

# UNIVERSITY OF CAPE COAST

## SCHOOL OF GRADUATE STUDIES



### SALE OF APPLICATION FORMS FOR ADMISSION TO DISTANCE GRADUATE DEGREE PROGRAMMES - 2018/2019 ACADEMIC YEAR

Applications are invited from qualified persons for admission into graduate programmes (DISTANCE) in the University of Cape Coast for the 2018/2019 academic year.

Scratch cards for online application forms are up for sale as listed below:

#### 1.0 SALES CENTRES

##### A. SALES CENTRES /MODE OF PAYMENT

- (a) All Regional and District Study Centres of CoDE  
(Mode of payment – **BANK DRAFT**)
- (b) University of Cape Coast Accra Office, Tesano  
(Mode of payment – **BANK DRAFT**)
- (c) CoDE Graduate Studies Unit, University of Cape Coast  
(Mode of payment – **BANK DRAFT**)
- (d) **Regional Study Centres:**
  - i. *Accra Study Centre (Zenith University College), Adjiringano Learning Centre (Papafio Hills, Accra)*
  - ii. *Ashanti Regional Study Centre (Tafo Nhyiaso, Kumasi)*
  - iii. *Central Regional Study Centre (CoDE-UCC)*
  - iv. *Western Regional Study Centre (Ntakoful, Takoradi)*
  - v. *Upper East Regional Study Centre (Bolgatanga)*
  - vi. *Northern Regional Study Centre (Vittin Target Road, Tamale)*
  - vii. *Volta Regional Study Centre (Little Bethlehem, Ho)*
  - viii. *Upper West Regional Study Centre (Kabaye, Wa)*
  - ix. *Eastern Regional Study Centre (Junction 10 Okurase, Koforidua)*
  - x. *Brong Ahafo Regional Study Centre (Sunyani)*(Mode of payment – **BANK DRAFT**)

Bank Drafts can be obtained from any **GCB Branch** nationwide, issued in the name of College of Distance Education, University of Cape Coast. All Bank Drafts must be submitted to the Officers at the sales point for the scratch card.

**COST OF SCRATCH CARD – GH¢320.00** for each programme.

## **SPECIAL ORIENTATION**

All successful applicants will be invited to a special orientation to be held at their study centres in the various regions. Applicants will be briefed on the mode of delivery and other requirements they will need for completion of the programme within the stipulated period.

## **CLOSING DATE**

Deadline for sale of Scratch Cards (i.e. application forms) is **Thursday, 31st May, 2018**

Completed application forms should be returned on or before **Friday, 29<sup>th</sup> June, 2018** to:

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

## **CONTACT NUMBERS**

For further enquiries, please contact us on:

0332091217- **CoDE-UCC, Cape Coast**

0332091125- **CoDE-UCC, Cape Coast**

0322041040/0243465305 – **Kumasi**

0200235985 - **Tamale**

0244371200– **Accra**

0207892688 – **Koforidua**

0240077208 – **Sunyani**

0244576932 – **Takoradi**

0243035781/0362092256- **Ho**

0243333798- **Bolgatanga**

0244701591 – **Wa**

**WhatsApp Only- 0507219519**

## **2.0 ENTRY REQUIREMENTS**

- i. Applicants seeking admission into any of the programmes must have a first degree from a recognized University or equivalent institution in the intended field of specialization with a minimum of 2<sup>nd</sup> Class Honours - Lower Division.

**PLEASE NOTE:** A selection interview would be conducted for applicants with **Third Class** and **Pass**.

- ii. In the case of the MBA programmes, holders of final professional examinations certificate and membership of relevant professional bodies such as Institute of Chartered Accountants Ghana(ICAG), Association of Chartered Certified Accountants(ACCA), Chartered Institute of Management Accountants(CIMA), Chartered Institute of Banking(CIB); Chartered Institute of Personnel and Development (CIPD); Chartered Institute of Taxation, Ghana (CITG); Chartered Institute of Marketing(CIM); The **Chartered Institute of Professional Managers and Administrators(CIPMA)**; **Chartered Insurance Institute**; **Chartered Institute of Human Resources and Development (CIHRD)** can apply.
- iii. Applicants for the M.Ed. Programmes who do not have a first degree in Education must have at least a Diploma in Education in addition to a first degree in the intended field of study.

- iv. Candidates applying for **M.Phil. Programme** must have a Second degree (in Masters of Arts or Master of Education) from a recognized University or equivalent Institution in the intended field of specialization.
- v. Candidates for the PGDE programme must have a minimum of first degree in the relevant area and currently teaching. The candidate must submit an official transcript of academic record and satisfy any additional requirements prescribed by the College for Teacher Professional Development, such as a selection interview.

### 3.0 LEARNING CENTRES

The graduate programmes will be mounted in **six** of our regional learning centres, namely:

- a. Accra (Accra Study Centre, Adjiringano) - **Business and Education.**
- b. Kumasi **Business and Education.**
  - i. Ghana Institute of Languages - **M.ED/MA only**
  - ii. Kumasi Technical Institute (KTI) - **MBA only**
- c. Cape Coast (College of Distance Education Building, UCC) – **Business and Education.**
- d. Tamale (Institute of Languages, Education Ridge and BATCO) – **Business and Education.**
- e. Sekondi-Takoradi (Holy Child College of Education) - **Business only**
- f. Sunyani (Standards Institute of Business and Computing - SIBCO) **Business only**
- g. **PGDE : All Regional Centres**

### 4.0 ACADEMIC PROGRAMMES

The following graduate programmes are being offered by distance learning:

#### 1) Education: Master of Education (M.Ed)

Areas of specialization:

- a. Administration in Higher Education
- b. Educational Psychology
- c. Guidance and Counselling
- d. Measurement and Evaluation
- e. Special Education

#### 2) Arts: Master of Arts (MA)

Areas of Specialization:

- a. Guidance and Counselling
- b. Administration in Higher Education
- c. Measurement and Evaluation

#### 3) Master of Philosophy (M.Phil)

Areas of Specialization

- a. Administration in Higher Education
- b. Educational Psychology
- c. Guidance and Counselling
- d. Measurement and Evaluation

**4) Business: Master of Business (MBA)**

Areas of specialization:

- a. Accounting
- b. Finance
- c. Human Resource Management
- d. Marketing

**5) Postgraduate Diploma in Education (PGDE)**

**5.0 DURATION OF AND STRUCTURE PROGRAMMES**

**1. Education – M.Ed (By Course Work)**

The M.Ed programme is for a duration of three (3) semesters and is by course work only. Applicants for the M.Ed. programmes who do not have a first degree in Education must have at least Diploma in Education in addition to a first degree in the intended field of specialization. Students who successfully complete the M.Ed. programme may progress to do MPhil after graduation.

**2. MA (By Course Work)**

The MA is for duration of three (3) semesters.

**3. Business –MBA (Dissertation)**

The MBA with a dissertation programme is for a duration of four (4) semesters.

**4. M. Phil – (Thesis)**

The M.Phil. with thesis is for a duration of three semesters. One semester of course work and two (2) semesters for thesis writing.

**5. Postgraduate Diploma in Education (PGDE)**

The PGDE programme is for a duration of three semesters and is by Course Work, Project Work and Supervised Teaching Practice.

**REGISTRAR**