

UNIVERSITY OF CAPE COAST



SCHOOL OF GRADUATE STUDIES (SGS)

SALE OF APPLICATION SCRATCH CARDS FOR ADMISSION TO CAREER-ORIENTED POST GRADUATE PROGRAMMES FOR 2019 SANDWICH SEMESTER

Applications are invited from qualified persons for admission into career-oriented post graduate programmes (SANDWICH) of the University of Cape Coast for the 2019 Sandwich Semester. Scratch cards/forms for online application are up for sale at the centres listed below:

1.0 SALE 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: Payment to be made at the **GCB Kaneshie Industrial Area Branch ONLY**)

Bank: Ghana Commercial Bank, Kaneshie Industrial Area
Account NO.: 1201130006903
Account Name: Accra Guest House – University of Cape Coast
- (c) Kumasi Workers College, Kumasi (Opposite Kumasi Technical Institute (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, Apostle Dr. Baidoo Avenue (Off Pentecost Convention Centre Road), Millennium City, Kasoa (Mode of Payment – **CASH**)
- (f) All UCC College of Distance Education (CoDE) Study Centres (Mode of payment: GCB Bankers Draft in the name of the **The Registrar, University of Cape Coast**)

1.1 COST OF APPLICATION SCRATCH CARD

- i. Ghanaian Applicants - **GH¢ 320.00** per scratch card
- ii. International Applicants - **USD\$ 100.00** per scratch card

2.0 GENERAL ENTRY REQUIREMENTS

2.1 M.A./M.Sc./M.Ed/MBA

A candidate seeking admission to pursue 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.
- ii. Submit an official transcript of academic record.
- iii. Satisfy additional requirement(s) 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 additional requirement(s) 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 may also be considered. Applicants will be required to attend and pass a selection interview.

3.0 DURATION OF PROGRAMMES/SCHEME OF EXAMINATION

3.1 M.A./M.Sc./M.Ed by Course Work

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 with Supervised Teaching Practice

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

NOTE: (mid June to mid August 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

4.1.2 Institute for Oil and Gas Studies

a. Master of Business Administration – (M.B.A.) in 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

- i. Applicants should have recognized Bachelor's degree (or equivalent) with at least Second Class Lower Division.
- ii. Applicants will also be required to pass a selection interview.

Admission is on fee paying basis.

Fees per Sandwich Semester

- i. Fresh Students - **GH ¢ 4,100.00**
- ii. Continuing Students - **GH ¢ 4,300.00**

b. Master of Arts – (M.A.) in 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

- i. Applicants should have recognised Bachelor's degree (or equivalent) with at least Second Class Lower Division.
- ii. Applicants will also be required to pass a selection interview.

Admission is on fee paying basis.

Fees per sandwich semester

- i. Fresh Students - **GH ¢ 3,700.00**
- ii. Continuing Students - **GH ¢ 3,200.00**

c. Master of Science – (M.Sc.) in Oil and Gas Resource Management

The programme is targeted at the following categories of persons and agencies; 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

- i. Applicants should have recognised Bachelor’s degree (or equivalent) with at least Second Class Lower Division.
- ii. Applicants will also be required to pass a selection interview.

Admission is on fee paying basis.

Fees per Sandwich Semester

- | | | | |
|-----|---------------------|---|----------------------|
| i. | Fresh Students | - | GH ¢ 3,700.00 |
| ii. | Continuing Students | - | GH ¢ 3,200.00 |

4.1.3 Department of Geography and Regional Planning

a. Master of Science (M.Sc.) in Disaster Management

Target Groups

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, 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.

Fees per sandwich semester

- | | | | |
|-----|---------------------|---|----------------------|
| i. | Fresh Students | - | GH ¢ 3,700.00 |
| ii. | Continuing Students | - | GH ¢ 3,860.00 |

b. Master of Science (M.Sc.) in Land Policy and Administration

Target Groups

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 ¢ 3,700.00 |
| ii. | Continuing Students | - | GH ¢ 3,860.00 |

4.1.4 Department of Population and Health

Master of Arts (M. A.) in 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¢ 3,460.00 |
| ii | Continuing Students | - | GH¢ 3,040.00 |

4.1.5 Department of Sociology and Anthropology

Master of Arts (M. A.) in Sociology of Peace and Security

The goals of the programme are to provide students with the necessary knowledge and skills to improve their analysis of peace and security as well as skills in the analysis of social justice and human rights.

The specific Objectives of the programme are to:

- i. Enable students acquire relevant knowledge and perspective on human security
- ii. Enhance students' analytical skills on issues related to peace and security
- iii. Develop students' problem solving skills in peace and security architecture

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 on 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.

Duration

The programme is for two sandwich sessions

Fees per Sandwich Semester

Fresh Students	-	GH¢ 4,560.00
Continuing Students	-	GH¢ 4,250.00

4.2 SCHOOL FOR DEVELOPMENT STUDIES

4.2.1 Department of Labour and Human Resource Studies (DOLAHRS)

i. Master of Arts (M.A) in Human Resource Management

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

ii. Master of Arts (M.A) in Human Resource Development

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

4.2.2 Deptment of Environment, Governance and Sustainable Development (DEGSuD)

i. Master of Arts (M.A) in Environmental Management and Policy (EMP)

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

ii. Master of Arts (M.A) in Democracy, Governance, Law and Development (DGLD)

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

iii. Master of Arts (M.A) in Governance and Sustainable Development (GSD)

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

4.2.3 Department of Peace Studies (DPS)

Master of Arts (M.A) 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 – (M.A) 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.

Duration

These are sandwich programmes that are offered over two long vacation periods.

Fees (Fresh Students)

Admission is on fee-paying basis as follows:

Fresh Students

Master of Arts - M.A (HRM, EMP, DGL, GSD, HRD, PDS) – **GH¢ 4,900.00**

Continuing Students

Master of Arts - M.A (EMP, DGL, GSD, HRM, HRD, PDS) – **GH¢ 4,700.00**

4.3 SCHOOL OF ECONOMICS

4.3.1 Department of Economics Studies

i. Master of Science (M.Sc.) in 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.

Fees per sandwich semester

- | | | | |
|-----|---------------------|---|---------------------|
| i. | Fresh Students | - | GH ¢4,500.00 |
| ii. | Continuing Students | - | GH ¢4,200.00 |

ii. Master of Science (M.Sc.) in Economics of Technology and Development

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

- i. A Bachelor's Degree from a recognised 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 ₵4,500.00 |
| ii. | Continuing Students | - | GH ₵4,200.00 |

4.3.2 Department of Applied Economics

Master of Science (M.Sc.) in 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

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

Fees per sandwich semester

- | | | | |
|-----|---------------------|---|---------------------|
| i. | Fresh Students | - | GH ₵4,500.00 |
| ii. | Continuing Students | - | GH ₵4,200.00 |

4.3.3 Department of Data Science and Economic Policy

a. Master of Science (M.Sc.) in 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.
- iii. In addition to the above, applicants will be required to pass a selection interview

Fees per sandwich semester

- i. Fresh Students - **GH ₵4,500.00**
- ii. Continuing Students - **GH ₵4,200.00**

b. Master of Science (M.Sc.) in Data Management and Analysis

This programme seeks to provide knowledge on data management approaches and hands-on analytical skills to enhance an incremental use of data in teaching, research and policymaking.

Specific Entry Requirements

Students to be enrolled should have a minimum of first degree with 2nd class in a discipline that has statistics or quantitative techniques as one of the subjects pursued.

Target Groups

The programme seeks to reach out to individuals and organizations with both professional and academic interest in data management, analyses and research. Also, individuals with professional experience in any of the disciplines in the humanities will be considered on a case-by-case basis. Specifically, staff of the following institutions: Ministry of Food and Agriculture, Ministry of Finance, Ministry of Health, Ministry of Trade and Industry, Institute of Economic Affairs, Ghana Statistical Service, National Development Planning Commission, MMDAs and Financial Institutions, etc will benefit from the programme.

Duration

Two (2) Sandwich Semesters

Fees per sandwich semester

Fresh Students - **GH ₵4,500.00**

4.4 FACULTY OF ARTS

4.4.1 Department of Religion and Human Values

a. Master of Arts – (M.A.) in 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¢ 3,700.00**
- 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 M.A Degree in Religion and Human Values.
- ii. An equivalent Master's degree

Fees per Sandwich Semester

- Fresh Students - **GH¢ 3,700.00**
- Continuing Students - **GH¢ 3,385.00**

4.4.2 Department of French

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

Fees per sandwich semester

Fresh Students

- M.A (Applied French Linguistics) - **GH¢ 4,120.00**
- M.A (Applied French Linguistics) International Students - **\$ 1,020.00**
- MA (Bilingual Translation) - **GH¢ 4,120.00**
- MA (Bilingual Translation) International Students - **\$ 1,020.00**
- Top-up from MA to MPhil (French) (Linguistics) - **GH¢ 4,585.00**
- Top-up from MA to MPhil (French) (Linguistics) International Students - **\$ 1,050.00**

Continuing Students

- Master of Arts-M.A (Applied French Linguistics) - **GH¢ 3,910.00**
- Master of Arts-M.A (Applied French Linguistics)

International Students	-	\$ 1,000.00
Top-up from M. A. to MPhil (French Linguistics)	-	GH¢ 3,859.00
Top-up from M. A. to MPhil (French Linguistics)	-	
International Students	-	\$ 1,000.00

4.4.3 Department of English

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

Note: Fresh Top-up students are to include proposals in their applications.

Fees per Sandwich Semester

i. Fresh Students (MA)	-	GH¢ 3,850.00
ii. Fresh Students (Top-up to MPhil)	-	GH¢ 3,850.00
iii. Continuing Students (MA)	-	GH¢ 3,600.00
iv. Continuing Students (Top-up to MPhil)-		GH¢ 3,385.00

4.4.4 Department of Communication Studies

- a. **Master of Arts – (M.A.) in 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 recognised university 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 | - | GH¢ 3,850.00 |
| ii. Continuing Students | - | GH¢ 3,600.00 |

b. Master of Arts (M.A.) in 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 recognised university 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 | - | GH¢ 3,850.00 |
| ii. Continuing Students | - | GH¢ 3,600.00 |

4.5 SCHOOL OF BUSINESS

The School of Business offers the following MBA and MSC programmes (by course work and dissertation).

Duration

The programmes are run for the following durations:

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

4.5.1 Department of Accounting

Master of Business Administration- (MBA) in Accounting

This programme targets personnel practising and prospective Managers.

Duration

The programme is run over three (3) Sandwich Semesters spanning over 24 months

Specific Entry Requirements

1. A bachelor’s degree from a recognized University with at least Third Class plus two years post-graduation work experience.
2. Professional qualification such as ICA, ACCA and CIMA plus two years post-qualification work experience.

In addition to the above, applicants will be required to attend a selection interview for the determination of their suitability for the programme

Fees

The programme is on fee-paying basis

- | | | | |
|-----|---------------------|---|---------------------|
| i. | Fresh Students | - | GH¢ 4,590.00 |
| ii. | Continuing Students | - | GH¢ 4,180.00 |

4.5.2 Department of Finance

Master of Business Administration- (MBA) in 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.

In addition to the above, applicants will be required to attend a selection interview for the determination of their suitability for the programme.

Fees per Sandwich Semester

- | | | | |
|-----|---------------------|---|---------------------|
| i. | Fresh Students | - | GH¢ 4,590.00 |
| ii. | Continuing Students | - | GH¢ 4,180.00 |

4.5.3 Department of Management

a. Master of Business Administration- (MBA) in Management

Target groups

The programme targets Government Workers, Managers, Graduates from relevant disciplines, Management Analysts, Administrators in public and private institutions, Chief Executive Officers and Project Managers

Duration

The programme is run over three (3) Sandwich Semesters spanning over 24 months

Fees per Sandwich Semester

- | | | |
|-------------------------|---|---------------------|
| i. Fresh Students | - | GH¢ 4,590.00 |
| ii. Continuing Students | - | GH¢ 4,180.00 |

b. Master of Science –(M.Sc) in Public Policy and Management**Target groups**

The programme targets graduates from all disciplines, Consultants, Government Workers, Policy Makers, Policy Analysts, Managers and Chief Executive Officers.

Duration

The programme is run over two (2) Sandwich Semesters

Specific Entry Requirements (a and b)

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

Fees per Sandwich Semester

- | | | |
|-------------------------|---|---------------------|
| i. Fresh Students | - | GH¢ 4,820.00 |
| ii. Continuing Students | - | GH¢ 4,400.00 |

4.5.4 Department of Human Resource Management**Master of Business Administration- (MBA) in Human Resource Management**

This programme targets graduates from all disciplines, Administrators in public and private institutions, Government workers, Chief Executive Officers and Managers.

Specific Entry Requirement

- a. A bachelor's degree from a recognized university with at least Second Class Lower division.

- b. Applicant with Third Class may be considered.
- c. Holders of professional qualification such as IHRMP, CIPD, ICA, ACCA and CIMA plus two years post qualification work experience can apply.

Duration

The programme will run for three (3) sandwich semesters.

Fees

The programme is on fee-paying basis

Fees per Sandwich Semester

- i. Fresh Students - **GH¢ 4,590.00**
- ii. Continuing Students - **GH¢ 4,180.00**

4.5.5 Department of Marketing and Supply Chain Management

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

The programme is targeted at individuals who want to develop careers in Marketing, particularly in Education, Financial Services, Hospitality, Public Sectors, Consultancy, and other areas.

Fees per Sandwich Semester

- i. Fresh Students - **GH¢ 4,590.00**
- ii. Continuing Students - **GH¢ 4,180.00**

b. Master of Science (M.Sc.) in Procurement and Supply Chain Management

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

NB:

This is a Chartered Institute of Procurement and Supply (CIPS) UK ACCREDITED Master’s degree, hence, students who graduate from the programme and have had at least three years (Pre- or Post- qualification) work experience in Procurement and Supply Chain Management are eligible to apply and be admitted to full membership (MCIPS) of the Chartered Institute of Procurement and Supply, UK.

Fees per Sandwich Semester

- i. Fresh Students - **GH¢ 6,820.00**
- ii. Continuing Students - **GH¢ 6,400.00**

c. Master of Science (M.Sc) in Project Management

This programme is targeted at existing and prospective individuals in the field of Project Risk Management and Project Procurement to improve their knowledge and skills in managing both local and international projects.

Fees per Sandwich Semester

- | | | |
|-------------------------|---|---------------------|
| i. Fresh Students | - | GH¢ 4,820.00 |
| ii. Continuing Students | - | GH¢ 4,400.00 |

Duration

The MSc. programmes will run for two Sandwich-Semesters, spanning over 12 months
The MBA programmes will run for three Sandwich-Semesters, spanning over 24 months

Specific Entry Requirement (a, b, and c)

MBA/MSc

- a. A bachelor's degree or its equivalent from a recognized institution.
- OR**
- b. Professional qualification, such as CIM, ICA, ACCA, CIMA and CIPS, plus three years post qualification work experience

4.5.6 Centre for Entrepreneurship and Small Enterprise Development

Master of Business Administration- (MBA) in 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

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.

Duration

The MBA programme will run for three semesters, spanning over 24 months

Fees per Sandwich Semester

- | | | |
|-------------------|---|---------------------|
| i. Fresh Students | - | GH¢ 4,590.00 |
|-------------------|---|---------------------|

ii. Continuing Students - **GH¢ 4,180.00**

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

5.1.2 Institute for Educational Planning and Administration (IEPA)

a. Master of Education- (M.Ed) in Educational Administration

Specific Entry Requirements

Candidates with a good first degree from the University of Cape Coast or a recognized institution of higher learning may be considered for the programme.

Duration of Programme

Two sandwich semesters.

Fees per Sandwich Semester

i.	Fresh Students	-	GH¢ 3,896.00
ii.	Continuing Students	-	GH¢ 3,620.00

5.2 FACULTY OF EDUCATIONAL FOUNDATIONS

5.2.1 Department of Guidance and Counselling

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

Duration

Two sandwich semesters.

Fees per Sandwich Semester

- | | | |
|-------------------------|---|---------------------|
| i. Fresh Students | - | GH¢ 3,517.00 |
| ii. Continuing Students | - | GH¢ 3,120.00 |

b. Master of Arts- (MA) in 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 Requirements

At 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¢ 3,517.00 |
| ii. Continuing Students | - | GH¢ 3,120.00 |

c. Master of Philosophy- (M.Phil) in 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	-	GH¢ 4,500.00
Continuing Students	-	GH¢ 3,774.00

5.2.2 Department of Education and Psychology

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

Candidates with a good first degree 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¢ 3,891.00**
- ii. Continuing Students - **GH¢ 3,578.00**

b. Master of Arts- (MA.) in 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 - **GH¢ 3,891.00**

ii. Continuing Students - **GH¢ 3,578.00**

c. Master of Education- (M.Ed.) in 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

Candidates with a good first degree from the University of Cape Coast or a recognized institution of higher learning may be considered for the programme.

Fees per Sandwich Semester

Fresh Students - **GH¢ 3,891.00**

5.3 FACULTY OF SCIENCE AND TECHNOLOGY EDUCATION

5.3.1 Department of Health, Physical Education and Recreation

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

Duration

Two sandwich semesters.

Fees per sandwich semester (a. and b.)

- i. Fresh Students - **GH¢ 3,600.00**
- ii. Continuing Students - **GH¢ 3,224.00**

5.3.2 Department of Science Education

a. Master of Education- (MEd) in 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.

b. Master of Philosophy- (M.Phil) in 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.

Fees per sandwich semester

- i. Fresh Students - **GH¢ 3,820.00**
- ii. Continuing Students - **GH¢ 3,505.00**
- iii. Top-Up Students - **GH¢ 4,239.00**

5.3.3 Department of Mathematics and Information Technology Education

Master of Education- (M.Ed) in 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

Fees per sandwich semester

- i. Fresh Students - **GH¢ 3,548.00**
- ii. Continuing Students - **GH¢ 3,119.00**

5.3.4 Department of Vocational and Technical Education

Master of Education- (M.Ed) in 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. i, ii and iii), 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¢ 3,382.00 |
| ii. Continuing Students | - | GH¢ 3,013.00 |

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- (M.Ed) in 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).

NB:

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.

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.

b. Master of Education- (M.Ed.) in 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)

NB:

Satisfying all the above requirements but the Class, an applicant with Third Class or Pass may be considered after successfully undergoing a selection interview.

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) in 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)

NB:

Satisfying all the above requirements but the Class, an applicant with Third Class or Pass may be considered after successfully undergoing a selection interview.

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.

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

NB:

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.

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.

Fees per sandwich semester (a, b, c and d)

- | | | | |
|-----|---------------------|---|---------------------|
| i. | Fresh Students | - | GH¢ 3,700.00 |
| ii. | Continuing Students | - | GH¢ 3,324.00 |

a. 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.

b. 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.

c. 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.

d. 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 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.

Fees per sandwich semester (a, b, c, and d)

- i. Fresh Students - **GH¢ 4,751.00**

5.4.2 Department of Arts Education

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

- i. Fresh Students - **GH¢ 3,700.00**
- ii. Continuing Students - **GH¢ 3,324.00**

b. Master of Philosophy-M.Phil. (Arts Education) Top-up

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

Applicants are expected to possess:

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

Fees per sandwich semester

- i. Fresh Students - **GH¢ 4,751.00**

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) in NGO Studies and Management

The programme is designed to train qualified and interested development professionals, who would effectively manage the NGO sector, a crucial sector in national and international development.

Target Groups

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

Duration

This is a two-summer vacation programme, eight weeks each from mid June to mid August every year.

Fees per Sandwich Semester

i.	Fresh Students	-	GH¢ 3,650.00
ii.	Continuing Students	-	GH¢ 3,700.00

6.2 SCHOOL OF PHYSICAL SCIENCES

6.2.1 Department of Mathematics and Statistics

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

Specific Entry Requirements

A. 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).

OR

B. Other mathematics related programme with a good mix of analysis courses

Duration

The MSc programme in Mathematics shall normally extend over two sandwich semesters.

Fees per Sandwich Semester

- i. Fresh Students - **GH¢ 4,562.89**
- ii. Continuing Student - **GH¢ 4,315.89**

7.0 COLLEGE OF HEALTH AND ALLIED SCIENCES

7.1 SCHOOL OF NURSING AND MIDWIFERY

Master of Science- (M.Sc.) in 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. Should be a registered nurse.
- iii. Must have a minimum of three (3) years working experience as a professional nurse.
- iv. Will be required to pass a written examination followed by a formal interview interview.
- v. Non-degree nurse with ten (10) years working experience and an Advanced Diploma in a specialty area may be considered.
- vi. 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

Duration

The programme runs for two Sandwich Sessions

Fees per Sandwich Semester

- i. Fresh Students - **GH¢ 4,800.00**
- ii. Continuing Student - **GH¢ 4,500.00**

8.0 COMPLETION OF APPLICATION FORMS

Applicants are advised to read very carefully, the instructions in the *Admission Brochure for Career-Oriented Post Graduate Programmes (Sandwich) 2019* 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 **Thursday, 28th February 2019**.
- (b) No additional documents will be accepted after submission of application forms.

REGISTRAR