

UNN BUSINESS SCHOOL

ADVERT FOR ADMISSIONS INTO THE PROGRAMMES OF THE UNIVERSITY OF NIGERIA
BUSINESS SCHOOL (UNNIBIZ) FOR THE 2017/2018 ACADEMIC SESSION

The UNN Business School is envisioned to be an undisputed leading world class business institution, designed to produce a crop of professional graduates who would drive entrepreneurship development in Nigeria, the African continent, and beyond, providing consultancy services to businesses and organizations. The School is built on the core values of Ethics and Integrity, Academic and Professional Freedom, Meritocracy and Service Excellence.

Applications are hereby invited from prospective students for admission into the School for the 2017/2018 academic session.

UNN Business School offers regular Professional Programmes leading to the award of Postgraduate Diploma (PGD) and Master of Business Administration (MBA). The Business School also offers Executive MBA and Executive Doctor of Business Administration (Executive DBA) programmes, and Short-Term Certificate Courses at Enugu Campus of the University of Nigeria.

1. SPECIFIC PROGRAMMES

These are as follows:

A. REGULAR PROFESSIONAL PROGRAMMES

1. PGD Programmes

- PGD (Accountancy): full-time/part-time
- PGD (Banking and Finance): full-time/part-time
- PGD (Management): full-time/part-time
- PGD (Marketing): full-time/part-time

11. MBA Programmes

- MBA (Accountancy): full-time/part-time
- MBA (Banking and Finance): full-time/part-time
- MBA (Management): full-time/part-time
- MBA (Marketing): full-time/part-time

2. EXECUTIVE PROFESSIONAL PROGRAMMES

1. Executive MBA

- Executive MBA (Human Resource Management)
- Executive MBA (Hospitality and Tourism Management)
- Executive MBA (Risk Management)
- Executive MBA (ICT and Business Decision Making)
- Executive MBA (Public Sector Accounting)
- Executive MBA (Taxation)
- Executive MBA (Marketing Communications)
- Executive MBA (Oil and Gas Marketing)
- Executive MBA (Logistics and Supply Chain Management)
- Executive MBA (Finance)
- Executive MBA (Enterprise Resource Planning)
- Executive MBA (Ethics and Sustainable Development)
- Executive MBA (Power and Environmental Resource Management)
- Executive MBA (Agri-Business)

11. Executive Doctor of Business Administration (Executive DBA)

These are in specific areas of students' interest.

2. SHORT-TERM CERTIFICATE COURSES

The UNN Business School offers all-year-round short-term certificate courses in the following areas:

- Leadership and Change Management
- Credit and Risk Management
- Industry Studies for Bank Lending
- Human Resource Management
- Industrial Relations
- Small Scale Business Management
- Small Scale Business Financing
- Events Management
- Public Sector Accounting and Administration
- Maritime Management
- Logistics and Supply Chain Management
- Real Estate Finance
- Real Estate Marketing and Management
- Local Government Administration
- Local Government Financing and Management
- Preparing for Retirement and Managing Retirement Benefits
- Public Finance and Taxation
- Hospitality and Tourism
- Transport and Logistics Management
- Project Management
- Public Relations
- Oil and Gas Marketing
- Agricultural Produce Processing Management
- Public Diplomacy and international Relations
- International Business
- Total Quality Management
- Time Management
- Managing Microfinance Banks
- Social Entrepreneurship
- E-Business and Commerce
- Ethics and Sustainable Development
- Power and environmental management
- Accounting for Non-Accountants
- Finance for Non-Finance Managers

3. ENTRY REQUIREMENTS

a. Regular PGD Programme

- Five credit passes including English Language and Mathematics at the 'O' Level, and
- Bachelor's degree not lower than third class in relevant discipline from a recognized university, OR
- Bachelor's degree with at least second class lower division in an area not related to Business Administration/ Management Sciences, OR
- Higher National Diploma at upper credit level in relevant area.
- Relevant professional qualifications are added advantage.

b. Regular MBA Programme

- Bachelor’s degree in relevant discipline with a minimum of second class lower division from a recognized university, OR
- A Postgraduate diploma from a recognized institution ii. with cumulative grade point average of 3.00 on a five (5) point scale or 2.50 on a four (4) point scale.

c. Executive MBA Programme

- A minimum of five (5) years working experience in industry, organization or business, plus
- An honours Bachelor’s degree or Higher National Diploma or Postgraduate Diploma in any discipline (irrespective of class in any of them).

d. Executive Doctor of Business Administration (Executive DBA):

- Minimum of 10 years working experience in industry, organization or business, plus
- Executive MBA or Masters degree in any business-related discipline.

4. DURATION OF PROGRAMME

Regular Postgraduate Diploma (PGD)

Full-time: Two (2) semesters (Minimum); 4 semesters (Maximum). Part-time: Four (4) semesters (Min); Six (6)iv. semesters (Max).

Regular MBA

Full time: Four (4) semesters (Min); Six (6) semesters (max). Part-time Six (6) semesters (min); Eight (8) Semesters (max)

Executive MBA

Weekend programme (One contact per month): Four (4) semesters (min); Six (6) semesters (max)

Executive DBA

Weekend programme (one contact per month): Six (6) semesters (36 months).

5. TIME TO APPLY FOR ADMISSION

- (i) Admission into the Executive MBA and Executive Doctor of Business Administration (DBA) is made twice in a year – September/October and March/April.
- (ii) Applications for Professional Regular PGD and MBA programmes are considered once in a year – September/October.
- (iii) Certificate courses are offered all year round by the School for individuals and organisations in private and public sectors of the economy following appropriate arrangements.

6. METHOD OF APPLICATION

- i. Candidates seeking admission into the postgraduate programmes of the UNN Business School can complete ONLINE Application Forms after the payment of a non-refundable application fee through the Remita platform in any designated Bank.
- ii. .

Application fees shall be paid as follows:

▪ Regular Professional PGD	-N25,000.00
▪ Regular Professional MBA	-N30,000.00
▪ Executive Professional MBA	-N50,000.00
▪ Executive Professional DBA	N60,000.00

Applicants should log-on to www.unn.edu.ng and follow the procedure stated below;

- Click on UNN Portal through this link: unnportal.unn.edu.ng.
- Click on Postgraduate Students.
- Click on UNN Business School Application Form to generate invoice for payment.
- Use your phone number to generate invoice to enable the University reach you for other information.
- Proceed to any Bank with Remita platform for payment
- Return to the UNN portal with your RRR from the bank and follow the procedure for completing the Form.

Referees Report:

Candidates should fill in their referee full names and emails online. A link will be sent to the email addresses of the referees. The referees are to complete the online referee forms and submit same online. The contents of the forms will be available to the School of Postgraduate studies and also available for print out by the respective applicants. Submit the referee report with all other documents for admission processing. Please note that applications would not be processed unless the referees’ reports are available.

***Enter correct email addresses of your referee.**

Transcripts:

Candidates should download transcript request forms (D₂) also provided online, and submit to their former Universities/institutions requesting them to forward it with a copy of his/her academic transcript(s) to the Secretary, School of Postgraduate Studies, University of Nigeria, Nsukka and marked “UNN BUSINESS SCHOOL” to reach him not later than one month from the date of this advert/publication.

The School will not process the applications of candidates whose transcripts are not received on or before the deadline.

Submission of Completed Application Forms:

Candidates will complete most information online. Thereafter, a copy of the online completed application form should be downloaded and printed. The printed application form with the relevant documents as listed below should be posted or delivered to the Secretary, School of Postgraduate Studies, University of Nigeria, Nsukka (marked “UNN BUSINESS SCHOOL”):

- a. Two copies of the application summary form (D₃) available online should be downloaded and printed.
- i. One copy of the printed summary form (D₃) should be glued very neatly (Not stapled) on a brown 9”x 13” envelope marked “UNN BUSINESS SCHOOL”;
- ii. The second copy of the printed summary form (D₃) should be glued neatly (Not Stapled) on a white 9x 13” file jacket marked “UNN BUSINESS SCHOOL”.
- iii. Copies of referee report.

(b) Copies of all qualifying certificates and other accompanying documents should be placed in the file jacket specified in (a.ii)

and the File Jacket should be slipped into the marked brown envelope specified in (a.i) above.

All documents must fit into the 10" x 15" envelope marked "**UNN BUSINESS SCHOOL**" addressed and delivered by courier to "the Secretary, School of Postgraduate Studies, University of Nigeria, Nsukka.

7. CLOSING DATE

Application starts from the date of this advertisement and closes 30 days from the date of the advert.

Please note that this advert supersedes the earlier one made for the 2017/2018 session.

Chris Igbokwe Esq
Registrar
University of Nigeria