



## INSTITUTE OF CONTINUING EDUCATION CALL FOR APPLICATIONS

The Institute of Continuing Education (ICE), formerly The Continuing Education Centre (CEC), invites applications from suitably-qualified candidates to enrol into its non-residential Certificate, Diploma and Advanced Diploma programmes scheduled to commence in Blantyre, Lilongwe, Mzuzu and Salima (Msalura Centre) from **Monday, 20th July, 2026** as follows:

SN.	PROGRAMME	MODE OF STUDY
1.	Diploma in Graphics and Media Studies (MUBAS)- Blantyre only	Weekend
2.	Diploma in Secretarial Administration (MUBAS)	Weekend
3.	Certificate in Secretarial Studies (MUBAS)	Weekday / Weekend
4.	Certified Forensic Investigations Profession	Weekend
5.	Diploma in Journalism and Media Studies (ABMA)- Level 4, 5 and 6	Weekday
6.	Diploma in Business Management Level 4, 5 & 6 (ABMA)	Weekday
7.	Diploma in Human Resource Management (ABMA)- Level 4, 5 and 6	Weekday / Weekend
8.	Diploma in Community Development (ABMA)- Level 4, 5 and 6	Weekday / Weekend
9.	Diploma in Computing and Information Systems (ABMA)- Level 4, 5 and 6	Weekday
10.	Diploma in Public Health Management (ABMA)- Level 4, 5 and 6	Weekday / Weekend
11.	Diploma in Purchasing and Supply Chain (ABMA)- Level 4, 5 and 6	Weekday / Weekend
12.	Certificate & Diploma in Financial Accounting (ICAM)	Weekday / Weekend
13.	Foundation, Certificate, Diploma, Postgraduate Diploma in professional Marketing (Chartered Institute of Marketing)	Weekend
14.	Certificate; Diploma; Advanced Diploma in Logistics and Transport (CILT)	Weekend
15.	Certificate; Diploma; Advanced Diploma in Banking (IOBM)	Weekend

16.	Certificate; Advanced Certificate; Diploma; Advanced Diploma; Professional Diploma in Procurement and Supply (CIPS)	Weekday / Weekend
17.	Diploma in Business Management (ABE)- Level 4, 5 and 6	Weekday / Weekend
18.	Diploma in Human Resource Management (ABE)- Level 4, 5 and 6	Weekday / Weekend
19.	Diploma in Marketing (ABE)- Level 4, 5 and 6	Weekday / Weekend

PROGRAMME	ENTRY QUALIFICATIONS	TUITION FEES	DURATION
Diploma Graphics and Media Studies <b>(Blantyre Campus Only)</b>	MSCE/GSCE	K300, 000.00 per semester K600, 000.00 per year	Two years
Diploma in Secretarial Administration	MSCE/GSCE plus 50 words per minute typing speed and Shorthand Knowledge	K400, 000.00 per semester K800, 000.00 per year	One year
Certificate in Secretarial Studies	MSCE/GSCE	K400, 000.00 per semester K800, 000.00 per year	One and a half year
ABMA Programmes	MSCE/GSCE	K300, 000.00 per Semester (Students to Pay Examination Fees)	Six months each Level (Thus, 18 Months for 3 Levels)
ICAM Courses	MSCE/ GSCE	K300,000.00 per semester (Students to pay examination fees)	One year for Certificate and two years for Technician Diploma
<b>CIM COURSES</b> Foundation Certificate Diploma Postgraduate Diploma	MSCE/GSCE Any Degree Relevant Degree (Marketing) CIM Diploma, Masters Degree	K300,000.00 per semester K400,000.00 per semester K400,000.00 per semester K500,000.00 per semester (Students to Pay Examination Fees)	Six months Six months Six months six months
<b>International Institute of Certified Forensic Investigations</b> Certified Forensic Investigation Profession (CFIP) Certified Digital Forensic Professional (CDFP) Certified Forensic & Investigative Audit Profession (CFIAP) Certified Financial Detectives (CFD)	Bachelors Degree or a recognized professional qualification (CPA,ACCA, CA) Bachelors Degree or a recognized professional qualification (CPA,ACCA, CA) Practicing or aspiring auditors, or degree holders in Finance, Accounting, or related fields Bachelors Degree or professional qualification (CPA, ACCA, CA)	K800,000.00 per semester K800,000.00 per semester K800,000.00 per semester K800,000.00 per semester	Six months Six months Six months Six months

<b>CILT COURSES</b> Certificate Diploma Advanced Diploma	MSCE/GSCE Relevant Diploma/Degree CILT Diploma	K300,000.00 per semester K300,000.00 per semester K350,000.00 per semester (Students to Pay Examination Fees)	Six months Six months One year
<b>IOBM COURSES</b> Certificate Diploma Advanced Diploma	MSCE/GSCE Relevant Diploma/Degree Banking Diploma	K300,000.00 per semester K300,000.00 per semester K350,000.00 per semester (Students to Pay Examination Fees)	One year One year One year
<b>CIPS COURSES</b> Certificate Advanced Certificate Diploma Advanced Diploma Professional Diploma	MSCE/GSCE CIPS Certificate Relevant Degree CIPS Diploma CIPS Advanced Diploma	K300,000.00 per semester K300,000.00 per semester K300,000.00 per semester K300,000.00 per semester K350,000.00 per semester (Students to Pay Examination Fees)	Six months Six months One year One year Six months
<b>ABE COURSES</b> Level 4 Diploma Level 5 Diploma Level 6 Diploma	MSCE/GSCE	K300,000.00 per semester K300,000.00 per semester K450,000.00 per semester (Students to Pay Examination Fees)	One year Six months Six months

Applicants should pay a non-refundable application fee of K10,000.00 into the following bank account:

**Account Name:** Continuing Education Centre  
**Account Number:** 9100001168336  
**Branch:** Ginnery Corner  
**Bank Name:** Standard Bank

Application forms can be downloaded from the MUBAS website ([www.mubas.ac.mw](http://www.mubas.ac.mw)) or physically collected from MUBAS Main Campus and Chichiri Campus in Blantyre, MUBAS Area 2 Campus in Lilongwe near Winners Chapel, MUBAS Campus at Luwunga in Mzuzu and MUBAS Msalura Campus in Salima.

The forms, together with copies of relevant certificates and bank deposit slips, should be electronically sent or physically delivered by **Friday, 10th July, 2026** to any of the campuses indicated above. Alternatively, you can send the application package to the following address:

The Institute Manager  
Institute of Continuing Education (ICE)  
Malawi University of Business and Applied Sciences (MUBAS)  
Private Bag 303 Chichiri  
BLANTYRE 3  
Email: [ice@mubas.ac.mw](mailto:ice@mubas.ac.mw)

For further enquiries, kindly use the following contact numbers during working hours only:  
BLANTYRE (+265 999 976 502 / +265 999 976 503); LILONGWE (+265 999 976 501); MZUZU (+265 999 976 498)  
and SALIMA (+265 998 677 346)

**THE INSTITUTE PROMOTES GENDER EQUALITY HENCE AN ENCOURAGEMENT FOR FEMALE CANDIDATES TO APPLY.**