

UNIVERSITY OF CAPE COAST

DIRECTORATE OF ACADEMIC AFFAIRS



APPLICATIONS FOR ADMISSION INTO SANDWICH UNDERGRADUATE/DIPLOMA/CERTIFICATE PROGRAMMES 2017/2018 ACADEMIC YEAR

Applications are invited from suitably qualified persons for admission into SANDWICH Bachelors, Diploma and Certificate programmes of the University of Cape Coast for the 2017/2018 academic year. Scratch cards for online application are up for sale at the Centres listed below:

1.0 SALES CENTRES

- (a) Cash Office, University of Cape Coast.
(Mode of payment – **CASH**)
- (b) Ghana Post Offices at the Regional Capitals
(Mode of payment – **POSTAL ORDER**)
- (c) University of Cape Coast Accra Office, Tesano, (Mode of Payment – **CASH**).
- (d) Kumasi Workers' College (Mode of Payment – **CASH**)
- (e) I-J Consult, Kasoa-Nyanyano Road, Near Witty Kids Int. School (**CASH** Payment)

COST OF SCRATCH CARD - GH¢250.00

The deadline for submission of completed application forms is Wednesday, 28th February, 2018.

2.0 ONLINE APPLICATIONS

- a. Online applicants should visit www.ucc.edu.gh then go to Admissions and click on **Apply Online** for further instructions. Applicants should select The **CERTIFICATE, DIPLOMA and FIRST DEGREE SANDWICH** application type.

All applicants are required to provide the following information at the back of the large EMS envelope: (a) application reference number (b) full name (c) postal address (d) first choice programme and (e) application category which should be **CERTIFICATE SANDWICH or DIPLOMA SANDWICH or DEGREE SANDWICH (Post Diploma)**.

Applicants are advised to read application instructions as well as the contents of the admissions brochure very carefully before completing the online application form.

Applications on which APPLICATION REFERENCE NUMBERS are not indicated will not be processed.

Applicants are advised to select from the programmes listed below only.

3.0 COLLEGE OF EDUCATION STUDIES

**3.1 FACULTY OF EDUCATIONAL FOUNDATIONS
DEPARTMENT OF BASIC EDUCATION**

a. CERTIFICATE PROGRAMME IN EARLY CHILDHOOD EDUCATION

ADMISSION REQUIREMENTS:

- i.* Applicants must be teaching/working in a pre-school or primary school
- ii.* Applicants must have sat either SSSCE or WASSCE or equivalent examination and must be at least 25 years old
- iii.* Applicants must pass an entrance examination and an interview conducted by the Department

TARGET GROUP

- i.* Teachers and attendants who work in pre-school and in Early Childhood Programmes (Day Care Centres, Nursery Schools and Kindergartens).
- ii.* Teachers in Primary Schools who are interested in specializing in Early Childhood Education
- iii.* Staff of institutions related to child care

DURATION

The programme will cover two long vacation periods of eight (8) weeks each (June – July)

DATE OF EXAMINATION

Thursday, 22nd March, 2018 to be followed by interview on the same day

FEES

Fresh students - GH¢ 1, 411.00
Continuing students - GH¢ 1, 315.00

b. DIPLOMA PROGRAMME IN EARLY CHILDHOOD EDUCATION

ADMISSION REQUIREMENTS:

1. Direct Entry

- i.* Post-Senior High School candidates with credit passes in 5 subjects. Three (3) of the (5) subjects must be in core subjects (including English language, Mathematics and either Integrated Science or Social Science) and two elective subjects with a minimum aggregate of 24 for SSSCE and 36 for WASSCE or ‘O’ Level
- ii.* Applicants with Teachers’ Certificate ‘A’ or Certificate in Early Childhood Education from recognized institutions with GPA of 2.5 or better

2. Entry through Examinations and Interview

- i. Applicants must be 25 years and above and must have written SSSCE, WASSCE, ‘O’ Level or an equivalent examination with at least three passes
- ii. Applicants with Certificate in Early Childhood Education from recognized institutions with GPA between 2.4 and 1.5

Note: Candidates in category (2) would be required to pass a selection examination and interview on Wednesday, 21st March, 2018

TARGET GROUP

- i. Untrained early childhood teachers
- ii. Teachers in Basic Schools interested in early childhood education
- iii. Staff of NGOs working in child care institutions
- iv. Staff of Ministry of Women and Children Affairs

DURATION

The programme will cover three long vacation periods of eight (8) weeks each (June – July)

FEES

Fresh students - GH¢ 1, 599.00

Continuing students:

Diploma Year Two: - GH¢1,630.00

Diploma Year Three:- GH¢1,429.00

c. POST-DIPLOMA (B.ED) DEGREE PROGRAMME IN EARLY CHILDHOOD EDUCATION

ADMISSION REQUIREMENTS:

1. Direct Entry

- i. Applicants with Diploma in Early Childhood Education from recognized institutions with a GPA of 2.5 or better

2. Entry through Exams and Interview

- i. Applicants with Diploma in Early Childhood Education from recognized institutions with a GPA of 1.5 - 2.4.

Note: Candidates in category (2) would be required to pass a selection examination and interview on Friday, 23rd March, 2018

TARGET GROUP

1. Teachers in Basic Schools interested in early childhood education
2. Staff of NGOs working in child care institutions
3. Staff of Ministry of Women and Children’s Affairs

DURATION

The programme cover two years. A long vacation period of eight (8) weeks (June – July), a short vacation period of four (4) weeks (December – January) and another long vacation period of eight (8) weeks (June – July).

FEES

Fresh students - GH¢ 2, 090.00

Continuing students:

Diploma Year Two: - GH¢2,410.00

All students must pay their full fees into the Department of Basic Education Account (*Account Number 3021130000841*) at any networked branch of Ghana Commercial Bank.

For further information call 0332133379

d. POST-DIPLOMA (B.ED) DEGREE PROGRAMME IN BASIC EDUCATION

ADMISSION REQUIREMENTS:

1. Direct Entry

- j. Applicants with Diploma in Basic Education from recognized institutions with a GPA of 2.5 or better

2. Entry through Exams and Interview

- i. Applicants with Diploma in Basic Education from recognized institutions with a GPA of 1.5 - 2.4.

Note: Candidates in category (2) would be required to pass a selection examination and interview on Friday, 23rd March, 2018

TARGET GROUP

- 4. Teachers in Basic Schools
- 5. Staff of NGOs working in child care institutions
- 6. Staff of Ministry of Women and Children’s Affairs

DURATION

The programme will cover two years. A long vacation period of eight (8) weeks (June – July), a short vacation period of four (4) weeks (December – January) and another long vacation period of eight (8) weeks (June – July).

FEES

Fresh students - GH¢ 2, 090.00

Continuing students:

Diploma Year Two: - GH¢2,410.00

All students must pay their full fees into the Department of Basic Education Account (*Account Number 3021130000841*) at any networked branch of Ghana Commercial Bank.

For further information call 0332133379

3.2 FACULTY OF SCIENCE AND TECHNOLOGY EDUCATION

DEPARTMENT OF HEALTH SCIENCES EDUCATION

a. BACHELOR OF EDUCATION (HEALTH SCIENCES)

ADMISSION REQUIREMENTS:

Applicants must:

- i. possess a Diploma in one of the following areas: General Nursing, Midwifery, Psychiatry/Mental Health Nursing, Community Health Nursing, Nutrition, Disease Control, Environmental Health, or an equivalent qualification from an accredited health training institution.
- ii. possess a Diploma in Health Sciences Education, Environmental Health Education, or an equivalent qualification from an accredited institution.

Applicants should ensure that the following documents are submitted together with their application forms;

- i. A certified academic transcript showing semester by semester GPA and FCGPA
- ii. A certified copy of Licensure certificate
- iii. Licensing Examination Result (Nurses and Midwives)
- iv. First appointment letter

Note: All applicants would have to pass a selection interview.

DURATION

The programme is run over four sandwich semesters and is available for practitioners at the Health Sector who desire to teach in Health Training Institutions.

FEES

Fresh students - GH¢ 2, 700.00
Continuing students – GH¢ 2, 300.00

4.0 COLLEGE OF AGRICULTURE AND NATURAL SCIENCES

4.1 SCHOOL OF PHYSICAL SCIENCES

a. DEPARTMENT OF LABORATORY TECHNOLOGY

BSc. (LABORATORY TECHNOLOGY) – POST DIPLOMA

ADMISSION REQUIREMENTS:

- i. Applicants should possess a good HND/Diploma in Science Laboratory, Laboratory Technology, Chemical Engineering, Medical Laboratory Technology – with, at least a second class (lower division) or its equivalent from a recognized tertiary institution.
- ii. All candidates will be required to pass an interview

DURATION

Three (3) long vacation periods (8 weeks each). **Next Semester:** June – July, 2018

FEES:

New Entrants	-	GH¢2,850.00
Continuing Students:	-	GH¢2,800.00

The fees should be paid into the School of Physical Sciences Account No. **3021130001057** at any Ghana Commercial Bank.

5.0 COLLEGE OF HUMANITIES AND LEGAL STUDIES

5.1 SCHOOL OF BUSINESS

a. DEPARTMENT OF FINANCE

BACHELOR OF COMMERCE (FINANCE) – POST DIPLOMA

ADMISSION REQUIREMENTS:

The programme is available to holders of Higher National Diploma (HND) Accountancy or its equivalent, who obtained Second Class Lower Division or better with two years' working experience.

Applicants should ensure that the following documents are submitted together with the application forms.

1. A certified academic transcript showing semester by semester GPA and FCGPA.
2. A certified copy each of NAPTEX certificate and results slip.

DURATION

The programme is run over four (4) Sandwich Semesters.

FEES:

The fees for the 2017/2018 Sandwich Semester (June -July, 2018) are as follows:

i. <i>Fresh Students</i>	-	GH¢2,620.00
ii. <i>Continuing Students</i>	-	GH¢2,350.00

b. DEPARTMENT OF ACCOUNTING

BACHELOR OF COMMERCE (ACCOUNTING)

ADMISSION REQUIREMENTS:

The programme is available to holders of Higher National Diploma (HND) Accountancy or its equivalent, who obtained Second Class Lower Division or better.

Applicants should ensure that the following documents are submitted together with the application forms.

3. A certified academic transcript showing semester by semester GPA and FCGPA.
4. A certified copy each of NAPTEX certificate and results slip.

DURATION

The programme is run over four (4) Sandwich Semesters.

FEES:

The fees for the 2017/2018 Sandwich Semester (June -July, 2018) are as follows:

- iii. *Fresh Students* - **GH¢2,620.00**
- iv. *Continuing Students* - **GH¢2,350.00**

c. DEPARTMENT OF MARKETING AND SUPPLY CHAIN MANAGEMENT

1. BACHELOR OF COMMERCE (PROCUREMENT & SUPPLY CHAIN MANAGEMENT) CHARTERED INSTITUTE OF PROCUREMENT AND SUPPLY (UK) ACCREDITED PROGRAMME

2. BACHELOR OF COMMERCE (MARKETING)

ADMISSION REQUIREMENTS:

- 1. Higher National Diploma (or its equivalent) in Marketing, Purchasing & Supply, Secretaryship and Management Studies as well as other business related areas from any recognized tertiary institution.
- 2. Any other Diploma from any recognized tertiary institution or professional body and in other fields may be considered

The programme is available to holders of Higher National Diploma (HND) or its equivalent, who obtained Second Class Division or better with two years' working experience.

Applicants should ensure that the following documents are submitted together with their application forms.

- 1. A certified academic transcript showing semester by semester GPA and FCGPA.
- 2. A certified copy each of NAPTEX certificate and results slip.

DURATION

The programme is run over four (4) Sandwich Semesters

FEES:

The fees for the 2017/2018 Sandwich Semester (June –July 2018) are:

- i. **Fresh Students** - **GH¢2,620.00**
- ii. **Continuing Students** - **GH¢2,350.00**

PAYMENT OF FEES:

All students must pay their full fees into the School of Business Sandwich Programme Account (*Account Number 3021130002464*) at any networked branch of Ghana Commercial Bank.

d. DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

1. BACHELOR OF COMMERCE (HUMAN RESOURCE MANAGEMENT)

ADMISSION REQUIREMENTS:

- a. Higher National Diploma (or its equivalent) in any other business related areas from any recognized tertiary institution
- b. Holders of professional qualification can apply; those with IHRMP level 2 and CIPD level 2 have added advantage
- c. Applicants must have a good pass in the West African Secondary School Certificate Examination (WASSCE) or Senior Secondary School Certificate Examination (SSSCE)

TARGET GROUP

The programme targets the following category of persons:

- a. People working at the Human Resource Management units of their organizations
- b. People working in financial institutions
- c. Administrators

The programme is available to holders of Higher National Diploma (HND) or its equivalent, who obtained Second Class Division or better with two years' working experience.

Applicants should ensure that the following documents are submitted together with their application forms.

1. A certified academic transcript showing semester by semester GPA and FCGPA.
2. A certified copy each of NAPTEX certificate and results slip.

DURATION

The programme is run over four (4) Sandwich Semesters

FEES:

The fees for the 2017/2018 Sandwich Semester (June –July 2018) are:

- iii. **Fresh Students - GH¢2,620.00**
- iv. **Continuing Students - GH¢2,350.00**

PAYMENT OF FEES:

All students must pay their full fees into the School of Business Sandwich Programme Account (*Account Number 3021130002464*) at any networked branch of Ghana Commercial Bank.

5.2 FACULTY OF SOCIAL SCIENCES

a. DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

1. B.SC. (TOURISM MANAGEMENT)
2. B.SC. (HOSPITALITY MANAGEMENT)

ADMISSION REQUIREMENTS:

Candidates applying for admission into the above programmes should have the relevant requirements, namely:

- a. Diploma in Tourism Management OR Diploma in Hospitality Management, UCC.
- b. Related Diploma Certificate, such as:
 - HND (Tourism)
 - HND (Hotel, Catering and Institutional Management/Hospitality Management)

All candidates should submit certified copies of their transcripts and NAPTEX Certificate with the application. Candidates will be required to pass a selection interview.

TARGET GROUP

Middle to senior level employees in the hotel, restaurant, tourism, institutional catering who already hold professional and or diploma certificates

DURATION

Two years. This four semester course will be run on two semester mode in a year (June – July and November – December)

FEES:

Fresh students	–	GH¢2,700.00
Continuing students	–	GH¢2,500.00

b. DEPARTMENT OF GEOGRAPHY AND REGIONAL PLANNING

DIPLOMA IN TRANSPORT AND ROAD SAFETY MANAGEMENT

TARGET GROUPS

The programme targets drivers in governmental and non-governmental institutions/organizations, transport unions such as the Ghana Private Road Transport Union (GPRTU), Kingdom Transport, Metro Mass Transport Services (MMTS), Progressive Transport Owners Association (PROTOA), Car Rentals as well as educational Institutions in the country.

ADMISSION REQUIREMENTS:

The programme is available to people with Certificates in basic road safety or fleet management from the Road Safety Transportation Consultancies (RSTC) Limited or similar training institutions.

DURATION

Three (3) long vacation semesters lasting 8 weeks each. The first Semester begins in June, 2018.

FEES

Fresh students	–	GH¢2,500.00
Continuing students	–	GH¢2,200.00

For further information on programmes of the Department of Geography and Regional Planning, visit www.grp.edu.gh

c. DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

i. DIPLOMA IN SOCIAL BEHAVIOUR AND CONFLICT MANAGEMENT

TARGET GROUPS

The programme is open to interested persons who have any of the underlisted qualifications. We would however wish to encourage workers in the protection agencies – the Police Service, Prison Service, Customs, Excise and Preventive Service, Fire Service, Immigration and National Disaster Management Organisation, Social Workers and Country Development Officers to apply.

ADMISSION REQUIREMENTS:

Applicants should possess any of the following:

- Certificate in Social Behaviour and Conflict Management from the University of Cape Coast
- GCE ‘O’ level passes in five subjects including English and Mathematics
- Aggregate 24 or better in SSSCE / WASSCE including English and Mathematics
- Teacher’s Certificate ‘A’ with ‘O’ level credit passes English and Mathematics
- Stenographer Grade Two Certificate.
- GCE ‘A’ level passes in two subjects and ‘O’ level credit passes in English and Mathematics

Note: Candidates with good passes in the elective subjects but do not have credit in Core Mathematics or Core English would be required to pass a selection examination to be conducted on Friday, 23rd March, 2018

DURATION

Three (3) long vacation semesters lasting eight (8) weeks each. Each Semester begins in June each year.

FEES:	Fresh Students	-	GH¢ 2,300.00
	Continuing Students	-	GH¢ 1,950.00

ii. POST-DIPLOMA IN SOCIAL BEHAVIOUR AND CONFLICT MANAGEMENT

TARGET GROUPS

The programme is open to interested persons who have any of the underlisted qualifications. In particular, workers in the protection agencies – the Police Service, Prison Service, Customs, Excise and Preventive Service, Fire Service, Immigration Service, National Disaster Management Organisation, Social Workers and Country Development Officers to apply.

ADMISSION REQUIREMENTS:

Applicants applying for admission into the programme should have any of the following requirements:

- a. Diploma in Social Behaviour and Conflict Management, University of Cape Coast (UCC).
- b. Related Diploma Certificate, such as:
 - Diploma in Labour Studies – IDS, UCC.
 - Diploma in Labour Studies – GIMPA, Legon.
 - Diploma in Social Work – University of Ghana, Legon
 - Diploma in Adult Education UG Legon

All candidates should have obtained at least Second Class Lower at the Diploma Level.

DURATION

Three (3) long vacation semesters lasting 8 weeks each. Each Semester begins in June each year.

FEES:	Fresh Students	-	GH¢ 2,350.00
	Continuing Students	-	GH¢ 2,050.00

d. INSTITUTE FOR DEVELOPMENT STUDIES DIPLOMA IN LABOUR STUDIES

TARGET GROUPS

The programme is open to top level Trade Union personnel, Human Resource Management practitioners and Employers.

ADMISSION REQUIREMENTS:

Applicants should possess any of the following:

- Certificate in Labour Studies from the University of Cape Coast
- SSSCE / WASSCE with credit passes in English, Mathematics, and Integrated Science
- GCE 'A' level passes in three subjects and 'O' level credit passes in English and Mathematics
- GCE 'O' level passes in five subjects including English and Mathematics. Such candidates would have to pass a special entrance examination

DURATION

Two (2) long vacation semesters lasting eight (8) weeks each. The First Semester begins in June, 2018.

FEES:	Fresh Students	-	GH¢ 3,277.00
	Continuing Students	-	GH¢ 3,100.00

For further information on Institute for Development Studies (IDS) and its programmes, visit <https://ids.ucc.edu.gh>

5.3 FACULTY OF ARTS

a. DEPARTMENT OF RELIGION AND HUMAN VALUES

DIPLOMA IN RELIGION AND HUMAN VALUES

ADMISSION REQUIREMENTS/TARGET GROUP:

Candidates applying for admission into the programme must be holders of any one of the following:

- i. Five (5) credit passes at SSSCE/WASSCE including English and Social Studies
- ii. Training College Certificate
- iii. Certificate in Ministry from a recognized institution
- iv. Certificate A Teacher Training Certificate
- v. Persons who show evidence of involvement in Ministry or teaching over a long period (**special admission**)

All candidates will be required to pass a selection interview.

TARGET GROUPS

- i. Teachers
- ii. Pastors
- iii. Persons working with para-Church organisations

DURATION

This is a three-year program spread over three sandwich sessions. The first semester begins in June, 2018.

FEES:

- i.* **Fresh Students:** - **GH¢2,500.00**
- ii.* **Continuing Students:** - **GH¢2,100.00**

6.0 COLLEGE OF HEALTH AND ALLIED SCIENCES

6.1 SCHOOL OF NURSING

a. BACHELOR OF SCIENCE IN NURSING (B.Sc. NURSING)

TARGET GROUPS

Professionals with Nursing Diploma who are currently working in the Health Services on a full or part-time basis.

ADMISSION REQUIREMENTS:

Applicants must:

- i. Be Registered General Nurses (RGN) with a minimum working experience of not less than three (3) years. They must have studied at a certificate or a diploma level at a recognized Nursing Training College (NTC)

ii. Have an active registration with the Nurses and Midwives Council (NMC).

iii. Pass a selection interview

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

DURATION

Three (3) sandwich semesters each lasting eight (8) weeks (June-July) followed by inter-semester courses during the vacation.

First Semester: June-July, 2018

FEES:

Fees for the 2017/2018 academic year is as follows:

Fresh Students - GH¢3,100.00

Continuing Students - GH¢3,000.00

Fees should be paid by direct deposit into the School of Nursing **Account No. 0222900040004** at the Prudential Bank, UCC. Students will be required to produce their pay-in slips at the time of registration. Please **DO NOT USE** bank drafts or payment orders.

For further enquiries please contact: 02028194964 / 03321-33342

b. B.Sc. (MENTAL HEALTH NURSING)

TARGET GROUPS

The programme is targeted at Mental Health Nurses who are currently working in the Health Services on a full or part-time basis.

ADMISSION REQUIREMENTS:

Applicants must:

- i. Be Registered Mental Nurse (RMN) with a Certificate or a Diploma from a recognized institution with a minimum working experience of three (3) years.
- ii. Have an active registration with the Nurses and Midwives Council (NMC).
- iii. Pass a selection interview

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

DURATION

Three (3) sandwich semesters each lasting eight (8) weeks (June-July) followed by inter-semester courses during the vacation.

First Semester: June-July, 2018

FEES:

The fee for the 2017/2018 academic year is as follows:

Fresh Students - GH¢3,400.00

Continuing Students - GH¢3,300.00

Fees should be paid by direct deposit into the School of Nursing **Account No. 0222900040004** at the Prudential Bank, UCC. Students will be required to produce their pay-in slips at the time of registration. Please **DO NOT USE** bank drafts or payment orders.

For further enquiries please contact: 02028194964 / 03321-33342

c. BACHELOR OF SCIENCE (COMMUNITY MENTAL HEALTH NURSING)**TARGET GROUPS**

The programme is targeted at Mental Health Nurses who are currently working in the Health Services on a full or part-time basis.

ADMISSION REQUIREMENTS:

Applicants must:

- i. Be Registered Mental Health Nurses (RMN) with a Certificate or a Diploma from a recognized Nurses' Training College (NTC) with a minimum working experience of three (3) years.
- ii. Have an active registration with the Nurses and Midwives Council (NMC).
- iii. Pass a selection interview

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

DURATION

Three (3) sandwich semesters each lasting eight (8) weeks (June-July) followed by inter-semester courses during the vacation.

First Semester: June-July, 2018

FEES:

The fee for the 2017/2018 academic year is as follows:

Fresh Students - GH¢3,400.00

Continuing Students - GH¢3,300.00

Fees should be paid by direct deposit into the School of Nursing **Account No. 0222900040004** at the Prudential Bank, UCC. Students will be required to produce their pay-in slips at the time of registration. Please **DO NOT USE** bank drafts or payment orders.

6.2 SCHOOL OF ALLIED HEALTH SCIENCES

a. DEPARTMENT OF HEALTH INFORMATION MANAGEMENT

BSc. HEALTH INFORMATION MANAGEMENT (SANDWICH)

TARGET GROUPS

The programme is targeted at Health Information Officers and Medical Records Staff

ADMISSION REQUIREMENTS:

Applicants must:

1. Applicants should possess a good HND or Diploma in either Statistics or Health Information, preferably first class, second class (upper or lower) division or its equivalent from a recognized tertiary institution
2. Applicants with certificate in Medical Records or its equivalent with three (3) years' work experience

DURATION

Four (4) long vacation periods (8 weeks each)

All applicants must pass a selection interview

First Semester: June-July, 2017

FEES:

The fee for the 2016/2017 academic year is as follows:

Fresh Students	-	GH¢2,650.00
Continuing Students	-	GH¢2,150.00

Fees should be paid by direct deposit into the School of Allied Health Sciences **Account No. 3610122616111** at any UniBank Branch, UCC Branch. Students will be required to produce their pay-in slips at the time of registration. Please **DO NOT USE** bank drafts or payment orders.

b. DEPARTMENT OF BIOMEDICAL SCIENCES

CERTIFICATE IN HERBAL MEDICINE

TARGET GROUP

Traditional Medicine Practitioners who belong to the Ghana Federation of Traditional Medicine Practitioners' Associations (GHAFTRAM).

ADMISSION REQUIREMENTS

- Six (6) credit passes at SSSCE/WASSCE including English, Mathematics and Integrated Science/Social Studies
- Mature candidates not below the age of 25 years and must be members of the Ghana Federation of Traditional Medicine Practitioners' Associations (GHAFTRAM).
- * Mature practicing candidates will have to pass a formal interview for consideration

Goals and Objectives of the Programme

The programme aims at producing competent and scientifically trained Traditional Herbal Practitioners who

- i. are innovative and can provide exemplary leadership in herbal medicine practice in Ghana
- ii. have the knowledge and skills to be able to provide meaningful solutions to public health related problems in the area of herbal medicine
- iii. have entrepreneurial skills to be able to establish and/or improve upon their own bio-enterprise and create jobs for others.

Duration of Programme

The programme will be run on sandwich basis and will cover two long vacation periods of eight (8) weeks each (June – July). The first semester will take place at the Department of Biomedical and Forensic Sciences (DBFS), UCC while the second semester will take place at the Centre for Scientific Research into Plant Medicine, Mampong-Akwapim.

FEES:

Fresh Students - GH¢2,605.00

Continuing Students - GH¢2,350.00

The fees are to be paid into the School of Allied Health Sciences **Account No. 3610122616111** at UniBank, UCC Branch. Students will be required to produce their pay-in slips at the time of registration. Please **DO NOT USE** bank drafts or payment orders

c. DEPARTMENT OF MEDICAL LABORATORY TECHNOLOGY

BSc. MEDICAL LABORATORY TECHNOLOGY - POST DIPLOMA

ADMISSION REQUIREMENTS:

Applicants must:

- i. Possess a good HND / Diploma in Medical Laboratory Technology, preferably first class, second class (upper or lower) division or its equivalent from a recognized tertiary institution
- ii. Applicants with BSc. in Applied Biology, Biological Sciences, Laboratory Technology or any other with a minimum of two years post qualification experience in the Clinical Laboratory are eligible to apply

All applicants must pass a selection interview to be considered for admission

DURATION

- a. Four (4) long vacation periods (8 weeks each)

First Semester: June-July, 2018

FEES:

The fee for the 2017/2018 academic year is as follows:

Fresh Students	-	GH¢2,650.00
Continuing Students	-	GH¢2,165.00

Fees should be paid by direct deposit into the School of Allied Health Sciences **Account No. 3610122616111** at UniBank, UCC Branch. Students will be required to produce their pay-in slips at the time of registration. Please **DO NOT USE** bank drafts or payment orders.

7.0 ACCOMMODATION

The sandwich programmes are residential, and students outside Cape Coast will be responsible for securing their own accommodation on campus. There are accommodation options in the halls of residence to choose from.

8.0 COMPLETION OF APPLICATION FORMS

Applicants are advised to read, very carefully, instructions on the admission forms before completing them.

Applicants are required to give the following information at the back of the large EMS envelope: (a) Full name (b) Postal Address (c) Programme.

9.0 SUBMISSION OF COPIES OF COMPLETED ONLINE APPLICATION FORMS

- (a) **All completed application forms should be sent by POST and NOT delivered by hand**
- (b) **All completed Application Forms should reach THE DIRECTOR, DIRECTORATE OF ACADEMIC AFFAIRS, UNIVERSITY OF CAPE COAST by Wednesday, 28th February, 2018.**
- (c) **No additional documents will be accepted after submission of application forms**

UNIVERSITY OF CAPE COAST

SCHOOL OF GRADUATE STUDIES (SGS) -

SALE OF APPLICATION SCRATCH CARDS FOR ADMISSION TO CAREER-ORIENTED GRADUATE PROGRAMMES FOR 2018 SANDWICH SEMESTER

Applications are invited from qualified persons for admission into career-oriented graduate programmes (SANDWICH) of the University of Cape Coast for the 2018 Sandwich Semester. Scratch cards/forms for online application are up for sale at the centres listed below:

1.0 SALES CENTRES

- (a) Cash Office, University of Cape Coast, Cape Coast.
(Mode of Payment – **CASH**)
- (b) University of Cape Coast Accra Office, Tesano, Accra.
(Mode of Payment – Cash).
- (c) Kumasi Workers College, Opposite KTI, Amakom, Kumasi
(Mode of Payment – **CASH**)
- (d) Ghana Post Offices at the Regional and District Capitals.
(Mode of Payment – **POSTAL ORDER**)
- (e) I-J Consult, Kasoa-Nyanyano Road, Near Witty Kids Int. School.
(Mode of Payment – **CASH**)

1.1 COST PER APPLICATION SCRATCH CARD

- i. Ghanaian Applicants - **GH¢ 320.00** per scratch card
- ii. International Applicants - **USD\$ 300.00** per scratch card

2.0 GENERAL ENTRY REQUIREMENTS

2.1 MA/MSc/MEd/MBA

A candidate seeking admission to an MA/MSc/MEd/MBA degree programmes 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/Department concerned, such as selection test/interview.

2.2 Postgraduate Diploma in Education (PGDE)

A candidate seeking admission to the Postgraduate Diploma programme must:

- i. Have obtained a first degree in a relevant area of study and taught for two years:
- ii. Submit an official transcript of academic record.
- iii. Satisfy any additional requirements prescribed by the College/Faculty/Centre for Teacher Professional Development, such as selection interview.

In special cases, applicants with Third Class Bachelor's degree with a minimum of three years post-qualification experience are also eligible. Applicants will be required to attend and pass a selection interview.

3.0 DURATION OF PROGRAMMES/SCHEME OF EXAMINATION

3.1 MA/MSc/MEd by Course Work Only

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

3.2 Master of Business Administration (MBA) by Course Work and Dissertation

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

3.2 Postgraduate Diploma in Education (PGDE) by Course Work and Long Essay and Supervised Teaching Practice

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

NOTE: (June and July each calendar year constitute one sandwich semester)

PROGRAMMES AVAILABLE IN THE COLLEGES / FACULTIES / SCHOOLS / DEPARTMENTS

4.0 COLLEGE OF HUMANITIES AND LEGAL STUDIES

4.1 FACULTY OF SOCIAL SCIENCES

4.1.1 Institute for Development Studies

- a. **Master of Arts (MA) in Governance and Sustainable Development (GSD)**
Employing problem based-learning methodology, this programme is offered in modules and seeks to integrate environmental management and good governance issues for 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.

- b. **Master of Arts (MA) in Environmental Management and Policy (EMP)** – Targeting NGO personnel, District Assembly staff and staff of environmental management agencies.
- c. **Master of Arts (MA) in Human Resource Development (HRD)** – Targeting HRD personnel, principal officers of training institutions, NGOs and Consulting Firms.
- d. **Master of Arts (MA) in Human Resource Management (HRM)** – Targeting HRM personnel, principal officers of schools, trade unions, employers and NGO executives.
- e. **Master of Arts (MA) in Democracy, Governance, Law and Development (DGL)** – Targeting members of Parliament, staff and members of District Assemblies, NGO personnel, Traditional Authorities.
- f. **Master of Arts (MA) in Peace and Development Studies (PDS)** – 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

Master of Arts - MA (GSD, EMP, HRD, HRM, DGL, 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, 2018.

Fees (Fresh Students)

Admission is on fee-paying basis as follows:

Fresh Students

- i. Master of Arts - M.A (HRM, EMP, DGL, GSD, HRD, PDS) – **GH¢ 4,000.00**

Continuing Students

- i. Master of Arts - M.A (EMP, DGL, GSD, HRM, HRD, PDS) – **GH¢ 3,950.00**

4.1.2 Institute for Oil and Gas Studies

a. Master of Business Administration - 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 managerial 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.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,550.00** ii. Continuing Students - **GH ¢ 3,700.00**

b. Master of Arts - M.A. (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.

Fees per sandwich semester

- i. Fresh Students - **GH ¢ 3,550.00** ii. Continuing Students - **GH ¢ 3,100.00**

c. Master of Science - M.Sc. (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.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,550.00** ii. Continuing Students - **GH ¢ 3,100.00**

4.1.3 Department of Economics

a. M.Sc. (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.

Fees per sandwich semester

- i. Fresh Students - **GH ₵4,000.00**
- ii. Continuing Students - **GH ₵ 3,500.00**

b. M.Sc. (Microfinance)

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.

Fees per sandwich semester

- i. Fresh Students - **GH ₵4,000.00**
- ii. Continuing Students - **GH ₵ 3,500.00**

4.1.4 Department of Geography and Regional Planning

a. M.Sc. (Disaster Management)

Target Group

Persons targeted under this programme include teachers in related fields such as: mining, civil and mechanical engineering, forestry and related fields; personnel from the Ghana Armed Forces, the Ghana Police Service, Immigration Service, Customs, Exercise 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.

Fees per sandwich semester

- i. Fresh Students - **GH ¢ 3,520.00** ii. Continuing Students - **GH ¢ 3,550.00**

b. M.Sc. (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.

Fees per sandwich semester

- i. Fresh Students - **GH ¢ 3,520.00** ii. Continuing Students - **GH ¢ 3,550.00**

4.1.5 Department of Population and Health

M. A. (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.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,210.00** ii. Continuing Students - **GH ¢ 3,000.00**

4.1.6 Department of Sociology and Anthropology

M. A. (Sociology of Peace and Security)

Specific Entry Requirements

The MA (Sociology of Peace and Security) is open to all individuals who qualify by the general admission requirement irrespective of discipline.

In addition, a candidate who holds a Diploma in a relevant field will or areas related to Peace and Security and will at least 35 years by June, 2018 and with relevant working experience, qualifies to apply.

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.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,850.00** ii. Continuing Students - **GH ¢ 3,903.00**

4.2 FACULTY OF ARTS

4.2.1 Department of Religion and Human Values

a. Master of Arts - 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.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,300.00** ii. Continuing Students - **GH ¢ 3,100.00**

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

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,300.00**
- ii. Continuing Students - **GH ¢ 2,880.00**

4.2.2 Department of French

- a. Master of Arts - MA (Bilingual Translation)
- b. Master of Arts - M.A (Applied French Linguistics)
- c. Top-up Master to Philosophy (MPhil) French (Linguistics)

Fees per sandwich semester

Fresh Students

M.A (Applied French Linguistics)	-	GH¢3,834.00
M.A (Applied French Linguistics) International Students	-	\$3,834.00
MA (Bilingual Translation)	-	GH¢3,834.00
MA (Bilingual Translation) International Students	-	\$ 3,834.00
Top-up from MA to MPhil (French) (Linguistics)	-	GH¢3,859.00
Top-up from MA to MPhil (French) (Linguistics) International Students	-	\$3,859.00

Continuing Students

Master of Arts-M.A (Applied French Linguistics)	-	GH¢3,732.00
Master of Arts-M.A (Applied French Linguistics) International Students	-	\$3,732.00
Master of Arts-MA (Bilingual Translation)	-	GH¢ 3,732.00
Master of Arts-MA (Bilingual Translation) International Students	-	\$3,732.00
Top-up from M. A. to MPhil (French)	-	GH¢3,732.00
Top-up from M. A. to MPhil (French) International Students	-	\$3,732.00

4.2.3 Department of English

- a. Master of Arts - MA (English Language)
- b. Master of Arts - MA (Literature in English)
- c. Top-up from MA to MPhil (English Language)
- d. Top-up from MA to MPhil (English in Literature)

Fees per Sandwich Semester

i. Fresh Students (MA)	-	GH¢ 3,650.00
ii. Fresh Students (Top-up to MPhil)	-	GH¢ 3,600.00
iii. Continuing Students (MA)	-	GH¢ 3,600.00
iv. Continuing Students (Top-up to MPhil)-	-	GH¢ 4,000.00

4.2.4 Department of Communication Studies

a. Master of Arts - M.A. (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

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.

Fees per Sandwich Semester

- | | | |
|---------------------------------------|---|---------------------|
| i. Fresh Students | - | GHC 3,600.00 |
| ii. Fresh International Students | - | GHC 6,200.00 |
| iii. Continuing Students | - | GHC 3,100.00 |
| iv. Continuing International Students | - | GHC 6,200.00 |

b. M.A. (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

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.

Fees per Sandwich Semester

i. Fresh Students	-	GH¢ 3,600.00
ii. Fresh International Students	-	GH¢ 6,200.00
iii. Continuing Students	-	GH¢ 3,100.00
iv. Continuing International Students	-	GH¢ 6,200.00

4.3 SCHOOL OF BUSINESS

The School of Business offers the following programmes:

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

Duration

The programmes are run for the following durations:

- a) MBA - Three (3) sandwich semesters
- b) MSc - Two (2) sandwich semesters

4.3.1 Department of Accounting

Master of Business Administration-MBA (Accounting)

This programme targets personnel practising and prospective Managers.

Specific Entry Requirements

1. A good bachelor's degree in Accounting with at least a Second Class Lower Division.
2. Professional qualification such as ICA, ACCA and CIMA plus two years post-qualification work experience.

4.3.2 Department of Finance

Master of Business Administration-MBA (Finance)

This programme targets personnel practising and prospective Managers.

Specific Entry Requirements

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

4.3.3 Department of Management

- a. Master of Business Administration-MBA (Management)
- b. Master of Science -MSc (Public Policy and Management)

Target groups (a and b)

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

Specific Entry Requirements (a and b)

- 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.

4.3.4 Department of Human Resource Management

Master of Business Administration-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.

Fees

The programme is on fee-paying basis

4.3.5 Department of Marketing and Supply Chain Management

- a. Master of Business Administration-MBA (Marketing)

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

b. M.Sc. (Procurement and Supply Chain Management)

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

c. 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.

4.3.6 Centre for Entrepreneurship and Small Enterprise Development

Master of Business Administration-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

Also, holders of professional qualification such as ICA, ACCA and CIMA plus three years post-qualification work experience, qualify.

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

Fees per Sandwich Semester (all programmes under 4.3.1 to 4.3.6)

i. Fresh Students - **GH ¢ 3,870.00** ii. Continuing Students - **GH ¢ 3,330.00**

5.0 COLLEGE OF EDUCATION STUDIES

5.1 SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH

5.1.1 Centre for Teacher Professional 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.

Duration

Two sandwich semesters with writing of long essay and supervised teaching practice between semesters

Fees per sandwich semester

- i. Fresh Students - **GH ¢ 4,400.00** ii. Continuing Students - **GH ¢ 3,100.00**

5.1.2 Institute for Educational Planning and Administration (IEPA)

a. Master of Education-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.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,680.00** ii. Continuing Students - **GH ¢ 3,340.00**

5.1.3 Institute of Education

Master of Education-M.Ed (Teacher Education)

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

- | | |
|-----------------------------------|--------------------------|
| i. Ghanaian Language | vii. Music and Dance |
| ii. French Language | viii. Social Studies |
| iii. English Language | ix. Agricultural Science |
| iv. Economics | x. Education Studies |
| v. Mathematics | xi. Physics |
| vi. Religious and Moral Education | |

Specific Entry Requirements

Candidates must:

- i. 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
- ii. Submit an official transcript of academic records

Fees per sandwich semester

- i. Fresh Students - **GH ¢ 3,585.00** ii. Continuing Students - **GH ¢ 3,210.00**

5.2 FACULTY OF EDUCATIONAL FOUNDATIONS

5.2.1 Department of Guidance and Counselling

a. Master of Education-M.Ed. (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.).

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,585.00**
- ii. Continuing Students - **GH ¢ 3,210.00**

b. Master of Arts-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.

Duration

Two sandwich semesters.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 3,300.00**
- ii. Continuing Students - **GH ¢ 3,000.00**

c. Master of Philosophy-M.Phil (Guidance and Counselling) (Top-up)

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

Specific Admission Requirement

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

Duration

Three sandwich semesters.

Fees per Sandwich Semester

Fresh Students - **GHC 4,000.00**

5.2.2 Department of Education and Psychology

a. Master of Education-M.Ed. (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.

Fees per sandwich semester

- i. Fresh Students - **GHC 3,600.00**
- ii. Continuing Students - **GHC 3,400.00**

b. Master of Arts-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 year experience in testing, monitoring, and evaluation

Fees per sandwich semester

- i. Fresh Students - **GHC 3,400.00**
- ii. Continuing Students - **GHC 3,200.00**

5.3 FACULTY OF SCIENCE AND TECHNOLOGY EDUCATION

5.3.1 Department of Health, Physical Education and Recreation

a. Master of Education-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.

b. Master of Arts-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.

Fees per sandwich semester (a. and b.)

- i. Fresh Students - **GH ₵3,135.00**
- ii. Continuing Students - **GH ₵ 2,932.00**

5.3.2 Department of Science Education

Master of Education-MEd (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.

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.

Fees per sandwich semester

- i. Fresh Students - **GH ¢ 3,688.00** ii. Continuing Students - **GH ¢ 3,388.00**

5.3.3 Department of Mathematics and Information Technology Education

Master of Education-MEd (Mathematics Education)

Specific Entry Requirements

- i. Holders of a BEd (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 BSc (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 (a) or (b), 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.

Fees per sandwich semester

- i. Fresh Students - **GH ¢3,200.00** ii. Continuing Students - **GH ¢2,800.00**

5.3.4 Department of Vocational and Technical Education

Master of Education-MEd (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, BE.d 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. 1, 2 and 3), applicants should have background in education. Applicants must indicate which one of the three options they are applying for.

Fees per sandwich semester

- i. Fresh Students - **GH ₵ 3,277.00**
- ii. Continuing Students - **GH ₵ 2,868.00**

5.4 FACULTY OF HUMANITIES AND SOCIAL SCIENCES EDUCATION

The target group for the programmes under this Faculty includes the following: 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.

5.4.1 Department of Business and Social Sciences Education

a. Master of Education-MEd (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 Group

The programme targets Head/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.

b. Master of Education-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 Group

The programme targets Head/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.

c. Master of Education-M.Ed. (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 Management with a Diploma/Certificate in Education (if Certificate it must necessarily be at the post-graduate level (PGDE/PGCE)

Target Group

The programme targets Head/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.

d. Master of Education-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 (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 Group

The programme targets Head/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.

5.4.2 Department of Arts Education

Master of Education-M.Ed. (Arts Education)

Specialization: History, Religion, English, French Ghanaian Languages and Music

Applicants are expected to possess the following:

- i. Bachelor's degree (at least Second Class Lower Division) in Education (B.Ed) with a major in English Language and Literature, French Languages, Ghanaian Languages, Music, History and Religious Studies.
- ii. Bachelor's degree (at least Second Class Lower Division) in Arts (B.A. Arts) with a major in English Language and Literature, French Language, Ghanaian

Languages, Music, History, Religious Studies, with a Diploma/Certificate in Education (if Certificate, it must necessarily be at the post-graduate level)

Fees per sandwich semester (5.4.1 and 5.4.2)

- i. Fresh Students - **GH ₵3,610.00** ii. Continuing Students - **GH ₵3,250.00**

6.0 COLLEGE OF AGRICULTURE AND NATURAL SCIENCES

6.1 SCHOOL OF AGRICULTURE

6.1.2 Department of Agricultural Economics and Extension

Master of Science-M.Sc (NGO 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.

Fees per Sandwich Semester

- i. Fresh Students - **GH ₵ 3,500.00** ii. Continuing Students - **GH ₵ 3,600.00**

6.2 SCHOOL OF PHYSICAL SCIENCES

6.2.1 Department of Mathematics and Statistics

a. Master of Science-M.Sc. (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).

Fees per Sandwich Semester

- i. Fresh Students - **GH ₵4,562.00** ii. Continuing Students - **GH ₵4,315.00**

b. Master of Science-M.Sc. (Statistics)

Fees per Sandwich Semester

- Continuing Students - **GH₵ 4,315.00**

7.0 COLLEGE OF HEALTH AND ALLIED SCIENCES

7.1 SCHOOL OF NURSING

Master of Science-M.Sc. (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 selection 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

Fees per Sandwich Semester

- i. Fresh Students - **GH ₵4,600.00**
- ii. Continuing Students - **GH ₵4,200.00**

8.0 COMPLETION OF APPLICATION FORMS

Applicants are advised to read very carefully, the instructions in the *Admission Brochure for Career-Oriented Graduate Programmes (2018 Sandwich Semester)* before completing the forms. Two prepaid EMS envelopes are provided and should be self-addressed by applicants.

Applicants are required to give the following information at the back of the large EMS envelope:

(a) Full name (b) Postal Address (c) Programme Choice.

9.0 SUBMISSION OF COMPLETED APPLICATION FORMS

- (a) Completed Application (printout of online application form plus accompanying documents in large EMS envelop) should reach The Deputy Registrar, School of Graduate Studies, University of Cape Coast by **Tuesday, 28th February 2018**.
- (b) No additional documents will be accepted after submission of application forms.

REGISTRAR