UGANDA MANAGEMENT INSTITUTE

BELIEVE . CONQUER . EXCEL

Empowering you to Excel

PROSPECTUS
2021-2022

ISO 9001: 2015
Foreword

In over five decades of its existence, UMI has played a critical and central role in building and enhancing managerial competence of public, private and NGO sectors. The Institute is known for its contribution towards Management Training, Consultancy and Research. It is the finest Management Training Institute in the country and is strongly committed to enhance competence of all people involved in management and administration of organisations through continued improvement of Training programmes and support services. This is evidenced through the ISO accreditation as a world class institution.

A changing world in technology, work and global demands require equal change in skills and competences for a match. UMI has various global accreditations and recognitions to drive a real global agenda.

UMI commits itself through her programs to meet the regular global changes with the requisite skillset. In this prospectus UMI presents the programs that are variously changed, improved and enhanced to answer current global and local challenges.

UMI continues with her time honoured culture of blending skill, practise and knowledge in the various course deliveries. We are proud of currently among the highest PhD Staff ratios, UMI has 65% of her teaching staff with PhDs while 22% are only awaiting graduation.

Dr. James L. Nkata
DIRECTOR GENERAL
Contents

FOREWORD ............................................................................................................................................... 3
FEES STRUCTURE .............................................................................................................................. 6
ABOUT UGANDA MANAGEMENT INSTITUTE .................................................................................. 7
   UMI Vision ........................................................................................................................................ 7
   UMI Mission ..................................................................................................................................... 7
ACKNOWLEDGEMENTS ....................................................................................................................... 8
   School of Business And Management ........................................................................................... 9
   School of Civil Service, Public Administration & Governance (SCPAG) ......................................... 11
   School of Distance Learning & Information Technology ................................................................. 13
   Distance Learning Programmes at UMI ........................................................................................... 15
   School of Management Sciences ..................................................................................................... 16
   Summary of Programmes ................................................................................................................. 17
PROFESSIONAL COURSES ............................................................................................................ 17
   Chartered Institute of Marketing (CIM) ............................................................................................ 19
   Chartered Institute of Purchasing and Supply (CIPS) .................................................................... 21
   The Chartered Institute of Logistics and Transport ......................................................................... 22
   Certified Public Accountant (CPA) ................................................................................................. 25
ORDINARY DIPLOMA PROGRAMMES ............................................................................................. 26
   Diploma in Records and Information Management (DRIM) ............................................................ 27
   Diploma in Public Procurement and Contract Management (DPPCM) .......................................... 28
   Diploma in Public Administration and community Development (PACOD) .................................. 29
POSTGRADUATE DIPLOMA PROGRAMMES .................................................................................. 30
   Post Graduate Diploma in Public Administration and Management ............................................... 31
   Postgraduate Diploma in Project Planning and Management ........................................................... 33
   Postgraduate Diploma in Management (DIMA) ............................................................................... 34
   Postgraduate Diploma in Urban Governance and Management ..................................................... 35
   Postgraduate Diploma in Monitoring and Evaluation (DME) ........................................................... 36
   Postgraduate Diploma in Human Resource Management & Development ................................... 38
   Postgraduate Diploma in Organization Development (DOD) ......................................................... 40
   Postgraduate Diploma in Financial Management (DFM) ................................................................. 42
   Postgraduate Diploma in Procurement and Supply Chain Management ....................................... 43
Postgraduate Diploma in Marketing Management (DMM).................................44
Postgraduate Diploma in Business Administration (DBA)...............................45
Postgraduate Diploma in Logistics And Transport Management.....................46
Postgraduate Diploma in Public Policy and Governance(DPPG).......................47
Postgraduate Diploma in Hospital & Health Care Management.......................48
Postgraduate Diploma in Higher Education Leadership & Management............49
Postgraduate Diploma in Business Computing and Management....................50
Postgraduate Diploma in Information Security Management..........................51
Postgraduate Diploma in Information Technology...........................................52
Postgraduate Diploma in Education Leadership and Management (DELM).........53
Postgraduate Diploma in Journalism and Communication Management..........54

MASTERS DEGREE PROGRAMMES................................................................55
Masters in Management Studies (MMS)-Revised............................................56
Masters in Business Administration (MBA) Evening Weekend – Revised...........58
Masters in Public Administration (ICAPA Certified)........................................61
Masters in Institutional Management and Leadership (MIML).........................64
Masters in Public Procurement (MPP)..............................................................66
Masters in Higher Education Management and Administration....................68
Master’s Degree in Education Administration and Human Resource Development (MEAHD).................................................................70
Masters in Non – Governmental Organisations Management (MNGOM)
Weekend – Kampala.......................................................................................72
Master in Supply Chain Management (MSCM) Weekend – Kampala...............74
Master of Policy Development and Analysis (MPDA) Weekend – Kampala........76

PHD PROGRAMME.....................................................................................79
Phd in Management and Administration.........................................................80

SHORT COURSES.......................................................................................81
## FEES STRUCTURE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DURATION</th>
<th>FULL TUITION</th>
<th>UGANDANS</th>
<th>NON-UGANDANS</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>UG SHS</td>
<td>USD</td>
</tr>
<tr>
<td>PGD Evening- Kampala</td>
<td>1 year</td>
<td>2,660,000</td>
<td>$1,846</td>
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</tr>
<tr>
<td>PGD Day- Kampala</td>
<td>1 year</td>
<td>2,660,000</td>
<td>$1,846</td>
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<tr>
<td>PGD weekend- Kampala</td>
<td>1 year</td>
<td>2,720,000</td>
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<tr>
<td>PGD- Outreach Branches</td>
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<td>2,620,000</td>
<td>$1,820</td>
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<tr>
<td>PGD - M &amp; E (weekend, Evening &amp; Branches)</td>
<td>1 year</td>
<td>3,500,000</td>
<td>$2,392</td>
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<tr>
<td>PGD – M&amp;E (Distance learning)</td>
<td>1 year</td>
<td>1,935,000</td>
<td>$1,287</td>
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<td>PGD – PPM (Distance learning)</td>
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<td>1,935,000</td>
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<td>PGD – PPM (Evening)</td>
<td>1 year</td>
<td>2,727,000</td>
<td>$1,934</td>
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<td>2,855,000</td>
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<td>PGD – PPM (Outreach Branches)</td>
<td>1 year</td>
<td>2,755,000</td>
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<td>Ord. Diploma</td>
<td>2 years</td>
<td>2,550,000</td>
<td>$1,677</td>
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<tr>
<td>DICT</td>
<td>2 years</td>
<td>2,740,000</td>
<td>$1,781</td>
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<tr>
<td>MBA, MPA, MPP, MIML, MHEMA, MEAHD</td>
<td>2 years</td>
<td>8,000,000</td>
<td>$5,317</td>
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<tr>
<td>MMS, MNGOM, MSCM, MPDA</td>
<td>1 year</td>
<td>5,050,000</td>
<td>$3,400</td>
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<tr>
<td>PhD (11,217,635 per year)</td>
<td>3 years</td>
<td>32,332,905</td>
<td>$11,817</td>
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<tr>
<td>Professional programmes</td>
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<tr>
<td>(CILT &amp; CPA charges inside)</td>
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<td>CIM</td>
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<td>PMP</td>
<td>N/A</td>
<td>2,220,000</td>
<td>$600</td>
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<td>Short courses (2 weeks)</td>
<td>N/A</td>
<td>480,000</td>
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<td>Short courses (1 week)</td>
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<tr>
<td>Short courses (3 days)</td>
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<td>210,000</td>
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<td>Executive Courses (1 Week)</td>
<td>N/A</td>
<td>600,000</td>
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### FUNCTIONAL FEES

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<tr>
<td></td>
<td>UG SHS</td>
<td>USD</td>
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<tr>
<td>Journals</td>
<td>30,000</td>
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<td>Registration Fees per year</td>
<td>100,000</td>
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<tr>
<td>Examination (per module)</td>
<td>20,000</td>
<td>$13</td>
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<td>Library</td>
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<td>$52</td>
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<tr>
<td>Development fees</td>
<td>250,000</td>
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<tr>
<td>Identity Card</td>
<td>20,000</td>
<td>$13</td>
</tr>
<tr>
<td>Students’ Council</td>
<td>10,000</td>
<td>$7</td>
</tr>
<tr>
<td>Accommodation (Full time Participants)</td>
<td>20,000</td>
<td>$13</td>
</tr>
<tr>
<td>Accommodation Part time (Participants and others)</td>
<td>30,000</td>
<td>$20</td>
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### OTHER FEES

<table>
<thead>
<tr>
<th></th>
<th>Ugandans</th>
<th>Non-Ugandans</th>
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<tbody>
<tr>
<td></td>
<td>UG SHS</td>
<td>USD</td>
</tr>
<tr>
<td>Application for admission</td>
<td>40,000</td>
<td>$26</td>
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<tr>
<td>Re–take/Re–sit paper</td>
<td>452,000</td>
<td>$294</td>
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<tr>
<td>Verification of academic document</td>
<td>10,000</td>
<td>$7</td>
</tr>
<tr>
<td>Certification of academic document</td>
<td>5,000</td>
<td>$3</td>
</tr>
<tr>
<td>Graduation</td>
<td>150,000</td>
<td>$81</td>
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</table>

* Please note that the Institute does not offer meals but there are service providers on campus.
* You will require a minimum of 10 USD per day for meals.
* Tuition fees are annual and excludes functional fees
ABOUT UGANDA MANAGEMENT INSTITUTE

Uganda Management Institute (UMI) is a National Branch for Training, Research and Consultancy in the field of Administration, Leadership and Management. Officially opened on October 7, 1969 as the Institute Public Administration (IPA), the Institute was mandated to conduct intensive in-service training to quickly develop management capacity in the public service. Whereas IPA opened from inception as a department of the Ministry of Public Service, this changed with the enactment of the Uganda Management Institute Statue of 1992, under which the Institute acquired its present name and changed its status to a semi-autonomous body corporate under the Universities and Other Tertiary Institutions Act 2001.

It aims at strengthening the management and institutional capacity of the public, private and non-governmental sectors in Uganda and beyond by offering a blend of short and long courses for middle, senior and executive level managers; facilitating conferences, seminars and workshops; and providing research, consultancy and distance learning services.

Within the context of the strategic plan, the Institute is structured into four specialized but complementary schools and three regional study branches namely:
- School of Civil Service, Public Administration and Governance.
- School of Business, Productivity and Competitiveness.
- School for Distance Learning and Information Technology.
- School of Management Sciences.
- Regional Branches: Mbarara, Gulu and Mbale

UMI Vision
To be a World Class Management Development Institute

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

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 workplaces, 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
INTRODUCTION
The School of Business and Management is the largest school in the Institute. Its mandated to build capacity that empowers staff from both the private and NGO sectors to become more productive and make their organisations competitiveness in the highly dynamic business environment. In the last two years, the school has been consolidating itself with the aim of establishing and maintaining a culture of excellent scholarship in Business Management. This has been achieved through the development and delivery of high-quality training programmes, conducting and disseminating research findings in business and management area, producing competitive graduates with pre-requisite skills and competencies to solve workplace problems in the business environment.

The School boasts of over 30 highly competent trainers in management, finance and accounting, procurement and logistics management in addition to human resources management.

COURSES AND PROGRAMMES OFFERED
The School constitutes four departments that offer a wide range of programmes as indicated below:

HUMAN RESOURCE AND ORGANISATIONAL STUDIES DEPARTMENT
- Postgraduate Diploma in Human Resources Management (DHRM): Weekend & Evening.

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.

FINANCE AND ACCOUNTING DEPARTMENT
- Postgraduate Diploma in Financial Management (DFM) Weekend & Evening.
- 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)
- Ordinary Diploma in Logistics and
Supply Chain management (DSCM)
Ordinary Diploma in Logistics and Material Management (DLMM)

FUTURE PLANS

a. The completion of the first phase of the Institute’s Estates Master plan will greatly alleviate the constraint of teaching space thus enabling the School to admit more participants to some programmes.
b. The school intends to continuously review programme content and rebrand such programmes to appeal to current and future work and employer needs.
c. Working in collaboration with the Institute’s Quality Assurance Unit, the
   d. Online Lessons shall continue, blended with physical lessons where necessary.
e. School intends to embark on tracer studies to evaluate the impact of training on participants’ performance in organisations. The results of such studies will form the basis for programme reviews and for introducing demand driven programmes.
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.
- 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.
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

- 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.
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.
- 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.

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

Dean  Dr. Jennifer Rose Aduwo
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

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 or gbwoch@umi.ac.ug or 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 coursework and one final examination per module. The coursework will contribute 40% and the examination 60% to the final examination score.
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.

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.
The Academic year of the Institute is divided into two semesters. The programmes have Day, Evening or Week-end streams, or both. The day programmes begin in August and end in April. The evening and weekend programmes begin in April and end in March 2023. 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 & Development
- Organization Development
- Financial Management
- Procurement and Supply Chain Management
- Marketing Management
- Business Administration
- Logistics And Transport Management
- Public Policy and Governance
- Hospital & Health Care Management
- Higher Education Leadership & Management
- Business Computing and Management
- Information Security Management
- Information Technology
- Education Leadership and Management
- Journalism and 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 Management Studies (MMS)
- Masters in Business Administration (MBA)
- Masters in Public Administration (ICAPA Certified)
- Masters in Institutional Management and Leadership (MIML)
- Masters in Public Procurement (MPP)
- Masters in Higher Education Management and Administration
- Master’s Degree in Education Administration and Human Resource Development (MEAHD)
- Masters in Non – Governmental Organisations Management (MNGOM)
- Master in Supply Chain Management (MSCM)
- Master of Policy Development and Analysis (MPDA)

**REQUIREMENTS FOR POST GRADUATE AND MASTERS:**
Bachelor’s degree or Professional Chartered qualification. Working experience of 1 year for Post graduate and 2 years for masters

**MASTERS IN BUSINESS ADMINISTRATION (MBA) - WEEKEND – SEPT, EVENING - APRIL**

**ADMISSION REQUIREMENTS:** An honours Bachelor’s Degree from an Institution of higher learning recognized by NCHE OR a professional qualification deemed equivalent to a Bachelor’s Degree from a recognized professional body. Working experience of two years.

**Passing of a GMAT is mandatory.**

**PHD PROGRAMME**
Administration and Management (Day) specializing 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)

**ORDINARY DIPLOMA PROGRAMMES**
- Records and Information management (Evening)
- Public Procurement and Contract Management (Evening)
- Public Administration and Community Development (Weekend)

**Requirements:** A-level

**APPLICATIONS**
Apply on line through admissions.umi.ac.ug OR academics.umi.ac.ug

The Institute Registrar
Uganda Management Institute
Plot 44–52 Jinja Road P.O. Box 20313, Kampala
Tel: +256 312–721 000
Email: admin@umi.ac.ug OR registrar@umi.ac.ug
Website: http://www.umi.ac.ug

PROSPECTUS 2021–2022 17
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)
Uganda Management Institute is a fully accredited study Branch by CIM-UK offering the following courses. 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 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

**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. It is ideal if you’re starting out in digital marketing, an IT specialist honing their marketing skills or looking to set up and market 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 Marketing**

Designed as a progression from level 3, equips 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

**Digital Route**

**LEVEL 4: Certificate in Professional Digital Marketing**

Designed as a progression from level 3, equips you with knowledge, skills and understanding 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 offer link to professional digital marketing, prepares you for performance and management level.

**Mandatory Modules**
- Marketing & 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 more strategic management role and develop their knowledge and skills across a range of areas to succeed and progress in their marketing career

Mandatory Modules: (Assessment by Assignment)
- Global Marketing decisions
- Corporate Digital Communications
- Creating entrepreneurial Change

Intakes
January, April and August

Fees:
Tuition UGX 400,000 per paper (all levels)
Membership fee £65 Annually (Paid to CIM)

Exam Fees
Level 3 £110 per paper
Level 4 £130 per paper
Level 6 £150 per paper
Level 7 £170 per paper

Contact:
Please Contact us at Our Main Campus on to enable us ascertain the suitable level you can start at. We shall need your CV, academic documents and evidence of your working experience. You may be required to do an online diagnostic test.

CIM Coordinator,
Uganda Management Institute
Plot 44–52 Jinja, Road, P.O. box 20131
Kampala Uganda Kalebbo block (Room 3.4)
+256 772 419224
bmugerwa@umi.ac.ug,
@ben.mugerwa1

Administrator
pkintu@umi.ac.ug
+256 312 721 362
LEVEL 4 - ORDINARY DIPLOMA IN PROCUREMENT AND SUPPLY (ENTRY LEVEL AND COMPULSORY UNITS)

1. Scope and Influence of Procurement & Supply.
2. Defining Business Needs
3. Whole Life Asset Management
4. Ethical & Responsible Sourcing
5. Supplier Relationships
6. Commercial Negotiation
7. Commercial Negotiation
8. Procurement & Supply in Practice

LEVEL 5 - ADVANCED DIPLOMA IN PROCUREMENT & SUPPLY

1. Managing Teams & Individuals
2. Managing Supply Chain Risk
3. Managing Contractual Risk
5. Category Management
6. Project & 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 & Supply
8. Future Strategic Challenges for the Profession
9. Commercial Data Management

FEES PAYABLE
CIPS UK Fees
Application and Registration: £ 58 to CIPS UK through paid online to cip.org using a Visa/Master Card
Exam Fees @ Paper: £ 100 to CIPS UK paid online to cip.org using a Visa/Master Card

Fees Payable to UMI
UGX.300,000 @paper
UGX.40,000 sessional admission fee

Study Sessions
February to May (May sitting)
May to August (August Sitting)
August to November (November sitting)

Lecture Time
Evening 5:30 – 8:00 pm
Weekends 8:00 – 5:00pm

Minimum Qualifications
Anyone who has successfully completed secondary Level of Education with Two Principal Passes.

Contact:
Course Coordinator
+256702666602
nduhuraa@gmail.com OR anduhura@umi.ac.ug

Administrator
pkintu@umi.ac.ug
+256 312 721 362
Introduction
Chartered Institute of Logistics and Transport, whose core objective is to advance knowledge and professionalism in logistics, transport and supply chain management is mandated by the government of the United Kingdom. CILT has had experience of 92 years in offering professional courses using an integrated, regular, open, distant learning and recently on-line models. The memorandum of understanding between the Uganda Management Institute (UMI) and CILT is to offer professional courses in transport and logistics. Uganda Management Institute in conjunction with Chartered Institute of Logistics and Transport is pleased to invite prospective applicants to enroll in 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:

<table>
<thead>
<tr>
<th>Unit type</th>
<th>Title</th>
<th>Unit Ref</th>
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<tbody>
<tr>
<td>Mandatory</td>
<td>Business Theory</td>
<td>M1-L3</td>
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<tr>
<td>Mandatory</td>
<td>Business Application</td>
<td>M2-L3</td>
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<tr>
<td>Option</td>
<td>Warehousing</td>
<td>O1-L3</td>
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<tr>
<td>Option</td>
<td>Inventory</td>
<td>O2-L3</td>
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<td>Option</td>
<td>Passenger Transport Operations</td>
<td>O3-L3</td>
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<td>Option</td>
<td>Procurement</td>
<td>O4-L3</td>
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<tr>
<td>Option</td>
<td>Freight Transport Operations</td>
<td>O5-L3</td>
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<tr>
<td>Option</td>
<td>Supply Chain Operations</td>
<td>O7-L3</td>
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<tr>
<td>Option</td>
<td>Transport Planning</td>
<td>O8-L3</td>
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<tr>
<td>Option</td>
<td>Green Logistics</td>
<td>O9-L3</td>
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<tr>
<td>Option</td>
<td>Global Logistics</td>
<td>O10-L3</td>
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<tr>
<td>Option</td>
<td>Port Operations</td>
<td>O11-L3</td>
</tr>
</tbody>
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Course Fee
The course fee is GBP.170.0 (International student fees) and GBP.135 (Annual Local Branch membership) for both Ugandans and Non-Ugandans. Local fees (tuition) is UGX 350,000 per paper, UGX 150,000 examination fees per paper and UGX 40,000 admission fees.

Intakes
January
April
August

Course delivery structure:
The mode of course delivery will be on a part-time basis. Lectures would be held on Weekdays; Mon, Tue & Wed from 5:00pm - 8:30pm.

2. INTERNATIONAL DIPLOMA IN LOGISTICS AND TRANSPORT

Chartered Institute of Logistics and Transport, whose core objective is to advance knowledge and professionalism in logistics, transport and supply chain management is mandated by the government of the United Kingdom. CILT has had experience of 92 years in offering professional courses using an integrated, regular, open, distant learning and recently on-line models. Uganda Management Institute (UMI) and CILT is to offer professional courses in transport and logistics.

Uganda Management Institute in conjunction with Chartered Institute of Logistics and Transport is pleased to invite prospective applicants to enroll for:
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

Course Fee
The course fee is GBP.200.0 (International student fees) and GBP.135 (Annual Local Branch membership) for both Ugandans and Non-Ugandans. Local fees (tuition) is UGX 500,000 per paper, UGX 150,000 examination fees per paper and UGX 40,000 admission fees.

Intakes
January
April
August

Course delivery structure:
The mode of course delivery will be on a part-time basis. Lectures would be held on Weekdays: Tue, Wed, Thur & Fri from 5:30 – 8:30 pm
3. CILT ADVANCED DIPLOMA IN LOGISTICS AND TRANSPORT

INTRODUCTION
This advanced course is primarily aimed at developing strategic decision-making skills in logistics and transportation. The course contains 4 modules.

COURSE CONTENT AND STRUCTURE
The course content consists of five mandatory units:
1. 1AD01 Strategic Context
2. AD02 Leadership and Strategic Management
3. AD03 Strategic Network planning
4. AD04 Delivering Strategic Performance
5. AD05 Research Methodology and Project

ENTRY REQUIREMENTS
To qualify for this programme,
• Participants ought to have been educated up to Uganda Certificate of Education. Uganda Advanced Certificate of Education, CILT Diploma, MCIPS
• In addition, participants must have worked in a logistics and transport environment for a minimum of three years.

COURSE FEE
The course fee is GBP 220.0 (International student fees) and GBP 135 (Annual Local Branch membership) for both Ugandans and Non-Ugandans. Local fees (tuition) is UGX 500,000 per paper, UGX 150,000 examination fees per paper, UGX 500,000 research seminar and supervision fee and UGX 40,000 admission fees.

INTAKES
January
April
August

COURSE DELIVERY STRUCTURE:
The mode of course delivery will be on a part-time basis. Lectures would be held on Saturdays and Sundays 9:00 am – 5:00 pm.
CERTIFIED PUBLIC ACCOUNTANT (CPA)

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)**
- Financial Accounting – Paper 1
- Quantitative Techniques – Paper 2
- Economic Environment – Paper 3
- Business Law – Paper 4
- Business Management & Information Systems – Paper 5
- Taxation – Paper 6
- Cost & Management Accounting – Paper 7

**Level 2 (Test of Technical Skills)**
- Financial Reporting – Paper 8
- Advanced Taxation – Paper 9
- Financial Management – Paper 10
- Management Decision and Control – Paper 11
- Auditing and Professional Ethics and Values – Paper 12

**Level 3 (Test of Professional Skills)**
- Public Sector Accounting & Reporting – Paper 14
- Business Policy and Strategy – Paper 15
- Advanced Financial Management – Paper 16
- Auditing and Assurance Services – Paper 17

**Level 4 (Test of Professional Expertise)**
- Integration of Knowledge – Paper 18

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

**Registration Requirements**
Minimum requirements for registration as CPA student is at least two principle passes in Advanced Level and at least 5 credits in Ordinary level. For the ordinary level requirements, two of the credits must be in English and Mathematics. Registration as CPA student is carried out at ICPAU Offices at Bukoto Street, Kamwokya at a cost of Shs. 120,000. Students intending to attend CPA lectures at Uganda Management Institute, can be assisted by Uganda Management Institute to carry out their CPA student registration.

Aspiring CPA Students who have attended higher institutions of learning are advised to present their transcripts for those higher qualifications to ICPAU to determine whether and what exemptions they are entitled to.

**Foreign Accountancy Qualifications (FAQs)**
Holders of FAQs must sit for Business Law – Paper 3, Advanced Taxation – Paper 9 and Public Sector Accounting & Reporting – Paper 14 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.

**Tuition Fees at UMI**
CPA Course lectures at UMI cost Shs. 200,000 per paper for Level 1; Shs. 250,000 per paper for Level 2 and Shs. 300,000 paper for Level 3 for every examination sitting. These costs are in addition to Examination Fees which are payable directly to ICPAU.

**Registration at UMI**
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
+256 776 021 206 | +256 705 221 205
wothieno@umi.ac.ug
othienouw@yahoo.co.uk

Administrator
pkintu@umi.ac.ug +256 312 721 362
ENTRY REQUIREMENTS FOR ORDINARY DIPLOMA PROGRAMMES

1. Uganda Advanced Certificate of Education (UACE) with at least One Principal Pass and two (2) Subsidiary Passes obtained at the same sitting, and at least five passes at Uganda Certificate of Education (UCE), or
2. Uganda Certificate of Education (UCE) or its equivalent and a two year certified course from a recognised institution, or
3. Holders of the UMI One Year Ordinary Diplomas in any of the above mentioned fields to join the Second Year and complete Research.
DIPLOMA IN RECORDS AND INFORMATION MANAGEMENT (DRIM) EVENING

This is a 4-semester course, which aims at developing competent Record Officers with knowledge and skills necessary for efficient and effective management of information.

TARGET GROUP: Clerical/registry officers and other employees from public, private and NGO Sectors who are responsible for managing records

OBJECTIVES:

- Enhance their knowledge and skills in the management of information resources
- Implement the acquired knowledge and skills in archives management
- Evaluate the implications of new technologies for managing records
- Design and implement measures to improve organisational performance
- Explain and seek viable solutions to the major practical difficulties in Records and Information Management
- Identify and mitigate the symptoms of poor Record Management practices
- Operate a Records Management System effectively and efficiently
- Develop an Action Plan to improve the management of records/information in an organisation including considerations for computerization
- Develop awareness of the steps involved in automating records management

PROGRAMME CONTENT:

Module 1: Concepts of Records and information management
Module 2: Introduction to Archival Procedures
Module 3: Supervisory skills development
Module 4: Information Technology
Module 5: Database Management
Module 6: Research Methods
Module 7: Fundamentals of Financial Accounting and Budgeting
Module 8: Office Procedures
Module 9: Business communication Skills
Module 10: Management of Special Libraries
Module 11: Preservation and Conservation of Libraries and Archival Material
Module 12: Management of Record Branches and Archives Project (Internship)

TRAINING METHODS: Lectures, demonstrations, discussions, practical exercises, role-plays, presentations.

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

TUITION FEES: UgShs. 2,550,000=
DURATION: 2 years
CODE: IT: 201 – 25
DIPLOMA IN PUBLIC PROCUREMENT AND CONTRACT MANAGEMENT (DPPCM) EVENING

RATIONALE: The Primary objective of this undergraduate Course is to impart professional training in various facets of Procurement and contract management with state of art inputs in the use of information technology and E-commerce in the conduct of procurement and management of contracts. This course has 10 modules and all of them are compulsory.

TARGET GROUP: Employees and officers in central and local government, Government aided institutions, employees and executives of private sector, personnel involved in procurement, Purchase, Import, Stores, Finance, Production, Projects, Corporate Planning and other allied activities as well as fresh graduates who wish to make a career in Procurement and acquire professional members of CIPS.

OBJECTIVES: At the conclusion of the course, participants should be able to:

- Differentiate between procurement and contract management in the public and private domains and identify the common features in public and private procurement
- Describe the procurement and contract management process in the public sector organisations
- Identify the key stakeholders involved in public procurement and contract management and explain their various roles and responsibilities
- Identify and explain the legal and institutional framework of procurement in Uganda.
- Relate procurement with other functions of government operations
- Apply relevant skills and knowledge to solve procurement and contract management tactical and operational problems.

PROGRAMME CONTENT:

Module 1: Introduction to Public Procurement
Module 2: Public Procurement Ethics
Module 3: The Law of Contract
Module 4: Procurement Records Management
Module 5: Logistics and Supply chain Management
Module 6: Stores and Materials Management
Module 7: Principles of Accounting and Financial Management
Module 8: Principles of Marketing Management
Module 9: Contract and Dispute Management
Module 10: International Procurement Management
Module 11: Information Technology and Procurement Management
Module 12: Managing People Management Project/Internship

TRAINING METHODS: Training methods will include lectures, case studies, role-plays, group discussions, video shows, brainstorming and presentations.

DURATION: 2 years
VENUE: Uganda Management Institute
TUITION FEES: 2,550,000=
CODE: PLM: 801-10
DIPLOMA IN PUBLIC ADMINISTRATION AND COMMUNITY DEVELOPMENT (PACOD) – WEEKEND: KAMPALA, MBARARA, MBALE & GULU

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 front-line 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 challenges 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 5124:** 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. 2,550,000=

**DURATION:**
2 years

**CODE:**
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) Diploma Entry obtained at credit/distinction level from a recognised institution.

4. The minimum duration for the Bachelor’s degree should be three years.
RATIONAL
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
**CORE 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.

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

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<th>TUITION FEES:</th>
<th>Evening:</th>
<th>Weekend Kampala:</th>
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<td>Ug.shs. 2,810,000=</td>
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<th>VENUES:</th>
<th>Day and evening:</th>
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<td>Weekend:</td>
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<td>Uganda Management Institute; Kampala Mbarara, Gulu and Mbale Branches.</td>
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Empowering You to Excel
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 thee 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 GROUP:
Middle to top managers in organisations with projectised activities.

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

PROGRAMME CONTENT:

Basic Modules
- Module 1: Management skills Improvement
- Module 2: Quantitative Methods for Decision Making
- Module 3: 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
- Module 11: Project Quality Management
- Module 12: Sustainable Development Strategies
- Module 13: NGO Management
- Module 14: Micro and Medium scale Enterprises Management and Development

TUITION FEES:
- Evening: Ug.shs.2,810,000=
- Weekend Kampala Branch: Ug.shs.2,870,000=
- Distance Learning: Ug.shs.2,770,000=
- Distance Learning: Ug.shs.2,400,000=

DURATION:
- Evening: April 2022 – March 2023
- Weekend: April 2022 – March 2023
- Distance Learning: 2 Years

VENUES:
- Evening: Kampala Branch
- Weekend: Kampala, Mbarara, Gulu and Mbale

CODE:
GM:301-27
RATIONALE:
The postgraduate diploma in management is a two-semester and post-experience course which is designed to improve the professional and technical knowledge and management skills of middle level managers and administrators in public service, and private enterprises and NGOs.

The diploma comprises of 12 modules: 4 basic, 6 core and 2 electives. Participants may complete the whole course within 2 semesters of continuous study or by completing its modules over a period of 3 years. Participants who successfully complete the course with second class or above may be admitted to the masters in management studies (MMS) degree programme (management option).

PROGRAMME CONTENT:

Basic Modules
Module 1: Management skills Improvement
Module 2: Quantitative Methods and Management science
Module 3: Management Information systems
Module 4: Research Methods

Core Modules
Module 5: Customer Care and Client Relationships
Module 6: Micro and Medium scale Enterprises 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
Module 11: Project Planning and Management OR sustainable Development strategies
Module 12: Management Non-Governmental Organisations OR Results Oriented Management

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

TUITION FEES: Ug.Shs.2,810,000=
DURATION: April 2022 – March 2023
VENUE: Kampala Branch
CODE: GM: 301-28
POSTGRADUATE DIPLOMA IN URBAN GOVERNANCE AND MANAGEMENT (DUGM) WEEKEND - REVISED

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.

TARGET GROUP:
The programme targets current and prospective Town Clerks/ Executive Directors, Physical Planners, City, Municipal and Town elected and appointed officials, policy analysts and academicians to equip them with competencies to strengthen the delivery capacities of urban services. Such participants can come from public, private, NGO sectors.

PROGRAMME LEARNING OUTCOMES:
At the end of the programme, participant should be able to:
- Identify and resolve urban related problems in an efficient and effective manner.
- Plan and integrate modern technology enabled management approaches in urban management.
- Initiate and direct the development of urban plans.
- Promote urban governance and management.
- Champion the implementation of the urban development policies.
- Interpret and enforce urban laws and regulations.
- Manage urban financial resources.

PROGRAMME CONTENT:

FIRST SEMESTER
- Management Skills Improvement
- Research Methods
- Management Information Systems
- Quantitative Methods for Decision Making
- Public Administration, Decentralisation and Urban Governance
- Urbanisation and Inclusive Local Economic Development

SECOND SEMESTER
- Urban Growth and Governance
- Urban Finance Management
- Urban Land, Housing Delivery and Settlement Management
- Urban Infrastructure Planning and Utilities Provision
- Public Policy and E-Governance
- Urban Sanitation and Environment Management

TUITION FEES: Ug.shs.2,870,000=
DURATION: April 2022 – March 2023
VENUE: Kampala, Mbarara, Gulu and Mbale
CODE: SCSPAG: 701-26
RATIONALITY: 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:

**SEMESTER ONE**

- **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
SEMESTER TWO
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.

TUITION FEES:

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VENUE: Kampala Branch Mbarara, Gulu and Mbale

CODE: GM: 301-31
RATIONALITY:
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 exists in people management styles preparing them to manage the human resources in the non-conventional 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.

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.

Programme Learning Outcomes
At the end of the programme, participants shall 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 Management and Public Policy
ASSESSMENT
Participants are assessed through classroom exercises, coursework and written examinations.

TUITION FEES:
Evening: Ug.shs.2,810,000=
Weekend Kampala: Ug.shs.2,870,000=
Weekend Mbarara, Gulu, Mbale: Ug.shs.2,770,000=

DURATION:
Evening: April 2022 – March 2023
Weekend: April 2022 – March 2023

VENUES:
Kampala, Mbarara, Gulu & Mbale Branches

CODE:
HRM: 401-15
**POSTGRADUATE DIPLOMA IN ORGANIZATION DEVELOPMENT (DOD) WEEKEND - REVISED**

**RATIONALE:**
This programme aims at improving organizational effectiveness by increasing use of Organizations Development (OD) tools. Today’s organizations must be able to transform and renew themselves to meet the changing forces.

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

TUITION FEE: Ug.shs.2,870,000=
DURATION: April 2022 – March 2023
VENUE: Kampala Branch
CODE: HRM: 401-16
POSTGRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (DFM) - REVISED (KAMPALA-EVENING & WEEKEND; MBARARA, GULU AND MBALE-WEEKEND)

RATIONALE:
The Postgraduate Diploma in Financial Management is a Two semester Postgraduate and Post-Experience Course. It is designed to increase technical and professional knowledge and skills in financial management, accountability, budgeting, auditing and financial monitoring for Mid-Career and Senior Executives in Private, Not for Profit Making Organizations, Government Ministries and Departments, Local Governments and Public sector Organizations.

The course is comprised of 4 basic, 6 core and 2 electives out of a total of 12 modules. It is modularized to enable participants study at their convenience by either completing the whole course in two semesters or by completing its modules over a period of three (3) consecutive years. Participants who obtain the Postgraduate Diploma with at least a second-Class Award may be admitted to the Master in Management studies (MMs) Degree Programme (Financial Management Option).

PROGRAMME CONTENT:
Basic Modules
Module 1: Management skills Improvement
Module 2: Quantitative Methods for Decision Making
Module 3: Management Information systems
Module 4: Research Methods

Core Modules:
Module 5: Financial Accounting
Module 6: Management Accounting
Module 7: Auditing
Module 8: Strategic Financial Management
Module 9: Taxation
Module 10: Corporate and business Legal Framework

Electives
Module 11: Public sector Financial Accounting OR Marketing Management
Module 12: Procurement Management OR business Policy and strategic Management

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

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CODE:
FA: 501-18
PROSPECTUS 2021-2022

POSTGRADUATE DIPLOMA IN PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (DSPCM)
EVENING AND WEEKEND 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.

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.

LEARNING OUTCOMES:
At the end of the programme participants should be able to:
- Procure goods, services and works from 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 a consultancy for procurement and asset disposal in organizations.

PROGRAMME CONTENT:
First Semester
i. Management Skills Improvement
ii. Research Methodology
iii. Management Information Systems
iv. Quantitative Methods in Decision making
v. Public, Private and Third Sector Procurement management
vi. Logistics and Supply Chain Management

Second Semester:
vii. Strategy and Strategic Procurement Management
viii. Procurement Ethics & Governance
ix. International Procurement Management
x. Operations Management
xi. Negotiation and Contract Management
xii. Finance and Supply Chain Diligence

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

TUITION FEES:
Evening: UG.shs 2,810,000=
Weekend: UG.shs.2,870,000=

DATES: April 2022 – March 2023
VENUE: Kampala Branch
CODE: PLM: 801-12
POSTGRADUATE DIPLOMA IN MARKETING MANAGEMENT (DMM) EVENING, WEEKEND KAMPALA, WEEKEND MBARARA - 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.

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

PROGRAMME CONTENT:

Semester One:
i. Management Skills Improvement
ii. Management Information Systems
iii. Research Methodology
iv. Quantitative Methods in Decision making
v. Digital and Marketing Communication
vi. Customer Experience and Service Management

Semester Two:
vii. Strategy and Strategic Marketing
viii. Global Marketing
ix. Driving Innovation and Metrics
x. Industrial Marketing
xi. Consumer Behaviour
xii. Business and Company Law

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

TUITION FEES: Ug.shs.2,810,000=

DURATION:
Kampala April 2022 – March 2023
Mbarara April 2022 – March 2023

VENUE: Kampala and Mbarara Branches

CODE: PLM:801-13
POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (DBA) WEEKEND - REVISED

RATIONALE:
The Programme is aimed at providing participants with perceptions, knowledge, skills, attitudes and abilities to enable them assume higher levels of management responsibilities. The programme is best suited to benefit those officers who aspire to become Middle and Higher-Level Managers of public, private and NGO sectors as well as civil society organisations. The participants will integrate real-life work experience with conceptual and analytical foundations as well as new developments in management disciplines.

The course is comprised of 4 basic, 6 core and 2 electives out of a total 12 modules. It is modularised to enable participants study at their convenience by either completing the whole course in two semesters by completing its modules over a period of three (3) consecutive years. Participants who obtain the postgraduate diploma with at least a second-class award may be admitted to the Master of Management studies (MMs) degree programme (business Management Option).

LEARNING OUTCOMES
- Interpret Financial reports
- File relevant tax returns
- Manage organizational resources in a changing environment
- Develop a business plans
- Prepare organizational budgets
- Prepare Marketing plan/Market organizational products
- Prepare procurement plan
- Manage organizational behavior
- Develop a customer experience matrix

PROGRAMME CONTENT:

First Semester
- UMIM 6111: Management Skills Improvement
- UMIS 6112: Management Information Systems
- UMIR6113: Research Methods
- UMIQ 6114: Quantitative Methods
- DBA 6115: Financial Accounting & Management
- DBA 6116: Operations Management

Second Semester
- DBA6121: Taxation Practice
- DBA6122: Procurement and Contract Management
- DBA6123: Corporate and Business Law
- DBA6124: Marketing Management
- DBA6125: Business policy and strategic Management
- DBA6126: Entrepreneurship development

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

TUITION FEES: Ug.shs.2,870,000=
DURATION: April 2022 – March 2023
VENUE: Uganda Management Institute – Kampala Branch
CODE: FA: 501–19
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 the 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, 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 to deliver customer and organizational value 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.
- Acquisition of the necessary managerial skills and the application thereof to solve day–today problems

PROGRAMME CONTENT:
First Semester
i. Management Skills Improvement
ii. Management Information Systems(MIS)
iii. Research Methods
iv. Quantitative Methods
v. Logistics and Supply Chain Management
vi. Transport Policy and Planning

Second Semester
i. Marketing and distribution Management
ii. Transport and Fleet Management
iii. Warehousing and stores management
iv. Planning and Budgeting in Transport & Logistics
v. Global freight Logistics Management
vi. Operations Management

TUITION FEES: Ug.shs.2,870,000/=  
DURATION: April 2022 – 2023
VENUE: Kampala Branch
CODE: PLM: 801–14
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
- UMIM6111: Management Skills Improvement
- UMIS6112: Management Information Systems
- UMI6113: Research Methods
- UMIQ6114: Quantitative Methods for Decision Making
- DPPG6115: Ethics and Integrity in Governance
- DPPG6116: Public Governance and Leadership

Second Semester
- DPPG6121: Fundamentals of Public Policy Analysis (New)
- 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
- DPPG6126: Governance Principles and Leadership Practices

ASSESSMENT:
Participants are assessed through exercises, course work and written examinations

TUITION FEE:
Ug.shs.2,810,000/=  
DURATION:
April 2022 – March 2023
VENUE:
Uganda Management Institute – Kampala Branch
CODE:
SCPAG: 701-31
POSTGRADUATE DIPLOMA IN HEALTH SERVICES MANAGEMENT AND ADMINISTRATION (DHSMA) REVISED EVENING AND WEEKEND - REVISED

RATIONALE:
Few sectors are expanding as quickly as healthcare, and the growth is not expected to stop any time soon. This expansion is necessitated by the growing population and the need to extend healthcare services nearer to the people for better health. The Postgraduate Diploma in Health Services Management and Administration is intended to provide an opportunity for people working in the health services to develop advanced management competencies through postgraduate study. The programme provides a comprehensive study package to ensure current and potential healthcare managers, in both clinical business and management roles, have the full range of competencies required of healthcare managers in both clinical and non-clinical fields.

TARGET GROUP:
The Postgraduate Diploma in Health Services Management and Administration is designed for both practicing and aspiring health services managers who wish to gain skills needed to function effectively as managers in the broader health services context. It specifically targets:

a. Hospital Administrators
b. Hospital Directors
c. Medical Superintendents
d. Pharmacists
e. Doctors
f. Allied health workers
g. Other healthcare professionals

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

a. Manage the material, human and financial resources for effective health service delivery.
b. Formulate and implement health policy aimed at addressing multiple health challenges in developing countries.
c. Devise and implement health service quality enhancement measures.
d. Interpret laws relating to health service delivery.
e. Design and implement health projects.
f. Plan for health resources for effective service delivery.
g. Apply information technology to enhance the quality of health service delivery.
h. Conduct health research.
i. Harness the operational and strategic potential of information systems for improved health service delivery.
j. Monitor and evaluate health programmes and projects.

PROGRAMME CONTENT:
First Semester:
UMIM 6111: Management Skills Improvement
UMIS 6112: Management Information Systems
UMIR 6113: Research Methods
UMIQ 6114: Quantitative Methods for Decision Making
DHSMA 6115: Fundamental of Health Services Management and Administration
DHSMA 6116: Health Policy and Planning

Second Semester:
DHSMA 6122: Epidemiology and Disaster Management in Healthcare
DHSMA 6123: Ethics and Integrity in Healthcare Management
DHSMA 6124: Human Resource Management in Healthcare Organisations
DHSMA 6125: Quality Management in Healthcare
DHSMA 6126: Project Planning and Management in Health Services

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

TUITION FEES: Ug.shs.2,870,000=
DURATION: April 2022 – March 2022
VENUE: Uganda Management Institute – Kampala Branch
CODE: SCSPAG: 701–32

48 PROSPECTUS 2021-2022
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:
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: Higher Education and 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.2,810,000/=  
DURATION: April 2022 – March 2023  
VENUE: Kampala Branch  
CODE: SCSPAG: 701–33
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:
i. Develop an e-Business plan for the e-Business opportunity identified
ii. Develop IS security policy document for the organization
iii. Apply computing solutions to understand workforce and customer diversity and their influence on business.
iv. Evaluate creative and innovative solutions by applying a range of appropriate resources to plan for material management and physical distribution of goods and services
v. Deploy technology-based solutions such as cloud computing to business challenges

PROGRAMME CONTENT
Semester 1
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: Ug.shs.2,870,000=
DURATION: April 2022 – March 2023
VENUE: Uganda Management Institute –Kampala Branch
CODE: IT 201-26
POSTGRADUATE DIPLOMA IN INFORMATION SECURITY MANAGEMENT (DISEM) EVENING - REVISED

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

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

PROGRAMME CONTENT

Semester 1
- UMIM 6111: Management Skills Improvement
- UMIS 6112: Management Information System
- UMIQ 6113: Quantitative Methods for Decision Making
- UMIR 6114: Research Methods
- DISEM 6115: Principles of Information Security Management
- DISEM 6116: Information Security Planning, design and Implementation

Semester 2
- DISEM 6121: Information Protection Mechanisms
- DISEM 6122: Cryptography and Network Security
- DISEM 6123: Operating System Security
- DISEM 6124: Information security Governance and Risk management
- DISEM 6125: Ethics and Integrity
- DISEM 6126: Information systems Project Planning and Management

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

TUITION FEES: Ug.shs.2,810,000= (weekend)
DURATION: April 2022 – March 2023
VENUE: Kampala Branch
CODE: IT: 201-28
POSTGRADUATE DIPLOMA IN INFORMATION TECHNOLOGY (DITE) WEEKEND - REVISED

RATIONALE:
There are several justifications necessitating the need for proposed program including the following:

i. Advancement in IT is creating demand for competent Information Technology professionals in the private, public and NGO sector.
ii. Growth in telecommunications/internet technologies demand for better understanding of IT opportunities and challenges.
iii. New technology environments (wireless, mobile, virtual) dictate the need for competencies in IT professionals.

TARGET GROUP
Group includes 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 year’s working experience.

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.

PROGRAMME CONTENT

**Semester 1**
- UMIM 6111: Management Skills Improvement
- UMIS 6112: Management Information System
- UMIQ 6113: Quantitative Methods for Decision Making
- UMI 6114: Research Methods
- DITE 6115: System Administration and Computer Networks Management
- DITE 6116: Ethics and Integrity in the Information Society

**Semester 2**
- DITE 6121: Information Security Management
- DITE 6122: System Analysis and Design.
- DITE 6123: Database Design and Development
- DITE 6124: Programming Principles and Web-based Application Development
- DITE 6125: Information System Project Planning and Management
- DITE 6126: Business Intelligence and Data Minings

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

TUITION FEES:
- Ugshs.2,720,000=(Evening)
- 2,810,000 (weekend)

DURATION:
April 2022 – March 2023

VENUE:
Kampala Branch

CODE:
IT: 201-28
RATIONAL

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 material resources of an education institution
- 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.

First Semester

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>UMIM 6101</td>
<td>Management Skills Improvement</td>
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<tr>
<td>UMIS 6102</td>
<td>Management Information Systems</td>
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<td>UMR 6103</td>
<td>Research Methods</td>
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<td>DELM 6105</td>
<td>Education Administration</td>
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<td>DELM 6106</td>
<td>Education Policy and Management</td>
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Second Semester

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<tr>
<td>DELM 6202</td>
<td>Quality Management in Education</td>
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<td>DELM 6203</td>
<td>Leadership in Education Institutions</td>
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<td>DELM 6204</td>
<td>Finance and Procurement Management in Education</td>
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<td>DELM 6205</td>
<td>Human Resource Management in Education</td>
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<tr>
<td>DELM 6206</td>
<td>Monitoring and Evaluation in Education Institutions</td>
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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

<table>
<thead>
<tr>
<th>Weekends Kampala branches:</th>
<th>Ug.shs. 2,870,000=</th>
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<tr>
<td></td>
<td>Ug.shs. 2,770,000=</td>
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DURATION

| Weekends Kampala branches: | September 2011 - August 2022 |

VENUES:

- Day and evening: Uganda Management Institute Kampala, Mbarara, Gulu and Mbale Branches.

CODE: SCSPAG:
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 targets 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:
First Semester
- UMIM 6111: Management Skills Improvement
- UMIS 6112: Management Information Systems
- 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

Second Semester
- 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 classroom exercises, coursework and written examinations.

TUITION FEES: Weekend Kampala: Ug.shs.2,870,000=

DURATION: Weekend: September 2021 – August 2022

VENUES: Kampala Branch

CODE: 54
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 pre-entry 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 Honours 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

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 intra-organisational 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
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 present and defend their dissertation before a panel of experts and thereafter make corrections as suggested by examiners.

**TUITION FEES:** UgShs. 5,200,000=

**COURSE CODE:** HDD 601-1

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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 (MBA)
EVENING AND WEEKEND - REVISED

ABOUT THE PROGRAMME:
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’. 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.

Meanwhile, new developments have continued to emanate from the global environment and 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. Uganda Management Institute (UMI) has responded to these challenges by offering programmes that meet this need. With career needs and academic excellence at the forefront, this programme is intended to provide participants with experience in and integration of business skills such as analysis, organization, and managerial decision-making in all areas of Management expertise. The programme will emphasize current thinking with the ability to develop strong leadership and team-building skills along with the ability to effectively interest in the changing business world.

TARGET GROUP:
This MBA programme will prepare participants for career in international, multinational or global markets. Director Generals, heads of department, project leaders in various sectors (economic development, culture, and international relations, urban policy, finance, human resources) Managerial positions in organizations working in partnership with local authorities: family credit and / or aid offices, local projects, and social and professional associations, managerial posts in private companies and the NGO world (building and public works, public service concessionaries, major supplies). Or finance (banks and finance organization and Consultancy specializing in the legal, financial, organization or auditing functions will be targeted by the programme.

LEARNING OUTCOMES:
Participants who earn the MBA degree from UMI should be able to:
 Apply the tools and techniques of business management, drawing on their areas of specialization such as accounting and finance, supply chain management, marketing, strategy and management to solve complex business problems and make sound business decisions.
 Use qualitative and quantitative methods and analytic tools to diagnose business challenges, identify and analyze alternatives in a business context and leverage technology and analytic reasoning to cultivate new ways to successfully recognize, mitigate and solve problems.
 Align internal structures and operations of business ranging from small to large multinational companies.
Demonstrate a thorough understanding of how the interplay between business and various external forces, both domestic and international shape management decisions strategies and outcomes.

Identify and disseminate core organizational values, by clearly conveying information (verbal and written) with and to individuals or groups to ensure information is shared and that messages are understood by all staff in the organization.

Evaluate the ethical, global and social issues of various business options for all stakeholder groups and demonstrate the ability to propose feasible solutions to ethical, global, and social dilemmas consistent with stakeholder and organizational values.

Innovate into the company’s business models by applying forward-thinking design and development principles such as lean startup, user-centered design, and agile development to create new products or services desired by customers.

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
- Sit and pass a Graduate Admission Test (GMAT) that will be administered at the institute

DELIVERY MODE:
The revised MBA programme will be offered as a Day, Evening and Weekend programme at UMI and its Branches. The program was approved to be offered as a weekend programme running on Saturdays and Sundays 8.30 a.m. – 4.30 pm and from 4:30 pm – 9:00 pm in evening.
YEAR ONE

Semester One
- Research Methods for Business Decisions
- Management and Organizational Behavior
- Human Resource Management
- Quantitative Techniques in Business Management
- Financial Accounting
- Operations Management

Research workshop 1

Semester Two
- Supply Chain Management
- Legal Environment in Business
- Marketing Management
- Management Accounting
- Public Sector Management
- Corporate Strategy & Decision Making

Research workshop 2

YEAR TWO

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

MBAG: MANAGEMENT
- Consultancy Skills Development
- Public Private Partnerships
- Micro-Finance Operations and Management
- Projects and Programme Management

MBAF: FINANCE
- Taxation
- Advanced Financial Reporting
- International Accounting
- Public Sector Finance

MBAR: RISK AND INVESTMENT
- Taxation
- Advanced Financial Reporting
- Investment Risk and Portfolio Analysis
- Securities Market Operations

MBAS: SUPPLY CHAIN MANAGEMENT
- Managing Sourcing Operations
- Risk and Category Management
- International & Global Supply Chains
- Strategic Supply Chain Management

MBAM: MARKETING MANAGEMENT & INNOVATION
- Driving Innovation and Marketing
- Consumer Behavior
- Strategic and Service Marketing
- Digital Communications and Branding

MBAH: HUMAN RESOURCE MANAGEMENT
- Strategic Human Resource Planning & Management
- Labor Law, Employee Relations and Engagement
- Job Analysis and Reward Management
- International Human Resource Management

Research Workshop 3

SEMESTER TWO:

RESEARCH WORKSHOP (4) ➔ DISSERTATION

TUITION FEES:
Fees: Ug.shs.4, 150,000 per year

DURATION: 2 years - 2022 - 2024

COURSE CODE: HDD 601-2
MASTERS IN PUBLIC ADMINISTRATION (ICAPA CERTIFIED)

OPTION A: RESEARCH AND COURSEWORK

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 the modern age the nature of the state—underwent change from a police state to social a 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 more 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 this programme to boost the capacity of the administrative machinery.

Improving the performance of Uganda’s public service for efficient and effective service delivery continues to be a priority agenda for the government. Since the 1980s, various policy initiatives have been undertaken by government, including decentralization (services and authority), creation of oversight institutions, public sector reform programme, etc. At the ministerial and departmental levels, a number of performance measures have been put in place to improve service delivery. However, the efficiency and effectiveness of these interventions have been seriously questioned from a number of fronts. Among the suspect factors are the skills and competencies of the human resources who manage different public service delivery systems. This program is designed to provide the participants with an understanding and knowledge of government management in an environment of global dynamics and demands of accountability from a number of internal and external stakeholders.

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. The programme also targets those who intend to become career academics, thus preparing them for advancement to PhD Studies.

EARNING OUTCOMES
The participants who obtain MPA from Uganda Management Institute should be able to—
1. Upon successfully completion of this program, participants should be able to:
2. Promote leadership in the government ministries, departments and agencies
3. Account for the resources in the public sector
4. Plan strategically for the public sector
5. Formulate public policies
6. Plan, implement, manage monitor and Evaluate programs

**ADMISSION REQUIREMENTS**

Applicants to the MPA program must meet the general requirements for admission to Graduate Programmes set by NCHE and Uganda Management Institute. Specifically, the following will be the requirements—

1. Holders of a Bachelor’s Degree in any area of study from an institution of higher learning recognized or accredited by NCHE.
2. Holders of a professional qualification deemed by senate to be equivalent to a Bachelor’s degree from a recognized professional body.
3. Must have working experience of at least two years.

**DELIVERY MODE**

The revised MPA program will be offered as a Day/ Evening/ Weekend program at all UMI Branches. The program is delivered in order to develop work-related knowledge, and skills and attitudes, more participant-oriented methods and techniques for adult learning will be applied. The delivery methods shall be varied including interactive lectures, case studies, group/pair work, individualized study, class presentations, guided discovery, seminars, demonstration, role play and problem solving activities.

**PROGRAMME STRUCTURE**

The program has only 2 options: Option A and Option C. The option A program includes a set of 12 modules to be completed by all participants in the First Year; The Second year is for intensive research methodology and the dissertation writing. To receive an award of a Masters of Institutional Management and Leadership, the student must have completed Core and specialty modules and presented and defended a dissertation of acceptable quality in accordance with the guidelines of Uganda Management Institute.

Participants for Option C will complete two years for intensive research methodology and the dissertation writing. The first year will be for enabling the participants to develop skills for research writing through research seminars and proposal development while the second year will to enable them acquire skills and practically conducting the study and writing a research report/dissertation. The detailed structure is as below:
### YEAR 1: SEMESTER 1

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<thead>
<tr>
<th>Module code</th>
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<tr>
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<td><strong>Year 1 Semester 1</strong></td>
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<tr>
<td>MPUB 7111</td>
<td>Foundations of Public Administration and Organizational Theory</td>
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<tr>
<td>MPUB 7112</td>
<td>Comparative Public Administration</td>
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<td>MPUB 7113</td>
<td>Public Policy Management</td>
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<td>MPUB 7114</td>
<td>Local Government Administration and Management</td>
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<td>MPUB 7115</td>
<td>Strategic Planning and Management</td>
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<td>MPUB 7116</td>
<td>Research Methods</td>
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<td>Research Seminar ONE</td>
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<td><strong>Total Load</strong></td>
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<td><strong>Year 1 SEMESTER 2</strong></td>
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<tr>
<td>MPUB 7121</td>
<td>Administrative Law and Ethics and Protocol</td>
</tr>
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<td>MPUB 7122</td>
<td>Human Resource Management</td>
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<td>MPUB 7123</td>
<td>Public Financial Management</td>
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<td>MPUB 7124</td>
<td>Project Management, Monitoring and Evaluation</td>
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<td>MPUB 7125</td>
<td>Sector wide Policy Planning and Management</td>
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<td>MPUB 7126</td>
<td>Public Procurement Management</td>
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<td>MPUB 7128</td>
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<td>Research Seminar TWO</td>
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### YEAR 2: SEMESTER 1

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<td>Dissertation Writing</td>
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<td><strong>Year 2 SEMESTER 2</strong></td>
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<td>MPUB 7222</td>
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<td>Dissertation writing</td>
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**TUITION FEES:** Ug.shs. 4,150,000 per year  
**DURATION:** 2 years  
**MODE OF STUDY:** Weekends: (Saturday & Sunday) 8.30 a.m. – 4.00 p.m.  
**COURSE CODE:** HDD: 601-3
MASTERS IN INSTITUTIONAL MANAGEMENT AND LEADERSHIP (MIML) REVISED

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 of 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–today 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 competencies in a number of specific areas that will enhance their ability to provide urgent solutions to their client.

TARGET GROUP
Master of Institutional Management and leadership will be suitable for all level managers in Private and Public Organizations, Academics, College Principals, Teachers, trainers and tutors in public and private education institutions, Organizational Development analysts and consultants, and Members of Governing boards in government and Private Institutions.

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
Applicants to the MIML program must meet the general requirements for admission to Graduate Programmes set by NCHE and Uganda Management institute. Specifically, the following will be the requirements–
Holders of a Bachelor’s Degree in any area of study from an institution of higher learning recognized or accredited by NCHE. Holders of a professional qualification deemed by senate to be equivalent to a Bachelor’s degree from a recognized professional body. Must have working experience of at least two years.

DELIVERY MODE
The revised MIML program will be offered as a Day/ Evening/ Weekend program at all UMI Branches. The program is delivered in order to develop work-related knowledge, and skills and attitudes, more participant-oriented methods and techniques for adult learning will be applied. The delivery methods shall be varied including interactive lectures, case studies, group/pair work, individualized study, class presentations, guided discovery, seminars, demonstration, role play and problem solving activities.

PROGRAMME STRUCTURE
The program has only 2 options: Option A and Option C. The option A program includes a set of 12 modules to be completed by all participants in the First Year; The Second year is for intensive research methodology and the dissertation writing. To receive an award of a Masters of Institutional Management and Leadership, the student must have completed Core and specialty modules and presented and defended a dissertation of acceptable quality in accordance with the guidelines of Uganda Management Institute.

Participants for Option C will complete two years for intensive research methodology and the dissertation writing. The first year will be for enabling the participants to develop skills for research writing through research seminars and proposal development while the second year will to enable them acquire skills and practically conducting the study and writing a research report/dissertation. The detailed structure is as below:

YEAR 1: SEMESTER 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIML7111</td>
<td>Organizational Management and Leadership</td>
</tr>
<tr>
<td>MIML 7112</td>
<td>Financial Management and Reporting in Institutions</td>
</tr>
<tr>
<td>MIML7113</td>
<td>Policy Development and Management</td>
</tr>
<tr>
<td>MIML7114</td>
<td>Research Methods</td>
</tr>
<tr>
<td>MIML7115</td>
<td>People Management in Organizations</td>
</tr>
<tr>
<td>MIML7116</td>
<td>Strategic Leadership and Management</td>
</tr>
</tbody>
</table>

YEAR 1: SEMESTER 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIML7121</td>
<td>Administrative Law, Ethics and Protocol</td>
</tr>
<tr>
<td>MIML7122</td>
<td>Project Management &amp; Evaluation</td>
</tr>
<tr>
<td>MIML7123</td>
<td>Corporate Governance</td>
</tr>
<tr>
<td>MIML7124</td>
<td>Organizational Development and Innovation</td>
</tr>
<tr>
<td>MIML7125</td>
<td>Procurement and Facilities Management</td>
</tr>
<tr>
<td>MIML7126</td>
<td>Occupational Safety, Health and work Environment</td>
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</tbody>
</table>

YEAR 2 SEMESTER 1

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>MIML6211</td>
<td>Research Workshops</td>
</tr>
<tr>
<td>MIML6212</td>
<td>Dissertation Writing</td>
</tr>
</tbody>
</table>

YEAR 2 SEMESTER 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIML7221</td>
<td>Research Workshops and dissertation writing</td>
</tr>
<tr>
<td>MIML7222</td>
<td>Dissertation Writing</td>
</tr>
</tbody>
</table>
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.

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.
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
- MPP6: Ethics and Public Procurement Law

**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:** Fees: Ug.shs. 4,150,000 per year
**DURATION:** 2 years
**COURSE CODE:** HDD: 601-5
INTRODUCTION:
The dynamic changes in higher education, such as increased competition, increased privatisation, entry of adult working students, new funding arrangements like cost sharing, reduction in government budgets and the emergence of new technologies, are all placing pressure on higher education institutions to operate on a much more professional level in establishing appropriate management systems. All higher education institutions are expected to be managed with the highest degree of efficiency and effectiveness. Therefore, doing more with less while meeting the demands of the stakeholders is today a matter of high priority for higher education institutions in the developing world. Those in leadership and management positions thus need to take an upper hand in this direction. Unfortunately, there are limited programmes with a specialised focus on training higher education managers of the 21st century. To address this gap, the Masters in Higher Education Management and Administration is being proposed.

The programme is designed to provide skills and competencies to a team of administrators, managers and lecturers with a 'new approach to thinking' in managing human, material and financial resources within both public and private The Masters in Higher Education Management and Administration is designed for training professionals (including those who work as technologists, managers and designers/providers of environments, materials or resources) within higher education – and also in the public, voluntary, private and cultural sectors.

TARGET GROUP:
The Programme targets higher education leaders, 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 higher education and their impact on the management of higher education. 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 higher education sector. The Programme covers all the main areas of higher education policy and management. It is to be taught by a team of local and international faculty with extensive understanding of higher education.

LEARNING OUTCOMES
Specifically, at the end of the Program, participants should have the ability to:

- Manage an efficient higher education system.
- Solve problems with the stakeholder interests put at maximum consideration.
- Analyze the role of management and administration in higher education change process.
- Contribute to the production and application of knowledge on higher education through research.
- Apply conceptual, theoretical and practical skills that are management-related in confronting higher education challenges.
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:
The Masters in Higher Education Management and Administration Programme will be run on a modular system. A total of 12 modules will be covered by a participant in one academic year before s/he embarks on writing a research proposal and finally producing a dissertation. End of module examinations will be done in two sessions: first after the first 6 modules and secondly upon completing the final 6 modules.

Year One – Semester One
MHEMA6111: Foundations and Development of Higher Education
MHEMA6112: Research Methods
MHEMA6113: Financial Management in Higher Education
MHEMA6114: Higher Education Administration and Policy Management
MHEMA6115: Governance and Leadership in Higher Education
MHEMA 6116: Quality Assurance and Assessment in Higher Education

Year One – Semester Two
MHEMA 6121: Human Resources Management and Organizational Performance
MHEMA 6122: Curriculum Design and Development in Education
MHEMA 6123: Theory and Practice of Teaching and Learning in Higher Education
MHEMA 6124: Management of Student Affairs and Campus Operations
MHEMA 6125: Law and Ethics in Higher Education
MHEMA 6126: Strategic Planning and Project Management in Higher Education

Year Two – Semester 1
Research Seminar /Workshop

Year Two Semester 2
Dissertation Writing

TUITION FEES: Ug.shs.4,150,000 per year
DURATION: 2 years
COURSE CODE: HDD: 601-6
ABOUT THE PROGRAMME

A Master’s Degree in Education Administration and Human Resource Development (MEAHD) is an attempt to bring together core competences required of an educational leader, manager, administrator, facilitator, instructor and classroom teacher or lecturer. Many times, academic and professional programmes tend to be isolated from the main stream and instead focus on specific areas of study, which leads to knowledge seekers jumping from one programme to another looking for a ‘one size fits all’ Programme of study. This proposed Master’s in Education Administration and HRD degree is aimed to prepare educational leaders who promote participants’ learning, professional and organizational learning as well as develop the human resources that work in those institutions in order to address challenges and exploit opportunities inherent in a changing world.

The world is undergoing dramatic and unprecedented changes in this age of increased globalization and need for knowledge. Today, a country’s competitiveness and development potential depend on how effective educational institutions are administered and how its human resources is developed and managed. Many times, educational administrators are good at administrative roles and responsibilities, but scrawny at managing and developing their critical resources – the people – because of their gigantic nature.

Many education-related programmes have concentrated on theoretical aspects. This programme blends both the theoretical and practical aspects and it aims at creating this balance which is uncommon in programmes – not only in the region, but globally. The programme therefore, establishes a balance between academic emphasis, administration, employee development and workplace relevance, by preparing individuals to sharpen their understanding of human resources concepts and enhancing their training and development skills.

The programme is premised on the fact that the education profession must be composed of knowledgeable, skilled, and committed leaders who operate from a strong value base – with a human touch. Educational administration consists of Human elements,

Material elements, ideas and principles are the dynamic side of education. This emphasis of human resource development recognizes the fact that without this effort, the other resources will be adamant. Unlike many other educational programmes that emphasize “teaching”, “learning” and “administration”, this programme combines the administration and management of all educational resources but with a strong emphasis on developing the human resources in those educational institutions. Therefore, this Masters in Education Administration and HRD is judicious. Many educational institutions have concentrated on administration of educational resources and ignored the most important component—“The growth of people” who work in those organizations and enable them excel. It is important to recognize that as these resources are managed, their professional and personal development should be at the helm of the agenda. Human Resource Development therefore, is aimed at bettering the performance of individuals, groups and organizations.

TARGET GROUP

This proposed Master’s degree targets educational 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 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, it is expected that graduates will be able to:

i. Apply a sound knowledge of contemporary educational administration and Human Resource Development;

ii. Apply the principles and models of Educational Administration:
iii. Develop human resources policies for improved performance;
iv. Link contemporary administration theories to practice in the areas of Education and HRD;
v. Manage change and diversity in these institutions;
vi. Develop linkages and collaborations to build capacity to work towards the inclusiveness; and
vii. Use entrepreneurial skills for personal development.

PROGRAMME DESIGN
Participants are at liberty to opt for either:
- a Master’s Degree by Coursework and Research
- a Master’s Degree by Coursework and Project

Year One: Semester One

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Status</th>
<th>Module Name</th>
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</thead>
<tbody>
<tr>
<td>MEAHD 7111</td>
<td>Core</td>
<td>Fundamentals of Educational Administration and Human Resource Development</td>
</tr>
<tr>
<td>MEAHD 7112</td>
<td>Core</td>
<td>Dynamics of Human Resource Development</td>
</tr>
<tr>
<td>MEAHD 7113</td>
<td>Core</td>
<td>Managing Human Behaviour and Personality Modifications</td>
</tr>
<tr>
<td>MEAHD 7114</td>
<td>Core</td>
<td>Functionality of Governance and Leadership in Educational Institutions</td>
</tr>
<tr>
<td>MEAHD 7115</td>
<td>Core</td>
<td>Management of Special Needs Initiatives and Students Development in Education</td>
</tr>
<tr>
<td>MEAHD 7116</td>
<td>Core</td>
<td>Ethics and Accountability in Educational Institutions</td>
</tr>
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</table>

Year One: Semester Two

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Status</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEAHD 7121</td>
<td>Specialty</td>
<td>Institutional Research and Scientific Inquiry</td>
</tr>
<tr>
<td>MEAHD 7122</td>
<td>Specialty</td>
<td>Quality Assurance Strategies in Education</td>
</tr>
<tr>
<td>MEAHD 7123</td>
<td>Specialty</td>
<td>Instructional Strategies, Curriculum Design and Management</td>
</tr>
<tr>
<td>MEAHD 7124</td>
<td>Specialty</td>
<td>Entrepreneurial Initiatives and HR Empowerment</td>
</tr>
<tr>
<td>MEAHD 7125</td>
<td>Specialty</td>
<td>Financial Management Skills for Educational Administrators</td>
</tr>
<tr>
<td>MEAHD 7126</td>
<td>Specialty</td>
<td>Contemporary issues in Higher Education Administration and HRD</td>
</tr>
</tbody>
</table>

Year Two: Semester One

In Year Two, Semester One, participants will offer only three (3) elective courses. The modules to be offered will be determined by the number of participants opting for them.

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Status</th>
<th>Module Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEAHD 7221</td>
<td>Elective</td>
<td>Educational Policy Processes and Practice</td>
</tr>
<tr>
<td>MEAHD 7222</td>
<td>Elective</td>
<td>Globalization and the Digital Age in Education</td>
</tr>
<tr>
<td>MEAHD 7223</td>
<td>Elective</td>
<td>Procurement and Facilities Management in Education</td>
</tr>
<tr>
<td>MEAHD 7224</td>
<td>Elective</td>
<td>School Management and Supervision Strategies</td>
</tr>
<tr>
<td>MEAHD 7225</td>
<td>Elective</td>
<td>Project Planning and Management of Educational Projects</td>
</tr>
<tr>
<td>MEAHD 7226</td>
<td>Elective</td>
<td>Educational Measurement, Assessment and Evaluation</td>
</tr>
<tr>
<td>MEAHD 7227</td>
<td>Elective</td>
<td>Dynamics of Leadership and Management in Higher Education</td>
</tr>
<tr>
<td>MEAHD 7228</td>
<td>Elective</td>
<td>Legal Aspects of Education Administration</td>
</tr>
</tbody>
</table>
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.

PROGRAMME LEARNING OUTCOMES

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

a. Demonstrate critical skills when applying theory to practice in the NGO management context.

b. Apply conceptual and analytical frameworks to inform effective and sustainable NGO management practices.

c. Plan strategically for the respective NGOs.

d. Make strategic decisions on issues, relating to resource mobilization, financial management, good governance and accountability in NGOs.

e. 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

1. Masters Degree programme by Coursework and Dissertation (Plan A).
3. Masters Degree programme by Thesis only (Plan C).

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

First Year: Semester Two
i. Attending all the modules as spelt out in the course content (Table 1).
ii. Attending all research workshops, designated in Table 1.
iii. Carrying out extensive review of literature relating to the proposed research process.
iv. Developing a research proposal with adequate research Instruments

Second Year: Semester One
i. Data collection
ii. Attending seminars and workshops as required.

Second Year: Semester Two
i. Presentation on preliminary findings
ii. Data analysis, report writing and Submission of dissertation
iii. Dissertation Examination
iv. Dissertation defense by viva voce (oral defense)

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

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

Courses Fees: Ug.shs.4,150,000 per year DURATION: 2 years
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:

a. Demonstrate critical skills when applying theory to practice in the supply chain management context.

b. Apply conceptual and analytical frameworks to inform effective global supply chain management practices.

c. Apply appropriate research tools and techniques to plan, control and manage the supply chain to achieve overall efficiency and effectiveness.

d. 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.

e. 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.

f. 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).
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**
1. Attend all the modules in the discipline
2. Attend research Workshops as required by the School of Management Science

**First Year: Semester Two**
1. Attend all the modules as spelt out in the course content
2. Attend Research Workshops.
3. Carry out extensive review of literature relating to the proposed research report
4. 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.
5. Departmental, School and Research Centre receive and approve the Research Proposal.
6. 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**
1. Presentation of inception plan
2. Data collection
3. Attending seminars and Workshops required by the responsible unit.

**Second Year: Semester Two**
1. Presentation on preliminary findings
2. Commencement of Writing Process, Data Analysis and Submission of Dissertation
3. Dissertation Examination process

### Table 1: PLAN A: Structure for MSCM Programme by Coursework and Research

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module Code</th>
<th>Module status</th>
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<tbody>
<tr>
<td>YEAR 1 SEMESTER 1</td>
<td></td>
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<tr>
<td>MSCM 7110</td>
<td>Scholarly Writing and Publication Skills</td>
<td>Basic</td>
</tr>
<tr>
<td>MSCM 7111</td>
<td>Organisation and Human Resource Management</td>
<td>Basic</td>
</tr>
<tr>
<td>MSCM 7112</td>
<td>Ethical Sourcing</td>
<td>Core</td>
</tr>
<tr>
<td>MSCM 7113</td>
<td>Big Data Analytics in the Supply Chain</td>
<td>Core</td>
</tr>
<tr>
<td>MSCM 7114</td>
<td>Quantitative Techniques in Business Management</td>
<td>Core</td>
</tr>
<tr>
<td>MSCM 7115</td>
<td>Research Methods</td>
<td>Basic</td>
</tr>
<tr>
<td>MSCM 7116</td>
<td>Clearing and Forwarding in Supply Chain Management</td>
<td>Core</td>
</tr>
<tr>
<td>Research Workshop 1</td>
<td></td>
<td>Basic</td>
</tr>
<tr>
<td>YEAR 1 SEMESTER 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MSCM 7120</td>
<td>Computer Applications in Research</td>
<td>Basic</td>
</tr>
<tr>
<td>MSCM 7121</td>
<td>Legal and Ethical Framework for Supply Chain</td>
<td>Core</td>
</tr>
<tr>
<td>MSCM 7122</td>
<td>Transport and Distribution Management</td>
<td>Core</td>
</tr>
<tr>
<td>MSCM 7123</td>
<td>Global Supply Chain Management</td>
<td>Core</td>
</tr>
<tr>
<td>MSCM 7114</td>
<td>Strategic Supply Chain Management</td>
<td>Core</td>
</tr>
<tr>
<td>MSCM 7125</td>
<td>Financial Management</td>
<td>Basic</td>
</tr>
<tr>
<td>MSCM 7126</td>
<td>ICT Applications in Supply Chain Management</td>
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<td>Research Workshop 2</td>
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<td>YEAR 2 SEMESTER 1</td>
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<td>Research workshop (3)</td>
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<td>Proposal Writing</td>
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<tr>
<td>YEAR 2 SEMESTER 2</td>
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<tr>
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<td>Data Collection</td>
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<tr>
<td>Dissertatation Writing</td>
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<td>Core</td>
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</tbody>
</table>

**Courses Fees:** Ug.shs.4,150,000 per year  **DURATION**  2 years
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 decision-making 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.

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

<table>
<thead>
<tr>
<th>Module code</th>
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<tbody>
<tr>
<td>MPDAR 7111</td>
<td>Fundamentals of Public Policy</td>
</tr>
<tr>
<td>MPDAR 7112</td>
<td>Policy Analysis Instruments and Techniques</td>
</tr>
<tr>
<td>MPDAR 7113</td>
<td>Diversity, Social Inclusion and Gender in Policy</td>
</tr>
<tr>
<td>MPDAR 7114</td>
<td>Policy Documentation and Communication</td>
</tr>
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<td>MPDAR 7115</td>
<td>Policy Engagement, Advocacy and collaboration</td>
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<tr>
<td>MPDAR 7116</td>
<td>Policy Design and Decision-Making</td>
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<tr>
<td>MPDAR 7117</td>
<td>Computer Applications in Research</td>
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<tr>
<td>MPDAR 7121</td>
<td>Strategic Planning and Budgeting in Policy Management</td>
</tr>
<tr>
<td>MPDAR 7122</td>
<td>Policy Implementation</td>
</tr>
<tr>
<td>MPDAR 7123</td>
<td>Policy Monitoring, Evaluation and Learning</td>
</tr>
<tr>
<td>MPDAR 7124</td>
<td>Ethics, Policy and Law</td>
</tr>
<tr>
<td>MPDAR 7125</td>
<td>Information Communication and Technology in the Policy Process</td>
</tr>
<tr>
<td>MPDAR 7126</td>
<td>Research Methods</td>
</tr>
<tr>
<td>MPDAR 7127</td>
<td>Scholarly Writing and Publication Skills</td>
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<tr>
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<tbody>
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<td>MPDAR 7211</td>
<td>Research Workshop 1: Designing Research &amp; Literature review</td>
</tr>
<tr>
<td>MPDAR 7212</td>
<td>Research Workshop 2: Field study activities &amp; Proposal Development</td>
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Table 2: OPTION B: MASTERS BY COURSEWORK & PROJECT

<table>
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<tr>
<th>Module code</th>
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<td>MPDAR 7111</td>
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<td>MPDAR 7112</td>
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<td>MPDAR 7113</td>
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<td>MPDAR 7114</td>
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<td>Policy Design and Decision Making</td>
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<td>MPDAR 7117</td>
<td>Computer Applications in Research</td>
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<td>MPDAR 7127</td>
<td>Scholarly Writing and Publication Skills</td>
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<tr>
<th>Module code</th>
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</thead>
<tbody>
<tr>
<td>MPDAR 7211</td>
<td>Workshop 1: Project Proposal Writing</td>
</tr>
<tr>
<td>MPDAR 7212</td>
<td>Research Workshop 2: Project Proposal Writing</td>
</tr>
</tbody>
</table>

Courses Fees: Ug.shs.4,150,000 per year  DURATION: 2 years
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

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

DURATION: 3 years (completed within 5 years)
TUITION: 10,397,635 per year
CODE: HDD: 601-7
## SHORT COURSES

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

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<tr>
<th>Study Area</th>
<th>Course</th>
<th>Duration</th>
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<tbody>
<tr>
<td>General Management</td>
<td>Advocacy and Lobbying Skills</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Project Planning and Management</td>
<td>2 Weeks</td>
</tr>
<tr>
<td></td>
<td>Project Monitoring and Evaluation</td>
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</tr>
<tr>
<td></td>
<td>Project Proposal Writing and Resource Mobilization</td>
<td>2 Weeks</td>
</tr>
<tr>
<td></td>
<td>Strategic Planning and Management</td>
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</tr>
<tr>
<td></td>
<td>Management Skills Improvement</td>
<td>2 Weeks</td>
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<tr>
<td></td>
<td>Consultancy Skills Development</td>
<td>2 Weeks</td>
</tr>
<tr>
<td></td>
<td>Management of Cooperatives and SACCOs</td>
<td>2 Weeks</td>
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<td></td>
<td>Strategic Human Resource Management</td>
<td>2 Weeks</td>
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<tr>
<td></td>
<td>Performance Management in Organisations</td>
<td>1 Week</td>
</tr>
<tr>
<td></td>
<td>Training of Trainers</td>
<td>2 Weeks</td>
</tr>
<tr>
<td></td>
<td>Effective Leadership, Mentoring &amp; Coaching Skills in Contemporary organisations</td>
<td>1 Week</td>
</tr>
<tr>
<td>Human Resource</td>
<td>Managing Public Relations &amp; Public Speaking</td>
<td>1 Week</td>
</tr>
<tr>
<td>Management</td>
<td>Digital Marketing</td>
<td>2 Weeks</td>
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<tr>
<td></td>
<td>Managing Marketing Performance (Marketing Metrics)</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Delivering Great Customer Experience (Customer care)</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Driving Marketing Innovations &amp; Branding</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Effective Communication and Presentation skills</td>
<td>1 Week</td>
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<tr>
<td>Marketing and</td>
<td>Stores Management and Materials Control</td>
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<tr>
<td>Communications</td>
<td>Managing the Tendering Process and Contract Management</td>
<td>2 Weeks</td>
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<tr>
<td></td>
<td>Procurement and Supply Chain Management</td>
<td>1 Week</td>
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<td></td>
<td>Logistics and Physical Distribution Management</td>
<td>1 Week</td>
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<td>Fleet Management Improvement</td>
<td>1 Week</td>
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<tr>
<td>Procurement</td>
<td>Financial Management and Accounting for Non-Financial Managers</td>
<td>2 Weeks</td>
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<tr>
<td>Management</td>
<td>Tax Management</td>
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<td>Budgetary Management and Expenditure Control</td>
<td>1 Week</td>
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<tr>
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<td>Risk Management, Internal Controls and Fraud Prevention</td>
<td>2 Weeks</td>
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<td>Entrepreneurship and Business Development</td>
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<tr>
<td>Financial Management</td>
<td>Advanced Spread Sheets</td>
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<td>Database Management Skills</td>
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<td>MS Project Software</td>
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<td>Statistical Data Analysis Using SPSS and Epi-info</td>
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<td>Linux Systems Administration and Networking</td>
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<tr>
<td>Information and</td>
<td>Public Service Induction Programme</td>
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</tr>
<tr>
<td>Technology</td>
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</tr>
<tr>
<td></td>
<td>Management of Meetings in Local Governments</td>
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</tr>
<tr>
<td></td>
<td>Managing the School/College Finances</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Effective Administrative Assistant</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Records Management</td>
<td>2 Weeks</td>
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<td></td>
<td>Public Policy Analysis &amp; Program Evaluation</td>
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</tr>
<tr>
<td></td>
<td>Introduction to Administrative Law</td>
<td>2 Weeks</td>
</tr>
<tr>
<td></td>
<td>Policy Formulation, Implementation and Analysis</td>
<td>1 Week</td>
</tr>
<tr>
<td></td>
<td>Finance Management for Non-Finance Managers</td>
<td>1 Week</td>
</tr>
<tr>
<td></td>
<td>Leading for Impact</td>
<td>1 Week</td>
</tr>
<tr>
<td></td>
<td>Managing the 21st Century local Authorities</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Strategic Negotiations Skills Development</td>
<td>1 Week</td>
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<tr>
<td></td>
<td>Fraud Investigation and Prevention</td>
<td>1 Week</td>
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<tr>
<td>Public Administration</td>
<td>Public Service Induction Programme</td>
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<td>and Governance</td>
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<td>1 Week</td>
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<td>Fraud Investigation and Prevention</td>
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<td>2 Weeks</td>
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<td>1 Week</td>
<td>320,000/=</td>
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<td>2/3 Days</td>
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</tbody>
</table>

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: +256752259722, Direct: +256704252325
Email: inakiwala@umi.ac.ug; admin@umi.ac.ug;
Online courses contact: +256 704 928710 gbwoch@umi.ac.ug
Website: www.umi.ac.ug