



KWAME NKUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI

INSTITUTE OF DISTANCE LEARNING (IDL)

SALE OF APPLICATION FORMS FOR 2018/2019 ACADEMIC YEAR



IDL POSTGRADUATE, UNDERGRADUATE & DIPLOMA PROGRAMMES

The Institute of Distance Learning, Kwame Nkrumah University of Science and Technology, Kumasi, wishes to inform prospective applicants and the general public that Application Forms for Admission to the following Post-Graduate, Top-Up and Diploma Programmes of the University through the **Distance Learning Mode** for the **2018/2019 Academic Year, are now on Sale**. Applicants are requested to **CAREFULLY READ** the **ENTRY REQUIREMENTS** before selecting the programme of choice.

1. Postgraduate Degree Programmes:

1. Commonwealth Executive Master of Business Administration (CEMBA)
2. Commonwealth Executive Master of Public Administration (CEMPA)
3. MBA Specialization (**For CEMBA/CEMPA Graduates Only**– *Options available: Logistics and Supply Chain Management; Human Resource Management; Finance; Accounting; Marketing and International Business*). **Holders of 1st Degree certificates should not apply.**
4. MBA International Business
5. MPhil. Post-Harvest Technology (Horticulture)
6. MPhil. Forensic Science
7. MPhil. Political Studies

One-Year (12 Months) Postgraduate Programmes

8. MSc. Industrial Finance and Investment
9. MSc. Logistics and Supply Chain Management
10. MSc Procurement and Supply Chain Management
11. MSc. Accounting and Finance
12. MSc. Economics
13. MSc. Health Informatics
14. MSc. Information Technology
15. MSc. Project Management (Accra, Takoradi & Tamale Centres Only)
16. MSc. Business Consulting and Enterprise Risk Management
17. MSc. Educational Innovation and Leadership Science
18. MSc Technology Management and Entrepreneurship
19. MSc. Industrial Mathematics
20. MSc. Actuarial Science

21. MSc. Applied Statistics
22. MSc. Human Nutrition and Dietetics
23. MSc Food Quality Management
24. MSc. Development Management
25. MSc Environmental Science
26. MA Sociology
27. Master of Public Administration (MPA)
28. Master of Education Degree (MEd)
29. MSc. Security and Justice Administration
30. MSc. Energy and Sustainable Management
31. MSc. Packaging Technology and Management
32. MSc. Tourism and Hospitality Management
33. MSc. Strategic Management and Leadership
34. MSc. Funds and Portfolio Management
35. MSc. Insurance and Business Continuity
36. MSc. Agribusiness Management
37. MSc. Mechanical Engineering
38. MSc. Geo-Information Science for Natural Resources Management
39. MSc. Development Finance
40. MSc. Biotechnology
41. MSc Forensic Science
42. MSc. Disability, Rehabilitation & Development Studies
43. Professional Master of Engineering With Management (MEng) With **Options In:**
 - i. Oil and Gas (Mid and Downstream)
 - ii. Industrial Operations
 - iii. Building Services Engineering
 - iv. Energy Systems Engineering
 - v. Municipal Engineering
 - vi. Information and Communication Technology.

2 Year - Top Up Undergraduate Programmes:

1. BSc. Business Administration (*6 Options Available*)
2. BSc. Quantity Surveying & Construction Economics (QSCE)
3. BSc. Construction Technology & Management (CTM)
4. B.A. Social Work
5. B.A. Sociology

6. BSc. Information Technology
7. BSc. Statistics
8. BSc. Agriculture
9. BSc. Actuarial Science
10. BSc. Computer Science

2 – Year Undergraduate Diploma Programmes

1. Diploma in Architectural Technology
2. Diploma in Business Administration
3. Diploma in Information Technology
4. Diploma in Horticulture
5. Diploma in Mechanical Engineering
6. Diploma in Computer Network Engineering
7. Diploma In Computational Data Analysis For Business And Finance
8. Diploma in Disability and Rehabilitation Studies

Entry Requirements for Postgraduate Programmes

1. **Commonwealth Executive Master of Business Administration (CEMBA)**
2. **Commonwealth Executive Master of Public Administration (CEMPA)**

The CEMBA/CEMPA programmes are designed by Commonwealth of Learning (COL) to help busy **practicing professionals**, managers and public officers to gain a higher level of competency in their respective functions, and expand their perspective to encompass a more international outlook. The programmes are offered through distance education, a learner-oriented system allowing greater flexibility in learning while students continue with their regular work. At the heart of the programmes are the excellent learning materials licensed from some of the top universities across the Commonwealth.

Entry Requirements:

- i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division.
- ii. Professional qualification (that is chartered level) eg. ACCA, CA, ICA, ICM, with a minimum of two (2) years' experience in senior management/leadership position
- iii. **Satisfactory score in the CEMBA/CEMPA Admission Test (CEMBA ENTRANCE EXAMS).** The admission test consists of multiple choice questions designed to test applicants' capabilities in the following areas: General knowledge; English Language; Quantitative Aptitude; and Reasoning/Critical Thinking.

3. MBA WITH SPECIALIZATION: (For CEMBA/CEMPA Graduates Only)

- i. Logistics and Supply Chain Management
- ii. Human Resource Management
- iii. Finance

- iv. Accounting
- v. Marketing
- vi. International Business

The one-year top-up specialization programme is designed for **CEMBA/PA Graduates** to gain MBA specialization and identify themselves in specialised fields in their career paths.

NOTE: If you are not a CEMBA/CEMPA Graduate, DON'T APPLY.

Entry Requirement: Postgraduate Degree in CEMBA or CEMPA.

4. MBA International Business (2 years)

Individuals planning a career in business must understand the intricacies of doing business with partners from other countries. Culture, language, political systems, geography, and socio-economic factors all influence a person's business practices. Knowing that one needs to research not only the company you wish to do business with but, also, the culture, tradition, and business practices of those you will be working with is vital to business success in this global marketplace. Thus, one should study international business to be prepared for diverse business opportunities, knowing in advance that respect for and knowledge of counterparts in other cultures can give you a competitive advantage.

Entry Requirements: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division from a recognized University or institution of higher learning; with at least 2 years working experience.

5. MPhil. Post-Harvest Technology (Horticulture)

The programme aims at equipping participants with up-to-date practises and methods of handling, processing and storage of agricultural produce as well as structures and equipment employed in the handling, processing and storage of such produce.

Entry Requirements: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in Post-Harvest Technology, Agriculture, Agricultural Biotechnology, Natural Resource Management, Biological Sciences and other related sciences.

6. MPhil/MSc. Forensic Science

The MSc/MPhil Forensic Science programme is a one/two academic year programme, designed for science degree graduates who want to learn about the balance of science and law appropriate for practicing as forensic scientists.

Entry Requirements Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in the following programmes: Physics, Chemistry, Biochemistry, Biology, Molecular Biology, Pharmacy or Human Biology. Candidates who are already employed in the relevant forensic related areas would be considered for admission.

7. MSc. Industrial Finance and Investments

The MSc. Industrial Finance and Investments (MIFI) programme is developed with the broader aim of producing new generation of Financial Managers and Investment Analysts; and promoting techniques of achieving financial and investment systems efficiency. The course content provides a sound, broadly-based education covering the advanced principles in finance, financial markets and institutions, treasury and investments. By working closely with industry to understand their needs, the programme is designed to produce graduates with the knowledge and skills that businesses tell us they require.

Entry requirements:

i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in the following disciplines: Accounting; Commerce; Business Administration; Banking and Finance; Mathematics, Statistics, Economics, Actuarial Science; Engineering, Physics, Computer Science and related disciplines.

OR

ii. A final Professional Certificate (i.e. Chartered Level) from ACCA, ICAG, CFA and CIMA plus a minimum of 2 years working experience.

NOTE: MIFI will be mounted in Kumasi, Accra, Takoradi, Sunyani and Tamale Centres

8. MSc. Logistics and Supply Chain Management

The programme is designed to provide an opportunity for candidates to study contemporary theory and practice as well as pragmatic issues in the field of supply chain and logistics through extensive industrial field trips which would constitute part of the programme. It is basically targeted at purchasing, supply chain and warehouse managers as well as logistics managers in diverse fields of practice who will wish to upgrade themselves.

Entry Requirements:

- i. First degree in logistics and supply chain management with 2nd Class Lower or better.
- ii. First degree in any discipline with appreciable work experience in supply chain, logistics or transport management.

9. MSc Procurement and Supply Chain Management (12 Months)

The main purpose of the programme is to sensitize, train and build up the capacity of officials of the public sector, NGOs as well as officials and executives from the private sector on procurement and supply chain management issues. The programme further seeks to offer a clear emphasis on the importance of professional relationships with other corporate functions as well as those with other upstream and downstream players in the overall supply chain.

Entry Requirements:

- i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in logistics, procurement and/or supply chain management with relevant working experience OR
- ii. First degree minimum second class lower division in any business related discipline or economics with relevant practical experience in the area of logistics, procurement or supply chain. OR
- iii. First degree minimum second class lower division in any discipline and a chartered member of CIPS, CILT, IOM or ISCM with relevant working experience

10. MSc. Accounting and Finance

MSc. Accounting Program is developed with the broader aim of creating a new generation of accountants, through the provision of sound and broad-based education that covers the advanced principles and application of accountancy. It further hopes to equip students with solid grounding and knowledge in quantitative techniques, appraisals and evaluation of relevant financial issues.

Entry Requirements: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in any of the following:

- i. Accounting; any other degree with option in Accounting; e.g., BSc Mathematics with Accounting; any other degree with part qualification from recognised professional accountancy bodies such as: ICAG, ACCA, ICAEW, CIMA, etc.
- ii. Any other degree with at least 2nd Class Lower, but without adequate foundation in accountancy. These prospective students who get admission into the programme via this route would be required to do additional courses to upgrade them to the requisite level.

11. MSc. Economics (ACCRA CENTRE ONLY)

This is one-year advanced degree programme in the Economic Sciences designed to train professionals for industry both at home and abroad. The rationale is to develop competences in three core courses: macroeconomics, microeconomics and econometrics plus a host of relevant electives. The programme has **Options in**

a) Money, Banking and Finance

b) Energy and Resource Economics Option

Entry Requirements:

- i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in the following disciplines: BA/BSc. Economics, BA/BSc. Economics (with Finance, Mathematics, Statistics, Geography, Law, Sociology, Political Science, and History); Bachelor of Business Administration, BSc. Mathematics/Statistics/Engineering /Physics/Actuarial Science/ Environmental Science/ Land Economy/Natural Resource Management; BA/BSc Geography/Geography and Resource Development/Geography and Rural Development/Geography and Regional Planning; and related disciplines.
- ii. Satisfactory score in the MSc Economics Admission Test and/or an Interview.

NOTE

- i. **Applicants who wish to pursue the MPhil in Economics must submit, in about 500 to 700 words, (a) An outline of research proposal and (b) Statement of purpose**
- ii. **All Applicants Who Want have lectures in Kumasi (KNUST Campus), Should Purchase KNUST Graduate School Forms and Not IDL Forms.**

12. MSc. Health Informatics

MHI is designed for a wide range of people including medical lab technicians, nurses, midwives, medical practitioners, paramedics, and IT managers who want to keep ahead in this rapidly advancing field of health informatics. Candidates must have one of the following:

Entry Requirements:

Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division from a recognised university in Computer Science, Information Technology, Information Technology and Communication, Chemistry, Biochemistry, Food Science, Environmental Science, Biological Science, Human Biology, Nursing, Paramedics, Midwifery, Pharmacy, Herbal Medicine, Medical Laboratory, Biomathematics, Biostatistics, Engineering, Mathematics or Qualitative Programmes;

- i. Applicants whose first degrees are not listed under (i) above but have worked in the medical field for at least three years may be considered.

13. MSc. Information Technology

MIT Candidates must have one of the following: A first degree with at least 2nd Class Lower from an accredited University or University College in any of the following areas:

- i. Computer Science, Information Technology, Information Communication Technology, Business Information Technology, Mathematics, Engineering, Social Science with a strong background in Mathematics.
- ii. Students with weak Computer Science background, especially in programming eg. Social Science students may be required to take extra courses as may be deemed necessary by the Department.

14. MSc. Project Management (ACCRA, TAKORADI & TAMALE CENTRES ONLY)

The programme is aimed at preparing candidates for a range of managerial and executive functions relating to projects in any industry. Also, the programme was developed to bridge the continuous human resource deficit in this area and provide project management professionals with the knowledge required to reduce the challenges of initiating, planning, executing, monitoring and controlling project activities in an acceptable manner within any socio-economic environment.

Entry Requirements: The pre-requisite for admission to this programme are:

- i. Candidates must hold a Bachelor's degree (at least a 2nd Class Lower or better) in any field or discipline; and Candidates will attend an Interview.
- ii. Candidates should have a minimum of **two years relevant industrial** or research experience.

NOTE: All Applicants Who Want Kumasi, Should Purchase KNUST Graduate School Forms and Not IDL Forms.

15. MSc in Business Consulting and Enterprise Risk Management

The programme, (BCERM) is open to all working professionals from Ghana and other countries who want to develop a career in Business Consulting & Enterprise Risk Management. The entry requirements for admission to the programme are:

- i. A good Bachelor's degree in **any discipline** with at least a 2nd Class Lower or better.
- ii. Professional qualifications (i.e. Chartered Level) in Accounting, Banking, Finance, Administration, Marketing, Management, Insurance, Engineering, Risk Management, etc. (e.g. ACCA, CIM, CFA, CFM).

16. MSc. Educational Innovation and Leadership Science

MELS is open to individuals from Ghana and other countries who want to obtain professional qualification in Educational Leadership, Planning and Management.

Entry requirement: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in any discipline.

17. MSc/MPhil Technology Management and Entrepreneurship

The success of business entities in contemporary competitive business environment is dependent upon the management of technology in business organisations. In so doing, technology management requires three main ingredients comprising leadership, employee motivation and the use of appropriate technology. Thus, it is important to equip students from diverse persuasions as far as industry and prior academic capabilities and entrepreneurship are concerned to produce professionals to successfully address technological challenges confronting businesses of various kinds; and to also develop new technology capability ventures/firms.

Entry Requirements

The programme is an advanced professional oriented international qualification, open to working professionals from Ghana and other countries who want to develop career in the field of management science, operations research and system analysis. The pre-requisites for admission into the programme are:

- i. Candidates with Second Class degree (lower division) or better in Engineering; Science (Applied Science, Natural Science and Physical Science); Technology; Agriculture and Natural Resources; Medicine; and related courses from a recognised university who are interested in self-employment and starting new venture.
- ii. Candidates with the requisite first degree (i.e. at least Second Class Lower Division) in non-technical areas of Business Management, Entrepreneurship, Economics, Social Science and other Business related programmes may be considered provided they clearly demonstrate entrepreneurial aspirations and interest in technology during an interview.
- iii. MPhil candidates must show strong research capability and must submit a research proposal of 3,000 to 5,000 words as part of the admission requirements

18. MPhil/MSc Industrial Mathematics

The programme is designed to equip mathematically oriented graduates with powerful and up-to-date knowledge and skills in modelling and computational techniques that can be directly applied to solve real life problems that occur in critical areas of industry such as health, environment, energy, manufacturing, financial, agricultural, security, communications, transportation, rural and urban management sectors.

Entry requirement is a good First Degree in Mathematics, Engineering, Physics or Computer Science.

19. MSc. Actuarial Science

The programme in Actuarial Science is open to applicants with at least a minimum of 2nd Class Lower division in the following programmes:

Actuarial Science, Physics, Mathematics, Engineering Accounting, Finance, Economics or any programme within the Mathematical Sciences with evidence of Mathematical or quantitative ability.

20. MSc. Applied Statistics

The programme is designed for graduates who have professional interest in the use of statistics in their everyday work and life. It is opened to graduates from the humanities, social sciences, life and health sciences and those who have a need to use statistics in their work, but have not had sufficient or current training in applied statistics.

Entry Requirements: A Bachelor's degree, with a minimum of 2nd Class Lower Division in Statistics, Mathematics or a mathematical related Degree such as Actuarial Science, Economic Computer science etc. Any other degree plus a Graduate Diploma in Statistics.

21. MSc. Human Nutrition and Dietetics

This programme is designed to build the capacity and produce a cadre of health personnel with requisite knowledge and skills in the field of human nutrition and dietetics aimed at promoting nutritional health and wellbeing in Ghana and beyond.

Entry Requirements: Candidates with a Bachelor of Science degree or equivalent (2nd Class Lower or better) in Human Nutrition and Dietetics, Nursing, Medicine, Pharmacy, Biochemistry, Food Science and other related courses may apply.

22. MSc. Food Quality Management

The programme is designed for candidates with requisite qualifications who are already working in the food sector. It is expected that the training shall among others, build the skills of candidates in understanding consumers' behaviour, maintaining quality and improving safety in food industries.

Entry Requirements A BSc degree (2nd Class Lower or better) in Food Science and Technology, Biochemistry, Chemistry, Nutrition Science, Biology, Agricultural Engineering or Chemical Engineering or any closely related science or technology BSc programme from a recognized university.

23. MSc. Development Management

The DM programme was established under the auspices of United Nations Universities (UNU) and implemented by a network of Universities in South Africa, Northern Africa and Europe.

Entry Requirements: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in any of the following disciplines: Planning, Building Technology, Land Economy and Architecture; Business Administration; Social Sciences or Engineering.

24. MSc. Environmental Science

This multidisciplinary programme aims at training students to recognise and understand the threats and conflicts in the environment today and appreciate the steps required to develop realistic solutions. The systematic approach adopted to this programme enables students to deal with all aspects of the environment.

Entry Requirements: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in Biological Sciences, Biochemistry, Chemistry, Physics, Mathematics, Engineering, Geography, Culture and Tourism, Natural Resource Management and Agriculture.

25. MA Sociology

This programme aims at providing students with the ability to undertake advanced studies in various branches of sociological interest and opportunities for consolidating and developing a general competence in sociological analysis.

Entry Requirements:

Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in Sociology or Social Work. Applicants with first degrees in other academic disciplines will also be considered.

26. Master of Public Administration

MPA combines extensive coverage of the field of public administration with strong focus on effective management of public services coupled with strong leadership skills. Participants would have the opportunity to undertake in-depth discussion and analysis of public policies and its politics, management and leadership problems facing public organisations, non-profit and private institutions

Entry Requirements Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in Arts or Science. Admission preference would be given to candidates working within the Public Service.

27. MPhil. Political Studies

Applicants must have a Bachelor's Degree in Arts or Science. Admission preference would be given to candidates with background in Political Science.

28. Master of Education

The Master of Education (M.Ed.) programme aims at inculcating pedagogical skills into higher education students, graduates and graduate non-professional teachers who seek to attain the status of a professional teacher. Successful applicants would have the opportunity to specialize in various areas.

Entry Requirements Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in an appropriate field of study from a recognized University.

Applicants who wish to pursue the MPhil must submit (in about 500 to 700 words) the following: (a) An outline of research proposal (b) statement of purpose

29. MSc in Security and Justice Administration

This course has been designed to meet the increasing demand for enhanced professionalism in the security and justice administration, as many people are now employing specialists to protect their people, assets, information and reputation from risks such as crime, fraud, accidents and protesters. This programme is therefore for people in the corporate, private, international aid, security, police or military sectors who want to enhance their academic and professional knowledge and skills in the area of security and justice administration.

Entry Requirements:

- i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in ANY discipline
- ii. Candidates who HOLD a Pass/Third Class degree with 5-10 years working experience may be considered for admission into an MSc programme. In such a situation, the student shall attend and pass an interview; and show proven record of deeper involvement in research.
- iii. Candidates with other masters' qualifications would be admitted into the programme under special arrangement for MSc degree

30. MSc in Energy and Sustainable Management

This programme is expected to create a new generation of Energy and Sustainable Management specialists and promoting techniques of achieving energy investment efficiency. The course content provides a sound, broadly-based education covering the advanced principles in energy, petroleum and gas management; grid energy management, rural energy development and sustainable management.

Entry Requirements: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in ANY discipline.

Candidates who HOLD a Pass/Third Class degree with 5-10 years working experience may be considered for admission into the MSc programme. In such a situation, the student shall attend and pass an interview; and show proven record of deeper involvement in research.

31. MSc. Packaging Technology & Management

The field of packaging is a cutting-edge discipline that encompasses material science, engineering, project management, graphic design, and advertising. It is aimed at turning out new generation of Packaging Technologists and Business Managers with capacity to develop and promote efficient, effective and sustainable packages and supply chain systems that safely delivers products to consumers.

Entry Requirements: Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division. Candidates with backgrounds in the sciences, business management, graphic design and related disciplines will have added advantage. Candidates with first degree qualifications who have working experience will have added advantage.

32. MSc Tourism and Hospitality Management

The hospitality industry is growing very rapidly and contributing nearly 10% of the world's GDP. To ensure that Ghana takes advantage of this growth, it is important to train people with the right skills and knowledge to leverage on the gains made and further make the sector more competitive. This programme aims at bridging the gap between theory and practice leading to improved productivity and entrepreneurship among University graduates.

Entry Requirements:

- i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division from a recognised University.
- ii. Applicants with Postgraduate Diploma in Hospitality or Tourism Management shall be given exemptions or credits up to the number of courses they have already taken;
- iii. Applicants with postgraduate Certificate in either Hospitality Management or Tourism Management or both shall be given exemptions or credits up to the number of courses they have already taken;
- iv. Applicants with certificates in any of the courses under the MSC in Hospitality and Tourism Management programme from KNUST shall be given exemptions up to the number of courses already taken

33. MSc Strategic Management and Leadership

This programme is for professionals who are already in strategic management and leadership positions or individuals who are preparing themselves to be in management positions. In an increasingly competitive job market, this programme will aid the professionals' development and help them to stand out in their strategic leadership positions. It is a highly practice-based programme aimed at providing students with the opportunity to enhance their current business practice, experience and develop skills such as interpersonal skills, leadership and project management skills, negotiation, and research skills.

Entry Requirements:

- i. Applicants must possess First Degree with a minimum of Second Class Lower Division from a recognized University or institution of higher learning.
- ii. Applicants with Postgraduate Diploma in Strategic Management and Leadership shall be given exemptions or credits up to the number of courses they have already taken;
- iii. Applicants with postgraduate Certificate in either Strategic Management or Leadership or both shall be given exemptions or credits up to the number of courses they have already taken

34. MSc Funds and Portfolio Management

It was estimated that 62% of projects at organizations that described themselves as highly effective in funds and portfolio management met or exceeded expected return on investment. Yet despite the quantifiable benefits of funds and portfolio management, relatively few organizations have perfected the practice.

For funds and portfolio management to become part of the organizational DNA, leaders must devote the time, education and resources necessary to instil the practice into how everyone— from team members to executives—thinks, believes and acts. The student will therefore learn how to generate the highest returns without exposing businesses to excessive risk and managing risk to increase the student's effectiveness as a

fund and portfolio manager. All the courses under this programme are constructed for the student to use practically and effectively once they leave the classroom.

Entry Requirements

- i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in ANY discipline, preferably 2nd class lower or better.
- ii. Candidates who HOLD a Pass/Third Class degree with 5-10 years working experience may be considered for admission into an MSc programme. In such a situation, the student shall attend and pass an interview; and show proven record of deeper involvement in research.
- iii. Candidates with other masters' qualifications would be admitted into the programme under special arrangement for MSc degree.
- iv. Candidates with first degree qualifications must have at least 2 years working experience.
- v. Candidates with professional qualifications shall also be considered for admission into the Institute's listed professionally oriented postgraduate programmes. At this instance,
 - a. Candidates shall have relevant recognized full professional qualification such as ICAG, ACCA, CIMA, CIM, CPA, CIB, CII, ICMCI ,CIRM, etc;
 - b. Candidates must have at least 5 years working experience;
 - c. Candidate shall attend and pass an interview; and
 - d. Candidate shall submit two reference/recommendation letters.

35. MSc Insurance and Business Continuity

Changes are inevitable in the life of every organization, in a similar manner, the insurance industry is witnessing deregulation and liberalization in most developing countries; these changes no doubt have led to greater product differentiation and lack of market transparency, a phenomenon which can effectively and appropriately handled by well-trained expertise who have undergone both academic and professional training.

The need for human resource with solid background in both insurance and management and knowledge in business continuity are highly preferred in today's modern insurance industry because insurance has become a multifaceted product backed by promise to compensate the insured in times of catastrophe thus the need to meet the insurers' needs no matter what and also ensure that business still continues.

Entry Requirements

- i. Applicants must hold a Bachelor's degree, with a minimum of 2nd Class Lower Division in. ANY discipline, preferably 2nd class lower or better.
- ii. Candidates who HOLD a Pass/Third Class degree with 5-10 years working experience may be considered for admission into an MSc programme. In such a situation, the student shall attend and pass an interview; and show proven record of deeper involvement in research.
- iii. Candidates with other masters' qualifications would be admitted into the programme under special arrangement for MSc degree.
- iv. Candidates with first degree qualifications must have at least 2 years working experience.
- v. Candidates with professional qualifications shall also be considered for admission into the Institute's listed professionally oriented postgraduate programmes. At this instance,

- a. Candidates shall have relevant recognized full professional qualification such as ICAG, ACCA, CIMA, CIM, CPA, CIB, CII, ICMCI ,CIRM, etc;
- b. Candidates must have at least 5 years working experience;
- c. Candidate shall attend and pass an interview; and
- d. Candidate shall submit two reference/recommendation letters.

36. MSc in Agribusiness Management

Agribusiness represents all business activities related to input supply, production, processing, finance, marketing and distribution of food and agricultural products. It also embraces issues in value addition such as food safety and quality assurance that are not addressed in general business programme. The academic discipline of agribusiness combines theories and methods in finance, marketing and management to address agricultural issues. The Master of Science degree in Agribusiness Management is designed to equip students with analytical business skills that fulfil the unique demands of the agribusiness industry. The focus of this programme is to produce competent individuals who are knowledgeable in the theory and practice of agribusiness management.

Entry Requirements

- i. First degree, preferably First or Second Class Upper Division, in Agribusiness Management, Agriculture and **relevant subject areas** from approved University or Institution of Higher Learning.
- ii. The Departmental Board would consider Applicants with Second Class Lower Division through an interview in line with the requirements of KNUST School of Graduate Studies.
- iii. Relevant academic, administrative or field experience will be an advantage but not a prerequisite.
- iv. Applicants must have a thorough proficiency in written and spoken English.

37. MSc in Mechanical Engineering

The aim of the programme is to train a critical mass of high-level professional engineering manpower that will provide leadership and innovation in both the public and private sector industry within Ghana and abroad. In order to achieve the above goal, well-motivated Applicants with excellent and relevant undergraduate preparation are being invited to apply to be part of this well designed and innovative postgraduate programme.

The programme options will cover the following:

1. Design Manufacturing and Applied Mechanics Engineering
2. Thermal Science and Energy Systems Engineering, and
3. Industrial Engineering

Entry Requirements for MSc in Mechanical Engineering

- i. First degree, preferably First or Second Class Upper Division, in Mechanical Engineering or an allied discipline from a recognised university
- ii. The Departmental Board **may** consider Applicants with Second Class Lower Division in special cases through an interview in line with the requirements of the School of Graduate Studies of the University.

38. M.Sc. Geo-Information Science for Natural Resources Management

The programme is designed to prepare and equip scientists and other professionals who are already in strategic natural resource management positions or who are preparing themselves to be in management positions with the relevant and current skills, tool and techniques in applying geo-information tools for resolving natural resources management problems. Officials working in the following institutions among others are encouraged to apply:

Forestry Commission, Environmental Protection Agency, Council for Scientific and Industrial Research, Public and Private Universities, Extractives industries (Mining, Oil and Gas, etc.), Ghana Cocoa Board (COCOBOD), Survey Department, Lands Commission, Ministries, Departments, Agencies, Metropolitan, Municipal and District Assemblies, etc

Entry Requirements

- i. Applicants should have a Bachelor of Science degree (minimum 2nd class lower division) or equivalent from an Accredited University in a **discipline related to the course**, preferably combined with working experience in a relevant field.
- ii. Candidates must have thorough proficiency in Written and Spoken English, and must attend and pass an interview.

39. MSc. Development Finance

The programme is aimed to produce middle level and top management professionals with relevant skills in development finance to enable them tackle the challenges posed by the market players. It aims at equipping students with knowledge of the key issues and debates in development finance. It is also aimed to equip students with the necessary skills to make a meaningful contribution to policy formulation and implementation, by focusing on financial development policy and financial management, with specific reference to developing countries.

The pre-requisite for admission is:

- i. A **GOOD Bachelor's** degree in **related** disciplines, with a minimum of 2nd Class Lower or better from a recognised University or other Higher Institution of Learning.
- ii. An equivalent degree from a recognised University or other Higher Institution of Learning with at least 3 years working experience.

NB: Applicants shall be required to attend and pass entrance examination and an interview.

40. MSc. Biotechnology

Training in MSc Biotechnology is designed to equip graduates with knowledge, skill, and research capability in the elucidation of plant and animal diseases, as well as manufacture of biological products that have capacity to provide therapeutic effects, serve as diagnostics and processing aids, industrial enzymes, biofuels and biochemicals for industrial applications, bioremediation/biore restoration of the environment, and enhance food security and safety

Entry Requirements:

- i. Applicants must possess a first degree in Biochemistry, Chemistry, Pharmacy, Biological Sciences, Agriculture, Chemical Engineering, Agricultural Engineering, Renewable Natural Resources or any related programmes.
- ii. Applicants in Biotechnology-related managerial positions, self-employed, regulatory agencies and related fields with relevant degrees are also considered.

41. MSc. Disability, Rehabilitation and Development

The MSc Disability, Rehabilitation and Development programme provides students with a comprehensive insight into the subject of Disability and Rehabilitation within the African context. It highlights theories (models) and definitions of disability, policy processes, individual and community assessment, management practices, research and management of Community Based Rehabilitation programmes.

Entry Requirements:

- i. Practicing professionals/graduates with First Degree in Disability or **related** disciplines, with a minimum of 2nd Class Lower or better. These include: Disability and allied disciplines, Health and health related Sciences, Education and education psychology, Social Services or Social work, Sports and Exercise Science, Architecture, Policy Planning, Social Sciences.
- ii. Pre-requisites for admission will include satisfactory results from an interview and assessment of a written motivational statement.

42. PROFESSIONAL ENGINEERING PROGRAMMES:

General Entry Requirements

- i. Applicants should have at least four years of post-graduation work experience in the relevant engineering field;
- ii. Candidates with a 1st Class or a very good 2nd Class Upper with minimum of two years of working experience may be considered;

Specific Entry Requirements for Options:

A. Oil and Gas (Mid and Downstream)

Possesses a BSc or B-Tech degree in chemical process and other engineering disciplines from a recognized university;

B. Industrial Operations

Possesses a BSc or B-Tech degree in engineering disciplines from a recognized university;

C. Building Services Engineering

Possesses a BSc or B-Tech degree in engineering disciplines from a recognized university;

D. Energy Systems Engineering

Possesses a BSc or B-Tech degree in mechanical engineering or energy related engineering disciplines from a recognized university

E. Municipal Engineering

Applicant must possess a BSc or B-Tech degree in Civil Engineering, Environmental, Sanitary and Municipal engineering or Building Technology from a recognized university;

F. Information and Communication Technology.

Applicants must possess a BSc or B.Tech degree in Computer, Electrical or Telecommunication Engineering from a recognized University;

Duration of MEng Programmes

The professional engineering programmes are **MODULAR** and the modules will be run during weekends. The programme will cover **two (2) academic years**

2 Year - Top Up Undergraduate Programmes

1. BSc. Business Administration

Entry Requirements: HND or its equivalent in business-related areas, such as (Accounting, Secretarial, Management, Purchasing and Supply, Marketing, etc.) **Options** available are:

- i. Human Resource Management
- ii. Management
- iii. Accounting
- iv. Banking and Finance
- v. Marketing
- vi. Hospitality Management
- vii. Logistics and Supply Chain Management

Candidates **shall continue** in the **AREAS OF SPECIALIZATION** in their respective programmes for the Top-up. Specializations would be mounted in specific centres depending on the number of qualified applicants.

2. BSc. Quantity Surveying and Construction Economics (QSCE)

3. BSc. Construction Technology and Management (CTM)

Entry Requirements for QSCE & CTM: HND in Building Technology or its equivalent Diploma Certificate. A sound background in mathematics is required.

4. B.A. Social Work

Entry Requirements: Applicants with any of the following qualifications from an accredited University or Institution could apply:

- i. Diploma in Social Work
- ii. Degree or Diploma in Education
- iii. Diploma from Teacher Training Colleges/ Nursing Training College
- iv. HND in Management or Human Resource Management

- v. Degree or Diploma in Theology and Bible studies.

5. B.A. Sociology

Entry Requirements: Applicants with any of the following qualifications from an accredited University or Institution.

- i. Diploma in Social work,
- ii. Diploma in Social Administration,
- iii. Diploma in Police / Prison Administration
- iv. Degree or Diploma in Education
- v. Diploma from Teacher Training Colleges
- vi. Diploma from Nursing Training Colleges
- vii. Degree or Diploma in Theology.
- viii. First Degree in any Social Science Programme
- ix. HND in Business Administration (i.e. Management, Human Resource Management, Marketing, etc.)

6. BSc. Information Technology

Entry Requirements: Applicants with any of the following qualifications from an accredited University or Institution

- i. HND or equivalent Diploma Certificate in Computer Science, Information Technology, Business Information Technology, Computer Engineering, Electronics, Data Processing, Information Systems/Sciences and any area related to any of the programmes listed.
- ii. A first degree in any Physical Sciences and Engineering programme may also apply.

7. BSc. Statistics

Entry Requirements: Applicants with HND in Statistics or its equivalent diploma certificate from an accredited Institution can apply.

8. BSc. Actuarial Science

Entry Requirements: Applicants with any of the following qualifications from an accredited Institution or University could apply.

- i. HND or equivalent Diploma Certificate in Actuarial Science, Statistics, Engineering, Mathematics, Physical Science or Accounting
- ii. University graduates holding a Bachelor of Science Degree in Mathematics, Engineering, Physical Science or Statistics

9. BSc. Computer Science

Entry Requirements: Applicants with any of the following qualifications from an accredited Institution or University could apply.

- i. HND or its equivalent in Computer Science, Information Technology, Business Information Technology, Computer Engineering, Electronics, Data Processing, Information Systems/Sciences and any area related to any of the programmes listed.

10. BSc. Agriculture

Entry Requirements: Applicants with any of the following qualifications from an accredited Institution or University could apply.

- i. Applicants must have obtained a Diploma in Agriculture, Diploma in Horticulture, HND in Agriculture or any related Science Programme from a reputable Agricultural Institution.
- ii. Credits in WASSCE/SSSCE Core Subjects (English Language Mathematics and Integrated Science), plus THREE (3) Electives in Biology, Chemistry and Physics or Elective Mathematics or General Agriculture.

2 – Year Undergraduate Diploma Programmes

A. GENERAL ENTRY REQUIREMENTS FOR ALL DIPLOMA PROGRAMMES

- i. **WASSCE:** Credit passes in five (5) subjects comprising three (3) core subjects, that is, English Language, Integrated Science and Mathematics, plus two (2) elective subjects in the **area of study**.
- ii. **SSSCE:** Passes in five (5) subjects comprising three (3) core subjects, that is, English Language, Integrated Science and Mathematics plus two (2) elective subjects in the area of study.
- iii. **General Certificate of Education (G.C.E) 'A' Level** with passes in Two (2) subjects with grades not lower than E. In addition, Applicants must possess passes at the G.C.E 'O' Level in Mathematics, General Science/Agriculture/Health Science and English.
- iv. **General Certificate of Education (G.C.E) 'O' Level** with a minimum of five passes in five (5) subjects including English Language, General Science and Mathematics.
- v. **Advance Business Certificate Examination (ABCE):** Passes in Three subjects (at least, one of the passes should be Grade D or better). Applicants must have credit passes in five subjects including English Language, Mathematics and Integrated Science in the General Business Certificate Examination (GBCE)

SPECIFIC Entry Requirements for Diploma Programmes

1. Diploma in Architectural Technology

Applicants must possess any of following:

- i. **SSSCE/WASSCE** holders who have credit passes in three (3) core subjects: English Language, Mathematics and Integrated Science plus credit in three (3) elective subjects.

- ◆ Candidates who do not have the required passes in SSSCE/WASSCE would be required to participate and pass the Institute's Access Course.
- ii. **Ordinary Level** holders with **passes** in at least five (5) subjects at G.C.E. "O" level (or its equivalent including English and Mathematics).
- iii. **Proficiency Certificate In Architectural Draughtsmanship** with passes at SSSCE/WASSCE in English, Mathematics and Integrated Science.
- iv. **Construction Technician Certificate (CTC) 1 & 2** and other related professional certificates.

2. Diploma in Business Administration

In addition to the General Requirements stated above, Applicants with the following qualifications may apply.

- i. General Business Certificate Examination (GBCE) or RSA Stage II with Grade A-D in five (5) subjects including Accounting, Business Management, English Language and Mathematics
- ii. Advanced Business Certificate Examination (ABCE) or RSA Stage III with passes in three (3) subjects including Financial Accounting and Economics with grades D or better.
- iii. Applicants with Diploma in Business Studies DBS should in addition, possess four (4) passes in WASSCE (A1-E8) including English and Mathematics.

3. Diploma in Information Technology

- i. **For SSSCE/WASSCE Candidates:** Preference will be given to those with both Elective Mathematics and ICT.
- ii. **For SSSCE/WASSCE Applicants (irrespective of option)** who have done additional certificate courses in accredited institutions like NIIT, IPMC, Blue Crest, etc may apply.
- iii. **'A' Level Candidates:** Must have GCE 'O' level certificate with Credits in at least FIVE subjects including Mathematics and English Language. Must also have Two passes at the Advance Level.
- iv. **MATURE Applicants** Must be at least 25 years at the time of applying; should possess GCE O' Level Certificate with Credits in at least FIVE subjects including English and Mathematics. Possession of A' Level Certificate will be an added advantage. Applicants will be required to show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least five years old. Applicants will take entrance exams.

4. Diploma in Horticulture

- i. **For WASSCE and SSSCE Applicants,** the elective subjects should be in Biology/General Agriculture/Chemistry, or Physics/Mathematics
- ii. **For G.C.E Ordinary Level Candidates,** in addition to the general requirements listed above, applicants should have **passes** in Physics, Chemistry and/or Biology or Agricultural Science/General Science and any other subject.

- iii. **Certificate Holders** from any of the Agricultural Colleges in the country, such as Kwadaso, Ohawo, Nyanpkala or Wenchi colleges could also apply.
- iv. **G.C.E Advanced Level should** obtain passes (A-D) in Chemistry, Physics or Mathematics and Biology or Agricultural Science.

5. Diploma in Mechanical Engineering

- i. For WASSCE/ SSSCE Applicants, in addition to the general entry requirement above, Applicants with passes in Elective Mathematics, Elective Physics and any one of the following may apply:
 - a. Chemistry
 - b. Metal Work
 - c. Auto Mechanic
 - d. Applied Electricity
 - e. Technical Drawing and Engineering Science
- ii. WASSCE/ SSSCE Applicants without Chemistry should have obtained at least a B3 in Integrated Science.
- iii. Mechanical Engineering Technician Part 3 Applicants, must have obtained passes in **all MET III** courses
- iv. Motor Vehicle Technicians Part III Applicants must have obtained passes in all the **MVT III** courses

6. Diploma in Computer Network Engineering

The following category of people can apply

- i. **For WASSCE/ SSSCE Applicants** in addition to the general entry requirements above, Applicants should have at least passes in two (2) **elective** subjects: **Physics, Elective Mathematics** and **EITHER Chemistry, Applied Electricity or Electronics**
- ii. **A Level Applicants** should have **passes** in Advance Level in Mathematics, Physics and Chemistry
- iii. **Mature Applicants** should have
 - a. As in (i) above or
 - b. As in (ii) above or
 - c. HND in Electrical and Electronic Engineering with a minimum of three (3) years working experience in a relevant field.
 - d. Additionally, a candidate should be at least twenty-five (25) years and above at the time of application
 - e. Where the Department of Computer Engineering conducts an examination as basis for short-listing, a candidate must pass.

7. Diploma In Computational Data Analysis For Business And Finance

A sound knowledge of mathematical and statistical methods coupled with computing is in ever growing demand in various government organisations, ranging from business to education, and in such diverse fields including finance, public health and manufacturing. Despite the demonstrated and continuing demand for specialists trained in mathematics and statistics, most university/college graduates do not acquire adequate

skills in their diplomas and/or bachelor's degrees education to function efficiently at workplaces. The programme aims to provide students with the necessary analytical and data modelling skills for the preparation of roles of a data scientist, or business/financial analyst.

The following category of people can apply

- i. **WASSCE** credit passes in five (5) subjects comprising three (3) core subjects, that is, English Language, Integrated Science and Mathematics, plus two (2) elective subjects in the **area of study**.
- ii. **SSSCE** passes in five (5) subjects comprising three (3) core subjects, that is, English Language, Integrated Science and Mathematics plus two (2) elective subjects in the area of study.
- iii. **General Certificate of Education (G.C.E) 'A' Level** with passes in Two (2) subjects with grades not lower than E. In addition, Applicants must possess passes at the G.C.E 'O' Level in Mathematics, General Science/Agriculture/Health Science and English.
- iv. **General Certificate of Education (G.C.E) 'O' Level** with a minimum of five passes (1-8) in five (5) subjects including English Language, General Science and Mathematics.
- v. **Advance Business Certificate Examination (ABCE):** Passes in Three subjects (at least, one of the passes should be Grade D or better). Applicants must have credit passes in five subjects including English Language, Mathematics and Integrated Science in the General Business Certificate Examination (GBCE)

8. Diploma In Disability And Rehabilitation Studies

The programme aims to train competent Disability and Rehabilitation practitioners who would be able to integrate the knowledge and skills, and evidence-based information generated through quality teaching and field work in the prevention of disability and rehabilitation of Persons with Disability. On completion of the programme, students should be able to: Conduct individual and environmental assessment for the purpose of providing the appropriate service for persons with disability in the health, social, educational, empowerment and livelihood domains, and act as a resource person in Community Development and Mobilization for Persons with Disability.

Candidates who offered Science, General Arts, Visual Arts, Home Economics and Business can apply.

- i. **WASSCE** credit passes in five (5) subjects comprising three (3) core subjects, that is, English Language, Integrated Science and Mathematics, plus two (2) elective subjects. .
- ii. **SSSCE** passes in five (5) subjects comprising three (3) core subjects, that is, English Language, Integrated Science and Mathematics plus two (2) elective subjects in the area of study.

Cost of Application Form

E-voucher cost is as follows:

- i. **All Postgraduate Programmes** (Including Entrance Examination fees) - **GH¢ 250.00** for Ghanaian Applicants and **\$250** for Foreign Applicants
- ii. **All Undergraduate Programmes** - **GH¢ 190.00** for Ghanaian Applicants and **\$190** for Foreign Applicants
- iii. **Diploma Programmes** – Purchase Banker's Draft **GH¢ 150.00 payable to KNUST Institute of Distance Learning.**

How to Apply

Applicants SHOULD Carefully Read All the Following Instructions To The End Before Starting The Application Process.

1. All Postgraduate and Undergraduate Top-Up Applicants should Purchase **Online** Application **e-voucher** from **Ecobank, GCB, & UniBank**, and **APPLY ONLINE**. Applicants should **follow carefully** the instructions on the e-voucher.
2. Diploma Programme Applicants should purchase a **Banker's Draft/Payment Order** at GH¢ 150.00 **FROM ANY BANK**, payable to KNUST Institute of Distance Learning, and submit the same to any of the following IDL Learning Centres for their e-voucher and then apply online.
 - ◆ **KUMASI**- *The Office of the Director, Institute of Distance Learning, Caseley Hayford, KNUST Campus, Tel 024 727 4661 or 032 249 1138 or 050 048 2885.*
 - ◆ **ACCRA**- *Old KNUST Guest House near ECO-BANK Head Quarters; contact Michael on Tel. 050 048 2875 or KNUST Accra City Campus, Kwabenya; contact Luke on Tel: 054 692 4824 .*
 - ◆ **SUNYANI**- *Univ. of Energy and Natural Resources. Contact Mr. Alfred Appiah on Tel: 050 048 2877*
 - ◆ **TECHIMAN**-*BACCSOD Techiman Branch Office, Contact Mr. Toura on 020 578 2024*
 - ◆ **HO**- *Ho Polytechnic, Volta Region, Contact: Mr. Elvis Emmanuel Aboagye, Tel 050 048 2873*
 - ◆ **TAKORADI**- *Takoradi Polytechnic, Contact: Mr. Opintan-Baah, Tel 050 048 2883*
 - ◆ **KOFORIDUA**- *Gratis Foundation; Contact Fedelia 020 937 7707*
 - ◆ **TAMALE**- *Tamale Polytechnic, Contact Dr. Abubakari Abdul-Razak, Tel. 0500482879*
 - ◆ **BOLGATANGA**- *Bolga Secondary School, Contact Mr. Zoogah Mukasa, Tel. 050 048 2880/020 828 8666*
 - ◆ **WA Centre**: *Jihann Training College, Contact Mr. Dominic Wanaa, Tel. 050 048 2878*
 - ◆ **TARKWA**, *Contact Mr. Kenneth Twumasi on Tel. 0247845460 or 050 126 1054*
 - ◆ **CAPE COAST**: *Cape Coast Polytechnic, Contact Mr. K. A. Simpson, Tel. 0500482882*
 - ◆ **AKOSOMBO**: *Mr. Moses A. Korda Tel. 0500482881*
3. **All Applicants** SHOULD visit <https://apps.knust.edu.gh/admissions> and complete an **Online Application** using the e-voucher provided.
4. Two (2) copies of the online application should be printed and posted to **The Director, Institute Of Distance Learning, KNUST-Kumasi, Ghana** together with all relevant certificates and other required documents.
5. **All Postgraduate Applicants** Must Include In Their Application Forms **Certified True Copies** of Their Certificates and 2 Referees' Report.
6. **Applicants Must Ensure That They Purchase Distance Learning Forms and NOT Regular KNUST Forms To Avoid Complication.**
7. Only Results And/Or Documents Provided By Applicants At The Time Of Submission Of Their Applications Shall Be Considered.
8. The Date for the CEMBA/CEMPA Entrance Examination/Admission shall be announced in due course. **All Applicants Would be Required to Take the Test at Their Selected Centres.**
9. The **COMPLETED ONLINE FORMS** should be printed and posted using EMS envelope and should reach: **The Director, Institute Of Distance Learning, KNUST-Kumasi, Ghana by FRIDAY, 8TH JUNE, 2018.**

10. **PLEASE NOTE:** Programmes would be mounted depending on the number of qualified applicants and **at only centres** with the requisite number of qualified applicants. (please contact IDL office for details)
11. Facilitation may be a **blend of online and face-to-face sessions** on weekends (Saturdays and Sundays) at the proposed Centres mentioned above.
12. **FOR MORE INFORMATION and in depth knowledge about the Programmes, VISIT idl.knust.edu.gh**
Or CALL 024 727 4661 or 032 249 1138 or 050 048 2885

REGISTRAR