



UNIVERSITY OF LAGOS
SCHOOL OF POSTGRADUATE STUDIES
LAGOS, NIGERIA

Dean:

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QUADRI, OLAJUWON SHERIFFDEEN
Department of FACULTY OF BUSINESS
Faculty of MANAGEMENT SCIENCES
UNIVERSITY OF LAGOS.

Dear Sir/Madam

PROVISIONAL ADMISSION TO POSTGRADUATE PROGRAMME
IN
Master Of Business Administration (Part Time)

1. With reference to your application for admission into the above-named programme, I am pleased to inform you that you have been offered provisional admission to pursue a postgraduate course leading to award of **Master Of Business Administration** in the **Department of FACULTY OF BUSINESS as a Part Time Student** for the 2023/2024 Session.
2. You are required to adhere strictly with all screening and registration procedures as approved by the University of Lagos.
3. Programme duration:
 - Masters (Part Time): Minimum of 4 semesters and maximum of 8 semesters.
4. Please visit our school of Postgraduate Studies website (www.spgs.unilag.edu.ng) for a comprehensive guide to the registration procedure and adhere strictly to them.
5. At the point of registration and screening, you would be required to produce either your transcript or the original copy of your degree certificate.
6. Tuition fees and other approved fees have been fixed by regulations and are not subject to negotiation.
7. Payment of Obligatory fee is compulsory for all students. It is non-refundable and does not constitute part of Tuition fees.
8. Refund of Tuition Fees would only be allowed under the following conditions:
 - Before resumption of lectures: 80% of tuition fees may be refunded.
 - After resumption of lectures (i.e. within 6 weeks): 50% of tuition fees may be refunded.
 - After resumption of lectures (i.e. 6 weeks and beyond): No Refund.
 - When deferment is granted: No Refund
9. Candidates are required to register every Semester.
10. Please note that registration would only be deemed to have been done after due endorsement of the Registration Form by the School of Postgraduate Studies.
11. Candidates are not eligible for admission for Full-Time Studies if they are in paid employment.
12. Your admission would automatically be terminated if you are found pursuing two (2) Postgraduate programmes concurrently in the University of Lagos.
13. Upon graduation, candidates are expected to pay the Alumni Fee before collection of certificates.
14. Please note that University of Lagos reserves the right to withdraw admission given to any student, during the duration of the programme if the student:
 - Breaches any of the above terms and conditions.
 - Breaches any of the University Regulations.
 - If found to have provided false information on the qualification.

Accept our congratulations.

Yours Faithfully,

Mrs. Oshin-Arogundade, F.K.R.
Students Admission Officer (SPGS)