

FREQUENTLY ASKED QUESTIONS

DOING CIPS AT UGANDA MANAGEMENT INSTITUTE

1) How long does each level take?

Each level may take an average of two sessions averaged at seven months. Upon completion of each level, the Participant is offered a Diploma by CIPS, for example Ordinary Diploma in Procurement and Supply (Level 4), Advanced Diploma in Procurement and Supply (level 5), and Professional Diploma in Procurement and Supply upon completion of Level 6.

Levels offered on Programme at UMI	Core Modules	Electives	Total Modules Per Level
Level 4	8		8
Level 5	5	3	8
Level 6	4	3	7
Total number of modules to be completed			23

2) How long does the entire course upto professional level take?

Average time is 2 and a half years. There are 23 papers to sit, spread at three levels as cited in section 1 above.

3) Does CIPS equate to a Master's Degree or Bachelor's Degree?

With full CIPS, you have a Degree equivalent as rated by National Council for Higher Education. You can then apply for any Masters Degree in any Common Wealth Country and from there pursue a PhD if you like.

4) How much is it per level? Including all additional fees.

There are two sets of fees payable:

a) CIPS UK (online payment)

- £104 pounds application and membership upon filling an Africa Application form obtainable online and attaching minimum qualification of Uganda A 'level Certificate of Education with two principal passes.
- 59 pounds charged as examination fees per Objective Response paper, and 91 pounds charged as examination fees per Constructed Response paper *This does not include fees payable to UMI.

b) UMI Fees

- UGX 40,000 sessional admission fee. We run three sessions in a year (February-May, May-July, August-November)
- UGX 300,000 tuition fees charged per paper.

5) If I'm a Non-East African, do I pay the same tuition fees at UMI?

Non EAC as per Common Market Treaty 2010 (**Uganda, Kenya, Tanzania, Burundi, and Rwanda**) pay USD150 tuition per paper in addition to USD20 as sessional admission fee.

6) What's the payment procedure?

Payment of tuition fees to Uganda Management institute(UMI): UMI does not have bank accounts, and all our monies go through URA.

When you are ready to pay, we will generate for you a payment code that you can take to any bank, make payment, take the bank slip to cash office and bring the receipt that is issued to you, to Kalebbo Block Room K.B 3.9, so that we can update your details and register you. Please note that the payment code expires after 2 days. We will need the following information:

Name, Telephone Number, Email Address, Course, Level, Amount to be paid.

Please present the bank receipt to the cash office at UMI or send it to pkintu@umi.ac.ug with your full details for verification and admission.

NOTE: You can scan and send your filled in and signed application with imprint of passport size photo, copy of national identity card and or passport alongside with proof of payment. Use email address: pkintu@umi.ac.ug

A lead-time of up to 2 working days is required for us to verify payment and any appropriate due diligence before an admission is issued. If you do not get your admission letter within 2 working days from submission of required documentation, please send a query to email address: nduhuraa@gmail.com and copy anduhura@umi.ac.ug

7) How different is it from the Diploma to Master's route that UMI any other university offer?

Are they the same?

No. If you wish to practice, employers are looking for professional qualifications and CIPS offers that. Other UMI procurement programmes are considered as being academic qualifications. A post graduate Diploma and Masters from UMI may be required by employers if you aspire to grow in leadership positions, an ideal aspiration as well.

8) When are the applications due? Any time before intake months or there is some sort of advert?

We receive applications on a continuous basis.

9) When is your next intake and study sessions and when can I register?

You register with UMI. Participants will be registered on a First Come First Serve basis. You should endeavor to seek admission by applying to CIPS UK by applying online at cips.org or seek help at Office room UMI KB3.9 from 8:30am to 5:00pm

When to Register	Study Session
Before Feb or at least 2 weeks to the session	Feb to May
Before May or at least 2 weeks to the session	May to July
Before August or at least 2 weeks to the session	August to November

10) Can one be awarded a Masters of Procurement upon completion of all the three levels?

No. You will be awarded 3 diplomas (Foundation Diploma, Advanced Diploma and Professional Diplomas in Procurement and supply)

11) When are lectures ran?

Our lectures are spread out from Monday to Friday (All levels) Saturday to Sunday (Weekend)

Time
Evening 6:00pm- 9:00pm
Weekend 9:00am to 5:00pm

12) Who qualifies for this type of course?

Anyone who has successfully completed Secondary Level of Education with two principal passes.

13) How many exam sitting sessions are there in a year?

As a study centre, there are three sittings and are held in May, September, November

14) When must I register to study for any of the sessions above?

It is recommended that you register to study and pay all dues payable a month before the start of any training session at UMI.

15) Where is the application form?

The application form is on the last two pages of this document. Only send back to us the two pages of the application form.

16) Where else can I get help or assistance?

Course Coordinator: Dr Alex Nduhura

Tel: [+256 702 666 602 \(Whatsapp\)](tel:+256702666602)

Email: nduhuraa@gmail.com/anduhura@umi.ac.ug

CIPS Administrator: Phionah Kintu

Email: pkintu@umi.ac.ug

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UGANDA MANAGEMENT INSTITUTE



UGANDA MANAGEMENT INSTITUTE
TRAINING APPLICATION FORM FOR CIPS COURSE

This form should be completed and returned to:

The Course Manager CIPS Uganda Management Institute (UMI)
Plot 44-52, Jinja Road
P.O. Box 20131, Kampala
Room 3.9, Kalebbo Block

(Affix your most recent passport photograph)

To be completed by applicant

1. Training level applied for

Table with 3 columns: LEVEL, QUALIFICATION, TICK. Rows include Level 4 (Diploma in Procurement & Supply), Level 5 (Advanced Diploma in Procurement & Supply), and Level 6 (Professional Diploma in Procurement & Supply).

2. Papers/Units applied for

- 1.....
2.....
3.....
4.....
5.....

3. Name: (Surname) (Others)

3.1. CIPS Registration Number:

4. Contact Address: Gender

4.1. Mobile Address (Your Own) Others

5. E-mail

6. Nationality 7. Age and Date of Birth (DD/MM/YY)

8. Name, address and telephone contact of person to be contacted in case of emergency

9. List courses attended

- i.
- ii.
- iii.

10. State your employment record beginning with your present job:

POSITION HELD	MINISTRY/DEPT/ORGANIZATION	FROM	TO

11. Who will pay for the fees as set by UMI?

Self Organization

I certify to the best of my knowledge the information given in part A of this form is true

Date..... Name..... Signature.....

List of attachments

- *Certified academic transcripts/certificates*
- *Recent passport photograph*
- *Copy of either your national identity card, passport, or employer ID.*