Applications are invited from suitably qualified persons for admission into SANDWICH undergraduate (Bachelors), Diploma and Certificate programmes of the University of Cape Coast for the 2020 Sandwich Session. E-Vouchers for online application are up for sale at the Centres listed below:

1.0 **SALES CENTRES**

(a) Cashier’s 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 – Accra (*Mode of payment – CASH*)
(d) Kumasi Workers’ College, Kumasi (*Mode of payment - CASH*)
(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 Registrar, University of Cape Coast*)

**COST OF SCRATCH CARD** - GH₵250.00

Deadlines for the sale of scratch cards and submission of completed application forms are Friday, 21st February, 2020 and Friday, 28th February, 2020 respectively.

2.0 **ONLINE APPLICATIONS**

a. Online applicants should visit [www.ucc.edu.gh](http://www.ucc.edu.gh) then go to Admissions and click on **Apply Online** for further instructions. Applicants should select the **CERTIFICATE, DIPLOMA or 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. DIPLOMA PROGRAMME IN EARLY CHILDHOOD EDUCATION

ADMISSION REQUIREMENTS:

1. Direct Entry
   i. Post-Senior High School candidates with 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 Studies) 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 Examination 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 1.5 and 2.4.

Note: Candidates in category (2) would be required to pass a selection examination and interview scheduled for Tuesday, 24th March, 2020.

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
   v. Staff of Ministry of Women and Children Affairs

DURATION
The programme is by sandwich and will cover three (3) long vacation periods of eight (8) weeks each (June – July)
b. BACHELOR OF EDUCATION (POST-DIPLOMA) DEGREE PROGRAMME IN EARLY CHILDHOOD EDUCATION

ADMISSION REQUIREMENTS:

1. Direct Entry
   Applicants with Diploma in Early Childhood Education from recognized institutions with a GPA of 2.5 or better

2. Entry through Examination and Interview
   Applicants with Diploma in Early Childhood Education from recognized institutions with GPA between 1.5 and 2.4.

Note: Candidates in category (2) would be required to pass a selection examination and interview scheduled for Tuesday, 24th March, 2020.

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 Affairs

DURATION

The programme is by sandwich and will cover two long vacation periods of eight (8) weeks each (June – July) and a December to January session.

FEES

Fresh students - GH¢ 2,124.00
Continuing students: - GH¢2,166.00

For further information call 0332133379
c. **BACHELOR OF EDUCATION (POST-DIPLOMA) DEGREE PROGRAMME IN BASIC EDUCATION**

**ADMISSION REQUIREMENTS:**

1. **Direct Entry**
   Applicants with Diploma in Basic Education from recognized institutions with a GPA of 2.5 or better

2. **Entry through Examination and Interview**
   Applicants with Diploma in Basic Education from recognized institutions with GPA between 1.5 and 2.4.

*Note: Candidates in category (2) would be required to pass a selection examination and interview scheduled for Tuesday, 24th March, 2020*

**TARGET GROUP**

a. Teachers in Basic Schools interested in basic education

b. Staff of NGOs working in child care institutions

c. Staff of Ministry of Women and Children Affairs

**DURATION**

The programme is by sandwich and will cover two long vacation periods of eight (8) weeks each (June – July) and a December to January session.

**FEES**

- Fresh students: GH¢ 2,555.52
- Continuing students:
  - Post-Diploma Year Two: GH¢ 2,868.76

*For further information call 0332133379*

**3.2 DEPARTMENT OF EDUCATION AND PSYCHOLOGY**

a. **DIPLOMA IN SIGN LANGUAGE INTERPRETING**

**ADMISSION REQUIREMENTS:**

a. **Direct Entry**
   i. Post-Senior High School candidates with 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 Studies) and two elective subjects with a minimum aggregate of 24 for SSSCE and 36 for WASSCE
   ii. GCE ‘A’ level passes in three subjects and ‘O’ level credit passes in English and Mathematics
iii. GCE ‘O’ level passes in five subjects including English and Mathematics
iv. Communicative knowledge and proficiency in Ghanaian Sign Language

b. Entry through Mature Entrance Examination
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

Note: All Candidates must pass a practical interview and assessment test conducted by UCC and Ghana National Association of the Deaf (GNAD)

TARGET GROUP
i. Senior High School Graduates
ii. Administrators
iii. Teachers
iv. Health Care Workers
v. Social Workers
vi. Police

DURATION
i. Two Sandwich Semesters for those who satisfy admission requirements (a)
ii. Three Sandwich Sessions for applicants in category (b) who do not satisfy admission requirements and do not have certificate in Communicative Knowledge and Proficiency in Sign Language

FEES
Fresh students - GHS 3,350.00

3.3 DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

a. BACHELOR OF EDUCATION (HOME ECONOMICS)
1. Food and Nutrition
2. Clothing and Textiles

ADMISSION REQUIREMENTS:

1. Holders of HND in Hotel, Catering and Hospitality Management and related disciplines
2. Holders of HND in Fashion Design and related disciplines
3. Holders of Diploma in Home Economics / Home Science
4. Holders of Diploma in Basic Education or Psychology with options in Vocational Studies are also eligible for admission though will be made to undertake some additional courses
5. Holders of advance certificates in relevant related fields with passes in Maths, Science and English
6. SSCE/WASSCE with grades not less than C/C6 in three electives and three core subjects

Note: Applicants must indicate which one of the two options they are applying for.

DURATION
Five Sandwich Semesters

FEES
Fresh students - GH₵ 2,704.00

3.4 DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

a. BACHELOR OF EDUCATION (COMMUNICATION DESIGN) POST DIPLOMA

ADMISSION REQUIREMENTS:

1. Holders of HND in Commercial Art or Industrial Art (Graphic Design/Communication Design option) from accredited local or international tertiary institutions
2. Holders of Diploma in Art (Graphic Design or Communication Design) from accredited local or international institutions
3. Holders of Diploma in Basic Education from accredited local or international tertiary institutions with Visual Art or Painting and Decorating background
4. Holders of Diploma in Computer Graphics, Website Design, Photography, Animation, Multimedia, Advertising, Film Editing and Printing/Publishing from accredited local or international tertiary institutions

Note: Applicants must submit their personal portfolios of works done in Graphic or Communication Design. They must also pass a selection interview organized by the Department of Vocational and Technical Education, UCC.

DURATION
Five Sandwich Sessions

FEES
Fresh students - GH₵ 2,330.00
3.5 DEPARTMENT OF VOCATIONAL AND TECHNICAL EDUCATION

a. BACHELOR OF FINE ARTS EDUCATION (PAINTING) POST-DIPLOMA

ADMISSION REQUIREMENTS:

1. Holders of HND Commercial Art or Industrial Art (Painting, Illustration or Painting and Decorating options) from accredited local or international tertiary institutions
2. Holders of Diploma in Fine Art (Painting, Illustration or Painting and Decorating) from accredited local or international tertiary institutions
3. Holders of Diploma in Basic Education from accredited local or international tertiary institutions with Visual Art or Painting and Decorating background

Note: Applicants must submit their personal portfolios of works done in Graphic, Painting or Sculpture. They must also pass a selection interview organized by the Department of Vocational and Technical Education, UCC.

DURATION
Five Sandwich Sessions

FEES
Fresh students - GH¢ 2,330.00

4.0 COLLEGE OF HUMANITIES AND LEGAL STUDIES
4.1 FACULTY OF SOCIAL SCIENCES

a. 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, 2020.

**FEES**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Fresh students</td>
<td>GH¢2,870.00</td>
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<tr>
<td>Continuing students</td>
<td>GH¢2,500.00</td>
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For further information on programmes of the Department of Geography and Regional Planning, visit www grp edu gh

**b. DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY**

i. **DIPLOMA IN SOCIAL BEHAVIOUR AND CONFLICT MANAGEMENT**

**ADMISSION REQUIREMENTS:**

Applicants should possess any of the following:

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

**TARGET GROUPS**

The programme is open to interested persons who have any of the above 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.

**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 by the Department at a later date.
DURATION

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

FEES:
Fresh Students - GH¢ 2,710.00
Continuing Students - GH¢ 2,310.00

ii. BACHELOR OF ARTS (POST-DIPLOMA) DEGREE PROGRAMME IN SOCIAL BEHAVIOUR AND CONFLICT MANAGEMENT

ADMISSION REQUIREMENTS:

a. Diploma in Social Behaviour and Conflict Management, University of Cape Coast (UCC).

b. Related Diploma Certificates, such as:
   - Diploma in Labour Studies – UCC, CDS, GIMPA, UG - Legon.
   - Diploma in Social Work – University of Ghana, Legon
   - Diploma in Adult Education - University of Ghana, Legon
   - Diploma in a related discipline

TARGET GROUPS

The programme is open to interested persons who have any of the above 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 are encouraged to apply.

DURATION

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

FEES:
Fresh Students - GH¢ 2,760.00
Continuing Students - GH¢ 2,360.00

For further information, contact – office line: 03321-36072
Mobile Numbers: 0244089124, 0249240186
4.2 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)

Note: 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 session begins in June, 2020.

FEES:

i. Fresh Students: - GH¢3,900.00
ii. Continuing Students: - GH¢3,000.00

b. DEPARTMENT OF FRENCH

1. DIPLOMA IN FRENCH FOR SPECIAL PURPOSES

ADMISSION REQUIREMENTS

i. SSSCE / WASSCE with five credit passes including English, Mathematics and Integrated Science/Social Studies
ii. GCE ‘A’ level passes in three subjects and ‘O’ level credit passes in English and Mathematics
iii. GCE ‘O’ level passes in five subjects including English and Mathematics
TARGET GROUP:

i. Students
ii. Business Executives and Professionals who require an operational knowledge of French for their specific purposes

DURATION

This is a one-year programme spread over two sandwich semesters. The first semester begins in June, 2020.

FEES:

Ghanaian Students - GH₵2,453.12
International Students - 600 USD

5.0 COLLEGE OF HEALTH AND ALLIED SCIENCES
5.1 SCHOOL OF NURSING

a. 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 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 vacation.

First Semester: June - August, 2020

FEES:

Fresh Students - GH₵3,600.00
Continuing Students - GH₵3,400.00
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 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 written test followed by 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 vacation.

First Semester: June - August, 2020

FEES:
Fresh Students - GH¢3,700.00
Continuing Students - GH¢3,500.00

For further enquiries please contact: 03320-91403


c. B.Sc. (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 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 written test followed by 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 vacation.

First Semester: June-August, 2020

FEES:
- Fresh Students - GH¢3,700.00
- Continuing Students - GH¢3,500.00

For further enquiries please contact: 03320-91403

5.2 SCHOOL OF ALLIED HEALTH SCIENCES

a. DEPARTMENT OF HEALTH INFORMATION MANAGEMENT

i. BSc. HEALTH INFORMATION MANAGEMENT (SANDWICH)

TARGET GROUPS

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

ADMISSION REQUIREMENTS:

1. 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. Certificate in Health Information Management from UCC

ii. CERTIFICATE COURSE IN HEALTH INFORMATION OR ITS EQUIVALENT

(a). Applicants with a six weeks and/or six months certificate from Kintampo or any recognized institution would be admitted into a two (2) semester Certificate (Access) Course.

1. Applicants for the Certificate (Access) course must have a minimum of D or C6 in English Language and Mathematics

2. Applicants with a six weeks and/or six months certificate in Health Records will have to pass an entrance examination and interview
3. The entrance examination will consist of an aptitude test and a general paper. Candidates who pass all the papers in the entrance examination will then qualify for an interview.

(b). MATURE CANDIDATES

1. Mature candidates must be at least 25 years at the time of applying (a certified birth certificate will be required).
2. G.C.E. ‘O’ level or SSSCE/WASSCE credit passes in English Language and Core Mathematics.
3. Mature candidates will be admitted into a two (2) semester Certificate (Access) Course.
4. The entrance examination will consist of an aptitude test and a general paper. Candidates who pass all the papers in the entrance examination will then qualify for the interview.

Note: all candidates will be required to pass a selection interview.

DURATION

i. Four (4) long vacation periods (8 weeks each) HND or Diploma
ii. Two (2) long vacation periods (8 weeks each) for Certificate Course

First Semester: June-July, 2019

FEES:

- Fresh Students: GH¢3,300.00
- Continuing Students: GH¢2,950.00

b. DEPARTMENT OF MEDICAL LABORATORY SCIENCE

BSc. MEDICAL LABORATORY SCIENCE - 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.

Note - 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-August, 2020

FEES:
Fresh Students - GH¢3,150.00
Continuing Students - GH¢2,850.00

6.0 ACCOMMODATION
The sandwich programmes are non-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.

7.0 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.

8.0 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 Friday, 28th February, 2020.
(c) No additional documents will be accepted after submission of application forms

Fees for all programmes should be paid into UCC Sandwich Admissions Account (Account Number 3021130000995, University of Cape Coast Branch) at any networked branch of Ghana Commercial Bank.

REGISTRAR
Applications are invited from qualified persons for admission into career-oriented post graduate programmes (SANDWICH) of the University of Cape Coast for the 2020 Sandwich Semester. E-Vouchers 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  
   (Mode of Payment – POSTAL ORDER)
(c) Ghana Post Offices at the Regional and District Capitals.  
   (Mode of Payment: CASH)
(d) I-J Consult, Apostle Dr. Baidoo Avenue (Off Pentecost Convention Centre Road),  
   Millennium City, Kasoa  
   (Mode of Payment – CASH)
(e) 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)
(f) All networked branches of Consolidated Bank Ghana (CBG) Ltd.  
(g) All networked branches of Agricultural Development Bank Ghana (ADB) Ltd.  
(h) All networked branches of Ghana Commercial Bank (GCB) Ghana Ltd.  
(i) All networked branches of Republic Bank Ghana Ltd.  
(j) All networked branches of Prudential Bank Ghana Ltd.  
(k) All networked branches of Zenith Bank Ghana Ltd.  
(l) All networked branches of ARB Apex Bank Ltd.  
(m) All networked branches of GT Bank

1.1 COST OF APPLICATION VOUCHERS

i. Ghanaian Applicants -  
   GHe 320.00 per voucher
ii. International Applicants -  
   USD$ 100.00 per voucher
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 ¢ 4,370.00

ii. Continuing Students - GH ¢ 4,740.00

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 ¢ 3,840.00

ii. Continuing Students - GH ¢ 3,440.00

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 ¢ 3,840.00
ii. Continuing Students - GH ¢ 3,440.00

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 –
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 (at least a second class lower division) in any field of study from a recognized University

ii. In exceptional cases obtained a diploma in a related field and aged 35 years or above with relevant working experience in peace and security.

iii. Submit an official transcript of academic record.

iv. Submit a reference report from a former lecturer/instructor or a superior at the workplace.

v. Satisfy any additional requirements prescribed by the Faculty or Department. These may include relevant work experience and an interview.

**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**
- Fresh Students - GH¢ 4,730.00
- Continuing Students - GH¢ 4,410.00

**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.

iii. **Master of Arts (M.A) in Labour Studies**
   Targeting trade unionists, candidates from private and para-statal organizations including NGOs/CSOs, private individuals interested in labour studies.

**4.2.2 Department 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, DGL, PDS, MLS**

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, 2020.

### Fees (Fresh Students)

Admission is on fee-paying basis as follows:

**Fresh Students**

Master of Arts - M.A (HRM, EMP, DGL, GSD, HRD, PDS, MLS) – GH¢ 5,700.00

**Continuing Students**

Master of Arts - M.A (EMP, DGL, GSD, HRM, HRD, PDS, MLS) – GH¢ 5,650.00

### 4.3 SCHOOL OF ECONOMICS
4.3.1 Department of Economics Studies

a. 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 with at least a second class lower division award in social sciences, statistics, mathematics, engineering, applied physical sciences and related disciplines.
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

b. 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

c. Master of Philosophy (MPhil) in Economics (Top-Up)
This programme is designed to provide students with MSc. Economics, MSc. Microfinance and MSc. Economics of Technology and Development, the opportunity to earn an MPhil in Economics degree. It is intended to train economists to gain advanced knowledge in economic research for policy analysis and economic management within government, and the private sector. This Top-Up programme at the Department of Economic Studies would further understanding into research in economic disciplines such as Microeconomics,
Macroeconomics and Quantitative methods. The programme provides an excellent foundation for a career as a professional economist and as a prerequisite for Doctorate in Economics programme offered in the University of Cape Coast or any other University around the world.

**Specific Entry Requirements**

i. Applicant must possess a good MSc/MA/MBA in disciplines such as Economics, Microfinance, Economics of Technology & Development, Finance, Development Studies, Engineering, Purchasing and Supply, Statistics, Actuarial Science and related disciplines.

ii. Applicant must have obtained a CGPA of at least 2.0 in his/her course work.

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

**Target Groups**
The MPhil in Economics (top-up sandwich programme) has been developed to target prospective professional economists who aim to pursue a career either in the public or the private sector in addition to other suitably qualified administrators, senior and middle-level managers, and specialists.

**Fees per sandwich semester**

i. Fresh Students - GH ¢4,500.00

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, Business or related disciplines.

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**

**d. 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**

1. 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.
2. Experienced practitioners without the above qualifications are also eligible to apply but they must have university-based diploma level qualification or equivalent qualification.
3. In addition to the above, applicants will be required to pass a selection interview.

**Fees per sandwich semester**

1. Fresh Students - GH¢4,500.00
2. Continuing Students - GH¢4,200.00

**e. 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.

**Fees per sandwich semester**

1. Fresh Students - GH¢4,500.00
2. Continuing Students - GH¢4,200.00

**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 - GHS 4,450.00

ii. Continuing Students - GHS 3,650.00

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 - GHS 4,450.00

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) - GHS 4,120.00

M.A (Applied French Linguistics) International Students - $1,300.00
MA (Bilingual Translation) - GĦ¢ 4,120.00
MA (Bilingual Translation) International Students - $ 1,300.00
Top-up from MA to MPhil (French) (Linguistics) - GĦ¢ 4,585.00
Top-up from MA to MPhil (French) (Linguistics) International Students - $ 1,300.00

**Continuing Students**

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

### 4.4.3 Department of English

- Master of Arts – (M.A) in English Language
- Master of Arts – (M.A) in Literature in English

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

### Fees per Sandwich Semester

- **Fresh Students (MA)** - GĦ¢ 3,900.00
- **Continuing Students (MA)** - GĦ¢ 3,600.00

### 4.4.4 Department of Communication Studies

- **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:

- B.Ed (Arts) with English
- B.A (Arts) in English
- Bachelor’s Degree in Communication Studies

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

Candidates must also pass a selection interview.
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¢ 4,235.00
ii. Continuing Students - GH¢ 3,960.00

4.5 SCHOOL OF BUSINESS

The School of Business offers the following MBA and MSC programmes (by coursework 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¢ 4,660.00
ii. Continuing Students - GH¢ 4,240.00

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¢ 4,660.00
ii. Continuing Students - GH¢ 4,240.00

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¢ 4,660.00

ii. Continuing Students - GH¢ 4,240.00

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¢ 4,890.00

ii. Continuing Students - GH¢ 4,475.00

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 worksers, 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 per Sandwich Semester**

i. Fresh Students - GH¢ 4,660.00

ii. Continuing Students - GH¢ 4,240.00

**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¢ 4,660.00

ii. Continuing Students - GH¢ 4,240.00

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¢ 6,890.00

ii. Continuing Students - GH¢ 6,475.00
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¢ 4,890.00
ii. Continuing Students - GH¢ 4,475.00

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

d. Top-Up Programmes

i. Master of Commerce (Marketing)
ii. Maaster of Commerce (Procurement and Supply Chain Management)
iii. Master of Commerce (Project Management)

NB: People with non-research master’s degree could obtain MCom through our special top-up programme that will run for two (2) sandwich semesters

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

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¢ 4,660.00  
ii. Continuing Students - GH¢ 4,240.00

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:

i. Have obtained a good first degree and taught for a minimum of 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 minimum of three years post-qualification experience may also be considered.

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

**Fees per Sandwich Semester**

i. Fresh Students - GH¢ 4,750.00  
ii. Continuing Students - GH¢ 4,251.00

5.1.2 Institute for Educational Planning and Administration (IEPA)

a. **Master of Education**- (M.Ed) in Educational Administration
The programme provides a broad-based professional training in educational management and administration and equips students with requisite skills for meeting the leadership challenges facing educational institutions in Ghana. It explores the intellectual and practical problems facing educational management in contemporary times, with a view to increasing
students’ understanding of and skills in management of resources and decision-making within the context of education.

Target Group
The programme is designed primarily for practitioners in Educational Management and Administration in the Ghana Education Service (GES) and Ministry of Education including Directors of Education, District Directors, Assistant Directors, Principals, Headmasters/Headmistress and aspiring Heads of Educational Institution. Heads of Private Educational Institutions with the requisite qualification are also eligible to apply.

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.

Fees per Sandwich Semester

iii. Fresh Students - GH¢ 4,000.00
iv. Continuing Students - GH¢ 3,710.00

5.1.3 Institute of Education
i. M.Ed (Teacher Education)

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

i. Ghanaian Language
ii. French Language
iii. English Language
iv. Economics
v. Religious and Moral Education
vi. Mathematics
vii. Social Studies
viii. Agricultural Science
ix. Education Studies

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

v. Fresh Students - GH₵ 3,850.00
vi. Continuing Students - GH₵ 3,350.00

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:

A good first degree in any Education Programme.

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

Candidates applying for admission to the MA (Guidance and Counselling) programme should have:

A good first degree in any other field of studies
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 at least 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


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 years experience in testing, monitoring, and evaluation

Fees per Sandwich Semester

i. Fresh Students - GH¢ 8,550.00
ii. Continuing Students - GH¢ 8,550.00

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

i. Fresh Students - GH¢ 3,891.00
ii. Continuing Students - GH¢ 3,578.00

d. Master of Philosophy- (MPhil) in Measurement and Evaluation (Top-Up)

Fees per Sandwich Semester

i. Fresh Students - GH¢ 4,500.00
ii. Continuing Students - GH¢ 4,720.00

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


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

**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¢ 3,854.00

ii. Continuing Students - GH¢ 3,622.00

c. **Master of Philosophy- (M.Phil) in Physical Education (Top-up)**

The programme targets M.Ed Physical Education graduates

**Specific Entry Requirements**

Candidates must have one of the following qualifications:

i. Must be a professionally trained teacher or physical education expert.

ii. Must have M.Ed degree in Physical Education with a CGPA of 3.0

d. **Master of Philosophy- (M.Phil) in Health Education (Top-up)**

The programme targets M.A and M.Ed Health Education graduates

**Specific Entry Requirements**

Candidates must have one of the following qualifications:

iii. Must be a professionally trained teacher or physical education expert.

iv. Must have M.Ed/MA/M.Sc degree in Health or Physical Education related discipline with a CGPA of 3.0
Fees per sandwich semester (c. and d.)

i. Fresh Students - GH¢ 4,950.00
ii. Continuing Students - GH¢ 4,084.00

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 degree 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

M.Ed (Science Education)

i. Fresh Students - GH¢ 4,141.00
ii. Continuing Students - GH¢ 3,889.00

MPhil (Science Education) Top-up

i. Fresh Students - GH¢ 4,703.00
ii. Continuing Students - GH¢ 4,084.00

5.3.3 Department of Mathematics and Information Technology Education
a. 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¢ 3,635.00
ii. Continuing Students - GH¢ 3,500.00

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

Specific Entry Requirements

i. Should have obtained a CGPA of 2.50 or better in the Master of Education (M.Ed) course work.
ii. Should have obtained not more than one grade “C” in the Master of Education (M.Ed) course work
iii. Should have obtained a “B” score or better in the Master of Education (M.Ed) Research Methods course

Fees per sandwich semester

Fresh Students - GH¢ 4,904.00

5.3.4 Department of Vocational and Technical Education

i. 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. BSc. in Home Economics

iii. 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.

iv. 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, iii and iv), 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¢ 3,606.00
ii. Continuing Students - GH¢ 3,302.00

ii. Master of Philosophy- (M.Phil) in Home Economics (Top-up)

Options

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

Specific Entry Requirements

i. Holders of M.Ed Home Economics/Home Science CGPA of 2.50 and above
ii. Holders of M.Tech. in related field with relevant background in education are also eligible to apply

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

Fees per sandwich semester

i. Fresh Students - GH¢ 4,704.00
ii. Continuing Students - GH¢ 3,774.00
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 Group
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.
private educational institutions and Personnel in the Curriculum and Research Unit of the Ministry of Education/ Ghana Education Service.

e. 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.

f. 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¢ 3,890.00
ii. Continuing Students - GH¢ 3,516.00

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)
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₵ 3,890.00
  ii. Continuing Students - GH₵ 3,516.00

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₵ 4,790.00
  ii. Continuing Students - GH₵ 4,677.00

6.0 COLLEGE OF AGRICULTURE AND NATURAL SCIENCES

6.1 SCHOOL OF AGRICULTURE

6.1.2 Department of Agricultural Economics and Extension

i. 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

**Fees per Sandwich Semester**

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<td>i. Fresh Students</td>
<td>GH¢ 3,800.00</td>
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<td>ii. Continuing Students</td>
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**Master of Philosophy- (MPhil) in NGO Studies and Community Development (Top-Up)**
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**
MSc. in NGO Studies and Management from the University of Cape Coast with CGPA of 2.5, interview inclusive.

**Fees per Sandwich Semester**

Fresh Students - GH¢ 3,800.00

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

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

Fees per Sandwich Semester

- i. Fresh Students - GHS 4,865.62
- ii. Continuing Student - GHS 4,489.62

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.
- 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

Fees per Sandwich Semester

- i. Fresh Students - GHS 4,900.00
- ii. Continuing Student - GHS 4,600.00
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) 2020* 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, 31st March, 2020*.

(b) Online applicants should visit [www.ucc.edu.gh](http://www.ucc.edu.gh) then go to Admissions and click on Apply Online for further instructions. Applicants should select the SANDWICH PROGRAMMES APPLICATION type.

No additional documents will be accepted after submission of application forms.

REGISTRAR