Applications are invited from suitably qualified persons for admission to the Degree, Diploma, Certificate and Post-graduate programmes of the Methodist University College Ghana for the 2013/2014 academic year.

CAMPUSES
The University College has three main Campuses: Dansoman, Tema and Wenchi. Dansoman is the main campus and houses the Faculties of Business Administration, Social Studies, and Arts and General Studies. The Tema Campus houses a Faculty of Business Administration and runs first degree programmes only, which are available in the evenings. The Wenchi Campus offers Degree, Diploma and Certificate programmes in Agriculture.

Lecture hours:

Dansoman Campus
Day Session : 8.30 a.m.  -  4.30 p.m. (Weekdays)
Evening Session: 5.00 p.m.  -  9.00 p.m. (Weekdays), and
8.30 a.m.  -  11.30 a.m. (Saturdays)
Weekend Session: 5.00 p.m.  -  9.00 p.m. (Fridays) and
8.30 a.m.  -  6.30 p.m. (Saturdays)

Tema Campus
Evening Session only: 5.30 p.m.  -  9.30 p.m. (Weekdays)
8.30 a.m.  -  11.30 a.m. (Saturdays)

Wenchi Campus
Day Session only: 8.30 a.m.  -  4.30 p.m. (Weekdays)
No Evening Session

1.0. PROGRAMMES OFFERED FOR THE 2013/2014 ACADEMIC YEAR

1.1. Post-Graduate Degree Programmes

i. Faculty of Social Studies
   - M.A. Guidance and Counselling
   - M.Phil Guidance and Counselling
   - M.Phil Statistics (Day Session only)
1.2. Bachelor’s Degree Programmes

i. Faculty of Business Administration

BBA (Bachelor of Business Administration) in:

- Accounting
- Banking and Finance
- Human Resource Management
- Marketing
- Management Studies

ii. Faculty of Social Studies

- B.Sc. Economics
- B.Sc. Information Technology
- B.A. Psychology
- B.Sc. Mathematics and Statistics
- B.Sc. Economics and Mathematics-Statistics
- B.Sc. Economics and Statistics

iii. Faculty of Arts and General Studies

- B.A. English Studies
- B.A. Religious Studies and Ethics
- B.A. Religion, Ethics and Psychology
- B.A. French
- B.A. Music

iv. Faculty of Agriculture

- B.Sc General Agriculture (Wenchi Campus)

1.3. Diploma Programmes

- Diploma in General Agriculture (Wenchi Campus)
- Diploma in Horticulture (Wenchi Campus)
- Diploma in Music (Dansoman Campus)
- Diploma in Information Technology, (Dansoman Campus)

Each of the above Diploma Programmes has a duration of two (2) years.

1.4 Certificate Programmes

- Certificate in Environmental Management and Entrepreneurship (Evening Session, Dansoman Campus)
- Certificate in General/Church Music (Day and Weekend Sessions, Dansoman Campus)
- Certificate in Christian Ministry and Leadership (Weekend Session, Dansoman Campus)
- Certificate in Information Technology (Saturdays only, Dansoman Campus)
- Certificate in Agri-Business (Day Session, Wenchi Campus)
- Certificate in Agro-Processing (Day Session, Wenchi Campus)
- Certificate in Horticulture (Day Session, Wenchi Campus)
- Certificate in Statistics (Weekend Session, Dansoman Campus)

Each of the Certificate programmes listed above has a duration of one (1) year.

2.0. ADMISSION REQUIREMENTS

2.1. Post-Graduate Programmes

i. M. A. /M.Phil Guidance and Counselling

The programme will be available to holders of any of the following qualifications with a good class:
B.Sc Psychology, B. A. Psychology; B. Ed Psychology; and B. Ed Counselling, or their equivalents.

ii. M.Phil Statistics

Applicants should have a first degree in Statistics with at least Second Class Lower Division.

2.2. Bachelor’s Degree Programmes

**WASSCE/SSSCE Certificate Holders**

a) Applicants must have:

i. Credit pass (minimum of a D for SSSCE or C6 for WASSCE) or better in **Core English** and **Core Mathematics**, in addition to a credit pass in one of the following three core subjects: Integrated Science, Social Studies or Life Skills

ii. Credit passes (minimum of a D for SSSCE or C6 for WASSCE) or better in any three (3) Elective subjects.

The aggregate score for the core and elective subjects must not exceed 36 for WASSCE holders and 24 for SSSCE holders.

b) **Please note that a credit pass or better in Elective Mathematics** is also required of all applicants seeking admission to the B.Sc Mathematics and Statistics, B.Sc Economics and Mathematics-Statistics, and B.Sc Economics and Statistics programmes.

Applicants to the English Studies programme are required to have a credit pass or better in English Literature.

**G.C.E. Ordinary and Advanced Level Certificate Holders**

Credit passes (Grade 6) in at least Five (5) subjects (including English Language, Mathematics and a Science subject), in the West African Examinations Council (WAEC), G.C.E. ‘O’ Level or School Certificate Examinations, and passes in three (3) subjects at the G.C.E Advanced Level (at least one of the passes should be grade D or better).

**General Business Certificate Examination (GBCE) Certificate Holders**

Five (5) credit passes or better at GBCE including English Language and Mathematics.

**Advanced Business Certificate Examination (ABCE) Certificate Holders**

Five (5) credit passes or better at ABCE made up of three (3) compulsory and two (2) optional subjects. Applicants are also required to have a credit pass or better in English and Mathematics.

**Other Applicants**

The following qualifications are also acceptable:

a. HND (Applicants must have graduated with a good HND certificate with at least Second Class Lower Division). In addition, the applicant must have acquired a 2-year post HND working experience.

b. Diplomas from recognized Universities

c. Professional Certificates from recognized professional bodies

d. Association of Business Executives (A.B.E) Certificates

*Candidates who will be writing their final examination in April/May, 2013 can apply now without waiting for their results.*
PLEASE ENSURE THAT YOU STATE CLEARLY YOUR EXAMINATION INDEX NUMBER, THE MONTH AND YEAR OF THE EXAMINATION.

Mature Applicants

Persons applying for admission to Bachelor’s degree programmes who have attained the age of twenty-seven (27) years or more, but who do not fully satisfy the above requirements will be classified as Mature Candidates. Such applicants must have reasonable education and working experience. All Mature Applicants will be required to write the Mature Candidates Entrance Examination in English, Mathematics and General Knowledge. Admission of applicants in this category will depend basically on their performance in the Entrance Examination.

ACCESS COURSE FOR MATURED CANDIDATES

An Access Course will be organized from 1st February to 6th April, 2013, by the University College for interested Mature applicants who do not satisfy the minimum admission requirements. The Access Course will be organized on the Dansoman and Wenchi Campuses of the University College on Saturdays only. An Entrance Examination will be conducted at the end of the Access Course on the 13th April, to select applicants for admission.

2.3. Diploma Programmes

i. Diploma in General Agriculture

ii. Diploma in Horticulture

Applicants with any of the following qualifications will be considered for admission to the above programmes:

a) Senior Secondary School Certificate (SSSCE/WASSCE)

i Credit passes or better in the following SSSCE/WASSCE Core subjects:

   English Language, Mathematics, Integrated Science

ii Credit passes or better in any two of the following SSSCE/WASSCE Elective subjects:

   Biology/General Agriculture; Chemistry; Physics; Elective Mathematics.

b) Agricultural College Certificate

   The Agricultural College Certificate of the Ministry of Food and Agriculture.

c) Animal Health and Production Certificate of the Ministry of Food and Agriculture

d) Post-Secondary Teacher’s Certificate

   The Post-Secondary Teacher’s Certificate (with options in Agriculture or Science).

e) Certificate in Agriculture from any recognized University.

Duration of Programme

Each of the above Diploma programmes has a duration of two (2) years.

iii. Diploma in Music

Applicants must possess one of the following qualifications and experience:

a. Four (4) credit passes or better at the G.C.E. “O” Level including English, Mathematics and Music.
b. Four (4) credit passes or better at the WASSCE/SSSCE including Core English, Core Mathematics and Music.

c. Four (4) credit passes or better at the WASSCE/ SSSCE/G.C.E but without Music.

d. Three (3) credit passes or better at G.C.E “O” Level and the Grade 5 or above of the Associated Board of the Royal Schools of Music (ABRSM) Theory.

e. Post-Secondary Teacher’s Certificate and ABRSM Theory Grade 5 or above.

iv. Diploma in Information Technology

Category A: WASSCE/SSSCE

Applicants should have credit passes or better in three (3) core subjects including English and Mathematics, and two elective subjects.

Category B: Holders of one-year I.T. Certificate and I.T. Professionals

Applicants must have their certificates from recognized tertiary institutions or N.A.B accredited institutions with at least two (2) years post-qualification experience.

Category C: Mature Applicants

Mature applicants aged twenty-seven (27) and above with Information Technology experience.

Category D: Other professional qualifications

Other suitable professional qualifications from a recognized institution may be considered.

All categories of applicants may undergo a selection interview.

Duration of the Programme: The Diploma in Information Technology has a duration of two (2) years.

2.4 Certificate Programmes

i. Certificate in Environmental Management and Entrepreneurship

Applicants must have WASSCE/SSSCE / GCE ‘O’ Level Certificate with credit passes or better in the following Core subjects: English, Mathematics, and Integrated Science, in addition to one (1) Elective subject (in the Arts or Sciences).

ii Certificate in General/Church Music

This programme is offered at the following venues:

Dansoman Main Campus of Methodist University College Ghana, (Accra) on weekdays.

Applicants must be:

a. Persons with Keyboard, Guitar or Vocal skills wishing to upgrade their musical knowledge.

b. Choirmasters, Church Organists, Conductors and Band Musicians wishing to upgrade their level of music proficiency.

c. Persons with ABRSM Grade 5 in the Rudiments and Theory of Music or passes in WASSCE/SSSCE Music wishing to study Church Music.

d. Persons with comparable music proficiency and wishing to upgrade their music skills and knowledge.

iii Certificate in Horticulture

iv Certificate in Agro-Processing
V. Certificate in Agri-Business

Applicants for the above three Certificate programmes in Agriculture must have the following Qualifications:

a. WASSCE/SSSCE Certificate Holders
   - Credit passes in Core English, Core Mathematics and Core Integrated Science, and
   - Credit pass in any one of the following Elective subjects: Biology/General Agriculture, Chemistry, Physics, Geography/Economics.

b. Ministry of Food and Agriculture (MOFA)/Farm Institute Graduates/Equivalents
   Candidates who hold the MOFA Institute certificate or its equivalents will be admitted by selection and interview. For this category of applicants, considerable work in the relevant area, i.e., farming, horticultural or agro-processing related business will be an advantage.

vi. Certificate in Information Technology

Applicants must have the following

A. SSSCE/WASSCE with English, Mathematics and any Science subject.

B. Non-SSSCE/WASSCE certificate holders with at least two (2) years working experience in I.T.

vii. Certificate in Christian Ministry and Leadership

Candidates with G.C.E. “O” Level and S.H.S. background will have an advantage. The programme is also open to other professionals who seek to be equipped for various aspects of Christian Ministry and Leadership. Previous theological training is not required but could be an advantage.

viii. Certificate in Statistics

Candidates applying for this programme must have SSSCE/WASSCE Certificate with credit passes or better in Core English, Core Mathematics, Integrated Science (or Social Studies) and one (1) elective subject.

3.0 APPLICATION FORMS

Separate Application Forms for Master’s degrees, Bachelor’s degrees, Diploma and Certificate programmes may be obtained from:

i. Finance Office of Methodist University College Ghana (Wesley Grammar School Compound), Dansoman, Accra.

ii. Diocesan Offices of The Methodist Church Ghana in Cape Coast, Kumasi, Sekondi, Koforidua, Sunyani, Tamale, Obuasi and Tema.

iii. Accounts Office, Methodist Church Headquarters, Accra.


v. Office of the Coordinator of the Tema Campus of Methodist University College Ghana (located at Methodist Day Senior High School (MEDASS) Compound), Tema.

vi. The Office of the Coordinating Dean, Faculty of Agriculture, Wenchi Campus.

You may also download the Application Forms from the Internet. The website address is; www.mucg.edu.gh. The downloaded Form must be paid for by Banker’s Draft only, at any of the Sales Centres indicated in 3.0 above.

The Cost of Application Forms is as follows:
Master's Degree - GHc110.00
Bachelor's Degree - GHc90.00
Diploma - GHc60.00
Certificate - GHc40.00
Foreign Students: First Degree - US$90.00 (Or the Cedi Equivalent)
Master's Degree - US$110.00 (Or the Cedi Equivalent)

These shall be purchased by Banker's Draft only, payable to the Methodist University College Ghana.

4.0. CLOSING DATES FOR SALE AND RETURN OF COMPLETED APPLICATION FORMS:

Mature Candidates: Friday, 25th January, 2013
Other Applicants: Friday, 15th February, 2013

Completed Application Forms must reach the Registrar through the following address:

The Registrar
Methodist University College Ghana (Wesley Grammar School Compound)
P. O. Box DC 940, Dansoman, Accra.

Tel: 0302-312980; 0302-314542; 0289-119191

5.0. COMMENCEMENT OF 2013/2014 ACADEMIC YEAR


NOTE: Limited Accommodation on first come first served basis is available for interested fresh students.

REGISTRAR