

FAQs: GRADUATE PROGRAMMES

GENERAL INFORMATION

Where is Mona School of Business and Management (MSBM) located?

- Mona School of Business and Management is located at the University of the West Indies, Mona:
 - Mona Campus - Kingston 7, Jamaica W.I.
 - Western Jamaica Campus - 10 Queens Drive, Montego Bay, Jamaica W.I.

What are the graduate programme offerings?

- Master in Business Administration (MBA)
- Doctorate in Business Administration (DBA)
- MSc Accounting
- MSc Computer Based Management Information Systems (CBMIS)
- MSc Corporate Finance
- MSc Enterprise Risk Management (ERM)
- MSc Logistics and Supply Chain Management
- MSc Marketing and Data Analytics
- MSc National Security and Strategic Studies
- MSc Procurement Management

Learn more about our suite of post graduate programmes:

- <https://www.mona.uwi.edu/msbm/graduate-programmes-2018>

Is my programme of interest accredited?

- The UWI has institutional accreditation from the University Council of Jamaica (UCJ) and therefore all programmes of the Institution including all programmes offered by MSBM are accredited. Notably, MSBM's MBA programme has another level of accreditation i.e. it is internationally accredited by the Association of MBAs (AMBA). AMBA's accreditation is internationally recognized as the global standard for all MBA, MBM and DBA programmes. Learn more about AMBA accreditation membership: <https://www.associationofmbas.com/students-and-graduates/>

Are there any other benefits offered through my programme?

- Mona School of Business and Management is now a member of the Business Graduates Association (BGA). Educational membership is exclusively structured and tailored to give Business Schools the tools they need, in order to gain a competitive advantage and a leading edge to help them serve their core markets of students and employers. Learn more about benefits offered for our students through our BGA membership: <https://businessgraduatesassociation.com/students-and-graduates/>

Where can I find information about housing or accommodation?

- <https://www.mona.uwi.edu/content/student-accomodation>
- Marlene Hamilton Hall: <https://www.mona.uwi.edu/hamilton/>
- 138 Student Living: <http://138studentliving.com/>

STRUCTURE OF PROGRAMMES

Are the programmes offered online?

- Currently, all MSBM graduate programmes are delivered online.

**Currently, all lectures, coursework and final assessments for our students are being completed in a virtual/online mode. We are monitoring the advisories of the authorities in relation to the effects of the Pandemic in order to determine the mode of delivery for the next academic year. This is being done to ensure the safety of our entire community. Please check our website and social media platforms for updates.*

When does my programme of interest begin?

- DBA – January
- MBA – August
- All other MSBM graduate programmes – September

Which of the graduate programmes can be done part-time (PT) or full-time (FT)?

Programme	PT	FT
Master in Business Administration (MBA)	24 months	N/A
Doctorate in Business Administration (DBA)	4-6 years	N/A
MSc Accounting	24 months	18 months
MSc Computer Based Management Information Systems	24 months	N/A
MSc Corporate Finance	24 months	12 months
MSc Enterprise Risk Management (ERM)	24 months	N/A
MSc Logistics and Supply Chain Management	24 months	N/A
MSc Marketing and Data Analytics	24 months	N/A
MSc National Security and Strategic Studies	24 months	N/A
MSc Procurement Management	24 months	N/A

* Where the total enrolment for a given cohort is below the required minimum amount of students, MSBM reserves the right to cancel the programme offering in that year.

How is my programme of interest delivered?

Programme	Structure
Master in Business Administration (MBA)	Sundays or 3 evenings a week
Doctorate in Business Administration (DBA)	Mornings
MSc Accounting	Evenings (PT) and during the week (FT)
MSc Computer Based Management Information Systems	Evenings and Saturdays
MSc Corporate Finance	Sundays (PT) and Wednesday Mornings (FT)
MSc Enterprise Risk Management (ERM)	Evenings
MSc Logistics and Supply Chain Management	Sundays
MSc Marketing and Data Analytics	Sundays
MSc National Security and Strategic Studies	Evenings
MSc Procurement Management	Sundays

Is there a programme break during summer?

- All MSBM graduate programmes are structured to include a summer semester of study except the DBA programme.

Can I get course materials/outlines prior to my programme start date?

- Course materials/outlines are shared at Orientation. Additionally, programme catalogues and handbooks can be accessed on MSBM's website.

Is there a point person I can communicate with for my programme of interest?

- **MBA PROGRAMME COORDINATORS:**
Carole Wedderburn-White | carole.wedderburn02@uwimona.edu.jm

Ingrid Nelson | ingrid.nelson@uwimona.edu.jm

Petri-Ann Watson | petriann.watson02@uwimona.edu.jm

Sandra March (Western Jamaica Campus, Montego Bay) | sandra.march@uwimona.edu.jm

- **DBA COORDINATOR:**

Maxine Lettman-Hall | maxine.lettman@uwimona.edu.jm

- **MSc ACCOUNTING PROGRAMME COORDINATOR:**

Nadia Tracey | nadia.tracey@uwimona.edu.jm; msc.accounting@uwimona.edu.jm

- **MSc CBMIS PROGRAMME COORDINATOR:**

Sandra Broomfield | sandra.muirhead@uwimona.edu.jm; msc.cbmis@uwimona.edu.jm

- **MSc CORPORATE FINANCE PROGRAMME COORDINATOR:**

Terence Campbell | terence.campbell02@uwimona.edu.jm;
msc.corporatefinance@uwimona.edu.jm

- **MSc ERM PROGRAMME COORDINATOR:**

Maxine Lettman-Hall | maxine.lettman@uwimona.edu.jm

- **MSc LOGISTICS & SUPPLY CHAIN MANAGEMENT PROGRAMME COORDINATOR:**

Terence Campbell | terence.campbell02@uwimona.edu.jm;
msc.logisticsandsupplychain@uwimona.edu.jm

- **MSc MARKETING & DATA ANALYTICS PROGRAMME COORDINATOR:**

Nadia Tracey | nadia.tracey@uwimona.edu.jm; msc.marketinganddataanalytics@uwimona.edu.jm

- **MSc NATIONAL SECURITY AND STRATEGIC STUDIES:**

Sandra Broomfield | sandra.muirhead@uwimona.edu.jm; msc.nationalsecurity@uwimona.edu.jm

- **MSc PROCUREMENT MANAGEMENT PROGRAMME COORDINATOR:**

Terence Campbell | terence.campbell02@uwimona.edu.jm

TUITION/FINANCE INFORMATION

How much does my programme cost and do I have to pay all my tuition up front? Are payment plans offered?

- You have the option to do so or you can pay per semester. Learn more about tuition guidelines: https://www.mona.uwi.edu/msbm/sites/default/files/msbm/uploads/graduate_tuition_fees_2020-2021_upd_jan2021.pdf

What are my payment options?

- Wire/Electronic Transfer

ELECTRONIC TRANSFER PAYMENT METHOD FOR TUITION FEES:

Account Name: Mona School of Business & Management

Bank Name: National Commercial Bank

Account Number: 402085568 (JA\$) or 406866467 (US\$)

Account Type: Chequing

Branch: University

- By Credit Card
MSBM has partnered with Bill Express to facilitate online payment of tuition fees using a credit card. You may access the platform at <https://www.billexpressonline.com>, set up your profile and then proceed to make payment.

How do I communicate with members of the Accounts Team re payments for my programme?

- For all your tuition fee payment needs, please email: msbm-accounting@uwimona.edu.jm

Are e-books/electronic course material included in tuition?

- All MSBM graduate programmes' tuition fees include e-books/electronic course material **except** the Computer Based Management Information Systems (CBMIS) programme.

Are there scholarships available?

- Scholarships are available for the MSc Accounting and MSc Corporate Finance programmes. Look out for updates re these scholarships on the MSBM website or through your programme coordinator.

How can I get help with tuition financing?

- Learn more about our special JMMB/MSBM post graduate loan solution for existing and incoming graduate students: <https://www.mona.uwi.edu/msbm/jmmbmsbm-postgraduate-loan-solution>

APPLICATIONS

What are the general entry requirements for my programme of interest?

- General entry requirements for all graduate programmes are: a bachelor's degree with GPA of 2.5 or higher. Applicants with a GPA of lower than 2.5 will be considered if they have at least 2 years working experience (except for the MBA which requires 3 years post graduate) in a related field and professional qualification/certification; and if the applicant is successful at an interview conducted by MSBM. For more specific entry requirements for each programme please go to: <https://www.mona.uwi.edu/msbm/graduate-programmes-2018>

What does 3 years post graduate work experience mean as it relates to the MBA programme?

- Applicant must have 3 years work experience after completing a first degree.

If I do not have a first degree, but have extensive working experience, can I be considered for a programme?

- Yes, your resume would be reviewed and you will be considered for an interview.

How do I start my application online?

- Your application form is a vital part of your University record and should be completed accurately. All applications must be completed online. Here is a navigational guide for successfully completing your e-application: https://www.mona.uwi.edu/msbm/sites/default/files/msbm/uploads/msbm_graduate_programmes_application_guide_2021.pdf

What supporting documents do I need to submit?

- Please submit:
 1. Transcript
 2. Resume
 3. Two (2) Referees Reports (Professional, Academic)
 4. Birth Certificate
 5. Marriage Certificate

Please note: If you are a Graduate of The University of the West Indies you are only required to submit your Resume and Two (2) Referees Reports.

Where do I get the referee form?

- <https://www.mona.uwi.edu/postgrad/sites/default/files/postgrad/uploads/AmendedRefereeReport%20%281%29.pdf>

Who can be a referee?

- Examples of referees include:
 1. Academic Supervisor
 2. Employer/Supervisor
 3. Representative of a Service Organization
 4. Justice of the Peace/Attorney-at-Law

What documents do I need to submit online and what documents do I need to deliver to MSBM?

- In light of the global pandemic associated with the ongoing spread of COVID-19, and in keeping with the recommendations of the Government of Jamaica, we have limited walk in services until further notice. Please therefore email the documents (excluding your transcript) to both dawn.morgan@uwimona.edu.jm and stephen.henderson@uwimona.edu.jm and deliver the original documents to Mona School of Business and Management (North) Reception, Block B, at your convenience.
- Please deliver all official transcripts to Mona School of Business and Management (North) Reception, Block B or to Ms. Georgia Bennett, Assistant Registrar at the Office of Graduate Studies and Research, The University of the West Indies, Mona.

How do I change my programme of interest after submitting my application?

- Address a letter to the Office of Graduate Studies and Research requesting the change.

Ms. Georgia Bennett
Assistant Registrar
Office of Graduate Studies and Research
The University of the West Indies, Mona
Kingston 7, Jamaica W.I.

Please ensure that the letter is signed.

Submit your letter via email: postgrad@uwimona.edu.jm

OR

- Send an email requesting the change to:

Mrs. Dawn Morgan:
Student and Alumni Services Officer
Mona School of Business and Management
dawn.morgan@uwimona.edu.jm

How long will it take for my application to be processed?

- Application processing only begins when all the required supporting are submitted. Processing time takes approximately 2 - 3 weeks.

Will I have to do an interview and if yes, why?

- Not all applicants are interviewed. However, as part of the selection process, MSBM reserves the right to interview any applicant for further exploration of their qualifications and experience. You may be called for an interview, possibly at short notice, in order to expedite the process.

How will I be notified if I am not accepted?

- Applicants who are not accepted will get a letter indicating the decision.

Having been accepted, if I am unable to take up the offer, how do I proceed?

- Address a letter to the Office of Graduate Studies and Research requesting a deferral.

Ms. Georgia Bennett
Assistant Registrar
Office of Graduate Studies and Research
The University of the West Indies, Mona
Kingston 7, Jamaica W.I.

Please ensure that the letter is signed.

Submit your letter via email: postgrad@uwimona.edu.jm

OR

- Send an email requesting a deferral to:

Mrs. Dawn Morgan
Student and Alumni Services Officer
Mona School of Business and Management
dawn.morgan@uwimona.edu.jm

OTHER HELPFUL LINKS

Learn more about our suite of undergraduate programmes:

<https://www.mona.uwi.edu/msbm/undergraduate-programmes-2018>

Learn more about our short courses offered: <https://www.mona.uwi.edu/msbm/scheduled>

Learn more about the UWI Mona's International Student's Office: <https://www.mona.uwi.edu/iso/>