

UNIVERSITY OF CAPE COAST

DIVISION OF ACADEMIC AFFAIRS



APPLICATIONS FOR ADMISSION INTO SANDWICH UNDERGRADUATE/DIPLOMA/CERTIFICATE PROGRAMMES 2015/2016 ACADEMIC YEAR

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 2015/2016 academic year. Scratch cards for online application are up for sale at the Centres listed below:

1.0 SALES CENTRES

- (a) Cash Office, University of Cape Coast.
(Mode of payment – **CASH**)
- (b) Ghana Post Offices at the Regional Capitals
(Mode of payment – **POSTAL ORDER**)
- (c) University of Cape Coast Accra Office, Tesano, Accra.
(Mode of payment – through any networked Branch of Ghana Commercial Bank, into **GCB Kaneshie Industrial Area Branch – Account Number 1201130006903**). A copy of payment-slip should be submitted to the Officer-In-Charge at the Accra Office for the Application Forms.
- (d) Kumasi Workers' College (Mode of Payment – **CASH**)
- (e) I-J Consult, Kasoa-Nyanyano Road, Near Witty Kids Int. School (**CASH** Payment)
- (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¢230.00

The deadlines for the sale of Scratch Cards for online application and the submission of completed application forms are Friday, 12th February, 2016 and Wednesday, 19th February, 2016 respectively.

2.0 ACCOMMODATION

The programmes are non-residential, and students will be responsible for securing their own accommodation. There is a variety of options in the halls of residence and hostels to choose from.

3.0 ONLINE APPLICATIONS

a. Online applicants should visit www.ucc.edu.gh then go to **Quick Links** and click on **Apply Now** for further instructions. Applicants should select either the **CERTIFICATE, DIPLOMA or DEGREE SANDWICH application types**.

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.

4.0 FACULTY OF SOCIAL SCIENCES

4.1 DEPARTMENT OF HOSPITALITY AND TOURISM MANAGEMENT

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

ADMISSION REQUIREMENTS:

- a. Holders of HND Certificate in Tourism, Hospitality, Catering, Marketing, Accounting, Business Management or other related disciplines
- b. Middle to senior level employees in hotels, restaurants, tourism or hospitality or catering institutions who already hold professional and or diploma certificates equivalent to the HND from an accredited institution.

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

DURATION OF PROGRAMME

This is a **four-sandwich semester** programme to be run on campus over **two years** during the **June-July** and **December-January** vacation periods. The first Semester begins in June, 2016.

FEES:

Fresh students –Two Thousand, One Hundred and Fifty Ghana Cedis (**GH¢ 2, 150.00**)

4.2 INSTITUTE FOR DEVELOPMENT STUDIES

DIPLOMA IN LABOUR STUDIES (DLS)

ENTRY REQUIREMENTS

Candidates must possess any of the following:

- a. Certificate in Labour Studies from the University.
- b. SSSCE/WASSCE with five credit passes including English and Mathematics
- c. GCE 'A' Level passes in three subjects and 'O' Level credit passes in English and Mathematics.
- d. GCE 'O' Level passes in five subjects including English and Mathematics.
Such candidates will have to pass a special entrance examination.

TARGET GROUP

Top level Trade Union personnel, HRM practitioners and employers.

DURATION OF PROGRAMME

The programme is offered over two long vacation periods (June – July). The first Semester begins in June, 2016.

FEES

Fresh Students - Two Thousand, Four Hundred Ghana Cedis (GH¢ 2,400.00)

Continuing Students - Two Thousand, Two Hundred and Sixty Ghana Cedis (GH¢ 2,260.00)

4.3. DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

1. B.A. SOCIAL BEHAVIOUR AND CONFLICT MANAGEMENT

ENTRY REQUIREMENTS

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

- a. Diploma in Social Behaviour and Conflict Management from the University of Cape Coast (UCC)
- b. Related Diploma Certificate, such as:
 - Diploma in Labour Studies, IDS, UCC
 - Diploma in Labour Studies, GIMPA, Legon,
 - Diploma in Social Work, University of Ghana, Legon
 - Diploma in Community Development

Candidates should have obtained at least a pass at the Diploma level. Candidates will, in addition, be required to pass a selection interview.

PROGRAMME DURATION

Three (3) long vacation semesters lasting 8 weeks each. The first semester begins in June, 2016

FEES

Fresh students: Two Thousand Ghana Cedis (GHS 2,000.00)

Continuing Students: One Thousand, Seven Hundred Ghana Cedis (GHS 1,700.00)

2. DIPLOMA IN SOCIAL BEHAVIOUR AND CONFLICT MANAGEMENT

ENTRY REQUIREMENTS

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

- a. Certificate in Social Behaviour and Conflict Management from the University of Cape Coast
- b. Aggregate 24 or better in SSCE/WASSCE with passes in English and Mathematics
- c. GCE 'A' level with passes in two subjects and 'O' level credit passes in English and Mathematics
- d. GCE 'O' level with passes in five subjects, including English and Mathematics
- e. Teacher's Certificate 'A' with 'O' level credit passes in English and Mathematics
- f. Stenographer Grade Two Certificate

In addition, candidates must pass a selection interview.

PROGRAMME DURATION:

Three (3) long vacation semesters lasting 8 weeks each. The first semester begins in June, 2016.

FEES

Fresh students: Two Thousand Ghana Cedis (GHS 2,000.00)

Continuing students: One Thousand, Seven Hundred Ghana Cedis (GHS 1,700.00)

4.4 DEPARTMENT OF GEOGRAPHY AND REGIONAL PLANNING

DIPLOMA IN TRANSPROT AND ROAD SAFETY MANAGEMENT

ADMISSION REQUIREMENTS

The programme is available to people with certificates in basic road safety or fleet management from 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, 2016

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.

FEES

Fresh Students - Two Thousand, Three Hundred and Fifty Ghana Cedis (GH¢ 2,350.00)

Continuing Students - Two Thousand and Seventy Ghana Cedis GH¢ 2,070.00

For further information on programmes of the Department of Geography and Regional Planning, call 03321 30680/30681.

5.0 FACULTY OF EDUCATION

5.1 DEPARTMENT OF BASIC EDUCATION

1. CERTIFICATE IN EARLY CHILDHOOD EDUCATION

ADMISSION REQUIREMENTS

- a. Applicants must be teaching/working in a pre-school or Primary School
- b. Applicants must have sat either SSSCE or WASSCE or an equivalent examination **or** must be at least 25years old.
- c. Applicants must pass an entrance examination and an interview conducted by the Department of Basic Education.

TARGET GROUP

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

DURATION OF PROGRAMME

The programme is run on sandwich basis and will cover two long vacation periods of eight (8) weeks each (June – July). The first semester begins in June, 2016

DATE OF EXAMINATION

30th March, 2016 to be followed by interview on the same day

FEES:

Fresh Students – One Thousand, One Hundred Ghana Cedis (**GH¢ 1,100.00**)

Continuing Students – Nine Hundred and Twenty Ghana Cedis (**GH¢ 920.00**)

2. DIPLOMA COURSE IN EARLY CHILDHOOD EDUCATION

ADMISSION REQUIREMENTS

a. DIRECT ENTRY

- (i) Post-Senior High School Candidates with credit passes in 5 subjects. Three of the five 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 recognised institutions with a CGPA of 2.5 or better.

b. ENTRY THROUGH EXAMS 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 recognised institutions with CGPA between 2.4 and 1.5.

Note: Candidates in **category B** will be required to pass a selection examination and an interview from **6th - 8th April 2016**.

TARGET GROUP

- a. Untrained early childhood teachers
- b. Teachers in Basic Schools interested in early childhood education
- c. Staff of NGOs working in child care institutions
- d. Staff of Ministry of Women and Children Affairs

DURATION OF PROGRAMME

The programme is run on sandwich basis and will cover three long vacation periods of eight (8) weeks each (June – July). The first semester begins in June, 2016

FEES:

Fresh Students – One Thousand, Four Hundred and Ten Ghana Cedis (**GH¢1,410.00**)

Continuing Students:

Diploma Year Two: One Thousand, Four Hundred and Seventy Ghana Cedis (**GH¢1,470.00**)

Diploma Year Three: Eight Hundred and Eighty Ghana Cedis (**GH¢880.00**)

3. B. ED (EARLY CHILDHOOD EDUCATION)

ENTRY REQUIREMENTS

a. Direct Entry

Applicants with Diploma in Early Childhood Education from recognised institutions with a CGPA of 2.5 or better.

b. Entry through Exams and Interview

Applicants with Diploma in Early Childhood Education from recognised institutions with CGPA between 1.5. and 2.4

Note: Candidates in **category “b”** will be required to pass a selection examination and an interview on **Thursday, 14th April 2016**.

TARGET GROUP

- a. Teachers in Basic Schools interested in early childhood education
- b. Staff of NGOs working in child care institutions
- c. Staff of Ministry of Women and Children Affairs

DURATION OF PROGRAMME

The programme is run on sandwich basis and will cover three long vacation periods of eight (8) weeks each (June – July). The first semester begins in June, 2016

FEES:

Fresh Students – One Thousand Two Hundred and Fifty Ghana Cedis (**GH¢1,250.00**)

Continuing Students

Year Two: One Thousand, One Hundred and Fifty Ghana Cedis (**GH¢1,150.00**)

Year Three: One Thousand and Thirty Ghana Cedis (**GH¢1,030.00**)

5.2 DEPARTMENT OF SCIENCE AND MATHEMATICS EDUCATION BACHELOR OF EDUCATION (HEALTH SCIENCES) – SANDWICH

ADMISSION REQUIREMENTS

- a. Candidates must have credit passes (**grade ‘D’ or better for SSCE holders and grade ‘C6’ or better for WASSCE holders**) in Core English, Core Mathematics and Integrated Science and three (3) other elective subjects.
- b. In addition, candidates must possess a three (3) year Diploma awarded by Accredited Health Training Institutions with at least three (3) years working experience (excluding rotation period for Nurses and Midwives) in relevant areas such as General, Psychiatry, Public Health and Community Health Nursing, Midwifery, Environmental Health, Nutrition, Epidemiology/Diseases Control, Health Informatics and Community Health (i.e. Field Officers).
- c. Pass selection interview

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

1. A certified academic transcript showing semester by semester GPA and FCGPA
2. A certified copy of Licensure certificate
3. Licensing Examination Result (Nurses and Midwives)
4. First Appointment letter

DURATION OF PROGRAMME

The programme is run over four Sandwich Semesters. The first semester begins in June, 2016

FEES

The fees for the 2015/2016 Sandwich Semester (June - July, 2016) are:

- (i) *Fresh Students - Two Thousand, Five Hundred and Fifty Ghana Cedis (GH¢2, 550.00)*
- (ii) *Continuing Students - Two Thousand, Two Hundred Ghana Cedis (GH¢2,200.00)*

All fees should be paid in **full** into the Health Science Education Account (Account Number: **3021130001360**) with Ghana Commercial Bank, University of Cape Coast Branch.

6.0 SCHOOL OF PHYSICAL SCIENCES

6.1 DEPARTMENT OF LABORATORY TECHNOLOGY

1. BSC. LABORATORY TECHNOLOGY – POST DIPLOMA

ADMISSION REQUIREMENTS:

- a. Applicants should possess a good HND/Diploma in Science Laboratory, Laboratory Technology, Chemical Engineering, –preferably second class or better or its equivalent from a recognized tertiary institution.
- b. All candidates will be required to pass a selection interview.

DURATION:

Four (4) long vacation periods of 8 weeks each. First Semester begins on 2nd June, 2016)

FEES:

Fresh Students: Two Thousand, Four Hundred Ghana Cedis (GH¢2,400.00)

Continuing Students: Two Thousand, Two Hundred Ghana Cedis (GH¢2,200.00)

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

6.2 DEPARTMENT OF PHYSICS

B. SC (ENGINEERING PHYSICS) - POST DIPLOMA

ADMISSION REQUIREMENTS:

Applicants should possess a good HND in Engineering - preferably second class or better or its equivalent from a recognized Polytechnic or Institution in Engineering.

You may call the Department or Coordinator on 0332133837 / 0546650939 for further details.

DURATION:

Four (4) long vacation periods of 8 weeks each. Next Semester: 1st June – 31st July, 2016

FEES

Fresh Students : Two thousand, Two Hundred Ghana cedis (GH¢2,200.00)

Continuing Students : Two thousand, One Hundred and Ten Ghana cedis (GH¢2,110.00).

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

7.0 FACULTY OF ARTS

7.1 DEPARTMENT OF RELIGION AND HUMAN VALUES

1. DIPLOMA (RELIGION AND HUMAN VALUES)

ENTRY REQUIREMENTS

- a. WASSCE with passes in English and Social Studies
- b. Training College Certificate
- c. Certificate in Ministry from a recognised Institution
- d. Exceptions for people who show evidence in Ministry or Teaching or Studies over a long period

TARGET GROUP

- a. Teachers
- b. Pastors
- c. People Working with Para-Church Organisations

DURATION

Two Sandwich Semesters. The first semester begins in June, 2016

FEES:

Fresh Students: Two Thousand, One Hundred Ghana Cedis (**Gh¢ 2100.00**)

7.2 FRENCH DEPARTMENT

1. DIPLOMA IN FRENCH FOR SPECIAL PURPOSES

ADMISSION REQUIREMENTS

- a. Candidates must be holders of at least a secondary school certificate and must have studied French at that level.
- b. An oral/written examination will form the basis of selection and of categorizing candidates.

TARGET GROUPS

The programme is designed for business executives, professionals and private individuals who require an “operational” knowledge of French for their specific purposes.

FEES:

Fresh Students: Two Thousand, Two Hundred and Forty Ghana Cedis (**GHS2,240**)

8.0 SCHOOL OF BUSINESS

8.1 DEPARTMENT OF MANAGEMENT STUDIES

1. BACHELOR OF MANAGEMENT STUDIES
2. BACHELOR OF SCIENCE IN MARKETING

ADMISSION REQUIREMENTS

- a. HND or its equivalent in Marketing, Accountancy, Purchasing & Supply, Secretaryship and Management Studies as well as other business related areas from any recognized tertiary institution with Second Class Honours or better.
- b. Any other Diploma from any recognized tertiary institution or professional body

- may** be considered.
- c. A minimum of two years' working experience
- d. Applicants should ensure that the following documents are submitted together with their application forms.
 - i. A certified academic transcript showing semester by semester GPA and FCGPA
 - ii. A certified copy each of NAPTEX certificate and Result slip.

DURATION:

The programmes are run over four (4) Sandwich Semesters. The first semester begins in June, 2016

FEES:

Fresh Students: Two Thousand Ghana Cedis (**GH¢2,000.00**)

Continuing Students: One Thousand, Six Hundred and Seventy Ghana Cedis (**GH¢1,670.00**)

8.2 DEPARTMENT OF ACCOUNTING AND FINANCE

1. BACHELOR OF COMMERCE

ENTRY REQUIREMENT

- a. Higher National Diploma (HND) Accountancy or its equivalent, with Second Class or better.
- b. Applicants should ensure that the following documents are submitted together with the application forms
 - 1. A certified academic transcript showing semester by semester GPA and FCGPA.
 - 2. A certified copy each of NAPTEX certificate and results slip.

DURATION:

The programme is run over four (4) sandwich semesters. The first semester begins in June, 2016

FEES:

Fresh Students: Two Thousand, Three Hundred and Sixty Ghana Cedis (**GH¢2,360.00**)

Continuing Students: One Thousand, Nine Hundred Ghana Cedis (**GH¢1,900.00**)

9.0 SCHOOL OF NURSING

9.1 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-time or part-time basis.

ADMISSION REQUIREMENTS:

- a. Applicants must be Registered Mental Health Nurses (RMN) with a diploma from a recognized institution, and must have a minimum of three (3) years' work

- experience.
- b. Applicants would be required to pass a written test followed by a formal interview.
 - c. Applicants must have an active registration with the Nurses and Midwives Council (NMC) of Ghana.

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

DURATION

Three (3) Sandwich Semesters lasting eight (8) weeks each followed by inter semester courses during vacation. Next Semester begins in June – July, 2016

FEES:

Fresh Students: Three Thousand, One Hundred Ghana Cedis (**GH¢3,100.00**)

Continuing Students: Three Thousand Ghana Cedis (**GH¢3,000.00**)

For further enquires please contact: 03321-33342

9.2. B. SC. COMMUNITY MENTAL HEALTH NURSING

TARGET GROUP

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

ADMISSION REQUIREMENTS

- a. Applicants must be Registered Mental Health Nurses (RMN), with a minimum work experience of three (3) years. They must have studied at diploma level at a recognised Nursing Training College (NTC) in Ghana.
- b. Applicants must have an active registration with the Nurses and Midwives Council (NMC).
- c. Applicants would be required to pass a written test followed by an interview.

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

DURATION

Three (3) sandwich semesters lasting eight (8) weeks each followed by inter semester courses during vacation. Next Semester begins in June – July, 2016

FEES:

Fresh Students: Three Thousand, One Hundred Ghana Cedis (**GH¢3,100.00**)

Continuing Students: Three Thousand Ghana Cedis (**GH¢3,000.00**)

For further enquires please contact: 03321-33342

9.3. 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

- a. Applicants must be Registered General Nurses (RGN) with a minimum working experience of three (3) years.
- b. Applicants will be required to pass a written test followed by a formal interview.
- c. Applicants 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

Three (3) sandwich semesters lasting eight (8) weeks each followed by inter semester courses during vacation. Next Semester begins in June – July, 2016

FEES:

Fresh Students: Two Thousand, Nine Hundred Ghana Cedis (**GH¢2,900.00**)

Continuing Students: Two Thousand, Eight Hundred Ghana Cedis (**GH¢2,800.00**)

For further enquires please contact: 03321-33342

REGISTRAR