

**FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI
POSTGRADUATE SCHOOL**

2016/2017 POSTGRADUATE APPLICATION ADVERTISEMENT

A. POSTGRADUATE DIPLOMA IN PUBLIC PROCUREMENT

The Postgraduate School, Federal University of Technology, Owerri (FUTO) invites applications from suitably qualified candidates for consideration for admission into Postgraduate Diploma in Public Procurement for the 2016/2017 session.

Any interested candidate should pay a non-refundable fee of eleven thousand, three hundred naira (N11,300.00) only at any of the Deposit Money Banks (DMB) through the Remita Gateway on the Postgraduate application platform and then complete the online application at www.futo.edu.ng

B. ADMISSION REQUIREMENTS

All candidates applying for the postgraduate programme in Public Procurement must satisfy the basic matriculation requirements including English Language and Mathematics as required by the Federal University of Technology Owerri, Nigeria. This is in addition to having:

- i) A Higher National Diploma (HND), Upper Credit or
- ii) A Bachelor's degree in any discipline from an accredited University with at least Second Class Honours.

C. DURATION OF PROGRAMME

- i) A minimum of two (2) semesters and a maximum of four (4) semesters for full-time and minimum of four (4) semesters and a maximum of six (6) semesters for part-time students.

D. METHOD OF APPLICATION

Candidates are advised to apply on-line following the procedure given below:

Step 1: Go to the FUTO Website - www.futo.edu.ng

Step 2: Click on **Prospective Students**.

Step 3: Go to **PG Application Form 2016/2017**

Step 4: Click on **on-line application for Public Procurement Research Centre (PGD)**

Step 5: Click on **generate 2016/2017 PG Application Invoice**

Step 6: Enter your **Telephone Number**

Step 7: Click on **Sign In**

Step 8: Print your invoice containing your **RRR number** (Remita Retrieval Reference) and proceed to the bank for payment or make payment via ATM card.

Step 9: Go to any bank with your invoice and pay a non-refundable fee of Eleven thousand three hundred naira (N11,300.00) for FUTO PGS or PPRC application depending on your interest.

Step 10: Return to Step 4 above

Step 11: Click on **Fill PG Application form 2016/2017**

Step 12: Enter your **Remita Number** from the bank

Step 13: Fill the on-line form accordingly

NOTE: Make sure the referee email address supplied is valid as a referee form link would be sent to your referees for completion online.

Step 14: Print out a copy of the Acknowledgement Slip when the form is completed. Also an acknowledgement would be sent to the email address you provided while filling the form. Therefore make sure you provide a valid personal e-mail address.

For more enquires send an email to ict@futo.edu.ng

E. DOCUMENTS TO UPLOAD TO THE PG SCHOOL PORTAL

Candidates should upload the following relevant documents in support of their application online

- i. University Degree Certificates/Statement of Result
- ii. NYSC Discharge Certificate/Exemption Certificate
- iii. "O" Level Result

F. SUBMISSION OF ACADEMIC TRANSCRIPT

All applicants must forward their transcript to reach the Deputy Registrar/Secretary, Postgraduate School, Federal University of Technology, Owerri, Imo State, Nigeria, not later than **February 20, 2017**.

Please note that any application without Transcript will not be considered for admission.

G. CLOSING DATE

The website will close on **January 30, 2017** and all submission of documents as in E above will close on same day. All successful candidates will be notified via email/SMS.