



## **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

### **FEES POLICY**

**(TO BE EFFECTED ON FIRST YEAR STUDENTS OF THE 2023/2024 ACADEMIC YEAR)**

#### **Approved By**

**University Council**

**Legal, Rules and Privileges Committee**

**Finance Committee of Council**

**Students' Disciplinary and Welfare Committee**

**Senate**

#### **Date**

December 16, 2022

December 8, 2022

November 11, 2022

October 28, 2022

September 30, 2022

## **Citation and Application**

### **1. Citation**

This policy shall be referred to as the “*Mbarara University of Science and Technology Fees Policy*”

## **Application**

This policy shall;

- i. apply to all students and staff all stakeholders of MUST.
- ii. not exclude the application and enforcement of the laws of Uganda in relation to any matter concerning a student or group of students.
- iii. not exclude the application of any rules and regulations as may be established from time to time.
- iv. be available to all stakeholders through the University website and such other platforms.
- v. apply to every student admitted to the University at all times whether within or outside the university premises.
- vi. apply to staff of the University at all times whether within or outside the university premises.

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## **List of Abbreviations**

- MUST:** Mbarara University of Science and Technology.
- UOTIA:** Universities and Other Tertiary Institutions' Act (2001)
- MOU:** Memorandum of Understanding.
- MRRH:** Mbarara Regional Referral Hospital.

## **Approval**

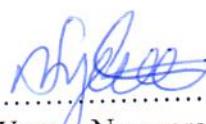
This policy has been approved on the **16<sup>th</sup>** day of **December** the year **2022**

**Signed**



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Professor Celestino Obua  
**VICE CHANCELLOR**



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For Dr. Warren Naamara  
**CHAIRPERSON, MUST COUNCIL**

## **Definition of Terms**

- **University:** Refers to Mbarara University of Science and Technology.
- **Student:** Refers to a person duly admitted and enrolled to pursue a course of study leading to an award of a degree of Mbarara University of Science and Technology.
- **Duration of a Programme:** Refers to the minimum number of academic years for a programme.
- **Fees:** Refers to any levy charged by the University to students for services offered.
- **Dead Year:** Refers to a period during which a registered student, with permission, withdraws their studies for a specified period of time.
- **Repeating:** Refers to where a student re-registers for a second attempt at courses in an academic year or semester.
- **Defaulting Student:** Refers to a student does not pay University fees when they are due.
- **Partner Institution:** Refers to an institution jointly participating in training of student(s) of the University.
- **Withdraw from a Programme:** Refers to termination of study.
- **Biological Child:** Refers to a child born to a staff member of the University.
- **Adopted Child:** Refers to a child who has been legally adopted though the Courts of Law by a staff member of the University.

## **1.0 Introduction**

- 1.1 MUST is mandated under the Universities and Other Tertiary Institutions Act (UOTIA), (2001) to charge University fees as another source of funding for it to discharge its functions. The UOTIA further empowers the University Council to make statutes for better conduct of its functions. The MUST Fees Policy is therefore to provide for clear, consistent and structured guidelines for the management of University fees.
- 1.2 Fees are an essential element of University funding.
- 1.3 The level of fees paid by students is approved by the University Council and is subject to review from time to time
- 1.4 The University is committed to ensuring information on fees is readily available and publishes fees information in advertisements calling for applications as well as on MUST website, [www.must.ac.ug](http://www.must.ac.ug)
- 1.5 For those admitted to University programmes, detailed information about the fees, along with arrangements for payment are provided in the letters of offer
- 1.6 An account for each student shall be opened in the students' management information system.

## **2.0 Fees Payable**

- 2.1 Fees payable by all students are set by the University Council and may be subject to review as appropriate from time to time
- 2.2 In addition to tuition, the University charges other fees which include but are not limited to the following;
- 2.2.1 Functional fees with regard to;
- a). Registration
- b). Examination
- c). Book Bank
- d). Library
- e). Information and Communication Technology
- f). Students' Guild
- g). Sports
- h). Identity Card
- i). Medical Capitation

- j). Field attachment for supervision
  - k). Development
  - l). Caution
- 2.2.2 Fees upon completion of studies by the student
- a). Graduation
  - b). Transcript
  - c). Certificate
  - d). Convocation
- 2.2.3 Other Fees
- d). Application
  - b). Replacement of admission letter
  - c). Remarking of an answer script
  - d). Certification of academic documents (e.g. certificate, transcript)
  - e). Residence

### **3.0 Management of Fees**

- 3.1 Students' fees form part of the University budget.
- 3.2 Students shall be invoiced by Finance Department for fees upon enrollment.
- 3.3 Payments shall be made by student or their sponsor to Uganda Revenue Authority or approved collection accounts.
- 3.4 Upon payment, receipts shall be issued by the Finance Department to students.
- 3.5 Upon registration, a student account shall be maintained in the students' Information Management System by Finance Department.
- 3.6 Reconciliations between the Information Management System and Uganda Revenue Authority shall be made by the Finance Department at the end of every semester.
- 3.7 Reports in respect of fees shall be submitted to stakeholders for appropriate action by the University's Finance Department at the end of every semester.

### **4.0 Fees Regulations**

These regulations shall apply to undergraduates and postgraduate students;

- 4.1 All students enrolled for programmes at the University shall be personally responsible for the payment of fees.

- 4.2 The fees structure shall be published on the University's website. The specific fees applicable shall be confirmed at the point of admission. Where there is a review between admission and registration, the applicable fee shall be that given to the student at the time of registration.
- 4.3 International students shall be charged fees at rate twice that paid by East African Community students.
- 4.4 Students repeating course(s) or programme of study shall be charged functional fees plus the unit cost for course(s) being retaken.
- 4.5 Student(s) repeating programmes where the fees structure has been revised upwards shall be charged at the revised rates as in Section 4.2.
- 4.6 Fees for students studying at partner institutions;
- Fees for students studying for University awards at partner institutions shall be agreed upon through an MOU, indicating which portion of fees is payable to the University and what portion the Institution retains.
  - For avoidance of doubt, functional fees will be paid to the University.
- 4.7 Students of other institutions who enroll at MUST to study specific courses shall pay functional fees and the unit cost for the courses they are taking at the University.
- 4.8 Occasional students who enroll at the University shall pay fees as stipulated in the Occasional Students' Policy.
- 4.9 Resident students shall pay all the residence fees before being allocated a room.
- 4.10 Students must pay all fees at the third week of the academic year.
- 4.11 Where a student is unable to pay all fees by the third week of the academic year, the fees shall be paid as per the schedule below;

**Table 1: Showing Payment Schedule for Fees Payment**

<b>Semester I</b>			
	<b>Within the First 3 Weeks of the Semester</b>	<b>By the 7<sup>th</sup> Week of the Semester</b>	<b>14<sup>th</sup> Week of the Semester</b>
Functional Fees	100%	NIL	NIL
Tuition	NIL	At least 50%	Balance
<b>Semester II</b>			

Tuition	At least 50%	NIL	Balance
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- 4.12 Admitted students shall confirm acceptance of their admissions by paying a non-refundable tuition fee deposit of Shs. 50,000= for undergraduate students and Shs. 100,000= for postgraduate by the third week of the academic year.
- 4.13 Students are responsible for the prompt payment of fees. A student who defaults on payment of fees shall be subjected to appropriate sanctions as stipulated in Section 5.
- 4.14 A student who exceeds the duration of their programme shall pay the usual fees charged for the programme until completion.
- 4.15 On successful completion of their respective programmes, students will be required to pay such fees as stipulated viz: certificate, convocation, graduation and academic transcript fees.
- 4.16 A student who withdraws from a programme of study is liable to payment of fees owed to the University.
- 4.17 A student who is dismissed for academic or disciplinary reasons, prior to the end of semester, shall forfeit all tuition and other fees paid for that semester.
- 4.18 Students shall be required to pay for certification and verification of their documents at rates specified in Appendix 5.0.

## 5.0 Defaulting Students

- 5.1 Students who default on payment of fees or who are in debt to the University for any reason, shall not be allowed to;
- a) sit for their examinations;
  - b) proceed further with their studies;
  - c) submit their research proposal for approval;
  - d) submit their thesis for examination;
  - e) defend their thesis or hold viva voce;
  - f) be presented for graduation; or
  - g) receive a University Transcript, degree Certificate or any award.
- 5.2 Such a student in 5.2 above will be required to;
- a) apply for a dead year;
  - b) pay outstanding fees due before resuming studies after a dead year;

- c) where the student successfully applied for a dead year, fees paid for the time when the student is on a dead year shall be carried forward to the proceeding academic year
- 5.3 A student who defaults on their fees payment when it's due shall be required to pay a surcharge at a rate stipulated in the Appendix. The surcharge shall be levied as follows;
- a) if a student doesn't pay functional fees within the first three weeks of the first semester, he/she shall be charged a late registration surcharge
  - b) if a student doesn't pay 50% tuition after the 7<sup>th</sup> week of a semester, a surcharge shall be charged
  - c) if a student doesn't pay the remaining 50% of tuition one week before the end of semester exams, a surcharge shall be charged
- 5.4 A student who defaults on their fees by the end of an academic year without applying for and being granted a dead year shall be considered for discontinuation of studies.
- 5.5 The University reserves the right to take legal action, where appropriate, to effect recovery of the debt from a student who leaves the University with outstanding fees.

## **6.0 Refund of Fees**

### 6.1 Refund to students who withdraw from the University

Privately sponsored students who choose to withdraw from the University may be refunded tuition fees as follows:

**Table 2: Refund of Fees**

<b>Fees item</b>	<b>By the 7<sup>th</sup> week of the semester</b>	<b>Subsequently</b>
Tuition fees	50%	NIL
Functional fees	NIL	NIL
Residence fees	NIL	NIL

### 6.2 Application for Refund

In every case a refund will be made on production of proof of payment. A student's written application seeking a refund, shall be verified by the Academic Registrar and Bursar before it is forwarded to the University Secretary for payment.

### 6.3 Payment in excess of statutory fees

Students, who pay more than the University's tuition and other fees requirement, shall be refunded the sum paid beyond the University statutory fee requirements to;

- a) the student;
- b) the sponsor; or
- c) rolled forward depending on the circumstances.

## **7.0 Transfer of Fees**

7.1 Where a student has paid fees in excess of the fees payable for a semester, such a student may request to transfer the excess fees paid to another student. The transfer shall be effected upon verification by Academic Registrar and University Bursar.

## **8.0 Fees Exemption Schemes for Staff**

- 8.1 Staff members with biological children who are less than 21 years on entry into the University shall be permitted, on request, to pay half tuition fees and all other functional fees. This scheme also includes full-time employees of Mbarara Regional Referral Hospital (MRRH).
- 8.2 The scheme shall be granted for the duration of the programme, beyond which the staff shall be required to pay full tuition and all functional fees.
- 8.3 Where an employee of the University or MRRH retires from service or passes on while still in service, he/she shall continue to benefit from the scheme in line with section 8.2.
- 8.4 Employee(s) who resign or are terminated from the University or MRRH service shall cease to benefit from the Scheme.
- 8.5 Only two biological children of a member of staff shall benefit from the scheme at any given time.
- 8.6 The tax component due to this benefit shall be paid by the beneficiary.

## **9.0 Staff Development Students**

- 9.1 Members of staff who are on Staff Development programme may receive, upon request, a tuition fee waiver but must pay functional fees.
- 9.2 The tuition fee waiver shall be for the duration of the programme, beyond which the staff shall be required to pay full tuition and all functional fees.
- 9.3 The tax component due to this benefit shall be paid by the beneficiary.

## **10.0 Inauthentic Documents**

- 10.1 Students who present inauthentic academic papers shall not be refunded their fees and may be subjected to legal proceedings.

10.2 Students who present inauthentic payment receipts, bank slips or any other financial document shall be subjected to disciplinary proceedings in line with the University Disciplinary procedures and/or legal proceedings.

## **11.0 Implementation Framework**

### 11.1 Interpretation

- a) The University Council shall be the final authority in definition, interpretation and application of the policy.

### 11.2 Administration

- a) The Vice Chancellor shall oversee the implementation of the policy
- b) The University Bursar shall be responsible for the administration of the policy in line with Section 36 (2) of UOTIA.
- c) The Academic Registrar shall implement the policy provision
- d) Staff and students shall comply with the policy

## **12.0 Monitoring and Evaluation**

12.1 The MUST Top Management Committee shall monitor the implementation of the policy.

12.2 The policy shall be subject to period review or as and when the need arises.

## **13.0 Communication of the policy**

13.1 The policy shall be published on the website and all communication avenues used by the University.

13.2 The policy shall be brought to the attention of applicants and students of the University.

## **14.0 Funding of the policy**

The policy has no financial implication in its implementation

-END-

## **APPENDIX**

### **1.0 Surcharge**

Semester I	Defaults on Functional fees by the 3 <sup>rd</sup> week of the Semester		Defaults on 50% of Tuition by the 7 <sup>th</sup> Week of the Semester		Defaults on 50% of Tuition by the 14 <sup>th</sup> Week of the Semester	
Surcharge	Ugandan	International	Ugandan	International	Ugandan	International
	Shs. 30,000=	Shs. 60,000=	Shs. 50,000=	Shs. 100,000=	Shs. 100,000=	Shs. 200,000=
Semester II	Defaults on 50% of Tuition by the 3 <sup>rd</sup> Week of the Semester		Defaults on 50% of Tuition by the 14 <sup>th</sup> Week of the Semester			
Surcharge	Ugandan	International	Ugandan	International		
	Shs. 50,000=	Shs. 100,000=	Shs. 100,000=	Shs. 200,000=		

### **2.0 Cost of Remarking**

	<b>Ugandan</b>	<b>International</b>
Remarking a script	Shs. 70,000=	Shs. 140,000=

### **3.0 Cost of Retaking**

	<b>Ugandan</b>	<b>International</b>
Cost of retaking a course	Shs. 30,000=	Shs. 60,000=

### **4.0 Fees for Extra Years Beyond the Programme Duration**

	<b>Ugandan</b>	<b>International</b>
Semester I	Full semester fees	Full semester fees
Semester II	Full semester fees	Full semester fees

### **5.0 Other Fees**

<b>Item</b>	<b>Ugandan</b>
Certification of each document	Shs. 3,000=
Replacement of admission letter	Shs. 10,000=
Convocation	Shs. 10,000=

Certificate	Shs. 25,000=
Transcript	Shs. 25,000=
Graduation	Shs. 20,000=

## 6.0 Fees Structure

<b>Academic Programmes</b>					
<b>UNDERGRADUATE PROGRAMMES</b>					
<b>PROGRAMME</b>	<b>Duration</b>	<b>Ugandan &amp; EAC</b>		<b>Non-EAC</b>	
		<b>Tuition (per semester)</b>	<b>Functional Fees (per year)</b>	<b>Tuition (per semester)</b>	<b>Functional Fees (per year)</b>
<b>Faculty of Applied Sciences and Technology</b>					
Bachelor of Biomedical Engineering	4	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Engineering in Electrical and Electronics Engineering	4	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Science in Civil Engineering	4	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Science in Mechanical and Industrial Engineering	4	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Science in Petroleum Engineering and Environmental Management	4	1,000,000	520,000	2,000,000	1,040,000
<b>Faculty of Business and Management Sciences</b>					
Bachelor of Business Administration	3	980,000	520,000	1,960,000	1,040,000
Bachelor of Science in Accounting and Finance	3	980,000	520,000	1,960,000	1,040,000
Bachelor of Science in Economics	3	980,000	520,000	1,960,000	1,040,000
Bachelor of Science in Procurement and Supply Chain Management	3	980,000	520,000	1,960,000	1,040,000
<b>Faculty of Computing and Informatics</b>					
Bachelor of Information Technology	3	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Science Computer Science	3	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Science in Software Engineering	4	1,000,000	520,000	2,000,000	1,040,000
<b>Faculty of Interdisciplinary Studies</b>					
Bachelor of Science in Agriculture and Livelihoods	4	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Science in Gender and Applied Women Health	3	1,000,000	520,000	2,000,000	1,040,000
Bachelor of Science in Planning and Community Development	3	1,000,000	520,000	2,000,000	1,040,000

**Faculty of Medicine**

Bachelor of Medical Laboratory Science	4	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Medical Laboratory Science (Completion) [Fulltime & Weekend]	2.5	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Medicine and Bachelor of Surgery	5	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Nursing Science	4	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Nursing Science (Completion) [Fulltime & Weekend]	2.5 & 3	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Pharmacy	4	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Science in Pharmaceutical Sciences	3	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Science in Physiotherapy	4	1,344,000	520,000	2,688,000	1,040,000
Bachelor of Science in Physiotherapy (Completion)	2	1,344,000	520,000	2,688,000	1,040,000

**Faculty of Science**

Bachelor of Science with Education [Physics & Mathematics or Biology & Chemistry or Chemistry & Mathematics]	3	700,000	520,000	1,400,000	1,040,000
Diploma in Science Laboratory Technology	2	567,000	540,000	1,134,000	1,080,000
Higher Education Access Certificate [Physics & Mathematics or Biology & Chemistry or Chemistry & Mathematics]	1	400,000	540,000	800,000	1,080,000

**POSTGRADUATE PROGRAMMES**

**Faculty of Applied Sciences and Technology**

Master of Science in Biomedical Engineering (upcoming)	2	1,750,000	1,270,000	3,500,000	2,540,000
Doctor of Philosophy in Biomedical Engineering	3	4,000,000	1,270,000	8,000,000	2,540,000

**Faculty of Business and Management Sciences**

Master of Business Administration	2	1,750,000	1,270,000	3,500,000	2,540,000
Doctor of Philosophy in Business Administration	3	3,500,000	1,270,000	7,000,000	2,540,000

**Faculty of Computing and Informatics**

Masters in Business Informatics	2	1,750,000	1,270,000	3,500,000	2,540,000
Master of Science in Health Information Technology	2	1,750,000	1,270,000	3,500,000	2,540,000
Master of Science in Information Systems	2	1,750,000	1,270,000	3,500,000	2,540,000
Postgraduate Diploma in Business Informatics	1	1,750,000	1,270,000	3,500,000	2,540,000
Postgraduate Diploma in Health Information Technology	1	1,750,000	1,270,000	3,500,000	2,540,000

Postgraduate Diploma in Information Systems	1	1,750,000	1,270,000	3,500,000	2,540,000
Doctor of Philosophy in Computing by Research	3	3,500,000	1,270,000	7,000,000	2,540,000
<b>Faculty of Interdisciplinary Studies</b>					
Master of Arts in Development Studies	2	1,400,000	970,000	2,800,000	1,940,000
Masters of Arts in Planning and Governance	2	1,400,000	970,000	2,800,000	1,940,000
Master of Arts in Peace and Conflict Studies	2	1,400,000	970,000	2,800,000	1,940,000
Postgraduate Diploma in Criminology	1	750,000	970,000	1,500,000	1,940,000
Doctor of Philosophy in Development Studies	3	3,000,000	970,000	6,000,000	1,940,000
<b>Faculty of Medicine</b>					
Master of Medicine in Anaesthesiology and Critical Care	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Community Practice and Family Medicine	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Dermatology	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Ear, Nose and Throat	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Emergency Medicine	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in General Surgery	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Internal Medicine	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Ophthalmology	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Obstetrics/Gynaecology	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Paediatrics & Child Health	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Pathology	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Psychiatry	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medicine in Radiology	3	1,400,000	1,270,000	2,800,000	2,540,000
Master of Medical Laboratory Science	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Nursing Science in Community Midwifery and Reproductive Health	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Nursing Science in Critical Care Nursing	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Nursing Science in Mental Health Nursing	2	1,400,000	1,270,000	2,800,000	2,540,000

Master of Nursing Science in Paediatric Clinical Nursing	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Pharmacy in Clinical Pharmacy	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Pharmaceutical Analysis	2	1,400,000	1,270,000	2,800,000	2,540,000
Masters of Science in Pharmacognosy and Natural Medicine Science	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Anatomy	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Biochemistry	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Medical Microbiology	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Pharmacology	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Physiology	2	1,400,000	1,270,000	2,800,000	2,540,000
Masters of Public Health	2	1,750,000	1,270,000	3,500,000	2,540,000
Masters of Public Health (Research Ethics)	2	1,750,000	1,270,000	3,500,000	2,540,000
Doctor of Philosophy in Medicine	3	4,000,000	1,270,000	8,000,000	2,540,000

#### **Faculty of Science**

Master of Education in Educational Administration and Planning	2	1,400,000	970,000	2,800,000	1,940,000
Master of Education in Educational Psychology	2	1,400,000	970,000	2,800,000	1,940,000
Master of Education in Curriculum, Instruction and Media Studies	2	1,400,000	970,000	2,800,000	1,940,000
Master of Science in Biology (Entomology, Pest and Vector Biology)	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Biology (Microbiology and Parasitology)	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Biology (Natural Resources, Ecology, Conservation and Management)	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Chemistry	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Mathematics	2	1,400,000	1,270,000	2,800,000	2,540,000
Master of Science in Physics	2	1,400,000	1,270,000	2,800,000	2,540,000
Doctor of Philosophy in Educational Administration and Planning	3	3,500,000	1,270,000	7,000,000	2,540,000
Doctor of Philosophy in Psychology	3	3,500,000	1,270,000	7,000,000	2,540,000
Doctor of Philosophy in Curriculum and Media Studies	3	3,500,000	1,270,000	7,000,000	2,540,000
Doctor of Philosophy in Biology	3	4,000,000	1,270,000	8,000,000	2,540,000

Doctor of Philosophy in Chemistry	3	4,000,000	1,270,000	8,000,000	2,540,000
Doctor of Philosophy in Mathematics	3	4,000,000	1,270,000	8,000,000	2,540,000
Doctor of Philosophy in Physics	3	4,000,000	1,270,000	8,000,000	2,540,000