

University of Cape Coast

**SCHOOL OF GRADUATE STUDIES (SGS)**



**ADMISSION BROCHURE**

Career-Oriented Graduate Programmes

**2019 SANDWICH SEMESTER**



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## **ABOUT THIS BROCHURE**

Thank you for choosing to study at the University of Cape Coast this sandwich semester.

This brochure is intended to be your reference document as you take initial steps to pursue a career-oriented graduate programme of your choice, in the University of Cape Coast.

General information about the University of Cape Coast and pertinent issues on graduate studies that have been highlighted include the teaching departments and the specific career-oriented graduate programmes (sandwich) they offer.

Every effort has been made to ensure accuracy of the information at the time of going to the press. However, the School of Graduate Studies reserves the right to make changes any time necessary.

## **1.0 PROFILE OF UNIVERSITY OF CAPE COAST (U.C.C)**

### **1.1 Corporate Information**

The University of Cape Coast was established in October 1962 as a result of a recommendation by an international commission appointed by the Government of Ghana in December 1960 to advise on the future of University education in the country and the possibility of establishing the nation's third University at Cape Coast. Subsequently, the University of Cape Coast College was formally inaugurated on December 15, 1962 and placed in special relationship with the University of Ghana.

In 1964, the government assigned specific fields of operation to each of the country's three public universities, and the College was renamed: The University College of Science Education in line with the emphasis placed on science education. It was subsequently entrusted with the task of training graduate teachers in Arts and Science; especially the latter, for the secondary schools, teacher training colleges (colleges of education), polytechnics and technical institutions in Ghana.

The University's building structures emanated from a Teacher Training College which was located at a place now called the Southern Section of UCC; about 6.4 kilometers west of Cape Coast town. It expanded rapidly in size, and by 1965, further developments had begun for a permanent campus site, about 1.6 kilometers to the north of the original pioneer location. In 1966,

following the change of government, the College reverted to its original name; the ‘University College of Cape Coast.’

In 1970, the Council of the University College recommended that Government upgrades the University College to full university status with authority to award its own degrees. As a result of this and an associated recommendation by a University Visiting Committee, appointed by the Government in the preceding year, the University of Cape Coast Act, 1971 (Act 390) was promulgated for granting full university status to the College with effect from 1<sup>st</sup> October 1971. This was later reinforced with the University of Cape Coast Law, 1992 (PNDC Law 278).

The University is currently organized into five (5) Colleges namely: College of Agriculture & Natural Sciences (CANS), College of Education Studies (CES), College of Health and Allied Sciences (CHAS), College of Humanities & Legal Studies (CHLS), and College of Distance Education (CoDE), with each College headed by a Provost. The Vice-Chancellor is the academic and administrative head, as well as the chief disciplinary officer of the University. He/She is assisted directly by the Pro Vice-Chancellor, with the Registrar as the Chief Administrative Officer of the Vice-Chancellor and the University.

## **1.2 Core Values**

**Excellence:** UCC seeks to pursue excellence through the creation of standards in teaching, intellectual inquiry, engage-

ment and professional practice.

**Empowerment:** UCC offers opportunities to its employees and products in a manner that empowers them to be agents of change.

**Equal Opportunities:** UCC strives to provide equal opportunities and access to quality education and services to all categories of persons regardless of colour, creed, ethnicity, gender, social status and physical ability.

**Ethical Behaviour:** UCC upholds acts of honesty and responsible behaviour and holds its members accountable for their actions and conduct in a way that promotes integrity of the person and the image of the University.

### **1.3 Vision Statement**

The vision of the University of Cape Coast is:

*“To be a University with a worldwide acclaim that is strongly positioned for innovative teaching, research, outreach and professional development.”*

This statement of where the University sees itself in the future sets the tone for every strategic decision or choice that it has made. It sets the ambition of the organisation and serves as the lodestar that every College, Faculty, School, Department, functional division and individual must aspire to. In combination with its mission statement, the University of Cape Coast has articulated a view of a realistic, credible and attractive future for itself; a target that inspires all stakeholders to maximise effort in

bridging the gap between their current reality and their desired future.

#### **1.4 Mission Statement**

The mission statement of the University of Cape Coast is as follows:

*“The University of Cape Coast is an equal opportunity university uniquely placed to provide quality education through the provision of comprehensive, liberal and professional programmes that challenge learners to be creative, innovative and responsible citizens.”*

#### **1.5 The School of Graduate Studies**

The School of Graduate Studies (SGS) began as a Committee on Higher Degrees with a mandate to advise Senate on the University’s graduate scholarship policy and recommend the award of scholarships for approval. In 1992, the Committee on Higher Degrees was elevated to the Board of Graduate Studies and then to the School of Graduate Studies and Research on 1<sup>st</sup> August, 2008 to meet the challenges of graduate studies in this country. In October 2014, the School was renamed School of Graduate Studies. The Board of School of Graduate Studies is a sub-committee of the Academic Board and is charged with the responsibility of administering graduate education in the University.

The functions of the Board are four-fold:

- i. Draft regulations for all higher degrees with a view to ensuring that acceptable academic standards are maintained.

- ii. Receive reports and consider recommendations pertaining to higher degrees and graduate diplomas from Departmental and College/Faculty Committees of Graduate Studies.
- iii. Determine results of higher degrees or graduate diplomas.
- iv. Make recommendations to the Academic Board for the award of higher degrees and graduate diplomas.

The mission of the School is to create a facilitating environment for teaching, learning and training of graduate students and researchers in the fields of the sciences and humanities, equipped with initiative and leadership in key sectors of inter/national endeavour. In conformity with the mission and objectives as outlined in the University's strategic plan, the School of Graduate Studies has the following specific objectives:

- i. To ensure the relevance of graduate programmes for the promotion of socio-economic, scientific and technological development of Ghana and Africa.
- ii. To deepen graduate training to promote teaching, research and creativity.
- iii. To make graduate training and research continually responsive to the changing climate of the world of work.
- iv. To mobilize appropriate human and material resources from within and outside the University to ensure maximum utilization of available potentials.

## **2.0 GENERAL INFORMATION ON ADMISSION**

### **2.1 Sandwich Semester**

The University organises Career-Oriented (Sandwich) Non-Degree and Master's Degree Programmes in **Mid June** to **Mid August** of every year.

### **2.2 Non-Degree Programme**

- i. Postgraduate Diploma.

### **2.3 Master's Degree Programmes**

- i. Master of Arts (MA) by course work
- ii. Master of Science (MSc) by course work
- iii. Master of Education (MEd) by course work
- iv. Master of Business Administration (MBA) by course work and dissertation

### **2.4 Entry Requirements**

#### **2.4.1 Non-Degree Programme**

##### **Postgraduate Diploma in Education**

A candidate seeking admission into the Postgraduate Diploma in Education programme must have obtained a first degree and taught for a minimum of two years.

## **2.4.2 Master's Degree Programmes (MA/MSc/MEd/MBA)**

Candidates seeking admission to an MA/MSc/MEd/MBA degree programme must:

- i. Have obtained a good first degree in an appropriate field of study from a recognized university/analogous institution.
- ii. Submit an official transcript of academic record.
- iii. Satisfy any additional requirements prescribed by the College/Faculty/School/Institute/Department concerned.
- iv. Pass a selection interview (where applicable).

## **2.5 Special Admissions**

a) In special cases, applicants who do not have a first degree but are otherwise adjudged suitable may be offered admission into an MA/MEd/MSc/MBA programme. Such applicants should:

- i. Be at least 35 years old by June 2019.
- ii. Have special knowledge and considerable experience in their area of interest.
- iii. Have at least G.C.E 'O' Level pass in English or its equivalent.

In addition, such applicants will be required to:

- i. Provide transcripts of their academic record;
  - ii. Attend and pass a selection interview.
- b) A Candidate who possesses a first degree with a Third Class or Pass may be considered for admission into the MA/MBA/Med/MSc programme. The candidate will also be required to:
- i. Submit a transcript of his/her academic record.
  - ii. Pass a selection interview.

## **2.6 Application Forms/Scratch Cards**

Application forms for admission to Career-Oriented graduate programmes (Sandwich) in the University of Cape Coast may be obtained online between November and January each year. Applicants are to buy scratch cards (GH¢320.00 for Ghanaian applicants or USD\$100 for International applicants) to apply. Scratch cards may be purchased from the following sales points:

- i. Cash Office - University of Cape Coast
- ii. University of Cape Coast Guest House at Tesano – Accra
- iii. Regional or District Capital Post Offices
- iv. Kumasi Workers College – Kumasi
- v. I-J Consult, Apostle Dr. Baidoo Avenue – Millenium City, Kaso
- vi. All UCC College of Distance Education (CoDE) Study Centres
- vii. Other places as advertised periodically.

## 2.7 Submission Guidelines

Completed application forms with confirmation number quoted on the envelope and **the following documents** should be returned by post on or before 28<sup>th</sup> February, 2019.

- i. Two (2) copies of relevant certificates authenticated by the awarding institution.
- ii. Two (2) original copies of transcript of academic record.
- iii. Two (2) copies of online application confirmation page.

Completed application forms should be submitted to:

*The Deputy Registrar  
School of Graduate Studies  
University of Cape Coast  
Cape Coast*

*Tel.: 0207087976, [03321] 32480, Ext 230, [03321] 35980*

*E-mail Services: [graduatestudies@ucc.edu.gh](mailto:graduatestudies@ucc.edu.gh)*

## **CAREER - ORIENTED GRADUATE PROGRAMMES (SANDWICH) IN THE COLLEGES**

### **3.0 COLLEGE OF HUMANITIES AND LEGAL STUDIES (CHLS)**

#### **3.1. FACULTY OF ARTS**

The following programmes are offered by Departments of the Faculty of Arts

##### **3.1.1 Department of English**

- i. M.A. (English Language)
- ii. M.A. (Literature in English)
- iii. Top-up to MPhil (English Language)
- iv. Top-up to MPhil (Literature - in - English)

##### **3.1.2 Department of Communication Studies**

- i. **MA (Communication Studies)**

#### **Target groups**

The programme targets Teachers, Public Relations Practitioners, Non-Governmental Organizations, Advertising Agents, Political Communicators, Journalists, Broadcasters, Speech Writers, Publicists, Personal Assistants, Event Managers and other professionals.

## Specific Entry Requirements

Candidates seeking admission into the programme must have a good first degree (at least a second class lower division in B.A (Arts). Also, candidates with a degree in social sciences and other related fields from a recognized University/Analogous Institution in the following areas can apply.

- a. B.Ed (Arts) with English
- b. B.A (Arts) in English
- c. Bachelor's Degree in Communication Studies

A Bachelor's Degree in other appropriate fields of study.

Candidates must also pass a selection interview.

### ii. **MA (Teaching Communicative Skills)**

## Target groups

The programme targets Teachers, Public Relations Practitioners, Non- Governmental Organizations, Advertising Agents, Political Communicators, Journalists, Broadcasters, Speech Writers, Publicists, Personal Assistants, Event Managers and other professionals.

## Specific Entry Requirements

Candidates seeking admission into the programme must have a good first degree (at least a second class lower division in B.A (Arts). Also, candidates with a degree in social sciences and other related fields from a recognized University/Analogous Institution in the following areas can apply.

- d. B.Ed (Arts) with English
- e. B.A (Arts) in English
- f. Bachelor's Degree in Communication Studies

A Bachelor's Degree in other appropriate fields of study.

Candidates must also pass a selection interview.

### **3.1.3 Department of Religion and Human Values**

#### **a. MA (Religion and Human Values)**

##### **Specific Entry Requirements**

- i. A Bachelor's Degree (Second Class Division) in any field of study and evidence of involvement in a Religious Institution or Organisation is required.
- ii. People who belong to Educational Institutions, Churches and Para-church Organisations are also eligible.

#### **b. Top-up from MA to MPhil (Religion and Human Values)**

##### **Specific Entry Requirements**

Candidates seeking admission to Top-up from MA to MPhil (Religion and Human Values) must have:

- i. An MA Degree in Religion and Human Values.
- ii. An equivalent Master's degree

### **3.1.4 Department of French**

- i. MA (Bilingual Translation)
- ii. MA (Applied French Linguistics)
- iii. Top-up to MPhil (French Linguistics)

## **3.2 FACULTY OF SOCIAL SCIENCES**

The following programmes are offered by the Departments/Institutes of the Faculty of Social Sciences

### **3.2.1 Department of Geography and Regional Planning**

- i. **MSc (Disaster Management)**

#### **Target Group**

Persons targeted under this programme include teachers in related fields such as: mining, electrical, civil and mechanical engineering, forestry and related fields; personnel from the Ghana Armed Forces, the Ghana Police Service, Immigration Service, Customs, Excise and Preventive Services (CEPS), Ghana Health Service (GHS), Non-Governmental Organizations (NGOs), Environmental Protection Agency (EPA), the National Disaster Management Organization (NADMO) and industries.

#### **Specific Entry Requirements**

The programme is available to applicants with a Bachelor's Degree (with at least a Second Class Lower Division). Applicants without a Bachelor's Degree but with a Diploma in

disciplines related to the physical and human environment and have occupied Managerial Positions focusing on disaster management, journalism and related disciplines for at least three years are eligible.

ii. **MSc ( Land Policy and Administration)**

**Target Group**

The programme targets the following categories of persons: Traditional Authorities (Chiefs and Queenmothers); Local Authorities (Metropolitan/Municipal/District Assemblies – MMDA’s); NGO’s and Civil Organizations; Legislators, the Judiciary; the Media; Religious Bodies, Public and Civil Servants.

**Specific Entry Requirements**

To be eligible, applicants must possess at least a Second Class Honours (Lower Division) Degree in an appropriate field of study from an approved University or have a Diploma in Land issues or law, and have worked in a management position for at least three (3) years.

Please note: in both Masters Programmes depending on the nature of qualification presented, candidates may have to pass an interview to be conducted by the Department of Geography and Regional Planning.

**3.2.2 Institute for Oil and Gas Studies**

i. **MBA (Oil and Gas Management)**

The programme targets the following categories of persons: public and civil servants; officials working with Non-Governmental Organisations (NGOs) related to the oil and gas industry, engineers, scientists and other technical officers who require manage-

rial training in oil and gas management, graduates from relevant disciplines.

### **Specific Entry Requirements**

Applicants will also be required to pass a selection interview. Admission is on fee paying basis.

#### ii. **MA (Communication in Oil and Gas Management)**

Persons targeted under this programme includes: Communication Practitioners, Administrators in the oil and gas industry, Non-Governmental Organisations and interested members of the general public.

### **Specific Entry Requirements**

Applicants will also be required to pass a selection interview. Admission is on fee paying basis.

#### iii. **MSc (Oil and Gas Resource Management)**

The programme targets the following categories of persons; Security agencies, Educationists, District Assemblies, Persons in the oil and gas allied industries, relevant public sector institutions, NADMO, Civil society organisations, Journalists, Religious community and Traditional Leaders.

### **Specific Entry Requirements**

Applicants will also be required to pass a selection interview. Admission is on fee paying basis.

### **3.2.3 Department of Population and Health**

#### **MA (Population and Health)**

##### **Specific Entry Requirements**

- i. Applicants to this programme must have obtained a Bachelor of Arts (with Second Class) in one of the following areas; Population, Health, Geography, Economics, Sociology, Development Studies, Anthropology, Psychology, Political Science, Business Management, Actuarial Science, Mathematics and Statistics.
- ii Candidates will have to pass an interview to be conducted by the Department.

### **3.2.4 Department of Sociology and Anthropology**

#### **MA (Sociology of Peace and Security)**

##### **Specific Entry Requirements**

A candidate seeking admission to the Master of Arts Programme in Sociology of Peace and Security must:

- i. Have obtained a good first degree in any field of study from a recognized university
- ii. In exceptional cases obtained a Diploma in a related field and aged 35 years or above with relevant working experience in peace and security.
- iii. Submit an official transcript of academic record
- iv. Submit a reference report from a former lecturer/instructor or a superior at the work place

- v. Satisfy any additional requirements prescribed by the Faculty or Department

### **Target Groups**

This programme targets workers in the security agencies: Police, Armed Forces, Prison Service, Customs, and Immigration Services, Traditional Rulers, District, Municipal and Metropolitan Assemblies, Non-Governmental Organisations (NGO's), Community-Based Organisations (CBO's) and Civil Society Organisations (CSO's), Media Organisations, Religious Organizations, Political Organisations (The Executives, the Judiciary and the Legislature), and Ministries.

## **3.3 SCHOOL FOR DEVELOPMENT STUDIES (SDS)**

### **3.3.1 Department of Labour and Human Resource Studies (DoLAHRS)**

#### **i. MA (Human Resource Management)**

Targeting HRM personnel, principal officers of schools, trade unions, employers and NGO executives.

#### **ii. MA (Human Resource Development)**

Targeting HRD personnel, principal officers of training institutions, NGOs and Consulting Firms.

### **3.3.2 Department of Environment, Governance and Sustainable Development (DEGSuD)**

#### **i. MA (Environmental Management and Policy)**

Targeting NGO personnel, District Assembly staff and staff of environmental management agencies.

#### **ii. MA (Democracy, Governance, Law and Development)**

Targeting members of Parliament, staff and members of District Assemblies, NGO personnel, Traditional Authorities.

#### **iii. MA (Governance and Sustainable Development)**

The programme targets District Assembly staff, staff of decentralized departments, traditional authorities, NGO personnel and all persons interested in local level development management.

### **3.3.3 Department of Peace Studies (DPS)**

#### **i. MA (Peace and Development Studies)**

The programme targets staff of Security Agencies, Traditional Authorities, District Assemblies, Religious Organisations, Judiciary, Media, Public and Civil Service and Political Parties.

#### **Specific Entry Requirements**

#### **ii. Master of Arts - MA (GSD, EMP, HRD, HRM, DGLD, PDS)**

The programmes are available to First Degree holders with at least Second Class (Lower Division). Provision is made

for special candidates without the above qualification, from the public service, industry and international organizations. Such candidates must be at least 35 years old by June, 2019.

## **3.4 SCHOOL OF ECONOMICS**

### **3.4.1 Department of Applied Economics**

#### **M.Sc (Microfinance)**

This programme is targeted at personnel from industrial establishments, private entrepreneurs, middle and top level decision-makers from public institutions and NGOs.

#### **Specific Entry Requirements**

A Bachelor's Degree from a recognized University with at least Second Class Lower Division in the Social Sciences or Business. In addition, applicants will be required to pass a selection interview.

### **3.4.2 Department of Economic Studies**

#### **i. MSc (Economics of Technology and Development)**

This programme is targeted at personnel from industrial establishments, private entrepreneurs, middle and high level decision-makers from public institutions and NGOs.

#### **Specific Entry Requirements**

- i. A Bachelor's Degree from a recognized University with at least Second Class Lower Division in the Social Sciences, Pure Sciences or Applied Sciences.

- ii. In addition, applicants will be required to attend and pass a selection interview.

## ii. **MSc (Economics)**

The MSc Economics programme is intended to train economists in advanced theory and methods, mainly for policy analysis and economic management within government, and the private sector. The programme provides a very good foundation in core disciplines such as Microeconomics, Macroeconomics, Econometrics and Mathematics and prepares the student for a career as a professional economist.

### **Specific Entry Requirements**

- i. A good Bachelor's Degree in Economics or in a related discipline
- ii. In addition, applicants will be required to attend and pass a selection interview.

## **3.4.3 Department of Data Science and Economic Policy**

### **MSc (Economic Policy Modeling)**

This programme aims to equip students with the art of economic policy modeling with emphasis on model conceptualization, development and building. Students will be exposed to a variety of economic policy analytical tools and models for policy planning and analysis.

### **Specific Entry Requirements**

- i. Candidate must have a first degree with at least Second Class Lower Division in the Social Sciences, Statistics,

Mathematics, Engineering, Applied Physical Sciences and Related disciplines.

- ii. Experienced practitioners without the above qualifications are also eligible to apply but they must have university-based diploma level qualification or equivalent qualification.

In addition to the above, applicants will be required to pass a selection interview

### **3.5 SCHOOL OF BUSINESS**

The School of Business offers the following programmes:

- i. MBA (by course work and dissertation)
- ii. MSc (by course work only)

#### **3.5.1 Department of Accounting**

##### **MBA (Accounting)**

##### **Specific Entry Requirements**

- i. A good Bachelor's Degree in Accounting with at least a Second Class Lower Division.
- ii. Professional qualification such as ICA, ACCA and CIMA plus two years post-qualification work experience.

### **3.5.2 Department of Finance**

#### **MBA(Finance)**

##### **Specific Entry Requirements**

- i. A good Bachelor's Degree from a recognised university with at least a Second Class Lower Division.
- ii. Professional qualification such as ICA, ACCA and CIMA plus two years post-qualification work experience.

### **3.5.3 Department of Management**

#### **i. MBA (Management)**

#### **ii. MSc (Public Policy and Management)**

##### **Target groups (i and ii)**

The programme targets practising and would be Managers, Government Workers, Policy Makers and Policy Analysts.

##### **Specific Entry Requirements (i and ii)**

- i. All applicants to both programmes must hold a Bachelor's Degree with at least Second Class from a recognized university.
- ii. All applicants should have two years' working experience.

### **3.5.4 Department of Human Resource Management**

#### **MBA (Human Resource Management)**

This programme targets practising and prospective Human

Resource Managers.

### **Specific Entry Requirement**

Also, holders of professional qualification such as IHRMP, CIPD, ICA, ACCA and CIMA plus two years post qualification work experience can apply.

## **3.5.5 Department of Marketing and Supply Chain Management**

### **i. MBA (Marketing)**

This programme targets providers and potential professionals in Marketing Services and Consultants

### **ii. MSc (Procurement and Supply Chain Management)**

The programme is targeted at individuals who want to develop careers in Procurement and Supply Chain Management.

### **iii. MSc (Project Management)**

This programme is targeted at individuals seeking to enter the field of project management or for current project managers who desire additional education and training in project management skills and techniques.

### **Specific Entry Requirement**

#### **MBA/MSc**

Also, holders of professional qualification, such as CIM, AMA, ICA, ACCA, CIT and CIMA, CIPS, CITL and similar recognized professional bodies plus three years post-qualification work experience, qualify.

### **3.5.6 Centre for Entrepreneurship and Small Enterprise Development**

#### **i. MBA (Entrepreneurship and Small Enterprise Development)**

This programme targets providers and potential professionals in Small Business Development Services and Consultants, Entrepreneurs, Policy Makers and Managers in Private and Public Sectors

#### **Specific Entry Requirement**

- i. Applicants must hold a Bachelor's Degree of at least second class lower division from a recognized University. OR
- ii. Professional qualification, such as ICA, ACCA and CIMA, plus three years post qualification work experience.

## **4.0 COLLEGE OF EDUCATION STUDIES (CES)**

### **4.1 SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH**

The following programmes are offered in the School.

#### **4.1.1 Centre for Professional Teaching and Development**

##### **Postgraduate Diploma in Education.**

#### **Specific Entry Requirement**

Candidates seeking admission into the Postgraduate Diploma in Education programme must have obtained a

good first degree and taught for a minimum of two years.

#### **4.1.2 Institute for Educational Planning and Administration (IEPA)**

##### **MEd (Educational Administration)**

##### **Specific Entry Requirements**

Candidates with a good BEd, degree or B.A., BSc degree plus Postgraduate Diploma in Education (PGDE)/Postgraduate Certificate in Education (PGCE)/Diploma in Education (Dip. Ed) from the University of Cape Coast or a recognized institution of higher learning may be considered for the programme.

#### **4.1.3 Institute of Education**

##### **M.Ed (Teacher Education)**

The following subject areas of specialization will be mounted for this sandwich semester:

- i. Ghanaian Language
- ii. Agricultural Science
- iii. French Language
- iv. Education Studies
- v. Economics
- vi. Religious and Moral Education

- vii. Mathematics
- viii. Social Studies
- ix. Physics

### **Specific Entry Requirements**

Candidates must:

Have a good B.Ed, or B.A/ B.Sc degree plus Postgraduate Diploma in Education (PGDE)/ Postgraduate Certificate in Education (PGCE) from a recognized University/analogous institution.

Submit an official transcript of academic records.

### **Target Group**

Candidates seeking to teach in the tertiary institution.

## **4.2 FACULTY OF EDUCATIONAL FOUNDATIONS**

The following programmes are offered in the Faculty.

### **4.2.1 Department of Guidance and Counselling**

#### **i. MA (Guidance and Counselling)**

The programme targets Religious Leaders, Social Workers, Senior Police Personnel, Senior Prison Officers, Accountants, and NGO Workers in Counselling Positions, Nurses and other Health Workers.

### **Specific Admission Requirement**

Aslo, least three years experience in School Counselling, Social Work, Conflict Management, Pastoral Counselling, Correctional Counselling, Family Life Education or Behaviour

Change Counselling.

ii. **MEd (Guidance and Counselling)**

This programme targets Teachers of basic, secondary schools, and Lecturers of tertiary institutions.

**Specific Entry Requirements**

Candidates applying for admission to the MEd (Guidance and Counselling) programme should have any of the following qualifications:

- i. A good first degree in any Education Programme.
- ii. A good first degree in a non-education programme plus a Postgraduate Diploma in Education (PGDE)/Postgraduate Certificate in Education (PGCE) or Diploma in Education (Dip Ed.).

iii. **MPhil (Guidance and Counselling) Top-up**

The programme targets M.A and M.Ed Guidance and Counselling Graduates.

**Specific Admission Requirement**

Applicants must have a CGPA of 3.0 at MA/MEd course work

**4.2.2 Department of Education and Psychology**

i. **MA (Educational Measurement and Evaluation)**

The programme targets testing organisations, financial institutions, NGO workers in monitoring and evaluation and people involved in assessing students, workers etc.

### **Specific Admission Requirements**

- i. A good first degree in any field.
- ii. At least three years experience in testing, monitoring, and evaluation

#### **ii. MEd (Educational Measurement and Evaluation)**

The programme targets teachers at the basic, secondary and tertiary levels, district, municipal and metro education staff and Ghana education service staff (headquarters)

### **Specific Admission Requirements**

- i. A good first degree in any education programme.
- ii. A post-graduate diploma/certificate in Education.

#### **iii M.Ed. (Educational Psychology)**

The programme targets teachers at the basic, secondary and tertiary levels, district, municipal and metro education staff and Ghana education service staff (headquarters)

### **Specific Admission Requirements**

- i. A good first degree in any education programme.
- ii. A post-graduate diploma/certificate in Education.

## **4.3 FACULTY OF SCIENCE AND TECHNOLOGY EDUCATION**

### **4.3.1 Department of Health, Physical Education and Recreation (H. P. E. R.)**

#### **i. MA (Health Education)**

The programme targets personnel of NGOs in health related activities, corporate and private fitness management personnel, public and community health service providers, school health programme coordinators or aspirants, persons aspiring to health education and promotion jobs, professionals in sports management positions.

#### **Specific Entry Requirements**

Candidates must have one of the following qualifications:

- i. Good first degree in a Health or Physical Education related discipline.
- ii. Good first degree, but not in a Health or Physical Education related discipline, and a minimum of two years' experience in a Health or Physical Education related job.

#### **ii. M.Ed (Physical Education)**

Targets Physical Education Coordinators, School Health Programme Coordinators, Physical Education Tutors in Colleges of Education, Teachers of HIV/AIDS and Physical Education Teachers.

## Specific Entry Requirements

Candidates must have one of the following qualifications:

- i. Must be a professionally trained teacher.
- ii. Must have a first degree in Physical Education and a minimum of 2 years experience in teaching.

### 4.3.2 Department of Science Education

#### i. **M.Ed (Science Education)**

##### Specific Entry Requirements

Applicants to the Master of Education (Science Education) programme should be:

- i. Holders of a B.Ed (Science Education) or B.Ed (Basic Education) Science Option with a second class lower or better from a recognised university. **OR**
- ii. Holders of B.Sc. (Hons.) in Science or a Science related programme with Postgraduate Certificate in Education (PGCE)/Postgraduate Diploma in Education (PGDE) from a recognized university.

#### ii. **Master of Philosophy-MPhil (Science Education) Top-up**

##### Specific Entry Requirements

- i. Holders of non-research-based master's degrees in Science Education (M.Ed) from a recognized university.
- ii. Applicants must have obtained a minimum CGPA

of 3.0 in the MEd programme and should have a minimum of Grade B in research methods course.

In addition, a minimum of two years' experience teaching at the basic, high school or college level in any of the sciences will be required.

Applicants will also have to pass a selection interview.

### **4.3.3 Department of Mathematics and ICT Education**

#### **i. M.Ed (Mathematics Education)**

##### **Specific Entry Requirements**

- i. Holders of a B.Ed (Mathematics Education), B.Ed. (Mathematics) or B.Ed (Basic Education) Mathematics Option with a second class lower or better from a recognised university.  
OR
- ii. Holders of B.Sc (Hons.) in Mathematics or a Mathematics related programme AND a Postgraduate Certificate in Education (PGCE)/Postgraduate Diploma in Education (PGDE) from a recognized University.

In addition to either (i) or (ii), a minimum of two years' experience of mathematics teaching at the basic, high school or college level will be required.

Holders of B.Ed (Basic Education) will take bridging courses to upgrade their content in Mathematics Education.

## 4.3.4 Department of Vocational and Technical Education

### i. M.Ed (Home Economics)

#### Options

- a. Food and Nutrition
- b. Clothing and Textiles
- c. Family Issues and Management

This programme is targeted at home economics teachers, home economics probationers, nutritionists, fashion designers and other related fields.

#### Specific Entry Requirements

- i. Holders of Bachelor's Degree in Home Economics/Home Science with Second Class (Lower Division or better). Those who have Third class or Pass with a minimum of three years working experience are also eligible but will also have to pass a selection interview.
- ii. Holders of B.Ed Basic Education, B. Ed or Psychology with options in Vocational Studies are also eligible for admission though will be made to undertake some additional courses.
- iii. Holders of other degrees with some amount of experience in Teaching and or studying Home Economics related fields are also eligible to apply.

**NB:** In all cases (i.e. i, ii and iii), applicants should have background in education.

Applicants must indicate which one of the three options they are applying for.

## **4.4 FACULTY OF HUMANITIES AND SOCIAL SCIENCES EDUCATION**

### **4.4.1 Department of Business and Social Sciences Education**

#### **i. M.Ed (Social Studies)**

##### **Specific Entry Requirements**

Applicants are expected to possess a minimum of Second Class (Lower Division) Bachelor's Degree in Education (B.Ed) with specialty in Social Studies or any other Bachelor's Degree (BA/BSc, etc) in Social Studies with a Diploma/Certificate in Education (if Certificate it must necessarily be at the post-graduate level (PGDE/PGCE).

##### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

#### **ii. M.Ed ( Accounting Education)**

##### **Specific Entry Requirements**

Applicants are expected to possess a minimum of Second Class (Lower Division) Bachelor's Degree in Education (B.Ed) with specialty in Accounting or any other Bachelor's Degree (BA/BSc/BCom, etc) in Accounting with a Diploma/

Certificate in Education (if Certificate it must necessarily be at the post-graduate level (PGDE/PGCE).

### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

#### **iii. MEd (Economics Education)**

### **Specific Entry Requirements**

Applicants are expected to possess a minimum of Second Class (Lower Division) Bachelor's Degree in Education (B.Ed) with specialty in Economics or any other Bachelor's Degree (B.A/B.Sc etc) in Economics with a Diploma/Certificate in Education (if Certificate it must necessarily be at the post-graduate level (PGDE/PGCE)

### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

#### **iv. M.Ed ( Management Education)**

### **Specific Entry Requirements**

Applicants are expected to possess a minimum of Second

Class (Lower Division) Bachelor's Degree in Education (B.Ed) with specialty in Management or any other Bachelor's Degree (B.A/B.Sc etc) in Management with a Diploma/Certificate in Education (if Certificate it must necessarily be at the post-graduate level (PGDE/PGCE)

### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

#### **vi. M.Phil (Management Education) Top-up Specific Entry Requirements**

Applicants are expected to possess M.Ed/MA/MSc in Management/Administration or any related discipline.

### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

#### **vii. M.Phil (Social Studies Education) Top-up**

##### **Specific Entry Requirements**

Applicants are expected to possess M.Ed/MA/MSc in Social Studies, Development Studies or any related discipline

## **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

### **viii. M.Phil (Accounting Education) Top-up**

#### **Specific Entry Requirements**

Applicants are expected to possess M.Ed/MA/MSc in Accounting or any related discipline.

#### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

### **ix. M.Phil (Economics Education) Top-up**

#### **Specific Entry Requirements**

Applicants are expected to possess M.Ed/MA/MSc in Economics or any related discipline.

#### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teach-

ers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

#### **4.4.2 Department of Arts Education**

##### **i. Master of Education – (M.Ed) in Arts Education**

###### **Specific Entry Requirements**

Applicants are expected to possess a minimum of Second Class (Lower Division) Bachelor's Degree in Education (B.Ed) with specialty in Social Studies or any other Bachelor's Degree (B.A/B.Sc etc) in Management with a Diploma/ Certificate in Education (if Certificate it must necessarily be at the post-graduate level (PGDE/PGCE)

###### **Target Groups**

The programme targets Heads/Managers of public and private educational institutions, Professional Graduate Teachers, Personnel in Curriculum or Training Units of public and private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

##### **ii. Master of Philosophy-M.Phil. (Arts Education)**

###### **Top-up**

Applicants are expected to possess:

- i. Bachelor's degree in Arts Education – B.Ed (Arts)  
2<sup>nd</sup> Class Lower or better
- ii. MEd (Arts) degree with a minimum CGPA of 2.5 in  
History, Religion, English, French, Ghanaian Language  
and Music

**Specialization (i and ii): History, Religion, English, French, Ghanaian Languages and Music**

**5.0 COLLEGE OF AGRICULTURE & NATURAL SCIENCES [CANS]**

**5.1 SCHOOL OF AGRICULTURE**

**5.1.1 Department of Agricultural Economics and**

**Extension**

**i. MSc (Non-Governmental Organisation Studies and Management)**

The programme targets middle and senior level staff of NGOs, CBOs, FBOs, Ministries, Departments and Agencies (MDAs); Metropolitan, Municipal and District Assemblies (MMDAs); and university graduates with keen interest in working with the above entities, as well as individuals wishing to start their own NGOs.

**Specific Entry Requirements**

First degree, Bachelor's holders with minimum of second class lower from a public or private University. Applicants will then be interviewed on campus

**5.2 SCHOOL OF PHYSICAL SCIENCES**

**5.2.1 Department of Mathematics and Statistics**

**MSc (Mathematics)**

**Specific Entry Requirements**

Candidates seeking admission to this programme must have a good first degree at least, a Second Class

Lower Honours Division in the following: BSc. (Mathematics), BSc. (Mathematics-with-Economics), BSc. (Mathematics-with-Business), BSc. (Mathematics and Statistics), BSc. (Mathematics and Computer Science), and BEd. (Mathematics).

## **6.0 COLLEGE OF HEALTH AND ALLIED SCIENCES (CoHAS)**

### **6.1 School of Nursing & Midwifery**

#### **MSc (Advanced Nursing Practice)**

The programme targets all registered nurses in the Health Services, those teaching in Nurses' Training Colleges, Nurse Managers, Nurse Educationists, and Nurse Clinical Practitioners.

#### **Specific Entry Requirements**

Candidates:

- i. Must have obtained a Bachelor's degree in Nursing with at least Second Class Lower Division from a recognized institution.
- ii. Must have a minimum of three (3) years working experience as a professional nurse.
- iii. Will be required to pass a written examination followed by a formal interview.
- iv. Non-degree nurse with ten (10) years working experience and an Advanced Diploma in a specialty area may be considered.

- v. Must have an active registration with the Nurses and Midwives Council (NMC) Ghana.

If offered a place, the candidate must complete a health check and provide satisfactory references.

## **7.0 DURATION OF PROGRAMME/SCHEME OF EXAMINATION**

### **7.1 MA/MSc/MEd by Course Work Only**

Two (2) sandwich semesters of 8-weeks duration each.

### **7.2 MBA by Course Work and Dissertation**

Three (3) sandwich semesters of 8-weeks duration each.

### **7.3 Postgraduate Diploma (PGD) by course work and Long Essay**

Two (2) sandwich semesters of 8-weeks duration each.

## **8.0 ADDITIONAL INFORMATION**

- i. Arrival of Fresh Students – Wednesday, 12<sup>th</sup> June, 2019  
(Beginning of 2019 Sandwich Semester)
- ii. Students go down – Saturday, 17<sup>th</sup> August, 2019  
(End of 2019 Sandwich Semester)

