



**Mona School  
of Business &  
Management**

The University of the West Indies, Mona

# 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

### **Learn more about our suite of post graduate programmes:**

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

### **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 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/housing-and-dining>

## **STRUCTURE OF PROGRAMMES**

### **What is the delivery mode for the programmes?**

- Currently, all MSBM graduate programmes are delivered face to face, except the MSc Marketing and Data Analytics AND MSc National Security and Strategic Studies which are delivered in a blended mode.

### **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	12 months

\* 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 per 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 (Blended)
MSc National Security and Strategic Studies	3 Evenings (PT) and 4 Evenings per week (FT) <i>Note:</i> <ul style="list-style-type: none"> <li>▪ The modality for this programme is <b>blended</b>.</li> <li>▪ The first three (3) lectures will begin with 2 weeks face to face for Year 1 and full time students, Semester 1.</li> </ul>

Note: The University offers a range of housing solutions to full-time students. Students can apply for accommodation on Campus through the UWI online portal SAS. You can visit the website for more information.

<https://www.mona.uwi.edu/student-accommodation>

### 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?

- **DBA COORDINATOR:**

Maxine Lettman-Hall | maxine.lettman@uwi.edu

- **MBA PROGRAMME COORDINATORS:**

Sandra March | sandra.march@uwi.edu

Ingrid Nelson | ingrid.nelson@uwi.edu

Carole Wedderburn-White | carole.wedderburn@uwi.edu

- **MSc ACCOUNTING PROGRAMME COORDINATOR:**

Nordia Lawrence | nordia.lawrence@uwi.edu

Sandra March | sandra.march@uwi.edu

- **MSc CBMIS PROGRAMME COORDINATOR:**

Sashane Bailey | sashane.baliey@uwi.edu

- **MSc CORPORATE FINANCE PROGRAMME COORDINATOR:**

Petri-Ann Watson | petriann.watson@uwi.edu

- **MSc ERM PROGRAMME COORDINATOR:**

Maxine Lettman-Hall | maxine.lettman@uwi.edu

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

Carole Wedderburn-White | carole.wedderburn@uwi.edu

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

Nordia Lawrence | nordia.lawrence@uwi.edu

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

Sashane Bailey | sashane.baliey@uwi.edu

# **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 pay all at once or you may pay per semester. Learn about tuition fees, guidelines and payment schedules [here](#).

## **What are my payment options?**

- There are several options for you to pay whether at the MSBM Accounting Office, via Bank Transfer or via credit/debit card. Click [here](#) to explore your options.

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

- For all your tuition fee payment needs, please email: [mona-msbm-accounting@uwi.edu](mailto:mona-msbm-accounting@uwi.edu)
- There are several options for you to pay whether at the MSBM Accounting Office, via Bank Transfer or via credit/debit card. Click [here](#) to explore your options.

## **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 about these scholarships on the [MSBM website](#) or through your programme coordinator.

# 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>

## 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: [Application Guide](#)

## What supporting documents do I need to submit?

### 1. UWI Graduates

- Two (2) Referee's reports
- Resume

### 2. Non-UWI Graduates

- Two (2) referee's reports
- Resume
- Transcript
- Birth Certificate and
- Marriage Certificate (where applicable)

## How do I submit documents?

- All documents except the transcript are to be sent via email to [postgrad@uwimona.edu.jm](mailto:postgrad@uwimona.edu.jm) and copied to [msbm-gradapplications@uwimona.edu.jm](mailto:msbm-gradapplications@uwimona.edu.jm)

## How to send transcripts:

1. Transcripts may be sent directly from your institution via email to [mona-postgrad@uwi.edu](mailto:mona-postgrad@uwi.edu) and copied to [mona-msbm-gradapplications@uwi.edu](mailto:mona-msbm-gradapplications@uwi.edu) **OR**
2. They may also be hand delivered under confidential cover to the Office of Graduate Studies and Research, UWI Mona or to the main office at MSBM North.

### Where do I get the referee form?

Click [here](#) to access the referee form.

### 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?

- Please email the documents to [mona-postgrad@uwi.edu](mailto:mona-postgrad@uwi.edu)
- Please request that referees' reports and transcripts be sent under confidential cover directly to [mona-postgrad@uwi.edu](mailto:mona-postgrad@uwi.edu) copied to [mona-msbm-gradapplications@uwi.edu](mailto:mona-msbm-gradapplications@uwi.edu)

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

- Please send a letter to the Office of Graduate Studies and Research requesting the change. Please address the letter to :

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: [mona-postgrad@uwi.edu](mailto:mona-postgrad@uwi.edu)

### OR

- Send an email requesting the change to:

Mrs. Dawn Morgan  
Student and Alumni Services Officer  
Mona School of Business and Management  
[dawn.morgan@uwi.edu](mailto:dawn.morgan@uwi.edu)

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

- Application processing only begins when all the required supporting documents are submitted. Processing time takes approximately 3 weeks. ***Please note that the processing time may be longer based on the volume of applications.***

### **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: [mona-postgrad@uwi.edu](mailto:mona-postgrad@uwi.edu)

### **OR**

- Send an email requesting a deferral to:

Mrs. Dawn Morgan  
Student and Alumni Services Officer  
Mona School of Business and Management  
[dawn.morgan@uwi.edu](mailto:dawn.morgan@uwi.edu)

## **OTHER HELPFUL LINKS**

**Learn more about our suite of undergraduate programmes:**

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

**Learn more about our short courses offered:** Check out the current Schedule [here](#)

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