Design, conduct long and short courses in policy and evaluation related fields for public sector, media and NGOs personnel.
- Undertake policy research
- Respond with bespoke training and consultancy services to requests by public sector agencies.

# SCHOOL OF CIVIL SERVICE, PUBLIC ADMINISTRATION & GOVERNANCE (SCPAG)



- Propose interdisciplinary dialogue in selected areas of public policy studies in order to develop leadership in policy analysis and evaluation.

## DEPARTMENT OF PUBLIC POLICY AND GOVERNANCE STUDIES

### Department Mandate

- o undertake consultancy, design and facilitate short and long courses in public policy and good governance.
- To promote research and discussion of contemporary public policy issues.

### Department Objectives

- Design, conduct long and short courses in policy and evaluation related fields for public sector, media and NGOs personnel.
- Undertake policy research.
- Respond with bespoke training and consultancy services to requests by public sector agencies.
- Propose interdisciplinary dialogue in selected areas of public policy studies in order to develop leadership in policy analysis and evaluation.

# SCHOOL OF DISTANCE LEARNING & INFORMATION TECHNOLOGY

The School of Distance Learning and Information Technology is mandated to develop management capacity at all levels through distance learning and information technology training Programmes. It is composed of two; Departments-Distance Learning and Information Technology.



## INFORMATION TECHNOLOGY DEPARTMENT (ITD)

The department's mandate is to develop capacity and undertake research and Consultancies in the areas of Information Communication Technologies, Computer Science, Information Systems, Information Security Management and Business Computing Management.



## Objectives of ITD

- To develop the Department as the national apex center for Information Communication Technologies, Computer Science, Information Systems, Information Security Management and Business Computing Management training and education.
- To promote, and augment linkages, alliances and affiliations with national and international scientific and research institutions, and other organizations working in the field of Information Communication Technologies, Computer Science, Information Systems, Information Security Management and Business Computing Management.
- To collect, assimilate, publish and disseminate data and information on aspects relevant to Information Communication Technologies, Computer Science, Information Systems, Information Security Management and Business Computing Management to the academic and scientific community.
- To provide customized training on request as may deem fit in line with the Departments' Mandate.
- To foster partnership with other IT training Institutions and Researchers.



**Dean Dr. Jennifer Rose Aduwo**



## DISTANCE LEARNING DEPARTMENT

The Distance Learning Department is mandated to manage all Institute distance / online learning programmes. The department is committed to increasing access to education by providing training anywhere and anytime away from the classroom through interactive online -study instructional materials.

The department runs four (4) postgraduate programmes;

- Postgraduate Diploma in Project planning and Management
- Postgraduate Diploma in Monitoring and Evaluation
- Postgraduate Diploma in Public Administration and Management
- Postgraduate Diploma in financial Management

The programme runs for a minimum duration of two (2) years comprising of semester (4) semesters.

Participants take a minimum of three modules and are required to attend a two weeks face to face session for orientation and examinations per semester.

The Department also runs video conference short courses in collaboration with over 120 countries worldwide under its partnership with the Association of African Distance Learning Centers (AADLC) and the Global Development Learning Network (GDLN). These courses include but not limited to;

- Islamic Finance
- Climate Change
- Project Monitoring and Evaluation
- Managing the 21st Century Local Authorities
- Microfinance Training of Trainers
- Finance for Non-Finance Managers
- Critical Skills for Top Managers
- Leadership Dynamics for Senior Women Managers
- Fraud Investigation & Prevention
- A Practical Training Course on Public Private Partnerships (PPP)
- Policy Formulation, Implementation and Analysis
- Combating Corruption in Procurement Course

### **Other services provided at the Department, which can be hired by the public, include:**

- Video conferencing (for international job interviews, meetings, etc.) and Teleconferencing
- Conference suite for seminars, conferences, workshops and meetings
- Multimedia computer labs with high speed internet connectivity

### **Kindly take time to visit our E-learning platform at <http://vle.umi.ac.ug>**

For more information about Distance Learning Programmes Contact: The Head, Distance Learning Department on: [rmwogeza@umi.ac.ug](mailto:rmwogeza@umi.ac.ug) or [gboch@umi.ac.ug](mailto:gboch@umi.ac.ug) or [admin@umi.ac.ug](mailto:admin@umi.ac.ug)



# DISTANCE LEARNING PROGRAMMES AT UMI



## GENERAL INFORMATION

The Distance Learning Department is in charge of running distance learning programmes.

Within the department, the Course Manager coordinates these programmes including addressing participants' queries, complaints, handling coursework flow, remedial teaching, and communication on examination-related issues. Each module has a module leader whose responsibilities include responding to your queries and feedback through email, phone calls and office visits.

You be awarded a Postgraduate Diploma certificate of UMI after completion of twelve modules (four basic modules, eight core modules). The minimum completion time for the programme is two(2)years and the maximum completion time is four (4)years with each year being divided into two semesters. You will cover up to a minimum of three modules per semester. Retaking any module attracts extra cost which can be got from the Institute Registrar's office or Accounts Office.

## ENROLMENT AND REGISTRATION

### Admission

The admissions requirements for the distance learning programmes are;

1. A good degree from a recognized University, OR a recognized relevant professional qualification and at least one year of working experience.
2. Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education(UACE) obtained at the same sitting.
3. If an applicant gained entrance to University through other means original documents to that effect should be presented. (i) Mature Age Entry certificate, 25 years and above and accredited by the National Council for Higher Education (NCHE). (ii) Diploma Entry obtained at credit/distinction level from a recognised institution.

4. The minimum duration for the Bachelor's degree should be three years.



### Registration

At the beginning of each Semester, you will visit any of the UMI Branches (Kampala, Mbarara, Gulu or Mbale) of your convenience for registration by the Institute Registrar's Office. You will be required to visit the institute for only two weeks per semester specially one (1) week for the orientation and the other week for seating for examinations



### Face to Face (Orientation) Session

You will be required to attend a one (1) weeks face-to-face sessions for a maximum of nine (9) hours a day and take home a coursework to be submitted online on a stipulated date. After the face-to-face session you will study on your own away from the institute using the provided online interactive instructional materials that include; a module handbook, recommended reading list and any other relevant literature that may guide you in the learning process. During this period, you will seek for assistance from the administration assistant, module leaders; course Manager and the Head of department as well as the Dean.



### Examination Period

At the end of the semester, you will convene (either at UMI, Kampala or any other UMI Branch) for a period of one week to sit for the end of semester examinations. You will also be provided a copy of the Institute's Assessment and Examination Regulations and Guidelines.



### Assessment

Participants will attempt two standard course works and one final examination per module. The coursework will contribute 40% and the examination 60%to the final examination score.

# SCHOOL OF MANAGEMENT SCIENCES

*The School of Management Sciences, which started as the Higher Degrees Department in October 2005, has been in existence since July 1, 2013.*

## MANDATE

According to The Universities and Other Tertiary Institutions Act, 2001 as amended in 2006, UMI is categorized as an "Other Degree Awarding Institution". In order to carry out its mandate of offering academic degrees, the School of Management Science is responsible for handling all the academic degrees, both at Masters and PhD level.

The School of Management Science prepares participants to lead people, think strategically, and create successful private and public organizational environments. The school's major focus is providing participants with competence-based education necessary to manage dynamic organizations and creating critical, analytical but yet creative thinkers. The school is run under three departments.

## DEPARTMENT OF POLITICAL AND ADMINISTRATIVE SCIENCES

The department houses the following specializations for the PhD in Administration and Management: Public Administration, Institutional Leadership and Management. Additionally, it runs the Masters in Public Administration, Masters in Institutional Leadership Management and Masters in Management Studies.



Dean Assoc. Prof. Gerald Karyeija

## DEPARTMENT OF EDUCATIONAL LEADERSHIP AND MANAGEMENT

This department runs PhD specializations

in Higher Education Management and Administration, in addition to the Masters in Higher Education Management and Administration.

## DEPARTMENT OF ECONOMICS AND MANAGERIAL SCIENCE

This department takes care of the PhD specialization in Business Administration plus, Masters in Business Administration and Masters in Public Procurement.

In terms of staffing, the school draws capacity from all the existing administrative and academic staff with PhDs to run its programs in addition to the core members of staff. The school is also supported by a pool of several distinguished visiting professors and lecturers drawn from all over the world.



UGANDA MANAGEMENT INSTITUTE



## Ordinary Diplomas, Postgraduate, Masters & PhD Programs

Developing practical and sustainable Administration, Leadership and Management capacity.

*The Academic year of the Institute is divided into two semesters. The programmes have Day, Evening, Weekend streams or both, as well as distance learning.*

*The programmes will begin in July and end in July.*

*Participants who complete the Postgraduate Diploma courses with at least a second class can proceed to do research for the Masters Degree. In effect the Postgraduate Diploma constitutes the first year of the Masters in Management Degree programme.*

### Postgraduate Diploma Courses

- Public Administration and Management
- Project Planning and Management
- Management
- Urban Governance and Management
- Monitoring and Evaluation
- Human Resource Management and Development
- Organisation Development
- Financial Management
- Procurement & Supply Chain Management
- Marketing Management
- Business Administration
- Logistics and Transport Management
- Public Policy and Governance
- Hospital and Health Care Management
- Higher Education Leadership & Management
- Business Computing and Management
- Information Security Management
- Information Systems Management
- Information Technology
- Education Leadership and Management
- Journalism & Communication Management

### Masters in Management Studies (MMS)

Research based building on the coursework at the Postgraduate Diploma level obtained at UMI. Applicants must have passed with at least a second class.

### Masters Programmes - Weekend

- Masters in Business Administration (MBA)
- Masters in Public Administration (ICAPA Certified)
- Masters in Institutional Management and Leadership (MIML)
- Masters in Public Procurement Management (MPPM)
- Masters in Higher Education Management and Administration
- Masters in Education Administration and Human Resource Development (MEAHD)
- Masters in Non-Governmental Organisations Management (MNGOM)
- Masters in Supply Chain Management (MSCM)
- Masters of Policy Development and Analysis (MPDA)

### PHD Programme

Administration and Management (Day) specialising in; Public administration, Business Administration, Higher Education management, Public procurement, Institutional management and leadership.

### Professional Courses

- Chartered Institute of Marketing (CIM)
- Chartered Institute of Purchasing and Supply (CIPS)
- The Chartered Institute of Logistics and Transport
- Certified Public Accountant (CPA)
- Project Management Professional (PMP)
- Chartered Institute of Public Relations (CIPR)

### Ordinary Diploma Programmes

- Public Administration and Community Development (Weekend)
- Diploma in Records Management and Information Science

## ADMISSION REQUIREMENTS

### PhD

- Master's degree or equivalent from a recognised university in a related field, with proven research ability.
- Statement of purpose (max 1000 words)
- Passing of a pre-entry examination
- Two letters of reference (one preferably academic) printed on letterhead & signed.

### Postgraduate & Masters

- Bachelor's degree or Professional Chartered qualification,
- Working experience of 1 year for Post graduate & 2 years for Masters.
- Passing of a GMAT is mandatory for MBA.

### Ordinary Diploma

- UACE with 2 principal passes at same seating UCE or equivalent 2 year certificate.



*Uganda Management Institute is a fully accredited study centre by CIM-UK offering the courses below. Each module can also be studied as an individual award.*

### NON - DIGITAL ROUTE

#### Level 3: Foundation Certificate in Professional Marketing

Equips you with skills, knowledge and understanding to perform in a supportive role within the workplace. It is ideal if you're starting out in marketing or if you're looking to set up your own business.

##### **Mandatory Module**

- Marketing Principles: Assessment by Exam.

##### **Elective Modules (or Digital option)**

- Communications in Practice: Assessment by assignment.

#### Level 4: Certificate in Professional Marketing

Designed as a progression from level 3 to equip you with knowledge, skills and understanding to perform at operational level.

##### **Mandatory Modules**

- Applied Marketing: Assessment by Exam.
- Planning campaigns: Assessment by assignment.

##### **Elective Modules (or Digital option)**

- Customer Insights: Assessment by Assignment.

#### Level 6: Diploma in Professional Marketing

##### **(Assessment by Assignment)**

Designed to offer progression from all level 4 qualifications, offers a link to professional digital marketing and prepares you for performance at management level.

##### **Mandatory Modules**

- Marketing and Digital strategy
- Innovation in Marketing

##### **Elective Modules: (choose one)**

- The Digital Customer Experience
- Resource Management
- Managing Brands

#### Level 7: CIM Marketing Leadership Programme

Aimed at a professional marketer, wishing to move into a strategic management role and develop their knowledge and skills across a

### DIGITAL ROUTE

#### Level 3: Foundation Certificate in Professional Digital Marketing

Equips you with skills, knowledge and understanding to perform in a supportive role within the digital space. Ideal for starters in digital marketing or if you're looking to set up your own business.

##### **Mandatory Modules**

- Marketing Principles: Assessment by Exam.

##### **Elective Module (or Digital option)**

- Digital Fundamentals: Assessment by portfolio/assignment.

#### Level 4: Certificate in Professional Digital Marketing

Designed as a progression from level 3 to equip you with skills and knowledge to perform at operational level in a digital context.

##### **Mandatory Modules**

- Applied Marketing: Assessment by Exam.
- Planning campaigns: Assessment by assignment.

##### **Elective Modules (Or Digital Option)**

- Digital Marketing Techniques:  
Assessment by portfolio/assignment.

#### Level 6: Diploma in Professional Digital Marketing

##### **(Assessment by Assignment)**

Designed to offer progression from all level 4 qualifications and offers a link to professional digital marketing, prepares you for performance at management level.

##### **Mandatory Modules:**

- Marketing and Digital strategy
- Digital Optimisation
- The Digital Customer Experience

##### **Mandatory Modules:**

##### **(Assessment by Assignment)**

- Global Marketing decisions
- Corporate Digital Communications



**SCAN TO APPLY**

### Level 4 Ordinary Diploma in Procurement & Supply

#### (Entry level and compulsory units)

1. Scope and Influence of Procurement and Supply  
- CR (Constructed Response) - May & Nov Only
2. Defining Business Needs
3. Whole Life Asset Management
4. Ethical and Responsible Sourcing
5. Supplier Relationships
6. Commercial Contracting
7. Commercial Negotiation
8. Procurement and Supply in Practice - CR (May & Nov Only)

### Level 5 Advanced Diploma in Procurement & Supply

1. Managing Teams and Individuals
2. Managing Supply Chain Risk
3. Managing Contractual Risk
4. Advanced Contract and Financial Management
5. Category Management
6. Project and Change Management
7. Achieving Competitive Advantage Through the Supply Chain
8. Managing Ethical Procurement and Supply
9. Operations Management
10. Logistics Management

### Level 6 Professional Diploma In Procurement & Supply

1. Strategic Ethical Leadership
2. Global Commercial Strategy
3. Global Strategic Supply Chain Management
4. Supply Network Design
5. Global Logistics Strategy
6. Strategic Programme Leadership
7. Innovation in Procurement and Supply
8. Future Strategic Challenges for the Profession
9. Commercial Data Management



#### Fees Payable to CIPS UK

Fees paid to CIPS UK online via [cips.org](https://cips.org) using a Visa/MasterCard

Annual Application and Membership:  
• £104 upon filling the application form

Exam Fees:

- £60.5 for objective response papers
- £91 for constructed response papers



#### Fees Payable to UMI

Ugandans & East Africans Students

- UGX 300,000 @paper
- UGX 40,000 sessional admission fee

International Students

- USD 150 @paper
- USD 20 sessional admission fee



#### Study Sessions

- February to May (May sitting)
- May to July (July sitting)
- August to November (November sitting)



#### Lecture Time

- Evening 6:00pm - 9:00pm
- Weekends 9:00am - 5:00pm



#### Minimum Qualifications

Candidates who completed secondary Level of Education with Two Principal Passes.

#### Contact:

##### Course Coordinator

+256702666602

[nduhuraa@gmail.com](mailto:nduhuraa@gmail.com) / [anduhura@umi.ac.ug](mailto:anduhura@umi.ac.ug)

##### Administrator

+256312721362

[pkintu@umi.ac.ug](mailto:pkintu@umi.ac.ug)





UGANDA MANAGEMENT INSTITUTE



CHARTERED INSTITUTE  
OF PUBLIC RELATIONS

## What is CIPR?

CIPR is Chartered Institute of Public Relations.

The professional PR Diploma is suitable for professionals who are prepared to lead at board level, develop the knowledge to take a strategic approach to PR planning, measurement and evaluation and create PR objectives that are linked to organizational strategy and success.

## Who can study CIPR?

It is right for you if you are an experienced PR Professional ready to progress towards a senior management position, have previously studied PR or hold the Professional PR Certificate.

### Minimum requirements to study CIPR include:

- A professional PR Certificate
- A PR related degree plus one year's PR experience
- Any UK recognised degree plus two year's PR experience.
- A CAM Advanced Diploma or NCTJ Diploma plus two years' PR experience
- Four years' PR experience

## What will I learn?

You will gain an advanced understanding of professional practice, including PR strategy and planning, content management, media and engagement, measurement and evaluation, and PR leadership. You will learn to use ethics and the code of conduct to underpin PR campaigns and activities. And you will put your learning into practice. You will evaluate a wide range of PR concepts and techniques and apply them practically to your own sector to transform the way you work.

## What is the role of Uganda Management Institute in CIPR Training?

UMI is fully accredited by CIPR UK to provide CIPR tuition. UMI prepares students of CIPR to sit for CIPR Examinations.

## How do I get to study CIPR at UMI?

To study CIPR at UMI, come and fill UMI CIPR Tuition Application and Registration Form, pay registration and tuition fees for the papers you intend to study.



### Membership Fees (optional)

- \$284 Affiliate membership
- \$185 Member

### Registration Fees

- \$85 Member

### Tuition Fees per Unit

- Unit 1 - \$240
- Unit 2 - \$240
- Unit 3 - \$240

### Exam Fees per Unit

- Unit 1 - \$135
- Unit 2 - \$135
- Unit 3 - \$135

### Other Fees

- Registration fee per Unit - \$60
- Books per Unit - \$80



### Lecture Time

- Evening 6:00pm - 9:00pm
- Weekends 8:00am - 1:00pm



### Course Duration

9 Months to completion

### Please pay to the BANK ACCOUNT details number provided below:

Account Name: Uganda Management Institute (UGX)

Bank Name: Absa Bank (u) LTD

Account Number: 0341300827

Account Name: Uganda Management Institute (USD)

Bank Name: Absa Bank (u) LTD

Account Number: 0344023565

**For further information, please contact us on +256 772 419 224**



UGANDA MANAGEMENT INSTITUTE



The Chartered  
Institute of Logistics  
and Transport

**Chartered Institute of Logistics and Transport (CILT)** is mandated by the government of the United Kingdom and its core objective is to advance knowledge and professionalism in logistics, transport and supply chain management. **Uganda Management Institute** is an accredited study centre for CILT offering the following programmes:

## 1. International Professional Certificate in Logistics & Transport - CILT

### Course content

The programme consists of the following courses of which candidates must successfully complete three through examinations. Two (2) core units, and then have a choice of One (1) unit from a selection of ten optional subjects. The modules are:

| Unit type | Title                          | Unit Ref |
|-----------|--------------------------------|----------|
| Mandatory | Business Theory                | M1-L3    |
| Mandatory | Business Application           | M2-L3    |
| Option    | Warehousing                    | O1-L3    |
| Option    | Inventory                      | O2-L3    |
| Option    | Passenger Transport Operations | O3-L3    |
| Option    | Procurement                    | O4-L3    |
| Option    | Freight Transport Operations   | O5-L3    |
| Option    | Supply Chain Operations        | O7-L3    |
| Option    | Transport Planning             | O8-L3    |
| Option    | Green Logistics                | O9-L3    |
| Option    | Global Logistics               | O10-L3   |
| Option    | Port Operations                | O11-L3   |



### Course Fees

Annual local fee is UGX 300,000  
paid to CILT UGANDA chapter

- 1,050,000 (350,000 @paper x 3 papers)
- 950,000 International Reg fees
- 40,000 Admission fee

### Exam Fees

- 450,000 (150,000 @paper x 3 papers)

**Total - 2,490,000**



### Intakes

January | April | August



### Course delivery structure:

The mode of course delivery will be on a part-time basis. Lectures would be held on Monday, Tuesday, Wednesday from 6:00pm - 9:00pm



## 2. International Diploma in Logistics and Transport

This course is aimed at developing strategic decision-making skills in logistics & transportation. The course contains 4 modules.

### Course content

The course content consists of four mandatory units:  
PD01 Management in Logistics and Transport

| Elective (1or 2)                     |
|--------------------------------------|
| • PD02 Supply Chain Management       |
| • PD03 Transport Operations          |
| • PD04 Transport Planning            |
| Option (1or 2)                       |
| • PD05 Inventory                     |
| • PD06 Movement of Goods             |
| • PD07 Movement of People            |
| • PD08 Production                    |
| • PD09 Retail Logistics              |
| • PD10 Sourcing and Procurement      |
| • PD11 Transport Planning Techniques |
| • PD12 Transport and Society         |
| • PD13 Warehousing                   |
| • PD14 International Business        |
| • PD15 Project Management            |
| • PD16 Supply Chain Flow Planning    |
| • PD17 Supply Chain Network Planning |

## 3. CILT Advanced Diploma in Logistics and Transport

This advanced course is aimed at developing strategic decision-making skills in logistics & transportation. The course contains 5 modules.

### Course content

The course content consists of five mandatory units:

| These are:                                 |
|--------------------------------------------|
| • AD01 Strategic Context                   |
| • AD02 Leadership and Strategic Management |
| • AD03 Strategic Network planning          |
| • AD04 Delivering Strategic Performance    |
| • AD05 Research Methodology and Project*   |

*\*The practical aspects of AD05 will be charged separately as a 6<sup>th</sup> module*



### Course Fees

Annual local fee is UGX 300,000  
paid to CILT UGANDA chapter

- 2,000,000 (500,000 @paper x 4 papers)
- 1,100,000 International Reg fees
- 40,000 Admission fee

### Exam Fees

- 600,000 (150,000 @paper x 4 papers)

**Total - 3,740,000**



### Intakes

Feb - Aug | Aug - Dec



### Study Times

Evening: 6pm - 9pm  
Weekend: 9am - 5pm



### Entry Requirements

To qualify for this programme,

- Participants ought to have been educated up to UCE, UACE, CILT Diploma, MCIPS
- In addition, participants must have worked in a logistics and transport environment for a minimum of 3 years.



### Course Fees

Annual local fee is UGX 300,000  
paid to CILT UGANDA chapter

- 3,000,000 (500,000 @paper x 6 papers)
- 1,250,000 International Reg fees
- 40,000 Admission fee

### Exam Fees

- 600,000 (150,000 @paper x 4 papers)

**Total - 4,890,000**



### Intakes

January | April | August



### Study Times:

- Weekends from 9am - 5pm



UGANDA MANAGEMENT INSTITUTE



## Introduction

Uganda Management Institute is fully accredited by the Institute of Certified Public Accountants of Uganda (ICPAU) to conduct lectures for students preparing for CPA Examinations.

ICPAU is the only body authorised by law in Uganda to give certification for Professional Accountancy Practice in Uganda. This means that any person holding professional accountancy qualifications other than that given by ICPAU will still need to apply to and be certified by ICPAU before practicing accountancy in Uganda.

CPA Uganda has four levels with 18 compulsory papers to be completed before one qualifies as an accountant in Uganda. These levels and papers are:

### Level 1 (Test of Competence)

- Paper 1 - Financial Accounting
- Paper 2 - Economics and Entrepreneurship
- Paper 3 - Quantitative Techniques
- Paper 4 - Management & Information Systems
- Paper 5 - Business and Company Law
- Paper 6 - Cost & Management Accounting

### LEVEL 2 (Test of Technical Skills)

- Paper 7 - Financial Reporting
- Paper 8 - Financial Management
- Paper 9 - Auditing Ethics and Assurance
- Paper 10 - Management Decision and Control
- Paper 11 - Taxation

### LEVEL 3 (Test of Professional Skills)

- Paper 12 - Advanced Financial Reporting
- Paper 13 - Public Financial Management
- Paper 14 - Strategy, Governance and Leadership
- Paper 15 - Advanced Financial Management
- Paper 16 - Audit Practice and Assurance
- Paper 17 - Advanced Taxation

### LEVEL 4 (Test of Professional Expertise)

- Paper 18 - Integration of Knowledge



### Fees paid to UMI

- Admission fees **UGX 40,000**

#### Course fees

- UGX 200,000 per paper for Level 1
  - UGX 250,000 per paper for Level 2
  - UGX 300,000 per paper for Level 3
- for every examination sitting. These costs are in addition to Examination Fees which are payable directly to ICPAU.



### Registration Requirements

Minimum requirements for registration as CPA student is at least two principle passes at A' Level and 5 credits in O'Level, two of which must be English and Mathematics.



### Study Centres

- Main Branch - Kampala (Evening & Weekend)
- Branches (Gulu, Mbarara, Mbale)
- **Weekend only.**



### Lecture Time

Main Branch - Kampala

- Evening 6:00pm - 9:00pm
- Weekends 8:00am - 6:00pm

Branches (Gulu, Mbarara, Mbale)

- Weekends 8:30am - 5:00pm

### Foreign Accountancy Qualifications (FAQs)

Holders of FAQs must sit for **Business & Company Law - Paper 5, Public Financial Management - Paper 13** and **Advanced Taxation - Paper 17** as a minimum.

One may be required to sit for other papers which he/she may not have covered in their courses of study. Examples of FAQs include CIMA, CA, ACCA etc



### Exam Sessions

ICPAU conducts CPA examinations in all papers three time a year; end of May, end of August and end of November.

Registration to attend CPA lectures at UMI is continuous throughout the year.

For more information on CPA training at **Uganda Management Institute**, contact:

**CPA Othieno U. Wilson** ☎ +256 754 221 206  
✉ wothieno@umi.ac.ug / othienouw@yahoo.co.uk

**Administrator**

☎ +256312721362 ☎ pkintu@umi.ac.ug



## What is PMP Certification about?

Project Management Professional (PMP) is a globally recognized professional certification. It is offered by the Project Management Institute (PMI), a US non-profit professional organization. A well-recognized and respected credential, PMP is considered essential for project managers. Especially, for those who wish to take the next step in their career.

## How many training sessions are there in a year?

There are two training sessions conducted every quarter. Each session takes six days.

## Is there an expiration date for the certificate? If yes, how to renew?

PMI gives you a 3-year certification cycle within which you have to renew the PMP credential. When we say renew PMP, you do not need to sit the PMP Certification exam again!

To renew PMP certification, you need to earn and report 60 Professional Development Units (PDU) over the 3 years after you got your PMP.

## How is PMP Certification Beneficial?

- It's the highest professional project management certification
- It's Internationally recognized
- Adds value to the resume
- Provides Industry recognition
- Helps you learn important skills
- Contributes to higher income
- Provides networking opportunities
- Validates your dedication to the job

## What is the eligibility criteria to appear for the exam?

To sit the exam, you first need to earn 35 contact hours/ PDUs. PDU stands for Professional Development Units. PDUs are the measuring unit used to quantify your professional development as part of the Continuing Certification Requirements (CCR) program. 1 PDU = 1 hour of learning/activity. You will earn the 35 PDUs by taking the PMP Training Course from UMI. Other eligibility criteria to sit the exam are:

| Eligibility Requirement                | Four-Year Degree    | Secondary Degree*   |
|----------------------------------------|---------------------|---------------------|
| Years of Project Management Experience | 3 Years (36 Months) | 5 Years (60 Months) |
| Hours Leading and Directing Projects   | 4,500 Hours         | 7,500 Hours         |
| Hours of Project Management Education  | 35 Hours            | 35 Hours            |

*\*A secondary degree is defined as a high school diploma, associate's degree, or global equivalent.*



### Registration fees

- \$109 for PMI global membership
- \$30 for PMI local chapter

### Course fees

The UMI tuition fees are \$600 and includes:

- The 35 hours of classes
- Access to a mock exam database plus assistance with registering for the exam.
- Mentoring and coaching for 3 months

### Course Materials

- \$165 for world class course materials approved by PMI® to be procured from Project Management Body of Knowledge (PMBOK® Guide)

### Exam fees

The fee for the PMP Exam is

- \$284 for PMI members and
- \$389 for non-members.

The PMP exam fee will be paid directly to PMI by candidates in dollars.



### Course Duration

The PMP Preparatory training course will take 35 hours, which is conducted online. Enquire for the latest schedule with the Course manager.

Contacts are provided below.



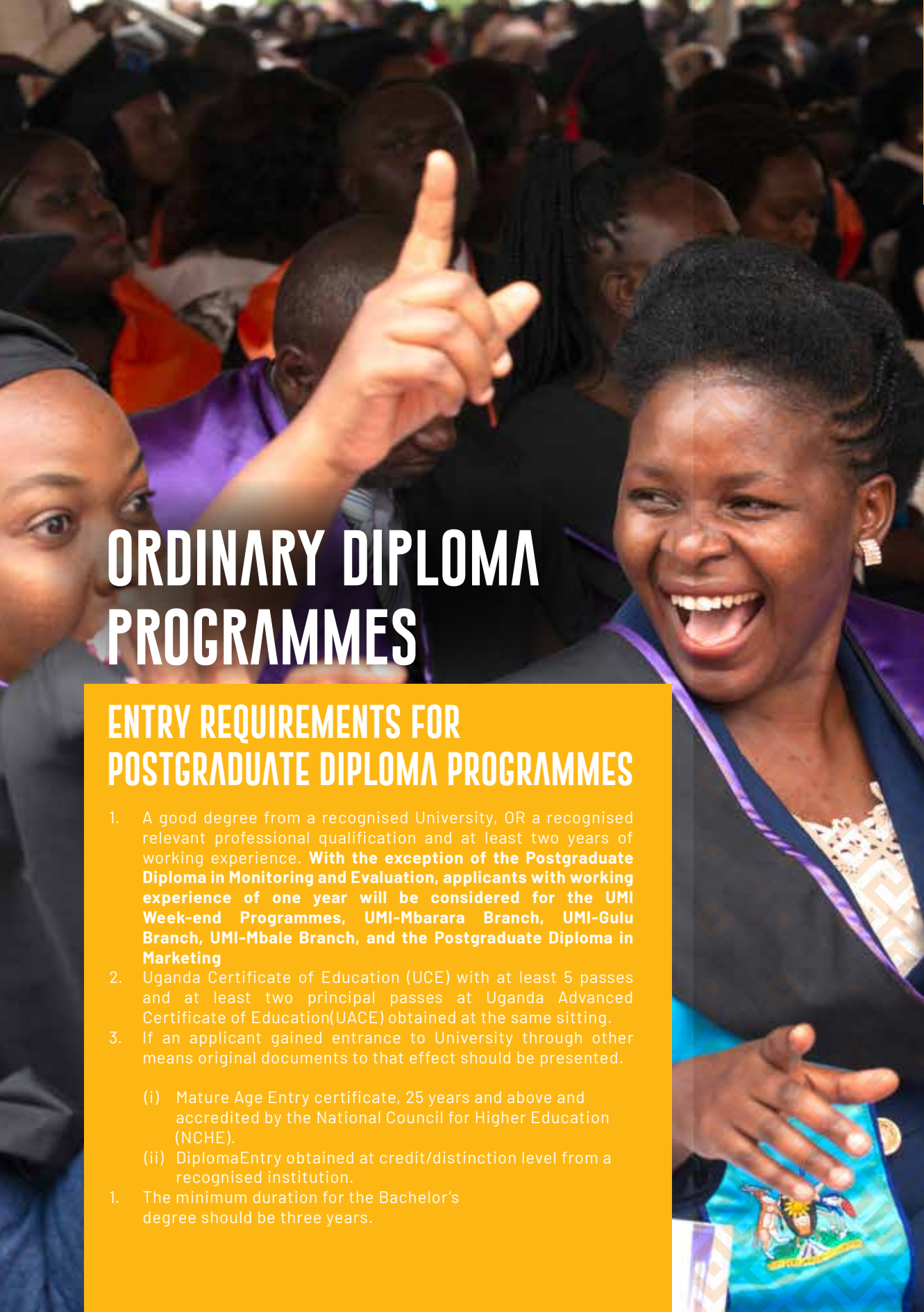
### Where can I register

You can register at UMI. Participants will be registered on a first-come-first-serve basis.

### Contact: Coordinator

☎ 0772 574 677

✉ molwenyi@umi.ac.ug



# ORDINARY DIPLOMA PROGRAMMES

## ENTRY REQUIREMENTS FOR POSTGRADUATE DIPLOMA PROGRAMMES

1. A good degree from a recognised University, OR a recognised relevant professional qualification and at least two years of working experience. **With the exception of the Postgraduate Diploma in Monitoring and Evaluation, applicants with working experience of one year will be considered for the UMI Week-end Programmes, UMI-Mbarara Branch, UMI-Gulu Branch, UMI-Mbale Branch, and the Postgraduate Diploma in Marketing**
2. Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education(UACE) obtained at the same sitting.
3. If an applicant gained entrance to University through other means original documents to that effect should be presented.
  - (i) Mature Age Entry certificate, 25 years and above and accredited by the National Council for Higher Education (NCHE).
  - (ii) DiplomaEntry obtained at credit/distinction level from a recognised institution.
1. The minimum duration for the Bachelor's degree should be three years.

# DIPLOMA IN PUBLIC ADMINISTRATION AND COMMUNITY DEVELOPMENT (PACOD)

WEEKEND: KAMPALA

This is an ordinary (or post-secondary) post-experience programme. It consists of 14 modules to be covered over a period of two years (or four semesters).



## TARGET GROUP:

The programme targets current and prospective community/ public officers in public, private and NGO sectors. However, it specifically targets the current and prospective Parish Chiefs deployed as frontline officers at the lower level in the delivery of services.



## OBJECTIVES:

At the end of the programme participants should be able to:

- Apply knowledge, skills and competencies in their day-to-day management functions.
- @ Provide technical guidance to politicians and other stakeholders engaged in community development processes.
- Offer practical solutions to operational challenge experienced in community development work.
- Operate an efficient and effective administrative unit of government at the lower level.
- Develop an integrated action plan for improving the coordination and management of community development project at the Parish level.
- Present timely and accurate accountabilities /reports to the relevant authorities.

## PROGRAMME CONTENT

### Year 1 : Semester 1

**PACOD 5111:** Introduction to Public Administration

**PACOD 5112:** Government Systems and Structures

**PACOD 5113:** Supervisory Skills Development

**PACOD 5114:** Administrative Law and Ethics

### Year 1: Semester 2

**PACOD 5122:** Ethics and Integrity in Organisations

**PACOD 5123:** Foundations of Public Policy

**PACOD 512 :** Decentralization and Local Government

**PACOD 5124:** Introductions to Economics and Public Finance

### Year 2 : Semester 1

**PACOD 5211:** Community Dynamics and Development

**PACOD 5212:** Community Mobilisation and Empowerment

**PACOD 5213:** Managing Community Development Project

**PACOD 5214:** Sustainable Local Economics Development

### Year 2 : Semester 1

**PACOD 5221:** Urban Planning and Governance

**PACOD 5222:** Basic Research and Internship



## TRAINING METHODS:

Lectures, demonstrations, discussions, practical exercises, role-plays, presentations



## ASSESSMENT:

Participants are assessed through classroom exercises, coursework and written examinations.

**TUITION FEES:** Ug Shs. 2,400,000= USD. 950

**DURATION:** 2 years



SCAN TO APPLY

# DIPLOMA IN RECORDS MANAGEMENT AND INFORMATION SCIENCE (DRMIS) - REVISED

KAMPALA - EVENING



## RATIONALE

The Diploma in Records Management and Information Science (DRMIS) programme is revised to equip current and prospective records and information personnel with the requisite knowledge, skills and attitudes in managing records and information in a work environment. The increasing volume of records in government and non-government organizations make it necessary to have para-professionals' records managers with skills to organize records in the way that supports organizational business. This programme is a channel through which such para-professionals can be trained.

## PROGRAMME DESCRIPTION

The Diploma in Records Management and Information Science is an interdisciplinary post-experience programme which is concerned with the collection, classification, analysis, manipulation, storage, retrieval, movement, dissemination, and protection of information. The programme comprises modules that are covered over a period of two years (four semesters) for in evenings from Monday to Thursday. Participants are required to undertake internship and prepare an internship and research report which is examined both internally and externally. The internship period helps the participants to gain practical experience in real work situations and be able to identify records management related problems and recommend solutions for rectifying such problems. Each of the first three semesters has four modules and the final semester is dedicated to research and internship. Finally, the Diploma in Records Management and Information Science emphasizes how information can be effectively and efficiently managed in Registries, Records Centres and Archives,



## TARGET GROUP

The programme targets current and prospective record managers in public, private and NGO sectors. However, it specifically targets the current and potential records employees in various sectors.

## PROGRAMME LEARNING OUTCOMES

- Identify the relevant records for storage.
- Effectively appraise, inventory and dispose of records.
- Appreciate the need for proper records keeping.
- Operate and manage an electronic records management system.
- Retain and protect records to meet legal requirements.
- Demonstrate professional and ethical behavior as records managers.

## PROGRAMME STRUCTURE

| Module Code                       | Module Name                                                | STATUS | CU |
|-----------------------------------|------------------------------------------------------------|--------|----|
| <b>Year one : First semester</b>  |                                                            |        |    |
| DRMIS 5111                        | Introduction to Records management and Registry procedures | Core   | 4  |
| DRMIS 5112                        | Business Communications Skills                             | Core   | 3  |
| DRMIS5113                         | Supervisory Skills Development                             | Core   | 3  |
| DRMIS 5114                        | Information Technology Applications                        | Core   | 3  |
| <b>Year one : second semester</b> |                                                            |        |    |
| DRMIS5121                         | Data base Management Systems                               | Core   | 3  |
| DRMIS5122                         | Legal and Policy aspects in Records Works                  | Core   | 3  |
| DRMIS5123                         | Management of Electronic Records                           | Core   | 3  |
| DRMIS5124                         | Management of Records Centres                              | Core   | 3  |
| <b>Year Two : First semester</b>  |                                                            |        |    |
| DRMIS5211                         | Document Preservation and Conservation                     | Core   | 4  |
| DRMIS5212                         | Basic Library Operations                                   | Core   | 3  |
| DRMIS5213                         | Archives Administrations                                   | Core   | 3  |
| DRMIS5214                         | Basic Financial Management and Budgeting                   | Core   | 3  |
| <b>Year Two : Second semester</b> |                                                            |        |    |
| DRMIS 5221                        | Basic Research Methods                                     | Core   | 3  |
| DRMIS5222                         | Internship                                                 | Core   | 2  |

**TUITION FEES:** Ug Shs. 2,400,000=  
USD. 950

**DURATION:** 2 years



# POSTGRADUATE DIPLOMA PROGRAMMES

## ENTRY REQUIREMENTS FOR POSTGRADUATE DIPLOMA PROGRAMMES

1. A good degree from a recognised University, OR a recognised relevant professional qualification and at least two years of working experience. **With the exception of the Postgraduate Diploma in Monitoring and Evaluation, applicants with working experience of one year will be considered for the UMI Week-end Programmes, UMI-Mbarara Branch, UMI-Gulu Branch, UMI-Mbale Branch, and the Postgraduate Diploma in Marketing**
2. Uganda Certificate of Education (UCE) with at least 5 passes and at least two principal passes at Uganda Advanced Certificate of Education(UACE) obtained at the same sitting.
3. If an applicant gained entrance to University through other means original documents to that effect should be presented.
  - (i) Mature Age Entry certificate, 25 years and above and accredited by the National Council for Higher Education (NCHE).
  - (ii) DiplomaEntry obtained at credit/distinction level from a recognised institution.
1. The minimum duration for the Bachelor's degree should be three years.

# POST GRADUATE DIPLOMA IN PUBLIC ADMINISTRATION AND MANAGEMENT (DPAM) REVISED

(Kampala Branch, Evening & Weekend: Mbarara, Gulu & Mbale; Weekend)



## RATIONALE

Public administration and management in the 21st century faces multiple challenges,

inter alia, reducing confidence in public institutions, limited financial resources, limited human resource capacity and constant changes in socio-economic, political and environmental contexts. Addressing these challenges necessitates re-skilling

of staff, developing, implementing and evaluating new service delivery models, enhancing the responsiveness of the public service to needs of its clients, and adopting new knowledge and paradigms in public administration and management. In line with the UMI mission-“To excel in developing practical and sustainable administration, leadership and management capacity”, the programme is deemed necessary in order to strengthen the capacity of the public sector to respond effectively and efficiently to complex policy and management issues, think strategically in order to anticipate and plan for future challenges, and prepare managers to lead an increasingly diverse public workforce toward innovative solutions to public problems.



## TARGET AUDIENCE

It is intended to provide an opportunity for people working in the public sector, private sector and voluntary organisation who provide services that are public in nature to develop advanced public administration and management knowledge and skills through postgraduate study. The programme provides a comprehensive study package to ensure current and potential public managers have the full range of

competencies required in the ever changing context of developing countries.

The programme is suitable for current and potential public administrators and managers, policy analysts, civil society leaders, and political and religious leaders who are involved in planning, implementing, monitoring and evaluation services that are public in nature.



## PROGRAMME LEARNING OBJECTIVES

At the end of the programme the participants should be able to:

- Develop, implement, monitor and evaluate public policies.
- Manage public sector financial and non-financial resources.
- Espouse and apply the principles of administrative law and the principles of good governance.
- Direct the planning and implementation of the development plans.
- Apply public sector ethos.
- Manage intra- and inter-governmental and organizational relationships.
- Monitor and evaluate the implementation of organization plans, laws, regulations and policies wherever applicable.

## BASIC MODULES

- Management Skills Improvement
- Management Information Systems
- Research Methods
- Quantitative Methods in Decision Making



SCAN TO APPLY

### BASIC MODULES

- Fundamentals of Public Administration and Management (NEW)
- Public Policy and Management
- Results Oriented Management
- Administrative Law and Ethics (NEW)
- Decentralisation and Sustainable Local Development (NEW)
- Public Sector Financial Management (NEW)
- Human Resource Management
- Public Sector Monitoring and Evaluation (NEW)

### TEACHING AND LEARNING METHODS

In order to develop work-related knowledge, and more so skills and attitudes, the programmes will be delivered using participant-oriented Competency-Based-Learning (CBL) methods and techniques, including but not limited to, interactive lectures, case studies, group/pair work, individualized study, class presentations, guided discovery, seminars, demonstration, role play, debates, problem solving activities, field work, project work, among others. others.



### ASSESSMENT:

Participants are assessed through exercises, course work, and written examinations.

|                      |                                           |                                                                                           |
|----------------------|-------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>TUITION FEES:</b> | Evening:<br>Weekend Kampala:<br>branches: | Ug.shs. 2,660,000= USD. 915<br>Ug.shs. 2,720,000= USD. 915<br>Ug.shs. 2,620,000= USD. 915 |
| <b>DURATION:</b>     | Evening:<br>Weekend Kampala: branches:    | July 2024 - July 2025                                                                     |
| <b>VENUES:</b>       | Day and evening:<br>weekend:              | Uganda Management Institute; Kampala<br>Mbarara, Gulu and Mbale Branches.                 |



# POSTGRADUATE DIPLOMA IN PROJECT PLANNING AND MANAGEMENT (DPPM)

(EVENING - KAMPALA; WEEKEND -KAMPALA, GULU, MBALE & MBARARA AND DISTANCE LEARNING) - REVISED



## RATIONALE

The programme aims at providing participants with knowledge and skills necessary for effective performance in the role of project manager. It adopts a generic approach to project management and is designed for projects in construction and engineering, events management, research and development, community services, trade, tourism and agricultural projects.

The programme is structured into 12 modules: 4 basic, 6 core and 2 electives. Through the modular system, a participant can complete the course in two semesters continuously or three years. Participants who successfully complete the with at least second class pass may be admitted to the master of management studies (mms) degree programme (project planning and management option)



## TARGET AUDIENCE

Middle to top managers in organisations with projectised activities



## ASSESSMENT:

Participants are assessed through exercises, course work, and written examinations.

## PROGRAMME CONTENT:

### Basic Modules

- Module1:** Management skills Improvement
- Module 2:** Quantitative Methods for Decision Making
- Module3:** Management Information systems
- Module 4:** Research Methods

### Core Modules

- Module 5:** The Project and its Environment
- Module 6:** Project Cost Management
- Module 7:** Project Risk and Disaster Management
- Module 8:** Project Procurement Management
- Module 9:** Project Planning and Programming
- Module 10:** Project Monitoring and Evaluation

### Electives Modules

- Module11:** Project Quality Management
- Module 12:** Sustainable Development Strategies
- Module 13:** NGO Management
- Module 14:** Micro and Medium scale Enterprises Management and Development

|                      |                                                               |                                                                                                            |                                                          |
|----------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>TUITION FEES:</b> | Day<br>Evening<br>Weekend Kampala Branch<br>Distance Learning | Ug.shs. 2,660,000=<br>Ug.shs. 2,727,000=<br>Ug.shs. 2,720,000=<br>Ug.shs. 2,855,000=<br>Ug.shs. 1,935,000= | USD. 915<br>USD. 915<br>USD. 915<br>USD. 950<br>USD. 692 |
| <b>DURATION:</b>     | Evening:<br>weekend:<br>Distance Learning                     | July 2024 - July 2025<br>July 2024 - July 2025<br>July 2024 - July 2026                                    |                                                          |
| <b>VENUES:</b>       | Evening:<br>weekend:                                          | Kampala Branch<br>Kampala, Mbarara, Gulu and Mbale                                                         |                                                          |

# POSTGRADUATE DIPLOMA IN MANAGEMENT (DIMA) – REVISED

EVENING – KAMPALA



## RATIONALE

The form and manner in which public sector organizations are managed; using bureaucratic public sector management approaches does not meet the requirement for managing urban areas. The majority of urban settlers in Uganda are either business people or workers of various professions and other trades which require a unique way of providing them public goods and services they require. The time and cost of providing these goods and services and quality in which they require them means developing governance and management skills that enable this to be achieved. It's upon this background that this programme, DUGM is developed by UMI to provide necessary training for the urban governors and managers, in areas of; Finance Management for Urban Governance, Urban Environment Management, Urban Housing, Settlement, Urban Poverty Eradication, Urban Development Policy Analysis, E-governance and Urban Development Strategies and Governance.



## ASSESSMENT:

Participants are assessed through exercises, coursework and written examinations.

**TUITION FEES:** Ug.Shs.2,660,000= USD. 915

**DURATION:** July 2023 – July 2025

**VENUE:** Kampala Branch

## PROGRAMME CONTENT:

### Basic Modules

**Module1:** Management skills Improvement

**Module 2:** Quantitative Methods and Management science

**Module3:** Management Information systems

**Module 4:** Research Methods

### Core Modules

**Module 5:** Customer Care and Client Relationships

**Module 6:** Micro and Medium scale Management and Development

**Module 7:** Productivity and Quality Management

**Module 8:** Business Policy and strategic Management

**Module 9:** Managing human Resources

**Module 10:** Financial Accounting and Management

### Electives Modules

**Module11:** Project Planning and Management OR sustainable Development strategies

**Module 12:** Management Non-Governmental Organisations OR Results Oriented Management



SCAN TO APPLY

# POST GRADUATE DIPLOMA IN URBAN GOVERNANCE AND MANAGEMENT (DUGM) – REVISED

WEEKEND – KAMPALA



## PROGRAM RATIONALE

Urbanisation is a priority issue at international, regional, and national levels and features in the New Urban Agenda (NUA); The Africa Agenda 2063 (*Africa We Want*); The East African Development Strategy (2020/21–2025/26); Uganda Vision 2040; and the current Uganda National Development Plan III. These frameworks, among others, view urbanisation as an accelerator of the Sustainable Development Goals (SDGs). Urbanisation is particularly linked to SDG 11, *Sustainable Cities and Communities*. Realisation of the SDG 11 and its attendant targets requires capacity to build inclusive safer, resilient urban centres that are drivers for economic growth. However, there is anecdotal evidence that the competencies required to build sustainable urban areas are in short supply particularly in developing countries such as Uganda. The programme is intended to develop appropriate knowledge, attitudes, skills and competencies to address urbanisation challenges particularly in Uganda where it is estimated that by 2060, about 70% of Ugandan population shall be urban.



## TARGET GROUP

The programme targets current and prospective urban managers in Cities, Municipalities, Town councils and other Local Governments in Uganda and East African Community. These include: Town Clerks/ Executive Directors, Physical Planners, elected officials, academicians and other stakeholders who need to be equipped with the knowledge, skills and competencies required to strengthen the effective and sustainable urban governance and management. It also targets policy analysts and academicians as well as participants who come from other public agencies, private and NGO sectors.

## LEARNING OUTCOMES

By the end of the programme, the participants should be able to:

1. Apply leadership and management skills
2. Align MIS strategies to institutional strategies
3. Enhance management skills for sustainable urban development
4. Improve urban planning management and governance
5. Address contemporary urban challenges
6. Develop and operationalise urban development strategies
7. Integrate climate change with sustainable development strategies

## YEAR ONE, SEMESTER ONE

| Module Code | Module Name                                                     | Module Status | CU |
|-------------|-----------------------------------------------------------------|---------------|----|
| UMIM 6111   | Management Skills Improvement                                   | Basic         | 3  |
| UMIS 6112   | Management Information Systems                                  | Basic         | 3  |
| UMIR 6113   | Research Methods                                                | Basic         | 4  |
| UMIQ 6114   | Quantitative Methods for Decision Making                        | Basic         | 3  |
| DUGM 6115   | Decentralisation and Inclusive Local Economic Development (New) | Core          | 4  |
| DUGM 6116   | Urban Growth Monitoring and Governance                          | Core          | 4  |

## SEMESTER II PROGRAMME STRUCTURE OF THE CONVENTIONAL MODE

| Module Code          | Module Name                                          | Status | CU        |
|----------------------|------------------------------------------------------|--------|-----------|
| DUGM 6121            | Climate Change and Urban Disaster Risk Management    | Core   | 4         |
| DUGM 6122            | Urban Resource Mobilisation and Financial Management | Core   | 4         |
| DUGM 6123            | Land, Housing and Settlement Management              | Core   | 4         |
| DUGM 6124            | Urban Planning and Design                            | Core   | 4         |
| DUGM 6125            | Ethics, Public Policy, and E-Governance              | Core   | 4         |
| DUGM 6126            | Urban Sanitation and Environment Management          | Core   | 4         |
| <b>Total Credits</b> |                                                      |        | <b>45</b> |

## PROGRAMME STRUCTURE OF THE DISTANCE LEARNING MODE

The programme is also designed to be conducted on line/Distance Learning Mode. Table 5 gives a summary of the programme structure for the Distance Learning Mode. The programme shall run for four (4) semesters in a period of two academic years. This is illustrated in Table 5.

### PROGRAMME STRUCTURE FOR DISTANCE LEARNING MODE

| Module Code                            | Module Name                                 | Module Status | CU        |
|----------------------------------------|---------------------------------------------|---------------|-----------|
| <b>UMIM6111</b>                        | Management Skills Improvement               | Basic         | 3         |
| <b>UMIS6112</b>                        | Management Information Systems              | Basic         | 3         |
| <b>UMIR6113</b>                        | Research Methods                            | Basic         | 4         |
| <b>Year 1: Semester 1 Total Credit</b> |                                             |               | <b>10</b> |
| <b>UMIQ6121</b>                        | Quantitative Methods for Decision Making    | Basic         | 3         |
| <b>DUGM6122</b>                        | Decentralisation and Inclusive LED          | Core          | 4         |
| <b>DUGM6123</b>                        | Urban Growth Monitoring and Governance Core |               | 4         |

### Year 2: Semester I

| Module Code                                | Module Name                                             | Module Status | CU        |
|--------------------------------------------|---------------------------------------------------------|---------------|-----------|
| <b>DUGM6211</b>                            | Climate Change and Urban Disaster Risk Management (New) | Core          | 4         |
| <b>DUGM6212</b>                            | Urban Resource Mobilisation and Risk Management         | Core          | 4         |
| <b>DUGM6213</b>                            | Land, Housing Delivery and Settlements Management       | Core          | 4         |
| <b>Year 2: Semester 1: Total Credit</b>    |                                                         |               | <b>12</b> |
| <b>DUGM6221</b>                            | Urban Planning and Design                               | Core          | 4         |
| <b>DUGM6222</b>                            | Ethics, Public Policy and E-Governance                  | Core          | 4         |
| <b>DUGM6223</b>                            | Urban Sanitation and Environment Management (New)       | Core          | 4         |
| <b>Semester II: Total Credits</b>          |                                                         |               | <b>12</b> |
| <b>Total Credits for Year 1 and Year 2</b> |                                                         |               | <b>45</b> |

**TUITION FEES:** Ug.Shs.2,720,000= USD. 915

**DURATION:** July 2024 – July 2025

**VENUE:** Kampala



SCAN TO APPLY



# POSTGRADUATE DIPLOMA IN MONITORING AND EVALUATION (DME) DAY, EVENING, WEEKEND AND DISTANCE LEARNING - REVISED



## RATIONALE

The demand for Monitoring and Evaluation professionals

on the market, marked by the different job adverts is not being matched by the right skills required for the position. The skills available on the market are based on the various short courses being offered by various institutions and private companies inclusive of the Short Course in Monitoring and Evaluation offered by Uganda Management Institute. The needs of the organizations are not met by the skills available on the market since there are few institution in Uganda that provide long term postgraduate courses in Monitoring and Evaluation.

Has provided this much needed skill and knowledge on the market that directly relates to improved implementation of sectoral policies and programmes working towards the eradication of poverty and sustainable development. This focus considers different learning possibilities to ensure that available capacity matches with available demand in the near future



## TARGET GROUP:

The Programme is intended for participants who are OR aspire to become Monitoring and Evaluation Experts. The participants may be those tasked with design, management, implementation, monitoring and evaluation of Public, Private and voluntary sector programmes and interventions. More specifically, the following will find the course of value: M&E officers, assistants, data officers in government, industry and civil society, Researchers and consultants tasked with evaluation studies, Lecturers of higher institutions of learning, Project managers in government research and planning units and directorates, NGO employees involved in social, health and

educational projects, Policy analysts and advisers.

## PROGRAMME LEARNING OUTCOMES:

At the end of the programme, participants should be able to;

- Apply the principles and various perspectives of Monitoring and Evaluation.
- Develop and use various tools and techniques of M&E.
- Plan, design and execute M&E functions.
- Assess the capacity of an organization for M&E and design organizational development interventions.
- Contextualize emerging development issues and facilitate the design and implementation of interventions.

## PROGRAMME CONTENT:

### FIRST SEMESTER

**DME 6111:** Management Skills Improvement

**DME 6112:** Sustainable Development Strategies

**DME 6113:** Project Planning and Management

**DME 6114:** Monitoring and Evaluation Principles and Perspectives

**DME 6115:** Monitoring and Evaluation in the Public Sector

**DME 6116:** Research Methods

### SECOND SEMESTER

**DME 6121:** Monitoring and Evaluation Tools and Frameworks

**DME 6122:** Quantitative Methods in Decision making

**DME 6123:** Impact Evaluation Theory and Practice

**DME 6124:** Management Information Systems

**DME 6125:** Data Analysis and Management for M&E

**DME 6126:** Consultancy Skills Development



#### ASSESSMENT:

Participants are assessed through continuous practical exercises, course work and written examination.

|                      |                                                            |                                                                                                  |
|----------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>TUITION FEES:</b> | Day<br>Evening, Weekend, Branch<br>Distance Learning       | Ug.shs. 2,660,000= USD 915<br>Ug.shs. 3,500,000= USD 1,000<br>Ug.shs. 1,935,000= USD 692         |
| <b>DURATION:</b>     | Day:<br>Evening:<br>weekend:<br>Distance Learning: 2 years | July 2024 - July 2025<br>July 2024 - July 2025<br>July 2024 - July 2025<br>July 2024 - July 2026 |

**VENUE:** Kampala Branch Mbarara, Gulu and Mbale



SCAN TO APPLY



# POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT & DEVELOPMENT (DHRM)

(KAMPALA- EVENING & WEEKEND; MBARARA, GULU & MBALE-WEEKEND) - REVISED



## RATIONALE

The revised programme is necessary in developing the capacity of Managers to effectively and efficiently manage people in organizations as a capital resource in a strategic and coherent manner, considering them as the most important resource that the organization will ever have, to nurture motivate and utilize them in the most effective and efficient manner. This programme bridges the gap that exist in people management styles preparing them to manage the human resources in the non convention ways and be able to align the human resources of the organization to the organization plans. The programme is also intended to prepare the Human Resource Managers to get involved in board room issues where the strategic objectives of the organizations are formulated enabling them to strategically align human resource management issues to the overall objectives of the organizations.

Has provided this much needed skill and knowledge on the market that directly relates to improved implementation of sectoral policies and programmes working towards the eradication of poverty and sustainable development. This focus considers different learning possibilities to ensure that available capacity matches with available demand in the near future



## TARGET GROUP

The programme formulated for potential change management drivers in the public, private and NGOs sectors. Specifically; Human Resource Practitioners, Consultants involved in Human Resource Management activities like Recruitment and Selection, Training and Development, Reward Management experts, counselors and all private business men and women who are directly responsible for handling people and all line managers in both private and public organizations employees involved in social, health and educational projects, Policy analysts and advisers.

## PROGRAMME LEARNING OUTCOMES:

At the end of the programme, participantsshall be able to:

- Offer strategic guidance on HR matters
- Manage the training function of an organization
- Conduct job evaluation exercises
- Develop human resource plans
- Formulate human resource policies
- Apply basic labour laws of Uganda and administer wage and salaries in organizations.

## PROGRAMME CONTENT

### FIRST SEMESTER

- UMIM 6111:** Management Skills Improvement
- UMIS 6112:** Management Information Systems
- UMIR 6113:** Research Methods
- UMIQ 6114:** Quantitative Methods in Decision Making
- DHRM 6115:** Employment Law and Industrial Relations
- DHRM 6116:** Managing Human Resources

### SECOND SEMESTER

- DHRM 6121:** Human Resource Planning
- DHRM 6122:** Job Analysis and Reward Management
- DHRM 6123:** Training of Trainers
- DHRM 6124:** Organization Behaviour and Development
- DHRM 6125:** Financial Accounting and Management
- DHRM 6126:** Results Oriented



## ASSESSMENT

Participants are assessed through continuous practical exercises, course work and written examination.

## TUITION FEES:

- Evening: Ug.shs.2,660,000= USD 915
- Weekend Kampala: Ug.shs.2,720,000= USD 915
- Branches: Ug.shs.2,620,000= USD 915

## DURATION:

- Evening: July 2024 – July 2025
- Weekend: July 2024 – July 2025

**VENUE:** Kampala Branch Mbarara, Gulu & Mbale

# POSTGRADUATE DIPLOMA IN ORGANIZATION DEVELOPMENT (DOD)

WEEKEND - REVISED



## RATIONALE

This programme aims at improving organizational effectiveness by increasing use of Organizations Organizational Development (OD), as a field, has gained prominence as it provides practical solutions for organizations to cope with the rapidly changing environment facing them. Economic crisis, technological advancement, market changes, competition, technical innovation, social and political pressures and the need to increase the effectiveness of organizations and other drivers require organizations to change. Under the current Public Service Reform Programme, structures, systems, procedures, in Ministries, Department and Agencies (MDGs) have been constantly changing and are bound to continue changing. Private sector organizations are also constantly changing their structures, introducing new products and coming up with innovative ways of conducting their operations. All the above developments have created a training need for staff that understand and can contribute to organizational change and development.

This programme prepares the participants to have a holistic view of the organisation for facilitating, conceptualizing, designing and implementing OD and Change processes.



## TARGET GROUP:

This Postgraduate Diploma in Organizational Development is for anyone with a professional and/or personal interest in development and a desire to bring about good change. It addresses the needs both of those who would label themselves development managers,

and those, such as engineers, health workers, educationists, agriculturalists, bankers, scientists, who need the capacity to manage development if they are to do their work effectively.

This postgraduate diploma is designed for people in government, non-governmental organisations, international and inter-governmental agencies and public and private enterprises, who have responsibility for development interventions, programmes and policies. It is also of value for people wishing to move into such areas.

## LEARNING OUTCOMES:

- Apply the existing theoretical perspectives in the practice of diagnosing, designing, implementing and evaluating OD and Change initiatives at the individual, group and organization levels;
- Build tentative frame works /theories from unique practices implemented in organizations for wider practice
- Effectively practice of OD and Change. As enhancing OD competences of
- the participants is one of the major objectives of this programme

## PROGRAMME CONTENT:

### First Semester

- DOD 6101:** Management Skills Improvement
- DOD 6102:** Management information systems
- DOD 6103:** Research methods
- DOD 6104:** Quantitative Methods in Decision Making
- DOD 6105:** Organizational Behavior
- DOD 6106:** Principles and Practices of Organizational Development

## Second Semester

**DOD 6201:** Organizational Diagnosis and DOD Assessment

**DOD 6202:** Leading and Managing Change

**DOD 6203:** Managing Human Resources

**DOD 6204:** Business Policy and Strategic Management

**DOD 6205:** Financial Accounting and Management

**DOD 62016:** Consultancy Skills Development



### ASSESSMENT

ASSESSMENT: Participants are assessed through classroom exercises, coursework and written examinations

**DURATION:** July 2024 – July 2025

**TUITION FEE:** Ug.shs.2,720,000= USD 915

**VENUE:** Kampala Branch



SCAN TO APPLY



# POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (DFM)

EVENING, WEEKEND AND DISTANCE LEARNING - REVISED



## RATIONALE

This programme seeks to build the financial management competences of personnel from private and public sectors by equipping them with appropriate financial knowledge and skills and attitudes.

The programme will equip the participants with generic competences in ICT, report writing and negotiation and change management. In addition, the programme will enable participants to link strategic plan to operations, carry out financial planning, mobilize the much-needed financial resources, appropriately utilize and control resources, comply with statutory obligations, interpret financial reports and facilitate audit processes. It is hoped that this programme will reduce the incidence of business failure and significantly improve financial discipline in the public sector and private sector.



## TARGET GROUP

The programme targets Graduates from all academic fields at mid-career and senior level with a desire to build competences in financial management in both private, public and not for profit organizations.

## LEARNING OUTCOMES

Upon completion of this Programme/module, successful participants should be able to:

- Prepare financial statements
- Develop cost estimates for products and services;
- File tax Returns;
- Facilitate the audit process
- Take financial decisions and
- Enhance compliance in all business aspects

## TUITION FEES:

Evening: Ug.shs.2,660,000= USD 915  
 Weekend Kampala: Ug.shs.2,720,000= USD 915  
 Branches: Ug.shs.2,620,000= USD 915  
 Distance Learning Ug.shs.1,935,000= USD 692

## YEAR 1 SEMESTER 1 (ONLINE AND PHYSICAL CLASS)

| Module Code | Module Name                             | Status | CU |
|-------------|-----------------------------------------|--------|----|
| UMIM 6111   | Management Skills improvement           | Basic  | 3  |
| UMIS 6112   | Management Information Systems          | Basic  | 3  |
| UMIR 6113   | Research Methods                        | Basic  | 4  |
| UMIQ 6114   | Quantitative Methods in Decision Making | Basic  | 3  |
| DFM 6115    | Financial Accounting and Reporting      | Core   | 4  |
| DFM 6116    | Management Accounting                   | Core   |    |

## YEAR 1 SEMESTER 2

| Module Code | Module Name                                       | Status | CU |
|-------------|---------------------------------------------------|--------|----|
| DFM 6121    | Business Taxation                                 | Core   | 4  |
| DFM 6122    | Computerized Accounting                           | Core   | 4  |
| DFM 6123    | Strategic Financial Management                    | Core   | 4  |
| DFM 6124    | Auditing                                          | Core   | 4  |
| DFM 6125    | Business Law                                      | Core   | 4  |
| DFM 6126    | Public Sector Financial Accounting and Management | Core   | 4  |

For the **Distance learning mode**, the Programme will run for 4 semesters stretching over 2 academic years.

## Year 1 Semester 1

| Module Code | Module Name                    | Status | CU |
|-------------|--------------------------------|--------|----|
| UMIM 6111   | Management Skills improvement  | Basic  | 3  |
| UMIS 6113   | Management Information Systems | Basic  | 3  |
| UMIR 6112   | Research Methods               | Basic  | 4  |

## Year 1: Semester 2

|           |                                         |       |   |
|-----------|-----------------------------------------|-------|---|
| UMIQ 6114 | Quantitative Methods in Decision Making | Basic | 3 |
| DFM 6115  | Financial Accounting and Reporting      | Core  | 4 |
| DFM 6116  | Management Accounting                   | Core  | 4 |

## Year 2 Semester 1

| Module Code | Module Name                    | Status | CU |
|-------------|--------------------------------|--------|----|
| DFM 6121    | Business Taxation              | Core   | 4  |
| DFM 6122    | Computerized Accounting        | Core   | 4  |
| DFM 6123    | Strategic Financial Management | Core   | 4  |

## Year 2: Semester 2

|          |                                                   |      |   |
|----------|---------------------------------------------------|------|---|
| DFM 6124 | Auditing                                          | Core | 4 |
| DFM 6125 | Business Law                                      | Core | 4 |
| DFM 6126 | Public Sector Financial Accounting and Management | Core | 4 |

# POSTGRADUATE DIPLOMA IN MARKETING MANAGEMENT (DMM)

EVENING, WEEKEND KAMPALA - REVISED



## RATIONALE

As companies change, so does their marketing organization. Marketing is no longer a company department charged with limited number of tasks; it is a companywide undertaking. It drives the company's vision, mission and strategic planning. Marketing includes decisions like who the company wants as its customers; which of their needs to satisfy; what products and services to offer; what prices to set; what communications to send and receive; what channels of distribution to use; and what partnerships to develop. In current modern and competitive business environment marketing management gives you the leading industry standard of achievement.



## TARGET GROUP

Active and Prospecting Marketers working at strategic level, operational, supervisory or holding managerial responsibilities (both active and prospective) including department managers, functional managers, product/brand managers, account managers, Customer care, operations, sales, marketing executives and business development executives. The industry can be from private firms, NGO's Government, marketing agencies, financial institutions, manufacturing, telecommunication companies and charities.

## PROGRAMME LEARNING OUTCOMES

At the end of the programme, a graduate will be able to:

- Apply marketing knowledge in the public, private and third sectors
- Lead marketing Programmes effectively and efficient operations.
- Develop institutional marketing policies and strategies for organizations
- Deliver customer and organizational value through marketing
- Identify profitable business opportunities for organizations

## YEAR ONE SEMESTER ONE

| Module Code               | Module Name                             | Status | CU        |
|---------------------------|-----------------------------------------|--------|-----------|
| UMIM 6111                 | Management Skills Improvement           | Basic  | 3         |
| UMIS 6112                 | Management Information Systems          | Basic  | 3         |
| UMIR 6113                 | Research Methods                        | Basic  | 4         |
| UMIQ 6114                 | Quantitative Methods in Decision making | Basic  | 3         |
| DMM 6115                  | Corporate Digital Communications        | Core   | 4         |
| DMM 6116                  | Managing Brands and Customer Experience | Core   | 4         |
| <b>Total Credit Units</b> |                                         |        | <b>21</b> |

## YEAR ONE SEMESTER TWO

| Module Code               | Module Name                            | Status | CU        |
|---------------------------|----------------------------------------|--------|-----------|
| DMM 6121                  | Strategy and Strategic Marketing       | Core   | 4         |
| DMM 6122                  | Global Marketing Decisions             | Core   | 4         |
| DMM 6123                  | Innovation in marketing and Metrics    | Core   | 4         |
| DMM 6124                  | Managing Business Growth               | Core   | 4         |
| DMM 6125                  | Consumer insights & Behaviour          | Core   | 4         |
| DMM 6126                  | Business and Company Law for Marketers | Core   | 4         |
| <b>Total Credit Units</b> |                                        |        | <b>24</b> |

## TUITION FEES:

|         |                    |         |
|---------|--------------------|---------|
| Evening | Ug.shs. 2,660,000= | USD 915 |
| Weekend | Ug.shs. 2,720,000= | USD 915 |

## DURATION:

July 2024 – July 2025

## VENUE:

Kampala



SCAN TO APPLY

# POST GRADUATE DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (DPSCM)

EVENING, & WEEKEND KAMPALA - REVISED



## RATIONALE

With organisations spending more than 56% of their annual budgets on procurement (PPDA 2014), there is need for individuals that aspire or work in the procurement and supply chain management function to acquire procurement and supply chain management skills

The Programme offers participants with knowledge, skills and attitude in procurement and supply chain management. The participants will be provided with practical and timely approaches to procurement and supply chain management function in an organization or agency. Participants are exposed to face to face or online presentations, case studies, group discussions and hands on exercises on procurement and supply chain management.

The program aim is to enhance participant's knowledge and skills in procurement and supply chain management that will empower them to facilitate organizational growth, informed decision making, continuous performance improvement and accountability in both private and public sectors.



## TARGET GROUP

Procurement & supply chain practitioners and professionals working or that aspire to work at strategic, operational, supervisory roles in the procurement and supply chain functions in organisations in the public, private and third sectors.

## PROGRAMME LEARNING OUTCOMES.

At the end of the programme participants should be able to:

- Procure goods, services and works in alignment with the sourcing objectives.
- Comply with procurement laws, regulations, policies and procedures
- Analyze and manage risks in the procurement and supply chain management context.
- Provide leadership in the procurement and supply chain context

- Initiate and implement negotiations in the procurement and supply chain management context
- Undertake supply market research in the procurement and supply context.
- Advise on sustainability issues (profit, people and planet) in the procurement and supply chain context
- Source goods, services and works using emerging information communication technologies.
- Act as consultant for procurement and asset disposal in organizations.

## Year one, Semester One

| Module Code               | Module Name                                             | Status | CU        |
|---------------------------|---------------------------------------------------------|--------|-----------|
| UMIM 6111                 | Management Skills Improvement                           | Basic  | 3         |
| UMIS 6112                 | Management Information Systems                          | Basic  | 4         |
| UMIR 6113                 | Research Methods                                        | Basic  | 3         |
| UMIQ 6114                 | Quantitative Methods for Decision making                | Basic  | 3         |
| DPSCM 6115                | Public, Private and Third Sector Procurement management | Core   | 4         |
| DPSCM 6116                | Logistics and Supply Chain Management                   | Core   | 4         |
| <b>Total Credit Units</b> |                                                         |        | <b>21</b> |

## Year one, Semester Two

| Module Code               | Module Name                                   | Status | CU        |
|---------------------------|-----------------------------------------------|--------|-----------|
| DPSCM 6221                | Strategy and Strategic Procurement Management | Core   | 4         |
| DPSCM 6222                | Procurement Ethics & Governance               | Core   | 4         |
| DPSCM 6223                | International Procurement Management          | Core   | 4         |
| DPSCM 6224                | Operations Management                         | Core   | 4         |
| DPSCM 6225                | Procurement of Complex Projects and PPPs.     | Core   | 4         |
| DPSCM 6226                | Finance in Procurement and Supply             | Core   | 4         |
| <b>Total Credit Units</b> |                                               |        | <b>24</b> |

## TUITION FEES:

Evening Ug.shs.2,660,000= USD 915  
Weekend Ug.shs.2,720,000= USD 915

**DURATION:** July 2024 – July 2025

**VENUE:** Kampala Branch

# POST GRADUATE DIPLOMA IN LOGISTICS AND TRANSPORT MANAGEMENT (DLTM)

WEEKEND KAMPALA - REVISED



## RATIONALE

Modern organizations (public, private and third sector) in their efforts to cope with an ever-changing and challenging environment use two key processes to build their future. The first is strategic planning which enables top management to determine what business direction it wants to achieve. The second is logistics and transportation management which enables the organization to proceed in a systematic way to identify and turn specific opportunities into profitable business. The programme will facilitate the participants with practical skills in managing transport and logistics. For the working class, the Programme should ground their practical knowledge, skill and positive attitude in the field.



## TARGET GROUP

The programme is intended for senior and middle managers in public, private (shipping agencies, airlines, third party companies) and third sector working or that aspire to work at strategic, operational, supervisory roles in the transport and logistics function. Specifically, the programme targets Logistics managers and Assistants, Distribution, Warehousing, Stores, Production/ Operations staff, Transporters, Marketing people, those in Finance and Accounts, Importers, Exporters those in Customs, Relief distribution agencies staff, Clearing and Forwarding and those who wish to build a career in transport, logistics and distribution etc.

## PROGRAMME LEARNING OUTCOMES

At the end of the programme participants should be able to:

- Apply logistics and transport knowledge in the public, private and third sectors.
- Lead transport and logistics programmes using effective and efficient operations.
- Develop institutional transport and logistics policies and strategies for organizations.
- Deliver customer and organizational value through transport and logistics management.
- Identify profitable transport business opportunities for organizations and themselves.

## PROGRAMME CONTENT FIRST SEMESTER

| Module Code               | Module Name                             | Status | CU        |
|---------------------------|-----------------------------------------|--------|-----------|
| UMIM 6111                 | Management Skills Improvement           | Basic  | 3         |
| UMIS 6112                 | Management Information Systems          | Basic  | 3         |
| UMIR 6113                 | Research Methods                        | Basic  | 4         |
| DLTM 6114                 | Quantitative Methods in Decision Making | Basic  | 3         |
| DLTM 6115                 | Logistics and Supply Chain Management   | Core   | 4         |
| DLTM 6116                 | Transport Policy and Planning           | Core   | 4         |
| <b>Total Credit Units</b> |                                         |        | <b>21</b> |

### Second semester

|                           |                                                             |      |           |
|---------------------------|-------------------------------------------------------------|------|-----------|
| DLTM 6121                 | Customer experience management in transport and logistics   | Core | 4         |
| DLTM 6122                 | Resource management in Transport & Logistics                | Core | 4         |
| DLTM 6123                 | Transport and Fleet Operations Management                   | Core | 4         |
| DLTM 6124                 | Warehousing and Distribution Management                     | Core | 4         |
| DLTM 6125                 | Sustainability in Transport and Logistics                   | Core | 4         |
| DLTM 6126                 | Transport Investment Analysis and infrastructure management | Core | 4         |
| <b>Total Credit Units</b> |                                                             |      | <b>24</b> |

**TUITION FEES:** Ug.shs.2,720,000/= USD 915

**DURATION:** July 2024 - July 2025

**VENUE:** Kampala Branch



SCAN TO APPLY

# POSTGRADUATE DIPLOMA IN PUBLIC POLICY AND GOVERNANCE (DPPG) - REVISED

EVENING - KAMPALA



## RATIONALE

Public policies are the heart, soul, and identity of governments

everywhere. However, there are increasing complexities due to the rapid changing nature of public policy environment and concerns. Besides, controversies in the understanding of how and why the diversity of policies are designed in the way they are, the processes through which they are adopted or implemented, evaluated and managed remain a key challenge to most stakeholders and aspiring students of policy studies. Yet, such an understanding is critical for policy development, implementation, and analysis and impact evaluation on the economy. This calls for adequate capacity building and/or skills development in policy making process and analysis to enhance stakeholder capacity and participation in policy development process and management in government MDAs.

In order to fulfill such human capacity and skills-gaps sustainably, this programme has been revised to enhance relevant trainings and research through its well-designed public policy-oriented modules, which are mainly case study focused and evidence-based. Thus, this programme is timely and justified to increase and sustain knowledge and skills development in fundamentals of public policy process, analysis and reforms for better protection, regulation and management of society, economy and environment as envisaged.



## TARGET GROUP:

The Postgraduate Diploma in Public Policy Analysis and

Governance (DPPG) programme is designed for policy makers, policy analysts, practitioners, academics, researchers in government, non-government institutions and institutions of higher learning and research. In particular, the DPPG program targets: policy makers, analysts, scholars/ academics, lawyers, politicians and political scientists in policy studies, staff of policy planning and implementing units in

central and local governments; members of civil society organizations or NGOs and community-based organizations; members of policy think tanks and consultants; heads of government ministries, departments, agencies and Media consultants and those in lobbying and advocacy work.

## PROGRAMME CONTENT:

### First Semester

- UMIM 6111:** Management Skills Improvement
- UMIS 6112:** Management Information Systems
- UMIR6113:** Research Methods
- UMIQ 6114:** Quantitative Methods
- DPPG6115:** Ethics and integrity in Governance
- DPPG6116:** Public Governance and Leadership

### Second Semester

- DPPG6121:** Fundamentals of Public Policy Analysis (Nsis ew)
- DPPG6122:** Social Policy Analysis and Community Engagement
- DPPG6123:** Economic and Public Finance Analysis
- DPPG6124:** Policy and Programme Monitoring and Evaluation
- DPPG6125:** Foreign Policy and International Governance Principles and
- DPPG6126:** Leadersh Praip ctices



## ASSESSMENT:

Participants are assessed through exercises, course work and written examinations

- TUITION FEES:** Ug.shs.2,660,000= USD 915
- DURATION:** July 2024 – July 2025
- VENUE:** Kampala Branch



SCAN TO APPLY

# POST GRADUATE DIPLOMA IN INFORMATION SYSTEMS MANAGEMENT (DISM)

EVENING - KAMPALA



## RATIONALE

Developments in Information and Communication Technology (ICT) have dramatically changed the way information is collected, stored, processed, disseminated and used. The programme delves on how information and communications technology can be used to achieve strategic goals. The focus is on the design, development, and implementation of cutting-edge information system solutions to solve important organisational problems.



## TARGET GROUP

The proposed Postgraduate Diploma in Information System Management is intended for participants who are OR aspire to become Information System Experts. The participants are those tasked with Planning, designing, developing, implementing, monitoring and evaluating Information systems in Public, Private and NGO sectors. More specifically, the following will find the course of value: information officers, administrators, librarians, accountants, human resource officers, planners, project officers including information system professionals.

## LEARNING OUTCOMES

At the end of the programme participants should be able to:

- Develop appropriate ICT plans, policies, strategies and regulations
- Plan, design, implement and manage information systems.
- Develop database systems for proper management of data in organizations.
- Setup and configure a Local Area Network
- Implement Information System security controls in organizations.
- Manage and monitor projects activities using Ms project software
- apply Internet technologies, Business intelligence and data mining technologies in organisations for increased profitability
- Carry out an information Technology/ Information System audit.

## YEAR ONE SEMESTER ONE

| Module Code               | Module name                                           | Status | CU        |
|---------------------------|-------------------------------------------------------|--------|-----------|
| UMIM 6111                 | Management Skills Improvement                         | Basic  | 3         |
| UMIS 6112                 | Management Information System                         | Basic  | 3         |
| UMIQ 6113                 | Quantitative Methods for Decision Making              | Basic  | 3         |
| UMIR6114                  | Research Methods                                      | Basic  | 4         |
| DISM 6115                 | Information Technology Strategy, Governance and Audit | Core   | 4         |
| DISM 6116                 | Systems Analysis and Design                           | Core   | 4         |
| <b>Total Credit units</b> |                                                       |        | <b>21</b> |

## YEAR ONE SEMESTER TWO

| Module Code               | Module Name                                        | Status | CU        |
|---------------------------|----------------------------------------------------|--------|-----------|
| DISM 6121                 | Database Systems                                   | Core   | 4         |
| DISM 6122                 | Data Communications and Networks                   | Core   | 4         |
| DISM 6123                 | Information System Security Management             | Core   | 4         |
| DISM 6124                 | Information System Project Planning and Management | Core   | 4         |
| DISM 6125                 | Internet Technologies and Cloud Computing          | Core   | 4         |
| DISM 6126                 | Business Intelligence and Data Mining.             | Core   | 4         |
| <b>Total Credit units</b> |                                                    |        | <b>24</b> |

**TUITION FEES:** Ug.Shs.2,660,000= USD 915

**DURATION:** July 2024 – July 2025

**VENUE:** Kampala Branch



SCAN TO APPLY

# POSTGRADUATE DIPLOMA IN INFORMATION SECURITY MANAGEMENT (DISEM) - REVISED

EVENING - KAMPALA



## RATIONALE

The current dependence on information by all organisations to enable operational efficiency and profitability as well as the financial value attached to the information assets has necessitated the need for these organisations to have specialist information security professionals. The demand for information security officers/managers is rising and yet there is no higher institution of learning in the region running a fully-fledged course in information security management both at undergraduate/ postgraduate level.

There is also growth in telecommunications/ internet technologies demand for better understanding of information security management issues, new technology environments (wireless, mobile, virtual) dictate the need for competencies in information security management



## TARGET GROUP

The programme is intended for current and potential information system administrators and managers, policy analysts, and civil society leaders, librarians, accountants, human resource officers, Business owners, and political and religious leaders

## LEARNING OUTCOMES

- Evaluate Information security management principles
- Analyse components of security triad (confidentiality, integrity and availability)
- Develop procedures for Information protection
- Implement Information security management standards based on ISO 27001
- Plan for information security systems
- Analyse cryptography as a technique for information protection and evaluate steganography types and techniques
- Develop an IS security policy document and organizational Security Strategy and supported plan
- Demonstrate an understanding of how to analyse and recover evidence from documents

## FIRST SEMESTER

| Module Code                                                                  | Module Name                                   | Module Status | CU        |
|------------------------------------------------------------------------------|-----------------------------------------------|---------------|-----------|
| UMIM 6111                                                                    | Management Skills Improvement                 | Basic         | 3         |
| UMIR 6112                                                                    | Research Methodology                          | Basic         | 4         |
| UMIS 6113                                                                    | Management Information System                 | Basic         | 3         |
| UMIQ 6114                                                                    | Quantitative Methods in Decision Making       | Basic         | 3         |
| DISEM 6115                                                                   | Principles of Information Security Management | Core          | 4         |
| DISEM 6116<br>Information Security Planning, design & Implementation<br>Core |                                               |               | 4         |
| <b>Total Credit Units</b>                                                    |                                               |               | <b>21</b> |

## SECOND SEMESTER

|                           |                                                     |      |           |
|---------------------------|-----------------------------------------------------|------|-----------|
| DISEM 6121                | Information Protection Mechanisms                   | Core | 4         |
| DISEM 6122                | Cryptography and Network Security                   | Core | 4         |
| DISEM 6123                | Operating System Security                           | Core | 4         |
| DISEM 6124                | Information security Governance and Risk management | Core | 4         |
| DISEM 6125                | Ethics and Integrity                                | Core | 4         |
| DISEM 6126                | Information systems Project Planning and Management | Core | 4         |
| <b>Total Credit Units</b> |                                                     |      | <b>24</b> |

**TUITION FEES:** Ug.shs.2,660,000= USD 915  
**DURATION:** July 2024 – July 2025  
**VENUE:** Kampala Branch



SCAN TO APPLY

# POSTGRADUATE DIPLOMA IN INFORMATION TECHNOLOGY (DITE) - REVISED

WEEKEND KAMPALA



## RATIONALE

There are several justifications necessitating the need for the program including; Advancement in IT is creating demand for competent Information Technology professionals in the private, public and NGO sector. Growth in telecommunications/ internet technologies demand for better understanding of IT opportunities and challenges. New technology environments (wireless, mobile, virtual) dictate the need for competencies in IT professionals



## TARGET GROUP

The target group may include SMEs, university graduates in Information Technology, government directorates/ departments/functions of Information Technology, individuals aspiring for career change and other related fields who have an interest in advancing their studies in the Information technology discipline or wish to add value to their professions through acquiring new competencies in Computing/IT. As a prerequisite, they should have a minimum of 1 years working experience.

## PROGRAMME LEARNING OUTCOMES

At the end of this program, the participants will be able to:

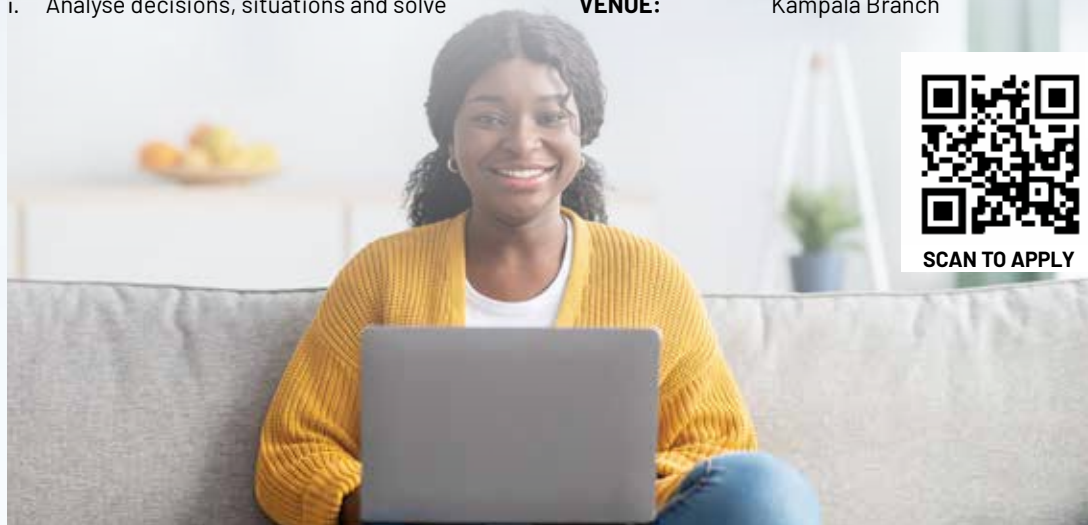
- i. Analyse decisions, situations and solve

- problems using quantitative techniques.
- ii. Secure computer hardware, data and computer networks both physically and logically.
- iii. Design, develop and manage the various network topologies.
- iv. Troubleshoot, maintain the network and give support to the end users.
- v. Study existing systems and suggest possible alternatives to problem solutions.
- vi. Detect and examine unethical, substandard and illegal ICT practices.
- vii. Design, implement and maintain databases.
- viii. Apply the fundamental concepts underpinning modern distributed systems and associated middleware platforms.
- ix. Analyse how a project can be decomposed into tasks and create a Work Breakdown Structure (WBS) and managing people.
- x. Design and write effective PHP scripts that can be embedded in HTML pages to create dynamic web pages and manipulate data from web page forms.
- xi. Use an object-oriented programming language to build applications.

**TUITION FEES:** Ugshs.2,720,000= USD 915

**DURATION:** July 2024 – July 2025

**VENUE:** Kampala Branch



SCAN TO APPLY

# POSTGRADUATE DIPLOMA IN FUNDRAISING AND RESOURCE MOBILISATION. (NEW)

KAMPALA - EVENING



## PROGRAM RATIONALE

Institutions in all sectors in Uganda and in Africa whether public or private still faces numerous challenges in resource mobilization, sustainable cash inflow for the present and future organization-wide operations. This is seemingly linked to less diverse sources of funding. The dependency syndrome has led to the collapse of many start-ups, NGOs resulting to job loss and limited-service delivery to the intended beneficiaries. This raises concern on the competence of individuals in charge of fundraising and resource mobilization for the organization.

The Post-Graduate Diploma in Fundraising and Resource Mobilization has therefore been designed to address some of the challenges related to the organization revenue generation. The programme introduces participants to key concepts, terms, methods and techniques used in fundraising and resource mobilization and their practical application in real life situations.

## PROGRAMME DESCRIPTION

The Programme offers participants with knowledge, skills and attitude in managing the fundraising and Resource Mobilization design, planning, implementation, monitoring and Evaluation. The programme therefore provides practical and timely approaches to sustainable fundraising and Resource Mobilization Management. Participants are only exposed to face-to-face presentations, cases, group discussions and hands on exercises on design, planning and management of organization resource mobilization initiatives.

The diploma comprises of 12 modules: 4 basic and 8 cores. Participants may complete the whole course within the 2 semesters of continuous study or by completing modules over a period of 3 years. Participants who complete the course with a minimum of lower second may be admitted for the Masters in Management Studies (MMS) programme.

The programme is designed to accommodate four different training programmes at Uganda



## TARGET GROUP

The Programme is targeting practicing and prospective programme and project managers, organizational CEOs, Grant coordinators, business/private and public sector, NGOs, Faith based Organizations, International development agencies across all sectors and disciplines.

## SEMESTER ONE

**UMIMM 6111:** Management Skills Improvement

**UMIS 6112:** Management Information Systems

**UMIR 6113:** Research Methods

**UMIQ 6114:** Quantitative Methods in Decision Making

**DFRM 9115:** Principles and Perspective of Fundraising & Resource Mobilization.

**DFRM 9116:** Fundraising and Resource Mobilization Management

## SEMESTER TWO

**DFRM 9117:** Business Plan and Proposal Writing

**DFRM 9118:** Fundraising and Resource Mobilization Monitoring and Evaluation

**DFRM 9119:** Fundraising and Sponsorship

**DFRM 9120:** Sustainable Fundraising and Resource Mobilization

**DFRM 9121:** Finance & Accounting for Fundraising and Resource Mobilization

**DFRM 9122:** Ethics, Governance and Legal Perspectives of Fundraising and Resource Mobilization

**TUITION FEES:** Ug.shs.2,660,000= USD 915

**DURATION:** July 2024 - July 2025

**VENUE:** Kampala Branch



# POSTGRADUATE DIPLOMA IN ENTERPRISE DEVELOPMENT & MANAGEMENT (NEW) KAMPALA

EVENING



## RATIONALE

Effective and efficient management of enterprises require knowledge and skills for; starting up an enterprise, competing against others and keeping afloat, growing and keep handling issues encountered in the midst of various challenges. Furthermore, having an entrepreneurial mind-set is key for success in business, and today, entrepreneurs are more important than ever before in advancing the social and financial make-up of nations across the globe. It is therefore important that entrepreneurs acquire the necessary knowledge and skills to run, grow and ensure survival of enterprises in both private and public sector.

The programme covers study areas that include opportunity discovery and evaluation, creativity and innovation, finance, entrepreneurial marketing, corporate and contemporary challenges in entrepreneurship and innovation. Through the use of locally developed business case studies; participants will be engaged in discussions enabling them to develop problem-solving and good decision-making skills.



## TARGET GROUP

This Programme targets entrepreneur running small and medium-sized enterprises in all sectors, employees preparing for retirement, members of the saving and co-operative organizations, fresh graduates, business development professionals, members from the public sector and other parties interested in entrepreneurship.

## LEARNING OUTCOMES

At the end of the module, participants will be able to:

- Make sound judgments and decisions in the light of the complexity, challenges and opportunities surrounding entrepreneurial activity within the enterprise start-up and development process;
- Work creatively with the interconnectedness between entrepreneurial mind-set and entrepreneurial action, and the interrelationships between enterprise creation and the potential to succeed in the market place through enterprise development;
- Apply appropriate research skills to explore scenarios, and analyze data and information from a range of sources and networks in the context of current thinking, in order to make effective decisions to calibrate the viability of an

idea and shape the developing business plan and product/proposal development;

- Develop and present an industry standard fully worked up business innovation with a rationale and supporting research and analysis.
- Develop trans-disciplinary networks relevant to your emerging ideas and apply design thinking to recognize and take advantage of opportunities, adopting a design thinking approach;
- Evaluate the resource requirements of a venture and devise strategic action in the context of the chosen market;
- Communicate effectively with specialist and non-specialist audiences (e.g. academic, business, mentors, potential backers), through a range of media and formats, and to persuade and influence stakeholders;
- Develop and refine your planning and ideas through critical reflection and self-evaluation, and drawing on feedback from peers, mentors and other stakeholders.

## PROGRAMME STRUCTURE

### SEMESTER ONE

| Module Code | Module Name                                                | Status | CU |
|-------------|------------------------------------------------------------|--------|----|
| UMIM 6111   | Management Skills Improvement                              | Basic  | 3  |
| UMIS 6112   | Management Information Systems                             | Basic  | 3  |
| UMIR 6113   | Research Methods                                           | Basic  | 4  |
| UMIQ 6114   | Quantitative Methods for Decision Making                   | Basic  | 3  |
| DEMA 6115   | Strategic Entrepreneurship                                 | Core   | 4  |
| DEMA 6116   | Project Planning and Management for Enterprise Development | Core   | 4  |

### SEMESTER TWO

| Module Code | Module Name                                      | Status | CU |
|-------------|--------------------------------------------------|--------|----|
| DEMA 6121   | Managerial Economics                             | Core   | 4  |
| DEMA 6122   | Innovation and Enterprise Development            | Core   | 4  |
| DEMA 6123   | Finance and Accounting for Enterprise Managers   | Core   | 4  |
| DEMA 6124   | Operations Management                            | Core   | 4  |
| DEMA 6125   | Enterprise Marketing                             | Core   | 4  |
| DEMA 6126   | Business Ethics, Administrative and Business Law | Core   | 4  |

**TUITION FEES:** Ug.shs.2,660,000= USD 915

**DURATION:** July 2024 – July 2025

**VENUE:** Kampala Branch

# POSTGRADUATE DIPLOMA IN HIGHER EDUCATION LEADERSHIP & MANAGEMENT (DHELM)

WEEKEND - REVISED



## RATIONALE

Higher Education Institutions (HEIs) are increasingly regarded as key players in addressing substantial socio-economic asymmetries and fostering sustainable competitive. Yet at the same time, in the past two decades, there has been little or no focus by governments and international donors on the capacity of universities to contribute to social change. Against this background, the Association of Commonwealth Universities (2010) has recommended that future development goals, at national and international levels, explicitly recognize the role of HE. However, to perform these roles successfully and transform themselves into major societal actors, universities need not only changes in missions and curricula but also building strong responsive leadership and management capacities (UNESCO, 1998).

This is premised on the consensus that institutional management of African universities is weak, inefficient and necessitates rebuilding and professionalizing.



## TARGET GROUP:

The program will attract current and potential leaders and managers in HEIs, policy and regulatory bodies. Specifically, the following categories will be targeted: Academic Staff, Heads of Department, Deans, Principals, Directors, Vice Chancellors and their Deputies and those in the administrative units of Universities, Tertiary and Polytechnic Colleges, Ministry Education and National Council for Higher Education Officials.

## Programme Content: Basic Modules

### First Semester:

- Module 1:** Management skills Improvement
- Module 2:** Management Information systems
- Module 3:** Research Methods
- Module 4:** Quantitative Methods

### Core Modules:

- Module 5:** Foundations of higher Education studies
- Module 6:** Higher Education systems and Policy
- Module 7:** Higher Education Organization, Leadership and Governance
- Module 8:** Finance and Financial Management in higher Education
- Module 9:** Quality Assurance in higher Education
- Module 10:** sustainable Development

### Elective:

Gender and higher Education OR Ethical and Legal Issues in higher Education Globalisation and Internationalisation in higher Education OR Public-Private Partnerships in higher Education



## ASSESSMENT:

Participants are assessed through continuous practical exercises, coursework and written examination.

- TUITION FEES:** Ug.shs.2,720,000/= USD 915
- DURATION:** July 2024 – July 2025
- VENUE:** Kampala Branch



SCAN TO APPLY

# POSTGRADUATE DIPLOMA IN BUSINESS COMPUTING AND MANAGEMENT (DBCM)

EVENING AND WEEKEND



## RATIONALE

The demand for employees with business computing and management skills is rising and yet there is no higher institution of learning offering a Postgraduate Diploma in Business Computing and Management.

The growing pressure of electronic business/e-commerce/mobile commerce, mobile money, mobile learning, among others require competent managers/officers with a good understanding of computing technologies.

This Program will add to the already existing programs offered by UMI and this will be in line with meeting the needs of a diverse participant population while serving the mission and learning goals of the department, School, Institute and the community.



## TARGET GROUP:

This includes people from SMEs, university graduates in Information Technology, Computer Science, economists, Information Systems, Business Administration, Business Computing, Commerce, Business owners, Statisticians, government departments of trade and industry, finance, auditors, marketers and other related fields who have an interest in advancing their studies in business computing or wish to add value to their professions through acquiring competencies new technologies in Computing/IT.

## LEARNING OUTCOMES:

- Develop an e-Business plan for the e-Business opportunity identified
- Develop IS security policy document for the organization
- Apply computing solutions to understand workforce and customer diversity and their

influence on business.

- Evaluate creative and innovative solutions by applying a range of appropriate resources to plan for material management and physical distribution of goods and services
- Deploy technology-based solutions such as cloud computing to business challenges

## PROGRAMME CONTENT

### Semester:

- UMIM 6111:** Management Skills Improvement  
**UMIS 6112:** Management Information System  
**UMIQ 6113:** Quantitative Methods for Decision Making  
**UMIR 6114:** Research Methods  
**DBCM 6115:** Business process analysis and design  
**DBCM 6116:** Ethics and Integrity

### Semester 2

- DBCM 6121:** Digital Marketing, Website Design and Development  
**DBCM 6122:** Cloud Computing and Data Science.  
**DBCM 6123:** Database Application Development  
**DBCM 6124:** E business and Cyber security  
**DBCM 6125:** Enterprise Resource Planning  
**DBCM 6126:** IS Project Planning and Management



## ASSESSMENT:

Participants are assessed through continuous practical exercises, course work and written examinations.

## TUITION FEES:

- Evening Ug.shs.2,660,000= USD 915  
Weekend Ug.shs.2,720,000= USD 915

**DURATION:** July 2024 - July 2025

**VENUE:** Kampala Branch

# POSTGRADUATE DIPLOMA IN EDUCATION LEADERSHIP AND MANAGEMENT (DELM)<sup>NEW</sup>

WEEKEND: KAMPALA BRANCH



## RATIONALE

The DELM programme aims at preparing and empowering bold, visionary and inclusive leaders for both schools and higher institutions of learning. It is further intended to promote strong educational practices by equipping leaders with skills, knowledge and dispositions held by the most transformational education leaders across the globe. The focus of the programme is to improve the practice of management and leadership in the educational sector.



## TARGET AUDIENCE

Targets people who wish to expand their expertise and gain new skills and credentials in the field of education leadership to advance their current career or launch a new one. The participants are expected to come from a range of educational settings, including higher education, primary and secondary schools within Uganda and overseas. Specifically, the programme targets principals of BTVEI institutions, deputy principals, heads of departments, programme directors, senior teachers, managers in secondary and tertiary institutions, education officers and other stakeholders who hold academic management positions in educational organisations and agencies.

## PROGRAMME LEARNING OBJECTIVES

At the end of the programme the participants should be able to:

- Apply management principles in an educational context
- Apply quantitative methodologies in making
- Manage the human, financial resources and Evaluate the effectiveness and efficiency of the functioning of an education institution
- Appreciate the provisions of the legislations relating to the governance of education institutions
- Appreciate the implications of information and communication technology in an educational setting.

## PROGRAMME CONTENT

### Semester:

- UMIM 6101:** Management Skills Improvement  
**UMIS 6102:** Management Information Systems  
**UMIR 6103:** Research Methods  
**UMIR 6114:** Research Methods  
**DELM 6105:** Education Administration and Management  
**DELM 6106:** Education Policy and Management

### Semester 2

- DELM 6202:** Quality Management in Education  
**DELM 6203:** Leadership in Education Institutions  
**DELM 6204:** Finance and Procurement Management in Education  
**DELM 6205:** Human Resource Management in Education Development  
**DELM 6206:** Monitoring and Evaluation in Education Institutions

## TEACHING AND LEARNING METHODS

In order to develop work-related knowledge, skills and attitudes, the programmes will be delivered using participant-oriented methods and techniques, including but not limited to, interactive lectures, case studies, group/pair work, individualized study, class presentations, guided discovery, seminars, demonstration, role play, debates, problem solving activities, field work, project work, among others.



## ASSESSMENT:

Participants are assessed through exercises, course work, and written examinations.

|              |                    |                            |
|--------------|--------------------|----------------------------|
| TUITION FEES | Weekend<br>Kampala | Ug. shs. 2,720,000 USD 915 |
| DURATION     | 1 year             | July 2024 - July 2025      |
| VENUES:      |                    | Kampala Branch             |

# POSTGRADUATE DIPLOMA IN JOURNALISM AND COMMUNICATION MANAGEMENT (DJCOM)

KAMPALA- WEEKEND NEW



## RATIONALE

DJCOM seeks to integrate the functions of applied journalism, multimedia and corporate communication for public affairs management in national development activities. This is a response to emerging challenges faced by journalists and communications practitioners as well as media houses that require multiple skills to resolve constraints brought about by new technologies and their applications. Additionally, this (DJCOM) programme highlights how media, journalism and communication interplay in public policy making in technologically diversified landscape.



## TARGET GROUP:

The DJCOM programme target aspirants to undertake professional journalism, public relations and communication practitioners, producers of specialised media products, practitioners who want to transform from traditional media and journalism practices to modern multi-skilled practices to handle multiple media platforms, bloggers, advocacy practitioners; staff of international organisations like the United Nations Organisation-UNO and other multi-national agencies who aspire for managerial competencies in the media industry. The programme shall also target participants who wish to pursue UMI postgraduate programme to advance to the Masters in Management Studies (MMS).

## Programme Learning Outcomes

By the end of the programme participants shall be expected to:

- Effectively serve as multi-skilled journalists in multimedia dispensations
- Perform as public relations and communicators managers
- Effectively apply media and journalism roles in policy making
- Profitably manage media organisations
- Conduct effective advocacy, lobbying and public communication campaigns
- Manage public relations and public affairs

## PROGRAMME CONTENT

### Semester:

- UMIM 6111:** Management Skills Improvement  
**UMIS 6112:** Management Information System  
**UMIR 6113:** Research Methods  
**UMIQ 6114:** Quantitative Methods for Decision Making  
**UMIE 6115:** Ethics and Integrity for Public Affairs Management  
**DJCOM 6116:** Media and Journalism in Public Affairs Management

### Semester 2

- DJCOM 6121:** Applied Investigative Journalism  
**DJCOM 6122:** Branding and Loyalty for Corporate and Public Affairs  
**DJCOM 6123:** Business Economics and Financial Management in Journalism  
**DJCOM 6124:** Communication and Public Relations Management  
**DJCOM 6125:** Public Policy and Advocacy  
**DPPG 6126:** Diplomacy, Foreign Policy and International Relations



## ASSESSMENT:

Participants are assessed through continuous practical exercises, course work and written examinations.

- TUITION FEES:** Weekend Kampala:  
Ug.shs.2,7200,000= USD 915  
**DURATION:** July 2024 – July 2025  
**VENUE:** Kampala Branch



SCAN TO APPLY



# MASTERS DEGREE PROGRAMMES

## ENTRY REQUIREMENTS FOR MASTERS DEGREE COURSES

### **MASTERS IN MANAGEMENT STUDIES (MMS)**

- Bachelor's Degree
- UMI Postgraduate Diploma with a
- Second class and above.

### **MASTERS IN BUSINESS ADMINISTRATION (MBA)**

- A candidate for admission to the MBA of Uganda Management Institute shall hold an Honours degree from a University or institution recognized by the National Council for Higher Education.
- Candidates who hold a professional chartered qualification like the chartered institute of purchasing and supply (CIPS), ACCA, CPA will equally be admitted for the MBA.
- MBA students will be required to do preentry examinations (GMAT) and before admission, the applicants must have scored a mark which in the opinion of the School board is adequate to enroll such a student.

NB: The minimum duration for the Bachelor's degree should be three years.

### **OTHER MASTERS DEGREES**

- A candidate for admission to other Master's degrees of Uganda Management Institute shall hold an honors degree from any University or an equivalent degree from another institution or University recognized by the National Council for Higher Education.
- Candidates with pass degrees will also be considered for admission if they have satisfied the Institute with their academic potential through subsequent research experience and/or additional training or on the basis of their long years of experience.
- The minimum duration for the Bachelor's degree should be three years.

# MASTERS IN MANAGEMENT STUDIES (MMS) REVISED

KAMPALA - DAY, BRANCHES (GULU & MBR) - WEEKEND



## TARGET GROUP AND ENTRY REQUIREMENTS:

The work-based research and study programme leading to the Masters in Management Studies (MMS) degree is designed for people with working experience in Public, Private and NGO sectors who require sound analytical and problem solving skills in furthering their career progress. Admission is contingent upon having the following minimum requirements:

- A good university Degree and a UMI postgraduate Diploma with at least 2nd class or its equivalent from a recognised institutions.
- A minimum of two years working experience.

## PURPOSE AND OBJECTIVES OF THE PROGRAMME:

The objective of the programme is to enhance the job performance of individuals who will attend the programme and the capability and effectiveness of their employing organisations.

The programme is designed to enable participants to:

- Gather, organise, analyse, and evaluate data and information
- Use theoretical and conceptual management knowledge to support analysis and augment leading to logically developed conclusions and recommendations.
- Schedule and accomplish a specific job or activity in a specified time frame.
- Organise information into a meaningful report and present it orally to peers and a panel of examiners.
- Practice and demonstrate management consultancy skills.
- Practice and demonstrate organisational and problem analysis and solving skills, as well as strategic and action planning skills.
- Prepare themselves for the challenging responsibilities of policy analysis, formulation, implementation, monitoring and evaluation.

The programme is intended to enable

employing organisations/sectors to:

- i. Benefit from the pool of management knowledge, research and consultancy skills at Uganda Management Institute to analyse their problems and identify practical solutions for performance improvement.
- ii. Link the training of their employees to the in-house situation, thereby making training directly relevant to organisational/ sectoral performance.
- iii. Having their employees develop intraorganisational analysis and consultancy skills that are invaluable for internal consultancy/ problem solving and organisational development.

The curricula of the MMS Degree Programme is based on the postgraduate courses. All teaching and course work are done at postgraduate diploma level. Participants who pass examination at postgraduate diploma level with at least second class may be admitted to the MMS programme. The research will be done in one academic year, i.e. an extra one year after the diploma course. The structure of studies leading to the Masters Degree is as follows:

### PHASE 1:

The First Phase comprises study and course work for any one of the modularised Postgraduate Diplomas offered at UMI

### PHASE 2:

The Second Phase comprises sector/ work-based research and study with three elements:

#### (a) Two-week management research and consultancy workshop

Participants have to attend a two-week management research and consultancy workshop at the beginning to enable them to develop and sharpen their capability to:

- i. Design research proposals and are required to present them in written and/or oral form before a proposal defense committee.
- ii. Design quantitative and qualitative research

instruments.

- iii. Internalise and apply the institute's dissertation guidelines to their research
- iv. Schedule Management research and consultancy work and stick to those schedules.

**(b) Four one-week Research Workshops**

Participants are required to attend four one-week workshops during which they will have opportunity to report on their progress and to consult with their supervisors and peers. Their work will be subjected to rigorous scrutiny during each of these workshops.

**(c) Research and Dissertation**

Each participant will be allocated a supervisor from among UMI faculty and another from the sector relevant to the participant's research area. Permission to proceed to the research

phase will be granted after presentation and defense of an acceptable research proposal in an approved area of specialisation. Participants are required to write a dissertation in strict compliance with guidelines laid down, after which they are required to mount a successful presentation and defence of their dissertation before a panel of experts and thereafter make corrections as suggested by examiners.

|                      |                                                                             |
|----------------------|-----------------------------------------------------------------------------|
| <b>TUITION FEES:</b> | Ug.shs. 5,550,000= USD 3,400                                                |
| <b>DURATION:</b>     | 1 year (5 Research Workshops)                                               |
| <b>VENUE:</b>        | Kampala (Day) 8:30 - 4:00 pm<br>Gulu and Mbarara (Weekend)<br>8:00 -5:00 pm |

Applicants who obtained UMI/Makerere Postgraduate Diplomas prior to 1998/99 will be required to study for the modules on the modularised Diploma courses which they had not offered, before they can be admitted on the MMS Degree programme. Those with Postgraduate Diplomas in Management subjects from recognised institutions will be required to study the modules on UMI Diplomas which they had not offered, before they can be admitted on the MMS Degree programme.



# MASTERS IN BUSINESS ADMINISTRATION – REVISED

## KAMPALA - EVENING & WEEKEND BRANCHES - MBARARA & GULU



### RATIONALE

There is a general consensus now that capacity building efforts that have long accompanied the development agenda in Africa need re-thinking: they have 'not produced the desired results' (Admos Chimhowu, Hulme, Lauchlan, Munro 2019). Africa is the only continent that has not registered any significant improvement in development in the last decade in spite of massive capacity building interventions by its governments and development partners. There has also been an 'accusing finger' on the capacity of Higher Education Institutions (HEIs) to produce graduates who can coherently address the emerging development challenges. Some programmes offered by various institutions and universities, which have long been offered to enable the well-functioning of the machinery of the government and its private and NGO counterparts have also been blamed for the poor performance of the African systems (Greijn, Hauck, Land, & Ubels, 2015).

Meanwhile, new developments have continued to emanate from the global environment and these have impacts on the decision-making capacities of many chief executives; implying that generally all, managers and chief executives in particular now demand more complex decision-making capacities, especially in the post COVID-19 era. Uganda Management Institute (UMI) has responded to these challenges by offering programmes that meet this capacity need. Studying an MBA degree forces one to get out of the comfort zone. Managers need to explore the latest international business trends, apply the newest management tools and techniques, and challenge themselves to improve business, teams, and collaboration. An MBA is also a great way to prepare managers for a changing business environment.



### TARGET GROUP

MBA is designed for those who have a minimum of lower-class bachelor's degree (on any specialty), proper work experience (1 year minimum). In addition, the MBA is suitable for participants from a wide variety



of backgrounds, who have chosen a career of a manager in addition to their main specialty and are in need of profound knowledge and skills in the sphere of business administration for the purpose of holding executive positions, accelerating their career development or progress in business.

### PROGRAMME OBJECTIVES

The objective of the MBA programme is to develop the participants':

- Technical and functional skills in such areas of management specialization such as public sector management, public procurement, accounting, finance, marketing, production-operations, human resource, strategic management;
- Analytical-decision making skill to be able to identify and diagnose problems, formulate alternative solutions and make a decision for the public sector, private sector and NGO sector; and
- Ability to successfully communicate and interact with diverse individuals, provide leadership and function as an entity in a competitive atmosphere.

### PROGRAMME LEARNING OUTCOMES (PLOS)

The programme outcomes specify the knowledge, skills, values and attitudes participants are expected to attain in the MBA programme to be able to successfully operate in local and global contexts. Upon completion of this Program, successful participants will be able to:-

#### 1. Business Environment and Domain Knowledge:

Improve their awareness and knowledge about functioning of local and global business environment and society. This helps in recognizing the functioning of businesses, identifying potential business opportunities, involvement of business enterprises and exploring the entrepreneurial opportunities.

#### 2. Critical thinking, Business Analysis, Problem Solving and Innovative Solutions:

Develop skills in analyzing the business data, application of relevant analysis, and

problem solving in other functional areas such as; finance and accounting, supply chain management, marketing, business strategy and human resources.

### 3. Global Exposure and Cross-Cultural Understanding:

Demonstrate a global outlook with the ability to identify aspects of the global business and cross-cultural understanding.

### 4. Social Responsiveness and Ethics:

Develop responsiveness to contextual social issues/problems and exploring solutions, understanding business ethics and resolving ethical dilemmas. Graduates are expected to identify the contemporary social problems, explore the opportunities for social entrepreneurship, design business solutions, demonstrate ethical standards in organizational decision making, awareness of ethical issues and be able to distinguish ethical and unethical behaviors.

### 5. Effective Communication:

Use various forms of business communication, supported by effective use of appropriate technology to enhance logical reasoning and articulation of ideas. Graduates are expected to develop effective oral and written communication, especially in business applications, with the use of appropriate technologies such as business presentations, digital communication, and social network platforms.

### 6. Leadership and Teamwork:

Understand leadership roles at various levels of the organization and leading teams. Graduates are expected to collaborate and lead teams across organizational boundaries, demonstrate leadership qualities, and maximize the usage of diverse skills of team members in the related context.

## DOMAIN-SPECIFIC COMPETENCES

As a finance person, the UMI MBA graduate should possess the following skills:

- Cost accounting;
- Treasury management; and tax strategy,
- Planning and compliance.
- Interpret ratios for management decision making;

As a consultant and/or strategist, the UMI MBA graduate should possess the following skills:

- Entrepreneurial;
- Strong listening skills; capacity
- Solid business judgment and desire to tackle complex business problems;
- Creative/conceptual ways of thinking;
- Project management skills;
- Consultancy

As a Human and Organizational Performance expert, the UMI MBA graduate should possess the following skills:

- Business Management and Leadership Skills;
- Human Capital Development Skills;
- Communication and Interpersonal Skills;
- Strategic Thinking and Planning Skills; and
- Workplace Culture Development Skills.

As a Risk and Investment or Banking specialist, the UMI MBA graduate should possess the following skills:

- Corporate finance and math
- Regulatory framework
- Leadership
- Strategic thinking of how business work
- Behavioral psychology

As a marketing specialist, the UMI MBA graduate should possess the following skills:

- Ability to comprehend buyer needs;
- Evaluate the markets and the sales process;
- Critical thinking and problem-solving;
- Ability to develop business proposal writing;
- ability to communicate business plans and network;
- Adaptability to changing market trends

As a Supply chain and Operations manager, the UMI MBA graduate should possess the following skills:

- Ability to manage global business leadership among players
- Ability to collaborate
- Create Value Chain Integration
- Ability to create sustainable supply chains for organisational success

## ADMISSION REQUIREMENTS

According to the UMI admission guidelines, the minimum requirements for admission to the programme include; a Bachelor's degree in any discipline and two years' experience in a work related environment



## YEAR ONE

### Semester One

- Management and Organizational Behavior
- Research Methods for Business Decisions
- Managerial Economics
- Quantitative Techniques in Business
- Management
- Business Law and Ethics
- Operations and Supply Chain Management

Research workshop (1)

### Semester Two

- Human Resource Management
- Marketing Management
- Financial Accounting
- Financial Management
- Public Sector Management
- Corporate Strategy & Decision Making

Research workshop (1)

## YEAR TWO

### SEMESTER ONE: SPECIALISATIONS

Each specialisation consists of four modules. Each participant will choose only one Specialisation. In addition to the specialisation, participants will have the 3rd research workshop.

#### MBAG: MANAGEMENT

- Consultancy Skills Development
- Public Private Partnerships
- Entrepreneurship & Innovation
- Projects and Programme Management

OR

#### MBAF: FINANCE

- Tax Management
- Investment and portfolio analysis
- Banking and Microfinance
- International Finance Management

OR

#### MBAR: RISK AND INVESTMENT

- Tax Management
- Investment and Portfolio Management
- International Trade Theory and Policy
- Financial Risk Management

OR

OR

OR

#### MBAS: SUPPLY CHAIN MANAGEMENT

- Sourcing and Warehousing Management
- Big Data analytics in SCM
- Global Supply Chain Management
- Strategic Supply Chain Management

OR

#### MBAM: MARKETING MANAGEMENT & INNOVATION

- Driving Innovation in Marketing
- Consumer Behavior
- Strategic and Service Marketing
- Digital & Social Media Marketing

OR

#### MBAH: HUMAN RESOURCE MANAGEMENT

- Strategic Human Resource Planning & Information Systems Consumer
- Employment Relations and Labour Law
- Job Analysis and Reward Management
- Global Strategic Human Resource Management

OR

#### MBAA - ACCOUNTING SPECIALIZATION

- Tax Management
- Advanced Financial Accounting & Reporting
- Management Accounting
- Auditing And Computerized Accounting Resource Management

Research Workshop 3

### SEMESTER TWO:

RESEARCH WORKSHOP (4)

DISSERTATION

### TUITION FEES:

Fees: Ug.shs.4, 000,000 per year USD 5,720

**DURATION:** 2 years- July 2024 - July 2026

# MASTERS IN PUBLIC ADMINISTRATION (MPA)

WEEKEND KAMPALA REVISED



## ABOUT THE PROGRAM

Public Administration as an independent Subject of social science has recent origin. Traditionally Public Administration was considered as a part of political science. But in modern age the nature of state-underwent change from police state to social service state. As a consequence, Public Administration, irrespective of the nature of the political system, has become the dominant factor of life. The modern political system is essentially 'bureaucratic' and characterized by the rule of officials. Hence, modern democracy has been described as 'executive democracy' or 'bureaucratic democracy'.

The administrative branch, described as civil service or bureaucracy is the most significant component of governmental machinery of the state. The modern state cannot confine its field of activities to only maintenance of law and order, dispensation of justice, and collection of revenue and taxes. The modern state is expected to provide more and better services and amenities to the people. This results in tremendous growth both in the governmental responsibilities as well as in the administrative machinery of the state. It is from such background that UMI offers such a programme to boost capacity of the administrative machinery.



## TARGET GROUP

The MPA programme is designed to enhance the skills of accomplished senior officials, who hold key positions within their organizations and those aspiring to have a specialized career in public administration. These include directors, ministers, and members of Parliament, chief administrative offices, Commissioners, public service ministry officials and all the technocrats at the district level and in the private sector. The programme also targets those who intend to become career academics, thus - preparing them for advancement to PhD Studies.



## DURATION

The MPA programme runs for two academic years, having 12 core modules for the first and second semester. Each semester will have a research workshop. The second year will have a research workshop tailored to proposal development and dissertation writing. The programme has option C which is mainly dissertation writing and research workshops, which will also last for two years.

## PROGRAMME LEARNING OUTCOMES

Upon successful completion of this program, a participant should be able to:

- Promote leadership in the government ministries, departments and agencies
- Account for the resources in the public sector
- Plan strategically for the public sector
- Formulate public policies
- Monitor and evaluate programs for the public sector.

## PROGRAMME STRUCTURE

### OPTION A: RESEARCH AND COURSEWORK

#### Structure for MPA Programme

| Module code              | Module                                                         | Module status | CU        |
|--------------------------|----------------------------------------------------------------|---------------|-----------|
| <b>Year 1 Semester I</b> |                                                                |               |           |
| MPUB 7111                | Foundations of Public Administration and Organizational Theory | Core          | 4         |
| MPUB 7112                | Research Methods                                               | Core          | 4         |
| MPUB 7113                | Comparative Public Administration                              | Core          | 4         |
| MPUB 7114                | Public Policy Management                                       | Core          | 4         |
| MPUB 7115                | Strategic Planning and Management                              | Core          | 4         |
| MPUB 7116                | Local Government Administration and Management                 | Core          | 4         |
| MPUB 7117                | Research Workshop I: Scholarly Writing & Publications          | Core          | 3         |
| <b>Total Load</b>        |                                                                |               | <b>27</b> |

| Year 1 SEMESTER 2 |                                                                                      |      |    |
|-------------------|--------------------------------------------------------------------------------------|------|----|
| MPUB 7121         | Administrative Law, Ethics and Protocol                                              | Core | 4  |
| MPUB 7122         | Human Resource Management                                                            | Core | 4  |
| MPUB 7123         | Public Financial Management                                                          | Core | 4  |
| MPUB 7124         | Project Management and Evaluation                                                    | Core | 4  |
| MPUB 7125         | Public Procurement Management                                                        | Core | 4  |
| MPUB 7126         | Information Communication and Technology                                             | Core | 4  |
| MPUB 7127         | Research Workshop II: Designing Research, literature search & Field study activities | Core | 3  |
| Total Load        |                                                                                      |      | 27 |

## YEAR 2 SEMESTER 1

| Module Code        | Module Name                                             | CU |
|--------------------|---------------------------------------------------------|----|
| MPUB 7211:         | Research Workshop III: Computer Application in Research | 3  |
| MPUB 7212          | Research Workshop IV: Data Presentation & analysis      | 3  |
| Proposal writing   |                                                         | 27 |
| Total Credit Units |                                                         | 33 |

## YEAR 2 SEMESTER 2

| Module Code           | Module Name                                  | CU  |
|-----------------------|----------------------------------------------|-----|
| MPUB 7221:            | Research Workshop V: Research Report writing | 3   |
|                       | Dissertation writing                         | 32  |
| Total Credit Units    |                                              | 35  |
| Total Graduation Load |                                              | 122 |

## OPTION C – MASTERS BY RESEARCH

Participants admitted from recognized University with a relevant Bachelor's degree in, Public Administration, or related fields Management.

### YEAR 1 SEMESTER 1 (OPTION C)

| Module Code           | Module Name                                      | Status | CU |
|-----------------------|--------------------------------------------------|--------|----|
| MPUB7111:             | Research Workshops: overview of Research Methods | Core   | 5  |
| MPUB7112:             | Research workshop: Proposal Development          | Core   | 19 |
| SEMESTER CREDIT UNITS |                                                  |        | 24 |

### YEAR 1 SEMESTER 2 (OPTION C)

|                       |                                                      |      |    |
|-----------------------|------------------------------------------------------|------|----|
| MPUB7121:             | Research Workshops: Scholarly Writing & Publications | Core | 5  |
| MPUB7122:             | Proposal Writing                                     | Core | 19 |
| SEMESTER CREDIT UNITS |                                                      |      | 24 |

### YEAR 2 SEMESTER 1 (OPTION C)

|                       |                                                                |      |    |
|-----------------------|----------------------------------------------------------------|------|----|
| MPUB7211:             | Research Workshops literature search & Field study activities: | Core | 5  |
| MPUB7212:             | Dissertation Writing                                           | Core | 31 |
| SEMESTER CREDIT UNITS |                                                                |      | 36 |

### YEAR 2 SEMESTER 2 (OPTION C)

|                       |                                                      |      |    |
|-----------------------|------------------------------------------------------|------|----|
| MPUB7211:             | Research Workshops: Computer Application in Research | Core | 5  |
| MPUB7222:             | Dissertation Writing                                 | Core | 31 |
| SEMESTER CREDIT UNITS |                                                      |      | 36 |

### TOTAL GRADUATION LOAD FOR OPTION C 120

**TUITION FEES:** Ug.shs. 8,000,000= USD 5,720  
**DURATION:** 2 years July 2024 - July 2026  
**VENUE:** Kampala



# MASTERS IN INSTITUTIONAL MANAGEMENT AND LEADERSHIP (MIML)

WEEKEND KAMPALA

## ABOUT THE PROGRAM

In today's changing landscape of service delivery, it is pertinent that managers at all levels become sophisticated to steer the Knowledge economy and face the internationalization challenges that are taking shape in the effective and efficient delivery of goods, services and works. Managers in public, private and the NGO world are both consumers and critical agents of the desired knowledge of management and leadership from an institutional perspective. In line with the mission and strategic direction of Uganda Management institute, the School of Management Sciences designed a unique Master's Degree in Institutional Management and Leadership, which blends theoretical and practical skills to produce an institutional leader or manager with capacity to steer his or her institution/organization in the rapidly changing organizational environment.

The Masters in Institutional Management and Leadership is designed to enable managers play a challenging role in managing key strategic resources and to tap necessary competences amidst a turbulent internal and external institutional set up where the common expectation is 'to do more with less'. The programme not only addresses the primary challenges of day-to-day operational management and leadership issues but more importantly it aims at developing managers and leaders who can handle the tactical and strategic roles. The programme will help the participants to develop competences in a number of specific areas that will enhance their ability to provide urgent solutions to their clients.



## RATIONALE FOR THE PROGRAMME

In the changing environment there is a general lack of specifically designed programmes to meet the unique challenges of institutional leaders and managers with a true vision of service to propel their organizations. Masters in Institutional Management and Leadership programme aims at producing such managers and leaders with the practical hands-on skills to effectively manage and lead institutions amidst the existing challenges but with the capacity to work within the bureaucracies of the institutional systems cannot be over emphasized. A Masters in Institutional Management and Leadership will involve a critical examination of leadership and management practices and theories to enable the participants gain practical and analytical knowledge and skills for managing organisation.

## PROGRAMME LEARNING OUTCOMES

At the end of the programme, participants will be able to: -

1. Manage organizational resources
2. Interpret and analyse financial documents
3. Formulate implement and appraise Institutional policies
4. Design and conduct research
5. Design and implement proper strategies for health and safety at the work place
6. Manage change in a dynamic global environment



SCAN TO APPLY

## PROGRAMME STRUCTURE

### YEAR 1: SEMESTER 1

| Module Code | Module Name                                           | Status | CU |
|-------------|-------------------------------------------------------|--------|----|
| MIML7111:   | Organizational Management and Leadership              | Core   | 4  |
| MIML 7112   | Financial Management and Reporting in Institutions    | Core   | 4  |
| MIML7113:   | Policy Development and Management                     | Core   | 4  |
| MIML7114:   | Research Methods                                      | Core   | 4  |
| MIML7115:   | People Management in Organizations                    | Core   | 4  |
| MIML7116:   | Strategic Leadership and Management                   | Core   | 4  |
| MIML7117    | Research Workshop I: Scholarly Writing & Publications | Core   | 3  |

#### CREDIT UNITS

27

### YEAR 1: SEMESTER 2

| Code      | Module Name                                                                          | Status | CU |
|-----------|--------------------------------------------------------------------------------------|--------|----|
| MIML7121: | Administrative Law, Ethics and Protocol                                              | Core   | 4  |
| MIML7122: | Project planning, Management & Evaluation                                            | Core   | 4  |
| MIML7123: | Corporate Governance                                                                 | Core   | 4  |
| MIML7124  | Organizational Development                                                           | Core   | 4  |
| MIML7125: | Procurement and Facilities Management                                                | Core   | 4  |
| MIML7126: | Occupational Safety Health and Work Environment                                      | Core   | 4  |
| MIML7127  | Research Workshop II: Designing Research, literature search & Field study activities | Basic  | 3  |

#### CREDIT UNITS

27

### YEAR 2 SEMESTER 1

| Module Code               | Module Name                                             | LH | PH | CH         | CU        |
|---------------------------|---------------------------------------------------------|----|----|------------|-----------|
| MIML 7211:                | Research Workshop III: Computer Application in Research | 30 | 30 | 45         | 3         |
| MIML 7212                 | Research Workshop IV: Data Presentation & analysis      | 30 | 30 | 45         | 3         |
|                           | Proposal writing                                        |    |    | 405        | 27        |
| <b>Total Credit Units</b> |                                                         |    |    | <b>525</b> | <b>35</b> |

### YEAR 2 SEMESTER 2

| Module Code                  | Module Name                                  | LH | PH | CH          | CU         |
|------------------------------|----------------------------------------------|----|----|-------------|------------|
| MIML 7221:                   | Research Workshop V: Research Report writing | 30 | 30 | 45          | 3          |
|                              | Dissertation writing                         |    |    | 480         | 32         |
| <b>Total Credit Units</b>    |                                              |    |    | <b>525</b>  | <b>35</b>  |
| <b>Total Graduation Load</b> |                                              |    |    | <b>1860</b> | <b>124</b> |

**TUITION FEES:** Ug.shs. 8,000,000= USD 5,720

**DURATION:** 2 years July 2024 - July 2026

**VENUE:** Kampala



SCAN TO APPLY

# MASTERS IN PUBLIC PROCUREMENT MANAGEMENT (MPPM)

## EVENING

### ABOUT THE PROGRAMME

Over the past decades sound public procurement management has become a key milestone of good governance and national progress. Its significance for social and economic development is reflected in the fact that it constitutes a sizeable proportion of the national economy (15 to 30 percent of national GDP). Public procurement is, therefore, one of today's fastest growing management disciplines, in terms of both managerial activity and strategic importance. To manage the increasingly complex function of public procurement, procurement personnel need conceptual, technical, and human skills.

This Masters degree is intended for participants to cope with the challenges of regulating, executing and monitoring public procurement in an economically, politically, technologically and socially dynamic public sector management. Its uniqueness will be its emphasis on the comprehensive coverage of the four pillars of effective national public procurement system namely (1) the legal framework, (2) institutional and managerial arrangements (3) market dynamics and (4) the systems for fighting corruption. The programme will impart the necessary procurement technical and management skills while stressing the importance of professional and ethical behavior and expectation to execute procurement functions with the citizens needs at the forefront.



### TARGET GROUP

The MPPM will suit the public procurement officers and those aspiring to join the public procurement function at any level – central, local and parastatal level. For those in the private sector, the programme will enable them understand the machinery of government. Other employees and officers in government agencies and government aides institutions engaged in various levels of procurement as user departments, stores, finance, projects, corporate planning and other allied activities of a public/private sector organisation will find the programme of significant level.

### LEARNING OUTCOMES

The participants who obtain MIML from Uganda Management Institute will be able to:

1. Manage Human and other organizational Resources efficiently, effectively in a dynamic global environment.
2. Formulate, implement and appraise Institutional policies
3. Design and conduct Institutional research
4. Manage institutional changes in a dynamic global environment
5. Apply intellectual and practitioner oriented approaches to addressing management and leadership challenges at their work places



### ADMISSION REQUIREMENTS

The admission for this programme will be in accordance with already established guidelines of the Institute and those for Masters programmes in line with the NCHE guidelines. In any case, the candidate will be admitted to the programme if he/she satisfies the following conditions:

- Holds an honours Bachelors Degree from a chartered institution of higher learning
- Has a professional qualification from any recognized professional body
- Any other relevant qualifications
- Practical experience is an added advantage



### PROGRAMME STRUCTURE

This will be a coursework (taught) and research based Masters' Degree. It shall consist of three semesters of academic study and one additional semester for a dissertation or seminar paper constituting a total duration of two years dissertation of acceptable quality in accordance with the guidelines of Uganda Management Institute.

The programme is made up of 12 compulsory taught core modules and three specialization modules obtained from a range of 4 choices in different sectors of the public arena. In addition, participants will be required to complete a dissertation or a seminar paper relating to their specific selected field of research interest but using skills and knowledge obtained from any of the taught modules in previous semesters.

The MPP programme shall have the following core and specialization modules offers within two semesters and a dissertation or seminar paper embarked on in the third semester.

**Year One – Semester One**

- MPP1:** Principles of Public Procurement
- MPP2:** Management and Organisational Behaviour
- MPP3:** Research Methods
- MPP4:** Foundations of Public Administration
- MPP5:** Public Procurement and Development

**Year One – Semester Two**

- MPP7:** Comparative Public Procurement Systems
- MPP8:** E-Procurement Management Applications

- MPP9:** Government Contract Management
- MPP10:** Finance for Procurement Professionals
- MPP11:** Procurement Risk Management
- MPP12:** Strategic Planning and Management

**Year Two – Semester One (Electives)**

- MPP13:** Sustainable Procurement Management
- MPP14:** Project Management in the Public Sector
- MPP15:** Equipment and Supplies Management
- MPP16:** Public Private Partnerships

Dissertation Writing/Seminar Paper

- TUITION FEES:** Ug.shs. 8,000,000= USD 5,720
- DURATION:** 2 years July 2024 - July 2026
- VENUE:** Kampala



SCAN TO APPLY



# MASTERS IN EDUCATION LEADERSHIP AND MANAGEMENT (MELM)

WEEKEND KAMPALA



## PROGRAMME RATIONALE

Given the visible increase in the number of education institutions in the country and the region at large, a MELM degree programme will go a long way to address the numerous challenges faced by education systems and education institutions today by producing a team of knowledgeable education experts. The MELM programme is intended for anyone with a strong interest in educational leadership and management to master the 21st Century leadership skills to ensure sustainable leadership in their educational institutions and to lead their organisation effectively.

The MELM programme further develops the leadership skills of people who are engaged in the management of institutions at the different levels. The educators, the school heads, the principals, the directors of institutions, the administrators among all those involved in educational institutions are agents of change towards school effectiveness and improvement. It aims to assist graduates of different disciplines to pursue a career in education, with a leadership and management focus. All those who are in management positions but without relevant qualifications in educational leadership and management and who aspire to occupy such positions are provided with the vast knowledge in the field to expand their knowledge and bring into their learning their professional experience to have a deeper understanding into the practices of leadership and management. Therefore, the MELM programme will mark the beginning of preparing the required crop of new experts in leadership and management in the sector of education and beyond, that will be conceptually and operationally groomed or nurtured to the required social, economic, political and educational re-orientations.

## PROGRAMME DESCRIPTION

This is a two academic year programme comprising 12 modules which focus on leadership and management of education and education systems. All the twelve (12) modules are core. The MELM

programme offers both theoretical and practical aspects of leadership and management delivered using multiple adult-oriented approaches. To ground participants in the required knowledge, skills, competences and attitudes, it is a requirement that they write a dissertation (which may not apply to plan C) to address contemporary challenges and best practices in education systems and education institutions.

Therefore, they will basically be practical-oriented. The programme will be delivered under three plans (A, B & C) as described below.

### PLAN A

Participants undertaking a Master Degree Programme by coursework and dissertation. Participants are expected to spend a minimum period of two years and a maximum period of four years on the programme.

### PLAN B

Participants on a MELM Programme by coursework and project are expected to undertake extended coursework for three semesters and during the fourth semester; they undertake a project/ industrial training/field attachment. As a result, a Master in Education Leadership and Management Degree Programme by coursework and project report will be completed in four years as maximum duration of candidature. The project must be aligned to the area of education leadership and management, and should have an impact on society.

### PLAN C

The MELM Programme by research only will be undertaken for a minimum of four semesters (two years) and a maximum period of three years. Participants opting for this plan will not be attending regular classes except for research workshops. This plan is designed for those participants who already have intensive knowledge in the area of education leadership and management across segments of the education system. They should be already practicing scholars. Before they are admitted to this plan, they will need to



demonstrate capacity and ability in understanding Education Leadership and Management. This plan requires the participants to conduct extensive research in the area of Education Leadership and Management.



### TARGET GROUPS

The Programme targets education leaders at all levels within education systems, managers and curriculum developers, especially experienced middle-level managers looking to move into senior management positions. The programme is also intended to meet the needs of participants interested in current policy developments in education and their impact on the management of education systems and education institutions. The Programme is intended to equip participants with management and leadership skills and competencies for further responsibilities and leadership, and to inspire them to develop their careers within the education sector. The Programme covers all the main areas of education policy and management. It is to be taught by a team of local and international faculty with extensive understanding of education systems and institutions.

### LEARNING OUTCOMES

1. Manage an efficient education system.
2. Solve problems with the stakeholder interests put at maximum consideration.
3. Lead and manage changes in education processes.
4. Contribute to the production and application of knowledge in education through research.
5. Apply conceptual, theoretical, and practical skills that are management-related in confronting education challenges.

### PROGRAMME STRUCTURE

There are three main types of the MELM degree programme notably Option A which is Course-based and structured on 12 modules taught in the first year of study and dissertation writing in the second year. The Programme involves core modules only. Core modules are compulsory and must be passed by all participants. In addition, the MELM programme has Option B and Option C.

#### 18.1 OPTION A: MELM BY COURSEWORK AND DISSERTATION

| Module Code              | Module Name<br>Year 1 Semester 1                                     | Status | CU        |
|--------------------------|----------------------------------------------------------------------|--------|-----------|
| MELM 7111                | Fundamentals and Development of Education                            | Core   | 4         |
| MELM 7112                | Research Methods                                                     | Core   | 4         |
| MELM 7113                | Quality Assurance Strategies and Management in Education             | Core   | 4         |
| MELM 7114                | Education Administration and Policy Management                       | Core   | 4         |
| MELM 7115                | Governance and Leadership in Education                               | Core   | 4         |
| MELM 7116                | Law and Ethics in Education                                          | Core   | 4         |
| <b>Total Load</b>        |                                                                      |        | <b>24</b> |
|                          | Research Workshop (1) Scholarly Writing and Basic Publication Skills | Basic  | 3         |
| <b>Year 1 Semester 2</b> |                                                                      |        |           |
| MELM 7121                | Project Planning and Management in Education                         | Core   | 4         |
| MELM 7122                | Education Measurement, Assessment and Evaluation                     | Core   | 4         |
| MELM 7123                | Curriculum Development and Management in Education                   | Core   | 4         |
| MELM 7124                | Management of Student Affairs and Campus Operations                  | Core   | 4         |
| MELM 7125                | Financial Management in Education                                    | Core   | 4         |
| MELM 7126                | Teaching and Learning in Education                                   | Core   | 4         |
|                          | Research Workshop (2)                                                | Basic  | 3         |
|                          | Computer Applications in Research                                    |        | 3         |
| <b>Total Load</b>        |                                                                      |        | <b>30</b> |

|              |                                             |       |            |
|--------------|---------------------------------------------|-------|------------|
|              | <b>Year 2: Semester 1</b>                   |       |            |
|              | Research Workshop (3)                       | Basic | 3          |
|              | Proposal Writing                            |       | 30         |
|              | <b>Total Load</b>                           |       | <b>33</b>  |
|              | <b>Year 2: Semester 2</b>                   |       |            |
|              | Research Workshop (4)                       | Basic | 3          |
|              | Dissertation                                |       | 30         |
|              | <b>Total Contact Hours and Credit Units</b> |       | <b>33</b>  |
| <b>Total</b> | <b>Total Programme Load</b>                 |       | <b>126</b> |

## 18.2 OPTION B: MELM BY COURSEWORK AND PROJECT

Participants on a Master Degree Programme by Coursework and Project are expected to undertake extended coursework for two semesters as shown in the table below. In Year 2, a short project, internship, or an industrial attachment will be accomplished. As a result, a Master Degree Programme by Coursework and Project report will be completed in four years as maximum duration of candidature. The project must be aligned to the area of Education Leadership and Management in an institution in the education sector.

| Module Code  | Module Name<br>Year 1 Semester 1                                   | Status | CU         |
|--------------|--------------------------------------------------------------------|--------|------------|
| MELM 7111    | Fundamentals and Development of Education                          | Core   | 4          |
| MELM 7112    | Research Methods                                                   | Core   | 4          |
| MELM 7113    | Quality Assurance Strategies and Management in Education           | Core   | 4          |
| MELM 7114    | Education Administration and Policy Management                     | Core   | 4          |
| MELM 7115    | Governance and Leadership in Education                             | Core   | 4          |
| MELM 7116    | Law and Ethics in Education                                        | Core   | 4          |
|              | <b>Total Load</b>                                                  |        | <b>24</b>  |
|              | Research Workshop(1)Scholarly Writing and Basic Publication Skills | Basic  | 3          |
|              | <b>Year 1 Semester 2</b>                                           |        |            |
| MELM 7121    | Project Planning and Management in Education                       | Core   | 4          |
| MELM 7122    | Education Measurement, Assessment and Evaluation                   | Core   | 4          |
| MELM 7123    | Curriculum Development and Management in Education                 | Core   | 4          |
| MELM 7124    | Management of Student Affairs and Campus Operations                | Core   | 4          |
| MELM 7125    | Financial Management in Education                                  | Core   | 4          |
| MELM 7126    | Teaching and Learning in Education                                 | Core   | 4          |
|              | Research Workshop (2)                                              | Basic  | 3          |
|              | Computer Applications in Research                                  |        | 3          |
|              | <b>Total Load</b>                                                  |        | <b>30</b>  |
|              | <b>Year 2: Semester 1</b>                                          |        |            |
|              | Project Research Workshop 3                                        | Basic  | 3          |
|              | <b>Total Load</b>                                                  |        | <b>19</b>  |
|              | <b>Year 2: Semester 2</b>                                          |        |            |
|              | Project Research Workshop (4)                                      | Basic  | 3          |
|              | Field Attachment                                                   | Basic  | 30         |
|              | Project Report                                                     | Basic  | 30         |
|              | <b>Total Semester Load and Credit Units</b>                        |        | <b>63</b>  |
| <b>Total</b> | <b>Total Programme Load</b>                                        |        | <b>142</b> |



### 18.3 OPTION C: MELM RESEARCH-BASED

Option C is a research-based MELM degree which requires the student to carry out their own research in a specialized field of study.

| Module Code               | Module Name                                    | Status | CU        |
|---------------------------|------------------------------------------------|--------|-----------|
| <b>YEAR 1: SEMESTER 1</b> |                                                |        |           |
| <b>MELM 7111</b>          | Research Workshop 1                            | Basic  | 5         |
|                           | Proposal Development                           | Basic  | 19        |
|                           | Scholarly Writing and Basic Publication Skills | Basic  | 3         |
| <b>TOTAL CREDIT UNITS</b> |                                                |        | <b>27</b> |
| <b>YEAR 1: SEMESTER 2</b> |                                                |        |           |
| <b>MELM 7121</b>          | Research Workshop 2                            | Basic  | 5         |
|                           | Computer Applications in Research              | Basic  | 3         |
|                           | Proposal Writing                               | Basic  | 19        |
| <b>TOTAL CREDIT UNITS</b> |                                                |        | <b>27</b> |
| <b>YEAR 2: SEMESTER 1</b> |                                                |        |           |
| <b>MHEMA 7211</b>         | Research Workshop 3                            |        | 5         |
| <b>MHEMA 7212</b>         | Dissertation Writing                           |        | 31        |
| <b>TOTAL CREDIT UNITS</b> |                                                |        | <b>36</b> |
| <b>YEAR 2: SEMESTER 2</b> |                                                |        |           |
| <b>MELM 7221</b>          | Research Workshop 4                            |        | 5         |
| <b>MELM 7222</b>          | Dissertation Writing                           |        | 31        |
| <b>TOTAL CREDIT UNITS</b> |                                                |        | <b>36</b> |

**TUITION FEES:** Ug.shs. 8,000,000= USD 5,720

**DURATION:** 2 years July 2024 - July 2026

**VENUE:** Kampala



# MASTER'S IN EDUCATION ADMINISTRATION AND HUMAN RESOURCE DEVELOPMENT (MEAHD - REVISED PROGRAMME)



## AIM OF THE PROGRAMME

The proposed Master's in Education Administration and HRD (MEAHD) degree is aimed at enhancing competencies and career profiles of all those in charge of education at all levels, and to play a major role in increasing a country's capacity development, productivity, excellence, quality, and competitiveness in those institutions.

## PROGRAMME OBJECTIVES

Specifically, the programme attempts to:

- i. Provide participants with the knowledge and skills to equip them for a range of careers in education systems within and outside Uganda.
- ii. Offer future graduates the necessary background and skills to succeed in the highly competitive education profession.
- iii. Provide a strong background, as well as the necessary tools to conduct analysis in education administration and human resource development.
- iv. Advance instruction and rigorous training in education administration and human resource development and the relevant methods of empirical research in those areas.
- v. Enhance participants' powers of inquiry, critical analysis, and logical thinking and to apply theoretical knowledge to current issues of education administration and human resource development practices.
- vi. Create innovative, independent learning, and awareness in a range of methodological approaches to research and problem solving and their implications for research findings.
- vii. Provide training to those participants who wish to subsequently pursue research and/or academic career via a PhD in Education Administration and Human Resource Development.



## TARGET GROUP

This proposed master's degree targets education leaders/administrators/managers at all levels, university lecturers and administrators, educational officers,

head teachers and teachers at various levels, policy makers, BVET principals, principals and tutors, members of school boards and governing councils. It is assumed that participants' career profiles will be actively enriched through a blend of graduate level coursework, research, field experience, and career development activities.

## PROGRAMME STRUCTURE

### PLAN A:

Participants undertaking a master's degree Programme by coursework and dissertation. Participants are expected to spend a minimum period of two years and a maximum period of four years on the programme.

### PLAN B

Participants on a master's degree Programme by coursework and project are expected to undertake extended coursework for three semesters and during the fourth semester; they undertake a project/industrial training/field attachment. As a result, a master's degree Programme by coursework and project report will be completed in four years as maximum duration of candidature. The project must be aligned to the area of education administration and human resource development and should have an impact on society.

### PLAN C

The Master's Degree Program by research only will be undertaken for a minimum of four semesters (two years) and a maximum period of three years. Participants opting for this plan will not be attending regular classes except for research workshops. This plan is designed for those participants who already have intensive knowledge in education administration and human resource development. They should be already practicing scholars. Before they are admitted to this plan, they will need to demonstrate capacity and ability in understanding Education Administration and Human Resource Development. This plan requires the participants to only conduct extensive research in Education Administration and Human Resource Development.

## PLAN A - PROGRAMME STRUCTURE YEAR ONE

### SEMESTER ONE

| Module Code          | Core  | Module Name                                                                   | CU        |
|----------------------|-------|-------------------------------------------------------------------------------|-----------|
| MEAHD 7111           | Core  | Fundamentals of Education Administration and Human Resource Development       | 4         |
| MEAHD 7112           | Core  | Institutional Research and Scientific Inquiry                                 | 4         |
| MEAHD 7113           | Core  | Human and Organizational Behaviour and Diversity in Education                 | 4         |
| MEAHD 7114           | Core  | Functionality of Governance and Leadership in Education                       | 4         |
| MEAHD 7115           | Core  | Management of special Needs Initiatives and Student Development in Education. | 4         |
| MEAHD 7116           | Core  | Educational Policy, Legal and Ethical Frameworks                              | 4         |
| MEAHD 7117           | Basic | Scholarly Writing and Publication Skills                                      | 3         |
|                      | Basic | Research Workshop (1)                                                         | 3         |
| <b>Total Credits</b> |       |                                                                               | <b>30</b> |

### YEAR ONE SEMESTER TWO

| Module Code                                 | Status | Module Name                                                  | CU         |
|---------------------------------------------|--------|--------------------------------------------------------------|------------|
| MEAHD 7121                                  | Core   | Quality Assurance Strategies in Education                    | 4          |
| MEAHD 7122                                  | Core   | Curriculum Development and Management                        | 4          |
| MEAHD 7123                                  | Core   | ICT Innovations and Entrepreneurial Initiatives in Education | 4          |
| MEAHD 7124                                  | Core   | Financial Management in Education                            | 4          |
| MEAHD 7125                                  | Core   | Institutional Supervision and Evaluation Strategies          | 4          |
| MEAHD 7126                                  | Core   | Project Planning and Management in Education                 | 4          |
| MEAHD 7127                                  | Basic  | Computer Applications in Research                            | 3          |
|                                             | Basic  | Research Workshop (2)                                        | 3          |
| <b>Total Credits Year Two: Semester One</b> |        |                                                              | <b>30</b>  |
|                                             | Basic  | Research Workshop (3)                                        | 3          |
|                                             |        | Proposal Writing                                             | 30         |
| <b>Total Credits Year Two: Semester Two</b> |        |                                                              | <b>33</b>  |
|                                             | Basic  | Research Workshop (4)                                        | 3          |
|                                             |        | Dissertation Writing                                         | 30         |
| <b>Total Credits</b>                        |        |                                                              | <b>30</b>  |
| <b>Total Programme Load</b>                 |        |                                                              | <b>126</b> |

NB: Cross cutting modules i.e., Research workshops, Scholarly Writing and Publication Skills and Computer Applications will be audited

modules (not examinable). They are practical-oriented.

## MASTER'S DEGREE BY COURSEWORK AND PROJECT (PLAN B)

### Programme structure Year One Semester One

| Module Code          | Status | Module Name                                                                   | CU        |
|----------------------|--------|-------------------------------------------------------------------------------|-----------|
| MEAHD 7111           | Core   | Fundamentals of Education Administration and Human Resource Development       | 4         |
| MEAHD 7112           | Core   | Institutional Research and Scientific Inquiry                                 | 4         |
| MEAHD 7113           | Core   | Human and Organizational Behaviour and Diversity in Education                 | 4         |
| MEAHD 7114           | Core   | Functionality of Governance and Leadership in Education                       | 4         |
| MEAHD 7115           | Core   | Management of special Needs Initiatives and Student Development in Education. | 4         |
| MEAHD 7116           | Core   | Educational Policy, Legal and Ethical Frameworks                              | 4         |
| MEAHD 7117           | Basic  | Scholarly Writing and Publication Skills                                      | 3         |
|                      | Basic  | Research Workshop (1)                                                         | 3         |
| <b>Total Credits</b> |        |                                                                               | <b>30</b> |

### Programme structure Year One Semester Two

| Module Code                                 | Status | Module Name                                                  | CU         |
|---------------------------------------------|--------|--------------------------------------------------------------|------------|
| MEAHD 7121                                  | Core   | Quality Assurance Strategies in Education                    | 4          |
| MEAHD 7122                                  | Core   | Curriculum Development and Management                        | 4          |
| MEAHD 7123                                  | Core   | ICT Innovations and Entrepreneurial Initiatives in Education | 4          |
| MEAHD 7124                                  | Core   | Financial Management in Education                            | 4          |
| MEAHD 7125                                  | Core   | Institutional Supervision and Evaluation Strategies          | 4          |
| MEAHD 7126                                  | Core   | Project Planning and Management in Education                 | 4          |
| MEAHD 7127                                  | Basic  | Computer Applications in Research                            | 3          |
|                                             | Basic  | Research Workshop (2)                                        | 3          |
| <b>Total Credits Year Two: Semester One</b> |        |                                                              | <b>30</b>  |
|                                             | Basic  | Project Research Workshop (3)                                | 3          |
|                                             | Basic  | Project Development                                          | 30         |
| <b>Total Credits Year Two: Semester Two</b> |        |                                                              | <b>33</b>  |
|                                             | Basic  | Project Research Workshop (4)                                | 3          |
|                                             | Basic  | Project Report                                               | 30         |
| <b>Total Credits</b>                        |        |                                                              | <b>33</b>  |
| <b>Total Programme Load</b>                 |        |                                                              | <b>126</b> |

## MASTER'S DEGREE BY RESEARCH (PLAN C)

A Master's Degree by Research only will be awarded to Participants who have demonstrated a systematic understanding of knowledge and a critical awareness of current problems and/or new insights relevant to the field of study; a comprehensive understanding of techniques available to their own research or advanced scholarship and originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge.

The Participant will not receive any structured instruction apart from the Research Workshops, Scholarly Writing and Publication, and Computer Applications in Research that are key to the participant's research work. The degree will require someone to attend two research workshops in a semester. These research workshops will have the same credit units as the research methodology Module unit.

The Degree is, therefore, suitable for candidates who are well grounded in research undertaking and have already identified the research direction they intend to pursue. The research report will be like that of a master's by coursework and dissertation

only that a relatively wider research scope is expected of a master's degree by Research only. The Master's Degree by Research will be structured as follows: All participants will be required to:

### 1. First Year

- i. At the time of application, the prospective participant will be required to have identified a research area and will be asked to present a 5-page concept.
- ii. Attend all research workshops, Scholarly Writing and Publication, and Computer Application in Research as per Uganda Management Institute Examination Regulation
- iii. Extensively Review existing scholarly literature related to the proposed topic of study.
- iv. Develop the Research Proposal and Research Instruments and present to the relevant committees within the Institute. The research proposal will be an outcome of the taught research methodology Programme.
- v. The assessment of the Proposal will be on a pass (60%)/ fail basis (below 60%).
- vi. The development of a research plan with guidance from supervisor(s). The research plan shall act as a contract between the participant, the supervisor and the Institute.
- vii. Presentation of inception plan.
- viii. Making at least two seminar presentations one of which shall be the proposal.

The structure of Plan C is summarised in Table 2 below:

**Table 2**

| Module Code               | Module Name                                     | Status | CU         |
|---------------------------|-------------------------------------------------|--------|------------|
| MEAHD: 7111               | Research conceptualization                      | Basic  | 3          |
| MEAHD: 7112               | Literature review                               | Basic  | 4          |
| MEAHD: 7113               | Methodology                                     | Basic  | 26         |
| <b>TOTAL CREDIT UNITS</b> |                                                 |        | <b>33</b>  |
| <b>YEAR 1 SEMESTER 2</b>  |                                                 |        |            |
| MEAHD: 7121               | Scholarly Writing and Publication Skills        | Basic  | 3          |
| MEAHD: 7122               | Proposal writing                                | Basic  | 26         |
| MEAHD: 7123               | Computer Applications in Research               | Basic  | 3          |
| <b>TOTAL CREDIT UNITS</b> |                                                 |        | <b>32</b>  |
| <b>YEAR 1 SEMESTER 2</b>  |                                                 |        |            |
| MEAHD: 7121               | Presentation and discussion of research results |        | 4          |
| MEAHD: 7122               | Dissertation Writing                            |        | 26         |
| <b>TOTAL CREDIT UNITS</b> |                                                 |        | <b>30</b>  |
| <b>YEAR 2 SEMESTER 2</b>  |                                                 |        |            |
| MEAHD:7221                | Dissertation Writing                            |        | 26         |
| MEAHD: 7222               | Dissemination of results                        |        | 4          |
| <b>TOTAL CREDIT UNITS</b> |                                                 |        | <b>30</b>  |
| <b>TOTAL CREDIT UNITS</b> |                                                 |        | <b>125</b> |

## MEAHD Degree by Coursework and Research (Distance Learning)

| Module code | Module Name                                                                  | Module Status | Credit Hours (CU) |
|-------------|------------------------------------------------------------------------------|---------------|-------------------|
| MEAHD:7111  | Fundamentals of Education Administration and Human Resource Development      | Core          | 4                 |
| MEAHD:7112  | Institutional Research & Scientific Inquiry                                  | Core          | 4                 |
| MEAHD:7113  | Human and Organizational Behaviour and Diversity in Education                | Core          | 4                 |
|             | Research workshop (1)                                                        | Basic         | 3                 |
|             | Total Semester Load                                                          |               | 15                |
| MEAHD:7114  | Functionality of Governance & Leadership in Education                        | Core          | 4                 |
| MEAHD:7115  | Management of special Needs Initiatives and Student Development in Education | Core          | 4                 |
| MEAHD:7116  | Educational Policy, Legal and Ethical Frameworks                             | Core          | 4                 |
|             | Scholarly Writing and Publication Skills                                     | Basic         | 3                 |

|                              |                                                              |              |            |
|------------------------------|--------------------------------------------------------------|--------------|------------|
|                              | Research workshop (2)                                        | Basic        |            |
|                              | Total Semester Load                                          |              | 15         |
| MEAHD 7121                   | Quality Assurance Strategies in Education                    | Core         | 4          |
| MEAHD 7122                   | Curriculum Development and Management                        | Core         | 4          |
| MEAHD 7123                   | ICT Innovations and Entrepreneurial Initiatives in Education | core         | 4          |
|                              | Total Semester Load                                          |              | 12         |
| MEAHD 7124                   | Financial Management in Education                            | core         | 4          |
| MEAHD 7125                   | Institutional Supervision and Evaluation Strategies          | core         | 4          |
| MEAHD 7126                   | Project Planning and Management in Education                 | core         | 4          |
|                              | Computer Applications in Research                            | Basic        | 3          |
|                              |                                                              | Basic        | 3          |
| <b>Total load</b>            |                                                              |              | <b>30</b>  |
|                              | Research workshop (3)                                        |              | 3          |
|                              | Proposal Writing                                             |              | 30         |
|                              |                                                              |              | <b>33</b>  |
|                              | Research workshop (4)                                        | <b>Basic</b> | 3          |
|                              | Dissertation Writing                                         |              | 30         |
|                              |                                                              |              | <b>33</b>  |
| <b>Total Graduation Load</b> |                                                              | <b>1890</b>  | <b>126</b> |

**TUITION FEES:** Ug.shs. 8,000,000= USD 5,720

**DURATION:** 2 years July 2024 - July 2026

**VENUE:** Kampala



# MASTERS IN NON - GOVERNMENTAL ORGANISATIONS MANAGEMENT (MNGOM)

WEEKEND - KAMPALA

## ABOUT THE PROGRAMME

As the development discourse continues to bend towards developing skills and tools to strengthen society, the well governed NGOs are said to be playing this budding role. While those that are perceived as mismanaged and ill-governed institutions, are constantly being decried to have endemically remained repugnant to public as well as socio-economic development - globally and locally. Therefore, NGOs knowledge and skills capacity needs scaling for better performance at various levels of society. This, in part, is the destiny of the proposed post graduate programme.

Thus, the suggested Master programme in NGO Management (MNGOM) shall strive to provide approved participants with the knowledge, skills and values (mindset and skills) indispensable with successful NGO career development and sustainability in the local and international arena. Both theoretical knowledge and "hands-on" practical experiences leadership, administration, management and governance of NGO, among others, shall be preferred. Of necessity, therefore, the programme will cover a wide range of topics to realise the intended purpose and objectives. Emphasis shall be laid mainly onto integrated management of resources (human, physical and financial) which is increasingly becoming significantly topical. It is believed that this will augment the viability and sustainability of NGOs as they will subsequently become more relevant to the envisioned goals and missions.



## TARGET GROUP

MNGOM targets Boards of Directors of voluntary organizations, Managers from media houses, religious/faith - based organizations, cultural institutions and development agencies. Also, desk and programme officers, civil servants directly supervising the NGOs in central and local governments, existing and potential founders of NGOs, as well as charitable persons and anybody interested in developing a career in NGO

management. In addition, the programme is suitable for researchers and academicians interested and with potential to advance in higher academic programmes. It is believed that their career profile will be actively enhanced through a blend of graduate level coursework, research, field experience, and career development activities.

## PROGRAMME LEARNING OUTCOMES

Upon successful completion of this programme, Participants should be able to:

- Demonstrate critical skills when applying theory to practice in the NGO management context.
- Apply conceptual and analytical frameworks to inform effective and sustainable NGO management practices.
- Plan strategically for the respective NGOs.
- Make strategic decisions on issues, relating to resource mobilization, financial management, good governance and accountability in NGOs.
- Exercise judgment as to the appropriateness and potential value of concepts, models and paradigms to the understanding and management in a NGO context.

## PROGRAMME STRUCTURE FOR PLAN A, B & C

The programme will be conducted under three modes

- Masters Degree programme by Coursework and Dissertation (Plan A).
- Masters Degree programme by Coursework and Project Report (Plan B).
- Masters Degree programme by Thesis only (Plan C).



SCAN TO APPLY

## MASTERS DEGREE PROGRAMME BY COURSEWORK AND DISSERTATION (PLAN A)

A Masters Degree programme by coursework and dissertation shall consist of taught courses (50%), given in table 1; followed by a dissertation after appropriate research in any of the specialized study areas. It will be covered in the first two semesters. The last two semesters will be devoted to the research undertaking, leading to a dissertation. The research process shall be scrutinized internally and externally by internal and external examiners appointed by the UMI.

### Content of Plan A

Participants will be required to do the following:

#### First Year: Semester One

- Attending all the modules as described in Table 1.
- Attending all research workshops as scheduled in Table 1.

#### First Year: Semester Two

- Attending all the modules as spelt out in the course content (Table 1).
- Attending all research workshops, designated in Table 1.
- Carrying out extensive review of literature relating to the proposed research process.
- Developing a research proposal with adequate research instruments

#### Second Year: Semester One

- Data collection
- Attending seminars and workshops as required.

#### Second Year: Semester Two

- Presentation on preliminary findings
- Data analysis, report writing and Submission of dissertation
- Dissertation Examination
- Dissertation defense by viva voce (oral defense)

**Table 1: PLAN A: MNGOM Degree by Coursework and Research**

| Module Code              | Module Name                                               | Status |
|--------------------------|-----------------------------------------------------------|--------|
| <b>Year 1 Semester 1</b> |                                                           |        |
| MNGOM 7111               | Scholarly Writing and Publication Skills                  | Basic  |
| MNGOM 7112               | Fundamentals of NGO Management                            | Core   |
| MNGOM 7113               | Law, Ethics and Governance                                | Core   |
| MNGOM 7114               | Organisation, Leadership and Change Management            | Core   |
| MNGOM 7115               | Research methods                                          | Core   |
| MNGOM 7116               | Human Resource Management                                 | Core   |
| MNGOM 7117               | Strategic Management                                      | Core   |
|                          | Research workshop (1)                                     | Basic  |
| <b>Year 1 Semester 2</b> |                                                           |        |
| MNGOM 7121               | Computer Applications in Research                         | Basic  |
| MNGOM 7122               | Project Planning & Management                             | Core   |
| MNGOM 7123               | Partnerships and Resource Mobilisation                    | Core   |
| MNGOM 7124               | Finance for Non-Financial Managers                        | Core   |
| MNGOM 7125               | Monitoring and Evaluation in the NGO Sector               | Core   |
| MNGOM 7126               | Risk Analysis, risk Management and sustainability of NGOs | Core   |
| MNGOM 7127               | Organizational Development and Change                     | Core   |
|                          | Research workshop (2)                                     | Basic  |
| <b>Year 2 SEMESTER 1</b> |                                                           |        |
|                          | Research workshop (3)                                     | Basic  |
| MNGOM 7211               | Proposal writing                                          |        |

**TUITION FEES:** Ug.shs. 8,000,000= USD 5,720

**DURATION:** 2 years July 2024 - July 2026

**VENUE:** Kampala

# MASTER IN SUPPLY CHAIN MANAGEMENT (MSCM)

WEEKEND - KAMPALA

## ABOUT THE PROGRAMME

The Supply Chain Management capability within businesses has over the last decade in particular, taken on a much more significant role in enabling businesses to gain competitive advantage and deliver bottom line performance. As companies strive to identify their competitive edge, the noticeable lack of commendable skills within the Supply Chain Management domain continues to affect businesses not just locally in Uganda, but also regionally and on the continent. MSCM aims to provide participants with the resources, a mindset and skills necessary to building a successful career in the local and international logistics and supply chain management arena by building both solid theoretical knowledge and “hands-on” practical experience about planning and management of supply chains and logistics strategies, networks, processes and systems.

This MSCM programme covers a wide range of topics in supply chain strategies, logistics design, planning, operations and development. Emphasis has been laid mainly on the perspective of integrated supply process which is increasing becoming an interest for managers. Realizing value in business through relationship management, cost reduction and lean supply have been well considered. The programme also provides many real world cases, which illustrate ways of achieving enduring business competitiveness.



### TARGET GROUP

MSCM degree targets managers at all levels in all sectors of the economy. Specifically, the programme targets procurement specialists, Material planner, Logistics manager, Supply chain manager, logistics projects manager, supply chain strategist, consultant in logistics and supply chain management, humanitarian logistics experts, logistics managers, demand planners, freight transport and logistics officers, distribution advisors, fast moving goods cadets, operational research for logistics consultants, airport and

airline traffic officers, retail supply chain managers, freight transport advisors, etc. It is urged that the career profile of the prospective participants will be actively enhanced through a blend of graduate level coursework, research, field experience, and career development activities. UMI's MSCM has been designed for the further development of those who want to work in supply chain management in manufacturing, service and the third sector organizations. We hope the programme will provide the tools and techniques to evaluate, manage and improve service, operational and supply chain processes and conduct market analysis.

## PROGRAMME LEARNING OUTCOMES

Upon successful completion of this programme, Participants should be able to:

At the end of the Programme, a participant should be able to

- Demonstrate critical skills when applying theory to practice in the supply chain management context.
- Apply conceptual and analytical frameworks to inform effective global supply chain management practices
- Apply appropriate research tools and techniques to plan, control and manage the supply chain to achieve overall efficiency and effectiveness.
- Select appropriate and justifiable methods/approaches to complex logistics problems in global supply chain management context and exercise judgment as to the appropriateness and potential value.
- Guided by research, make expert decisions on strategic outsourcing and vertical integration decisions, including appreciating the critical importance of supply chain collaboration and integration in organizations.
- Analyze and develop suppliers and customer relationships.

**PROGRAMME STRUCTURE FOR PLAN A, B & C**

The programme will be conducted under three modes

- 1. Masters Degree programme by Coursework and Dissertation (Plan A).
- 2. Masters Degree programme by Coursework and Project Report (Plan B).
- 3. Masters Degree programme by Thesis only (Plan C).

**Masters Degree Programmes by Coursework and Dissertation (Plan A)**

A Masters Degree by coursework and dissertation shall consist of taught courses prescribed in table 1 and a dissertation arising out of a Participants’ in-depth research. The coursework component is expected to constitute of 50% of the workload and will be covered in the first two semesters. The last two semesters will be devoted to an in-depth research undertaking, resulting into a dissertation. Once the supervisors endorse the report, the dissertation will then be subjected to the scrutiny of an internal and external examiner appointed by the institute.

**Programme Plan for a Master’s Degree by Coursework and Dissertation (Plan A)**

In all the three semesters, Participants will be required to do the following;

**First Year: Semester One**

- i. Attend all the modules in the discipline
- ii. Attend research Workshops as required by the School of Management Science

**First Year: Semester Two**

- i. Attend all the modules as spelt out in the course content
- ii. Attend Research Workshops.
- iii. Carry out extensive review of literature relating to the proposed research report
- iv. Develop Research Proposal and Research Instruments and their presentation to the relevant committees of the Institution. Preferably, a research proposal should be one of the outcomes of the taught research methodology course.
- v. Departmental, School and Research Centre receive and approve the Research Proposal.
- vi. Development of a research plan with guidance from supervisor(s). The research plan will act as a contract between the student, the supervisor and the Institution

**Second Year: Semester One**

- i. Presentation of inception plan
- ii. Data collection
- iii. Attending seminars and Workshops required by the responsible unit.

**Second Year: Semester Two**

- i. Presentation on preliminary findings
- ii. Commencement of Writing Process, Data Analysis and Submission of Dissertation
- iii. Dissertation Examination process
- iv. Oral Defense.



SCAN TO APPLY

**Table 1: PLAN A: MNGOM Degree by Coursework and Research**

| Module Code       | Module Name                                        | Status |
|-------------------|----------------------------------------------------|--------|
| YEAR 1 SEMESTER I |                                                    |        |
| MSCM 7110         | Scholarly Writing and Publication Skills           | Basic  |
| MSCM 7111         | Organisation and Human Resource Management         | Basic  |
| MSCM 7112         | Ethical Sourcing                                   | Core   |
| MSCM 7113         | Big Data Analytics in the Supply Chain             | Core   |
| MSCM 7114         | Quantitative Techniques in Business Management     | Core   |
| MSCM 7115         | Research Methods                                   | Basic  |
| MSCM 7116         | Clearing and Forwarding in Supply Chain Management | Core   |
|                   | Research Workshop 1                                | Basic  |

| Year 1 Semester 2 |                                              |       |
|-------------------|----------------------------------------------|-------|
| MSCM 7120         | Computer Applications in Research            | Basic |
| MSCM 7121         | Legal and Ethical Framework for Supply Chain | Core  |
| MSCM 7122         | Transport and Distribution Management        | Core  |
| MSCM 7123         | Global Supply Chain Management               | Core  |
| MSCM 7124         | Strategic Supply Chain Management            | Core  |
| MSCM 7125         | Financial Management                         | Basic |
| MSCM 7126         | ICT Applications in Supply Chain Management  | Basic |
|                   | Research Workshop 2                          | Basic |

| YEAR 2 SEMESTER 1 |                       |       |
|-------------------|-----------------------|-------|
|                   | Research workshop (3) | Basic |
|                   | Proposal writing      | Core  |
| Year 2 SEMESTER 2 |                       |       |
|                   | Proposal writing      | Basic |
|                   | Data Collection       | Basic |
|                   | Dissertation Writing  | Core  |

**TUITION FEES:** Ug.shs. 8,000,000= USD 5,720  
**VENUE:** Kampala

**DURATION:** 2 years July 2024 - July 2026



# MASTER OF POLICY DEVELOPMENT AND ANALYSIS (MPDA)

WEEKEND - KAMPALA

## ABOUT THE PROGRAMME

Management of public or private sector entities require effective and efficient policies to guide daily managerial decisions. Policies serve as courses of action to offer organizational direction, employees and business decisions, and to regulate, direct and control actions and conduct. Both public and organizational policies relate to and impact various aspects of life of the people in the public and organizational realm.

Public policies deal with issues, problems and needs regarding health, education, employment, poverty, housing, justice, law and order, rule of law, security of life and property, national security and interstate relations. Organizational policies provide standards to guide the organisation members' decision-making process towards attainment of organisational goals.

Policies are therefore considered as an organized attempt by the government or an organisation to serve the people or resolve problems and fulfil needs and aspirations of the people within their defined jurisdictions. Policies are formulated in conformity with the nation legal and policy frameworks and must also take into consideration of the global and local contexts.

Policy analysis is carried out with various alternatives in view that will best achieve a given set of goals in the light of the relations between policies and goals. Policy analysis can be analytical and descriptive. This Programme is meant to ensure that policy actors at all levels, i.e., global, continental, regional, supra national, national and institutional are well nested and cascaded to the sustainable development paradigm. UMI appreciates that in today's rapidly changing environment characterized by competing demands on governments and institutions, and enormous needs for services to the citizenry, there is need to build requisite competencies for developing and analyzing policies. The MPDA is deemed an appropriate and sufficient

academic and training Programmes to support and supplement Government of Uganda's efforts to develop Policy Analysts Cadres for Government Ministries and Departments and Agencies. The programme will therefore empower all policy actors with the necessary conceptual and analytical skills for influencing and directing decisionmaking in public processes. Relatedly, since the public sector works closely with and facilitates the private sector and the Non-Governmental organizations in providing solutions to societal problems, MPDA is also well suited and positioned to build capacity and competencies of the private and nongovernmental actors in policy analytical skills.



## TARGET GROUP

The proposed Master of Policy Development and Analysis primarily targets Policy analysts in MDAs, all level managers in Public, Private, Organizations and NGOs, political parties, project managers, Consultants, media practitioners, academicians, researchers and administrators.

## PROGRAMME LEARNING OUTCOMES

Upon successful completion of this programme, Participants should be able to:

1. Effectively participate in policy making and analysis processes.
2. Actively engage in public policy research and consultancy projects
3. Apply the skills and knowledge to develop, implement and evaluate inclusive policies ethically and legally.
4. Conduct policy analysis.
5. Develop effective policy engagement, advocacy and collaborations.
6. Document and communicate policy.

## PROGRAMME DESCRIPTION

The Programme has been designed with three options:

**Option A – Coursework and Research;**

Participants admitted for option A, will undergo twelve (12) taught modules for one (1) year, constituting 50% graduation load. In addition, there will be a research seminar in each of the two semesters – one for proposal development and another for proposal writing. During the second year, participants enrolled for Option A will attend research workshops for enhancing their data collection and analysis knowledge and skills. At the end of the course, the participants will be expected to present a research plan, do field work and write and defend dissertations.

**Option B – Coursework and Project Report**

Participants admitted for option B, will also undergo twelve (12) taught modules for one (1) year, constituting 50% graduation load. In addition, there will be a research seminar in each of the two semesters – one for project proposal development

and another for project writing. During the second year, participants enrolled for Option B will be required to undertake an internship for the following purposes:

- Offer participants the opportunity to apply the knowledge and skills they have learned from the classroom in a work setting.
- Give participants a practical perspective on policy analysis and management
- To enable the participants, collect data for their research projects

**Option C: Masters Degree by Research.**

Participants enrolled for Option C will have research seminars and proposal development and in the first and second semester of year 1 of their study. For the second year, they will be required to attend research seminars and write a research report/dissertation.

**Table 1: OPTION A: MASTER’S DEGREE BY COURSEWORK AND DISSERTATION**

| Module Code       | Module Name                                                        |  |
|-------------------|--------------------------------------------------------------------|--|
| Year 1 Semester 1 |                                                                    |  |
| MPDAR 7111        | Fundamentals of Public Policy                                      |  |
| MPDAR 7112        | Policy Analysis Instruments and Techniques                         |  |
| MPDAR 7113        | Diversity, Social Inclusion and Gender in Policy                   |  |
| MPDAR 7114        | Policy Documentation and Communication                             |  |
| MPDAR 7115        | Policy Engagement, Advocacy and collaboration                      |  |
| MPDAR 7116        | Policy Design and Decision-Making                                  |  |
| MPDAR 7117        | Computer Applications in Research                                  |  |
| Year 1 Semester 2 |                                                                    |  |
| MPDAR 7121        | Strategic Planning and Budgeting in Policy Management              |  |
| MPDAR 7122        | Policy Implementation                                              |  |
| MPDAR 7123        | Policy Monitoring, Evaluation and Learning                         |  |
| MPDAR 7124        | Ethics, Policy and Law                                             |  |
| MPDAR 7125        | Information Communication and Technology in the Policy Process     |  |
| MPDAR 7126        | Research Methods                                                   |  |
| MPDAR 7127        | Scholarly Writing and Publication Skills                           |  |
| YEAR 2 SEMESTER 1 |                                                                    |  |
| MPDAR 7221        | Research Workshop1: Designing Research & Literature review         |  |
| MPDAR 7212        | Research Workshop 2: Field study activities & Proposal Development |  |
| Year 2 SEMESTER 2 |                                                                    |  |
| MPDAR 7221        | Research Workshop 3: Data Presentation & Analysis                  |  |
| MPDAR 7222:       | Research Workshop 4: Research Report & Presentation                |  |



**Table 2: OPTION B: MASTERS BY COUSEWORK & PROJECT**

| Module Code       | Module Name                                                    |  |
|-------------------|----------------------------------------------------------------|--|
| Year 1 Semester 1 |                                                                |  |
| MPDAR 7111        | Fundamentals of Public policy                                  |  |
| MPDAR 7112        | Policy Analysis Instruments and Techniques                     |  |
| MPDAR 7113        | Diversity, Social Inclusion and Gender In Policy               |  |
| MPDAR 7114        | Policy Documentation and Communication                         |  |
| MPDAR 7115        | Policy Engagement, Advocacy and collaboration                  |  |
| MPDAR 7116        | Policy Design and Decision-Making                              |  |
| MPDAR 7117        | Computer Applications in Research                              |  |
| Year 1 Semester 2 |                                                                |  |
| MPDAR 7121        | Strategic Planning and Budgeting in Policy Management          |  |
| MPDAR 7122        | Policy Implementation                                          |  |
| MPDAR 7123        | Policy Monitoring, Evaluation and Learning                     |  |
| MPDAR 7124        | Ethics, Policy and Law                                         |  |
| MPDAR 7125        | Information Communication and Technology in the Policy Process |  |
| MPDAR 7126        | Research Methods                                               |  |
| MPDAR 7127        | Scholarly Writing and Publication Skills                       |  |
| YEAR 2 SEMESTER 1 |                                                                |  |
| MPDAR 7221        | Workshop 1: Project Proposal Writing                           |  |
| MPDAR 7212        | Research Workshop 2: Project Proposal Writing                  |  |
| Year 2 SEMESTER 2 |                                                                |  |
| MPDAR 7221        | Project Field Attachment                                       |  |
| MPDAR 7222:       | Project Report Writing                                         |  |

**TUITION FEES:** Ug.shs. 8,000,000= USD 5,720  
**VENUE:** Kampala

**DURATION:** 2 years July 2024 - July 2026



A smiling male graduate in a black cap and red stole, holding a rolled diploma. The background is a blurred outdoor setting with other graduates visible. A decorative geometric pattern is on the right side of the page.

# PHD PROGRAMME

## PHD ENTRY REQUIREMENTS

1. Admission to a PhD Program at UMI will require participants with a Master's degree or equivalent from a recognized university in a related field.
2. There will be a review of each applicant to be conducted by the School Board on recommendation by the Departmental Boards (or a Joint Admissions Board comprising of all Department in the School). The School Board will in turn communicate its decisions to the Institute Registrar.
3. The admission will also involve a pre-entry examination which may be orally administered through an interview composed of subject experts in the applicants selected field of study or through a written Graduate Admission test for all applicants for the PhD Programme.

# PHD IN MANAGEMENT AND ADMINISTRATION

WEEKEND - KAMPALA

## INTRODUCTION:

With the world's increasingly complex problems and resource limitations, there is dire need for scholars who are qualified both to train the next generation of professionals for the public service and to expand society's store of knowledge about management and administration. Society therefore needs critical minds trained at advanced level with skills and competencies in creating new knowledge and in analysing the environment in which management and administration take place. The PhD in Management and Administration is designed to train such teachers and researchers as well as practitioners with broad knowledge, competencies and skills in management and administration. The programme is interdisciplinary in its focus especially in the teaching/coursework component.

## TARGET GROUP

Specifically, the Program is intended for:

1. University lecturers who would like to pursue a PhD degree in Administration and Management;
2. Lecturers of administrative and management sciences in other tertiary institutions;
3. Research fellows in management sciences; and
4. Top level managers of the public and private sectors who are desirous of acquiring a PhD in management and administration.

## PROGRAMME STRUCTURE:

Participants shall be expected to have a total of 82 units (50 units will be for coursework and 32 units for the dissertation), obtained by studying and passing examinations in Basic Modules (5 specific for the PhD, 4 specialised, 1 research seminar and 3 Elective Modules). The specializations shall include:

- Public Administration
- Business Administration
- Educational Management and Administration
- Public Procurement

To complete a PhD, each participant must present results from their research to the faculty in form of a dissertation.

## ADMISSION REQUIREMENTS:

- i. Master's degree or equivalent from a recognized university in a related field, with sufficiently high grades and proven research ability.
- ii. Passing of a pre-entry examination
- iii. Applications should include the following documents:
  - a. Two passport size Photographs
  - b. Clear copy of passport and or any other valid identification
  - c. English language skill certificates or demonstration that one has had all prior education in English
  - d. Officially certified copies of academic transcripts (Undergraduate, Graduate, and Postgraduate). Certified English translation of transcripts, if printed in another language other than English should be provided.
  - e. An up-to-date curriculum vitae
  - f. A statement of purpose (maximum 1000 words)
  - g. Two letters of reference (one preferably academic) printed on letter head and signed
  - iv. Passing of a pre-entry examination

## TUITION FEES:

**Annual:** Ug. shs. 10,397,635= p.a

**Total:** Ug. shs. 31,192,905= USD 8,580

**DURATION:** 3 years

**VENUE:** Kampala



SCAN TO APPLY

## SHORT COURSES

These short courses will be conducted at Kampala Time: 8.30am – 4.00 pm Monday to Friday

|                                                                                   |  |         |
|-----------------------------------------------------------------------------------|--|---------|
| <b>General Management</b>                                                         |  |         |
| Advocacy and Lobbying Skills                                                      |  | 2 Weeks |
| Project Planning and Management                                                   |  | 2 Weeks |
| Project Monitoring and Evaluation                                                 |  | 2 Weeks |
| Project Proposal Writing and Resource Mobilization                                |  | 2 Weeks |
| Strategic Planning and Management                                                 |  | 1 Week  |
| Management Skills Improvement                                                     |  | 2 Weeks |
| Consultancy Skills Development                                                    |  | 2 Weeks |
| Management of Cooperatives and SACCOs                                             |  | 2 Weeks |
| <b>Human Resource Management</b>                                                  |  |         |
| Strategic Human Resource Management                                               |  | 2 Weeks |
| Performance Management in Organisations                                           |  | 1 Week  |
| Training of Trainers                                                              |  | 2 Weeks |
| Effective Leadership, Mentoring and Coaching Skills in Contemporary Organisations |  | 1 Week  |
| <b>Marketing and Communications</b>                                               |  |         |
| Managing Public Relations and Public Speaking                                     |  | 1 Week  |
| Digital Marketing                                                                 |  | 2 Weeks |
| Managing Marketing Performance (Marketing Metrics)                                |  | 1 Week  |
| Delivering great Customer Experience (Customer Care)                              |  | 1 Week  |
| Driving Marketing Innovations and Branding                                        |  | 1 Week  |
| Advertising and Client Management                                                 |  | 1 Week  |
| Effective Communication and Presentation skills                                   |  | 1 Week  |
| <b>Procurement Management</b>                                                     |  |         |
| Stores Management and Materials Control                                           |  | 1 Week  |
| Managing the Tendering Process and Contract Management                            |  | 1 Week  |
| Procurement and Supply Chain Management                                           |  | 1 Week  |
| Logistics and Physical Distribution Management                                    |  | 1 Week  |
| Fleet Management Improvement                                                      |  | 1 Week  |
| <b>Financial Management</b>                                                       |  |         |
| Financial Management and Accounting for Non-Financial Managers                    |  | 2 Weeks |
| Tax Management                                                                    |  | 2 Weeks |
| Budgetary Management and Expenditure Control                                      |  | 1 Week  |
| Risk Management, Internal Controls and Fraud Prevention                           |  | 2 Weeks |
| Entrepreneurship and Business Development                                         |  | 1 Week  |
| <b>Information Communication Technology (ICT)</b>                                 |  |         |
| Database Management Skills                                                        |  | 2 Weeks |
| MS Project Software                                                               |  | 1 Week  |
| Statistical Data Analysis using SPSS and Epi-info                                 |  | 2 Weeks |
| Computerized Human Resource Information MGT                                       |  | 1 Week  |
| <b>Public Administration and Governance</b>                                       |  |         |
| Public Administration and Management                                              |  | 2 Weeks |
| Front Office Management                                                           |  | 1 Week  |
| Effective Administrative Assistant                                                |  | 1 Week  |
| Records Management                                                                |  | 2 Weeks |
| Introduction to Administrative Law                                                |  | 2 Weeks |
| <b>Executive Courses</b>                                                          |  |         |
| Essentials of Oil and Gas Management                                              |  | 2 Weeks |
| Gender and Equity Budgeting                                                       |  | 2 Weeks |
| Results Based Monitoring, Evaluation and Learning                                 |  | 2 Weeks |
| Disaster and Risk Management                                                      |  | 1 Week  |
| Public Private Partnership Management                                             |  | 2 Weeks |

| DURATION         | TUITION     |               |
|------------------|-------------|---------------|
|                  | UGANDANS    | INTERNATIONAL |
| 2 Weeks          | 480,000/=   | \$ 285        |
| 1 Week           | 320,000/=   | \$ 190        |
| Executive Course | 1,250,000/= | \$ 350        |

Applications should be submitted at least one week before the start date of the course. Course dates are subject to change upon which management shall communicate. Application forms and details about the programmes may be obtained from the address given below;

P.O. Box 20131 Kampala, Tel: Gen: **+256-312-271 200/700**, Direct: **+256704252325**

Email: **inakiwala@umi.ac.ug; ikalyango@umi.ac.ug; admin@umi.ac.ug;**

Online courses contact: **+256 704 928710 gbwoch@umi.ac.ug** Website: **www.umi.ac.ug**



UGANDA MANAGEMENT INSTITUTE

Plot 44-52, Jinja Road, P.O. Box 20131, Kampala, Uganda  
Tel: +256 312 721 200/700 Email: [admin@umi.ac.ug](mailto:admin@umi.ac.ug)  
Website: <http://www.umi.ac.ug>,