



**CALL FOR APPLICATIONS TO STUDY MASTER PROGRAMME IN  
BUSINESS ADMINISTRATION  
ACADEMIC YEAR 2020- 2021**

The Management of the University of Rwanda through its College of Business and Economics, School of Business is pleased to invite interested and qualified candidates for applications for the Master of Business Administration (MBA) with specialization in Finance, Project Management, Human Resource Management, Banking, Insurance and Marketing.

**I. Programme, Entry requirements, Duration and Mode of attendance**

<b>Programme title</b>	<b>Entry requirements</b>	<b>Duration</b>	<b>Mode of attendance and campus</b>
Master of Business Administration (MBA) with specialization in Finance, Project Management, Human Resource Management, Banking, Insurance and Marketing.	-Minimum entry qualification: Bachelor degree in Business Administration, Economics, Accounting, BIT or its equivalent from a recognized university.  -Competence in the use of English as a medium of instruction.	2 years	<b>Evening</b> (Gikondo)  <b>Weekend</b> (Huye, Nyagatare and Rusizi)

**II. Key dates for this call**

1. Closing of online application process: 27<sup>th</sup> August, 2020
2. Starting date of the programme: 14<sup>th</sup> September, 2020

*(Signature)*



### III. Documents required for application:

1. A cover letter indicating for which program of study the application is being made and description of the motivation to join the programme
2. Detailed curriculum vitae
3. Notarized degree or equivalent from HEC
4. Notarized academic transcripts
5. Two recommendation letters from academic referees who are knowledgeable about the applicant,
6. Copy of national identity card or Passport
7. Applicants from countries where English is not the language of instruction in higher education must provide an English proficiency certificate from a relevant body or institution.

### IV. Selection Criteria

The selection of the applicants will be done based on assessing their application documents.

Atleast a Second-Class Honours Upper division (70% and above) or its equivalent is required. However, applicants with substantial career experience in middle to senior executive managerial capacity with Second-Class Honors Lower division or equivalent may also be considered.

### V. Application process

1. Go to UR Website ([www.ur.ac.rw](http://www.ur.ac.rw) )
2. Go to Admission, Applicant Portal and click to ([New Application](#))
3. Fill the **Biographical Form** and click (**Save**) at the end you will get “**Your Student ID Reference Number**”. *Please keep this ID Number as it will be your ID identification for all transactions at UR*
4. Create a PIN of 5 numeric digits, do not start with a 0 (this PIN will serve as your password to access your student account), leave the page and open the link below.



5. Candidates are requested to submit all required documents by using the  
Link: [pgfile.ur.ac.rw/pgfile/findme.php](http://pgfile.ur.ac.rw/pgfile/findme.php)

**NB: All documents must be in PDF**

**If all required documents are not submitted, you failed to go to the next step.**

**When your submission succeeds, you will find a message in your email box**

**For any additional information, clarifications or inquiry, please do not hesitate to contact**

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*Done at Kigali, July 15<sup>th</sup>, 2020*

**Dr. Emile BIENVENU**

**Acting Deputy Vice Chancellor for Academic Affairs and Research**