



PRESS RELEASE

OPENING ARRANGEMENTS FOR 2024/2025 ACADEMIC YEAR

The Malawi University of Business and Applied Sciences (MUBAS) wishes to inform all its undergraduate students and the general public that the first semester for the 2024/2025 academic year will commence on 27th January, 2025. All the concerned parties are requested to take note of the following important dates and activities:

a) **Opening dates for the 2024/2025 Academic Year**
Open Distance and e-Learning (ODe-L)

- Newly selected students to pursue Open Distance and e-Learning programmes are expected to report on **13th January, 2025**.
- Continuing students are expected to report for their first contact session on **20th January, 2025**

Face-to-Face Students

- All face-to-face newly selected students are expected to report for orientation as follows:
 - Extended degree, Generic, Economic fee paying: **20th to 24th January, 2025**
 - Mature Entry and Diploma students: **25th to 26th January, 2025**
 - Commencement of Teaching and Learning: **27th January, 2025**

b) **Fees and Financial Contributions**

All students are reminded to pay their applicable fees/financial contribution through the following banking details (for cash deposits or Mo626 payments):

Bank Name: National Bank of Malawi
Account Name: Polytechnic Revenue
Branch: Chichiri
Account Number: SMIS Student Financial Identification Number

Instructions:

- Students are therefore encouraged to use their SMIS Student Financial Identification Number as the account number when making payments at the bank. The SMIS Student Financial Identification Number should be indicated on the account number column of the bank deposit slip. For all new students, the twelve-digit number called the student financial identification number has been indicated on your offer letter.
- All students paying through cheques, Electronic Funds Transfer (EFT) or transferring from other banks are advised to use account number 737461 which is the default account number for Polytechnic Revenue Account.
- Additionally, students must also indicate (on top of the bank deposit slip) their full names and programme of study. A copy of the bank deposit slip should be submitted to the Finance Office of the University. It is the responsibility of the students to ensure that appropriate fees/financial contributions have been paid and credited into the student SMIS account.

Warning Against Fraudsters

The University does not transact through agents or mobile money platforms (Airtel money and Mpamba). All payments are made to the Bank and each student is assigned an account number which is in their admission letter. All payments must be made directly to the bank. Students, parents, and guardians are urged to only follow the banking details provided in the admission letter.

c) SMIS Registration Period

- SMIS registration for all students will open on **2nd February, 2025** and will close on **15th February, 2025**.
- Only students who have paid their financial contribution in full or, at least a quarter of the applicable fees will be allowed to register.
- Students who fail to register within this specified period will have their place reserved for the next academic year whose calendar will be announced in due course.

d) University Accommodation

- Students who have been offered University accommodation are advised to note that keys for their hostel rooms will be issued on 19th January 2025 (for all new students) and 26th January, 2025 (for all continuing students).
- Key collection will be facilitated through the Hostel Supervisor's Office, which opens at 8:00 AM on the specified dates.
- Students offered institutional accommodation are expected to pay an accommodation fee of K80,000 for on-campus and K60,000 for off-campus accommodation per semester before collecting room keys. All University payments are made through the bank.

e) Communication and Queries

Communication and queries to the university should be sent to the following email addresses:

General Information: registrar@mubas.ac.mw or marketing@mubas.ac.mw

Academic matters: dracademic@mubas.ac.mw

Students Welfare: dosa@mubas.ac.mw

Financial matters: dfi@mubas.ac.mw

You can connect with us instantly and get answers to all your relevant questions through our official Facebook page. Follow us at: <https://web.facebook.com/mubasmw>.

MANAGEMENT