



Botswana Open University



Image by Freepik

Applications for BOU Programmes – 2025/2026

The Botswana Open University (BOU) invites applications for the following programmes for the Academic Year 2025/26, starting in July 2025. Note that all the programmes are offered online. Therefore, you can apply to any Regional Campus of your choice regardless of your geographic location. All admitted students need to have a device that can access the internet (internet connectivity) to be able to interact with study materials, Tutors, other students and the University.

Programme	Duration	Entry Requirements
1. Certificate in Distance Education (CDE) – Offered at Gaborone Regional Campus	1 Year Minimum and 3 Years Maximum	(i) Botswana General Certificate of Secondary Education (BGCSE) or its equivalent, with 4 passes, one of which should be English (ii) The applicant shall be a Practitioner in a Distance Education Organisation (iii) Computer literacy and internet knowledge and connectivity is a requirement as the programme is offered only online
2. Certificate in Community Based Work with Children and Youth (CBWCY) – Offered at all Regional Campuses	1 Year Minimum and 18 Months Maximum	(i) Minimum Junior Certificate Education (JCE) plus Relevant work experience working with children and youth in a given organisation. (ii) The applicant shall be computer literate, have access to a computer and internet connectivity.
3. Certificate in Small Scale Business Management (SSBM) – Offered at all Regional Campuses	1 Semester Minimum and 2 Semesters Maximum	The programme targets people already in business and those who aspire to set up their own businesses. (i) The minimum entry requirement is the Botswana Junior Certificate or its equivalent. (ii) At least two years relevant experience in business will be an added advantage. (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
4. Certificate in Vocational Education and Training (CVET) – Offered at all Regional Campuses	1 Year Minimum and 2 Years Maximum	The course targets candidates who have interest to be accredited as Trainers in their area of specialisation. These are people who have no requisite skills and competencies in training but are planning to have them. Upon successfully meeting all the assessment criteria the candidate will be awarded a Certificate in Vocational Education and Training, NCQF Level 5. The full details about the programme can be accessed from the University website at www.bou.ac.bw .
5. Certificate in English for Professional Purposes – Offered at all Regional Campuses	1 Year Minimum and 2 Years Maximum	The purpose of this qualification is to produce graduates with knowledge, skills and competencies to: <ul style="list-style-type: none"> Communicate effectively with colleagues and clients at the workplace. Demonstrate knowledge and skills of Professional English for the performance of tasks. Conduct basic research Equip professionals with a broad range of language skills essential for survival in a multicultural and multilingual society. Promote the effective use of language to perform the tasks and ensure success in their profession. The minimum entry requirement is: (i) Botswana General Certificate of Secondary Education (BGCSE), or its equivalent, plus some professional training, OR (ii) The Junior Certificate (JC), supported with working experience of at least two years, and professional rank, where applicable.
6. Diploma in Human Resources Management – Offered at all Regional Campuses	3 Years Minimum and 5 Years Maximum	(i) At least 4 passes at Botswana General Certificate of Secondary Education (BGCSE) or equivalent plus credits (Grade C or better) in Mathematics and English Language, OR (ii) At least 4 passes at BGCSE or equivalent plus a certificate in Human Resources Management, or any other related course/programme completed from a recognised institution OR (iii) JCE plus (5) five years relevant experience and a certificate in Human Resources Management, or any other related course/programme completed from a recognised institution. (iv) The applicant shall be computer literate, have access to a computer and internet connectivity.

7. Diploma in Business Management – Offered at all Regional Campuses	3 Years Minimum and 5 Years Maximum	(i) At least 4 passes at Botswana General Certificate of Secondary Education (BGCSE) or equivalent plus credits (Grade C or better) in Mathematics and English Language, OR (ii) At least 4 passes at BGCSE or equivalent plus a certificate in Business Management, or any other related business course/programme completed from a recognised institution OR (iii) JC plus (5) five years relevant experience and a certificate in Business Management or any other related course/programme completed from a recognised institution. (iv) The applicant shall be computer literate, have access to a computer and internet connectivity.
8. Diploma in Marketing Management – Offered at all Regional Campuses	3 Years Minimum and 5 Years Maximum	(i) At least 4 passes at Botswana General Certificate of Secondary Education (BGCSE) or equivalent plus credits (Grade C or better) in Mathematics and English Language, OR (ii) At least 4 passes at BGCSE or equivalent plus a certificate in Business Management, or any other related business course/programme completed from a recognised institution OR (iii) JC plus (5) five years relevant experience and a Certificate in Marketing Management or any other related course/programme completed from a recognised institution. (v) The applicant shall be computer literate, have access to a computer and internet connectivity.
9. Diploma in Early Childhood Education – Offered at all Regional Campuses	3 Years for BGCSE holders 5 Years Maximum	(i) A pass in at least four (4) subjects, including English at BGCSE or its equivalent. (ii) Proficiency in English Language (iii) The applicant shall be computer literate, have access to a computer and internet connectivity. (iv) Please attach your curriculum vitae (CV) and references to demonstrate your post-qualification experience
	2 Years for Certificate holders 4 Years Maximum	(i) Certificate in Early Childhood (ii) Proficiency in English Language (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
10. B Ed – Early Childhood Education – Offered at all Regional Campuses	4 Years for BGCSE holders 6 Years Maximum	(i) BGCSE or equivalent with a pass in at least four (4) subjects including English. (ii) Proficiency in English Language (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
	2 Years for Diploma holders 4 Years Maximum	(i) A Diploma in either of the following: a) Early Childhood Education/Development/Care b) Primary Education c) Diploma in Special and Inclusive Education (ii) Proficiency in English Language (iii) The applicant shall be computer literate, have access to a computer and internet connectivity. (vi) Please attach your curriculum vitae (CV) and references to demonstrate your post-qualification experience
11. B.Ed.- Primary – Offered at all Regional Campuses	4 Years Minimum and 6 Years Maximum.	(i) A pass in four (4) subjects including English, at BGCSE or its equivalent. (ii) A Diploma in Primary Education (DPE) or its equivalent in the education field (iii) A minimum of two years of relevant post-qualification experience for Diploma holders (iv) Computer literacy and internet usage as the programme is offered online. (v) Proficiency in English Language (vi) The applicant should be computer literate and have access to a computer and Internet connectivity. (vii) Please attach your curriculum vitae (CV) and references to demonstrate your post-qualification experience
12. Bed – Special and Inclusive Education – Offered at all Regional Campuses	4 Years Minimum and 6 Years. Maximum	(i) A pass in four (4) subjects including English, at BGCSE or its equivalent (Entry level YR 1) (ii) Diploma in Education (Primary, Secondary, Special Education and Integrated Early Childhood) (Entry level YR 3) (iii) A minimum of two years of relevant post-qualification experience for Diploma holders (iv) Computer literacy and internet usage as the programme is offered online. (v) Proficiency in English language. (vi) The applicant shall be computer literate and have access to a computer and internet connectivity. (vii) Please attach your curriculum vitae (CV) and references to demonstrate your post-qualification experience
13. Bachelor of Commerce (Human Resources and Industrial Relations) – Offered at all Regional Campuses	4 Years Minimum and 6 Years Maximum	(i) At least five (5) passes at Botswana General Certificate of Secondary Education (BGCSE) or equivalent with a Grade C or better in both English and Mathematics. OR (ii) At least five (5) passes at BGCSE and a certificate, preferably in Human Resources Management or any other business course/programme completed from a recognised institution. (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
14. Bachelor of Business Administration (Leadership and Change Management (BBA LCM) – Offered at all Regional Campuses	4 Years Minimum and 6 Years Maximum	(i) At least five (5) passes at BGCSE or equivalent with a Grade C or better in both English and Mathematics. OR (ii) At least five (5) passes at BGCSE and a certificate, preferably in Business Studies or any other related course/programme completed from a recognised institution. (iii) The applicant shall be computer literate, have access to a computer and internet connectivity.
15. Bachelor of Technology in Information Systems(B.Tech-IS) – Offered at Gaborone Regional Campus	2 and half Years Minimum and 6 Years Maximum	(i) BGCSE/IGCSE or other equivalent secondary school qualification with a minimum grade of ‘D’ in five subjects. These subjects must include at least a grade “C” in Mathematics and “D” in English. OR (ii) Diploma in Computing or equivalent qualification from a recognised institution. (iii) Academic transcripts will be used to guide the level of exemption.
16. Master of Education - Educational Leadership – Offered at Gaborone and Maun Regional Campus	2 Years Minimum and 5 Years Maximum	(i) Bachelor’s Degree, preferably education related. (ii) Working in the education and/or training field for two or more years. (iii) Proficient in English which is the language of instruction. (iv) The applicant should be computer literate & have access to internet connectivity. (v) Preference will be given to those in leadership positions
17. M.Ed. in Early Childhood Development – Offered at all Regional Campuses	2 Years Minimum and of 5 Years Maximum	(i) A Bachelor’s Degree (NCQF level 7), preferably in Early Childhood/ Child Development or any related field from a recognised Education and Training Provider. (ii) Special Entry: Admission may also be based on Recognition of Prior Learning (RPL), applied on a case-by-case basis as guided by the BOU RPL Policy. Candidates who do not have the minimum academic qualifications stated above but have five years of relevant work experience in a related field will be considered upon satisfying the requirements of the School’s Board, which might include an entrance interview.

18. MSc in Climate Change and Sustainable Development – Offered at Gaborone Regional Campus	2 Years Minimum 5 Years Maximum	(i) Relevant and related undergraduate degree with good standing (ii) A minimum of two years(2) years post-qualification work experience (iii) Computer literacy and access to internet connectivity.
19. Executive Master of Business Administration (EMBA) – Offered at Gaborone Regional Campus	2 Years Minimum 5 years Maximum	(i) Relevant and related undergraduate degree with good standing (ii) A minimum of two years of relevant post-qualification experience (iii) A working knowledge of the English Language at the post-graduate studies level (iv) Functioning in an executive position will be an added advantage (v) Where necessary, the University may require applicants to sit an admission test, and the applicant should score a satisfactory grade in the test.
20. Executive Master of Public Administration (EMPA) – Offered at Gaborone Regional Campus		(vi) The application should be accompanied by; a. A comprehensive curriculum vitae, b. a short covering letter stating the programme that you want to be considered for and describe how acquiring the programme qualification will be of relevance to you or any other beneficiaries of your choice. (vii) The applicant shall be computer literate, have access to a computer and internet connectivity.
21. Postgraduate Certificate in Quality Assurance in Education – Offered at Gaborone Regional Campus	1 Year Minimum and 2 Years Maximum	(i) A first degree, preferably in education or equivalent (ii) A minimum of two years of relevant post-qualification experience in an educational environment. (iii) Computer literacy and access to internet connectivity. (iv) Proficiency in English Language

Application Requirements and Procedures

- (i) Applications should be processed on-line through the University website at www.bou.ac.bw under **Online Services**.
- (ii) **BEFORE** completing applications, applicants should carefully read the **Guidelines for Applications and Payment on the University website**.
- (iii) Applicants may use the computer rooms at the University Regional Campuses **OR** Internet Cafes to process their applications
- (iv) Certified copies of certificates, identification document and either results slips or transcripts should accompany the application following the online Application Guidelines. Please make sure that you have scanned soft copies of these documents before you start the process of applying. Please note that online attachment of these documents is core as these are used to assess your eligibility for admission.
- (v) Applicants are required to pay a **Non-Refundable Application fee of P160.00** online. Application fees paid after closing date or without authorisation by the University shall be forfeited.
- (vi) The Fees Structure for the programmes is available on the BOU website; www.bou.ac.bw

Contact Details

Should you need assistance please visit any of the BOU Regional Campuses or contact the following.

- M. Keatlholetswe - 3646150 - Gaborone Regional Campus
- B. Simane - 6517248 - Kang Regional Campus
- C. Masheko - 6865621 - Maun Regional Campus
- L.D. Nelson - 2418383 - Francistown Regional Campus
- T. Sexaka - 4924024 - Palapye Regional Campus.

Application Deadline: 31st May 2025