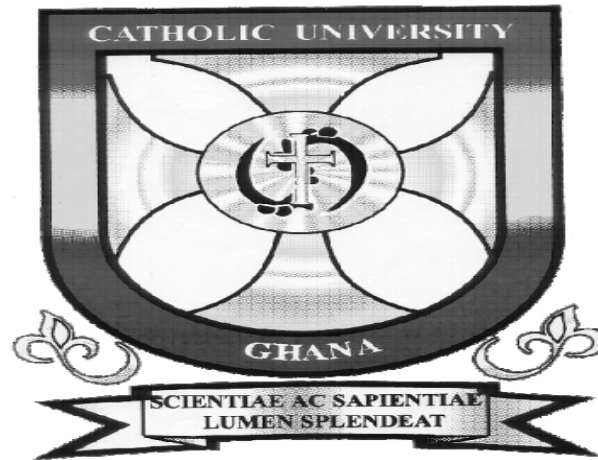


**CATHOLIC UNIVERSITY COLLEGE  
OF GHANA (FIAPRE)**



**ADMISSION BROCHURE  
FOR 2009/2010**

**ADMISSION OF STUDENTS TO THE EIGHTH  
ACADEMIC YEAR 2009/2010**

The Catholic University College of Ghana, Fiapre is offering the underlisted programmes from the beginning of the 2009/2010 academic year in August.

\* Application Forms for admission to Undergraduate and Post-graduate programmes in the Catholic University College of Ghana (CUCG) are now on sale to SSSCE / WASSCE / ABCE / GBCE / Professional Certificate holders and other qualified applicants. Mature applicants of 30 years and above can also apply.

\* Application Forms for Master's programme in Religious Education and Pastoral Ministry and Post-graduate Diploma in Education also available.

**I. UNDERGRADUATE ADMISSION:**

**1. Application for Admission to Degree Programmes:**

a. The Catholic University College of Ghana is accepting applications for the Eighth Academic Year, 2009/2010. The University College offers four-year BA/BSc/BEEd Degree Programmes under five (5) distinct Faculties. These programmes include:

1. BSc Economics and Business Administration (with options in )
  - *Accounting*
  - *Management*
  - *Economics*
  - *Banking and Finance*
2. BSc Computer Science (with options in )
  - *Software Engineering*
  - *Network Engineering*
  - *Business Information System*
3. BSc Public Health (with options in )
  - *Health Management*
  - *Health Informatics*
  - *Health Education*
4. Education
  - *BEd School Administration*
  - *BEd Guidance and Counseling*
5. Religious Studies.
  - BA Religious Studies.
  - BA Religious Studies with Diploma in Education.

b. Application Forms are available at all Catholic Diocesan Secretariats, the University Office in Accra at the National Catholic Secretariat and the University Campus at Fiapre at Fifty Ghana Cedis (**GH¢ 50.00**) each including postage.

**2. Deadline for Submission of Forms:**

Applicants are to submit their completed applications by 29th May, 2009.

**3. Admission Requirements:**

**a. For WASSCE / SSSCE Candidates:**

Passes in English Language, Core Mathematics, either Integrated Science or Social Studies, and three (3) Elective Courses. Total Aggregate should be **twenty-four (24) points or better**.

**b. For General Business Certificate Examination (GBCE) Candidates:**

Passes in two (2) compulsory subjects including English Language and passes in any three (3) elective subjects including Business Mathematics

**c. For GCE Candidates:**

“A” Level passes in two (2) subjects and a pass in the General Paper plus “O” Level passes in at least five (5) subjects including English Language and Mathematics.

**d. For Advanced Business Certificate Examination (ABCE) Candidates:**

Passes in three (3) compulsory subjects including English and Mathematics plus two optional subjects

**e. HND Candidates:**

HND holders with the minimum entry requirement at WASSCE/SSCE and a second class Upper Certificate will be admitted into Level 200, and may be required to take some value courses.

- f. Holders of **Part 1** in CA, ACCA, CIM etc may be considered for admission into Level 200 in relevant disciplines. Applicants with **Part 2** qualification in CA, ACCA, CIM, may be considered for admission to Level 300 in relevant disciplines.
- g. **International Equivalents:**  
Candidates with equivalent International qualifications can also apply
- h. Holders of Diploma in SRN, RGN & RM etc. can apply and may be considered for admission into Level 300.
- i. Teacher's Cert 'A' can apply and may be considered for admission into Level 200.
- j. **Mature Candidates:**  
Applicants who are 30 years of age or older and who do not satisfy the above requirements may be accepted on the basis of work experience or other qualifications. They will be required to write an entrance examination and attend an interview.
4. **Tuition Fees (Undergraduate Full-Time):**
- a. **Ghanaian:** One thousand four hundred and sixty Ghana Cedis (**GH¢1,400.00**) per academic year or seven hundred Ghana Cedis (**GH¢ 700.00**) per semester.
- b. **Non-Ghanaian:** The cedi equivalent of **two thousand US dollars (\$2000)** per academic year.
5. **Part-Time Programme:**
- a. The University also has a Night School Degree Programme in all the Faculties. Lectures for the school takes place between **6:00pm and 9:00pm** each working day. Admission requirements are the same as the Full-Time Programmes.
- i. **Tuition fee:** Night school students pay tuition fees according to the number of credit units of courses in which they are enrolled, at the rate of **GH¢ 40.00** per credit unit.

- 5 b. **Weekend School Programme:** Opportunity is available for qualified applicants who cannot attend Full-time or Night School Degree programmes. Lectures are held on Saturdays and Sundays only between **8.00am and 6.00pm**.
- i. Tuition fees: Tuition fee is the same as the full-time student.
6. **Accommodation:**
- a. **University Sponsored Accommodation:**  
Students who opt to live in a University supervised hostel pay a minimum hostel fee of **one hundred and eighty Ghana cedis (GH¢180.00)** per semester at the beginning of each semester. Such students will also be required to pay utility fee and a non-refundable deposit for damages and breakages.
- b. **Private Accommodation:**  
There are other private residential facilities available for students who may not opt to live in the University supervised hostel. However, negotiation for such residence is the sole responsibility of the student.
- II POST-GRADUATE ADMISSION**
1. **MA programme in Religious Education & Pastoral Ministry.**
- a. The Programme is a two year Master of Arts degree intended principally for those who have studied theology or religion and are actively engaged in religious education or pastoral ministry. It is designed to assist participants to integrate theology, spirituality and human development into their ministry. It is a part-time study programme based on modules.
- b. Candidates must have BA degree in Theology or Religious Studies or its equivalent from a recognized university.
- c. Applicants who are Priests should have the permission of their Bishops/Religious Superiors. Lay persons (Men or Women) should have a letter of recommendation from their supervisors and a letter of recommendation from the institution that granted the BA degree.

- d. We welcome both Catholic Clergy and laity, and clergy and laity from other Christian churches.
  - e. **Tuition Fees:** GH¢ 2,000.00 a year for a full year of 20 weeks
2. **Post-graduate Diploma in Education:**
- a. This is a one year programme designed for individuals who have BA/BSc degree or its equivalent from a recognised University and wish to obtain Post-Graduate Diploma in Education.
  - b. Tuition fee: GH¢ 850 .00 for the full year.
  - c. University Sponsored Accommodation: In addition to tuition fees, Post-graduate students who opt to live in a university supervised hostel will pay hostel fees.

**III. INSTRUCTIONS ON HOW TO FILL THE UNDERGRADUATE APPLICATION FORM**

The following instructions are designed to guide the applicant in completing the Catholic University College of Ghana Under-Graduate Admission Form:

**NOTE:**

- 1. Applicant should exercise great care in completing the application since any errors might lead to the rejection of the application form.
- 2. An applicant is requested to complete ONLY one set of application form.
- 3. The applicant is requested to complete the application form in BLOCK LETTERS.
- 4. **One passport size photograph** of applicant with applicant name and signature at the back should be fixed at the right hand side on top of the **Biodata**.
- 5. **Enclosed relevant Certificate(s)/Results Slip(s)**
- 6. The University shall not be responsible for any negligence on the part of an applicant.

**A. BIODATA**

1. **Name:**

Write your name in full taking note of the division created with respect to Surname (1.1), First Name (1.2) and Middle Names (1.3).

2. **Date of Birth:**

Indicate date of birth by day (DD), month (MM) and year (YY). For example, an applicant who was born on 14<sup>th</sup> August 1983 will fill in the date of birth as follows:

1	4	0	8	8	3
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3. **Sex:**

Tick (✓) appropriately applicants sex in one of the boxes under “sex”.

**4 – 11**

Provide details of applicant Nationality (i.e. whether Ghanaian, Nigerian etc), Hometown, Region of Hometown, Religion, Denomination, (Diocese if any) as well as ticking (✓) appropriately applicant's marital status and indicating number of children (if any).

**12-15. Addresses:**

Indicate Address, Telephone number and E-mail to which communication on this applicant should be sent as well as Permanent Home Address (if different from point 12. Also indicate the name, address, phone number and occupation of applicant Parent/Guardian.

**16. Physical Disability:**

Tick (✓) appropriate box to indicate whether applicant is physically disabled or not. If you tick “Yes Box”, specify the type of physical disability.

17. Tick (✓) appropriate box to indicate whether applicant is currently in employment or not. If you tick “Yes Box”, specify the type/nature of employment, address, phone number and e-mail address of your employer.

## B. EXAMINATION HISTORY:

18.1, Applicant is required to provide the names of all the Secondary Schools/Colleges the applicant has attended with their respective dates and qualification obtained.

### 18.2 Qualification of Applicant:

The applicant must indicate (by ticking the appropriate box) whether he/she is seeking admission as a GCE or WASSCE/SSSCE holder. Where applicant's basis for seeking admission is neither of the above, he/she should tick in the box under "OTHERS" and specify the name of the examination body and the certificate obtained.

### 19.00. Examination Details

Applicant should limit himself/herself to the column corresponding to the qualification ticked in 18.2 by providing details of the Month, Year and Index Number on his/her First, Second or Third Examination.

### 20. Detail of Examination Results:

Applicant should complete this section based on his/her qualification (i.e.SSSCE holders should complete the table with SSSCE as heading)

Applicant is required to fill in all the core subjects and electives indicated on his her Certificate/Result Slip. Results of the first attempt are to be written under the area marked 1<sup>st</sup>. If the applicant has made subsequent attempt(s) at the same exams, the results should be entered under the area marked "2<sup>nd</sup>", etc.

## C. CHOICE OF PROGRAMME:

21.1 The University currently offers BA/BSc/BEd degree programmes under five distinct Faculties.

The programmes include;

1. BSc Economics and Business Administration (with options in)
  - *Accounting*
  - *Management*
  - *Economics*
  - *Banking and Finance*
2. BSc Computer Science (with options in)
  - *Software Engineering*
  - *Network Engineering*
  - *Business Information System*
3. BSc Public Health (with options in)
  - *Health Management*
  - *Health Informatics*
  - *Health Education*
4. Education
  - *BEd School Administration*
  - *BEd Guidance and Counselling*
5. Religious Studies.
  - *BA Religious Studies.*
  - *BA Religious Studies with Education.*

Applicant should indicate the order of his/her choice of Programmes by writing the name of the Degree Programmes (as indicated above) he/she prefers in the order of first, second and third choices.

\*The University normally gives preference to first choice programme.

21.2 Tick (✓) appropriate box to indicate your choice of Full-Time Study or Part-Time Study.

21.3. Tick (✓) appropriate box to indicate whether applicant will live in a university sponsored hostel or not.

#### **D. A STATEMENT OF 150-200 WORDS:**

An applicant is required to make a short statement (150-200 words) hand written indicating his/her career goals, the reasons for wishing to obtain a University degree and why he/she wishes to study at the Catholic University College of Ghana.

#### **E. DECLARATION:**

An applicant is required to declare that the information provided is genuine and reflect my true records by appending his/her signature on the Admission Form as well as the date of this declaration.

#### **F. ENDORSEMENT:**

Applicant should get a person of high repute to endorse his/her declaration.

This person should be a Parish Priest, a Senior Public Servant or belonging to the learned professions (i.e. Lawyer, Medical Practitioner) or Headmaster/Principal of applicant last educational institution.

#### **G. POSTAGE:**

An applicant should ensure that he/she is given two (2) FedEx envelope together with application form. The small size FedEx envelope should bear the applicant's own address and enclosed in the Form. The completed Admission Form together with the small-prepaid FedEx envelope should be inserted into the large prepaid FedEx envelope and deposited at any FedEx office or sent directly to the University or through our office in Accra located at the National Catholic Secretariat (Centenary House).

#### **Note:**

APPLICATION FORMS CAN ALSO BE DOWNLOADED FROM THE UNIVERSITY WEBSITE, [www.cug.edu.gh](http://www.cug.edu.gh) COMPLETED FORMS DOWNLOADED FROM THE WEBSITE ARE TO BE SUBMITTED DIRECTLY TO THE REGISTRAR TOGETHER WITH GH¢50.00 BANKER'S DRAFT PAYABLE TO THE CATHOLIC UNIVERSITY COLLEGE OF GHANA.

For further information please contact:  
The Registrar  
Catholic University College of Ghana, Fiapre  
P. O. Box 363  
Sunyani – Brong Ahafo  
Ghana West Africa

Tel: 061-26751, 28257 and 26871

**Telefax:** 061-26751, 061-24155

**E-mail:** [cugadmin@cug.edu.gh](mailto:cugadmin@cug.edu.gh)