



UNIVERSITY OF EDUCATION, WINNEBA

INSTITUTE FOR EDUCATIONAL
DEVELOPMENT AND EXTENSION

CENTRE FOR DISTANCE EDUCATION

A photograph of the main entrance gate to the University of Education, Winneba. The gate is a large, white, two-story structure with a central archway. The text "UNIVERSITY OF EDUCATION, WINNEBA" is written in blue capital letters across the top of the gate. The gate is flanked by two smaller, white, single-story structures with arched windows. The road leads through the gate into a green campus area with trees and buildings in the background.

UNIVERSITY OF EDUCATION, WINNEBA

ADMISSION
BROCHURE
2016/2017



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Vice- Chancellor

PROF. MAWUTOR AVOKE

The University of Education, Winneba is Ghana's premier Teacher Education University. It was established to produce professional educators and to conduct relevant research that will help inform the direction of development of education and educational policies.

Over twenty years of its existence, the University has graduated over 70,000 individuals with certificates, diplomas, bachelors and postgraduate degrees. The University has lived up to its mandate by constantly reviewing the content of academic programmes and conducting research to meet the exigencies of the times.

The University has two institutes, two schools, ten faculties and over fifty academic departments. The University runs over 160 undergraduate and postgraduate academic programmes. This brochure gives a quick glimpse of what the University has to offer by distance.



Director, IEDE

PROF. KWAME ASANTE

The Institute for Educational Development and Extension, IEDE of the University of Education, Winneba is the premier distance education institution in Ghana since 1992. IEDE currently has thirty-three (33) distance learning Centres across the ten 10 regions of Ghana.

We recognize that changing economic and social realities has made it difficult for many people and professionals including teachers to pursue courses in the conventional University settings. Family, job and other social responsibilities mean that some must seek alternative ways of getting the needed education.

It is in recognition of this that, the IEDE of UEW was set up to mount high quality distance education programmes that fit into the ambitions, workplace and lifestyles of most prospective students who desire to pursue higher education.

The Institute started with the Diploma in Basic Education and Post-diploma B.Ed degree programme targeted at the numerous teachers with Certificate A and those in Teacher Training Colleges, Secondary and Basic Schools as well as Education Offices who needed to upgrade their qualifications, but were unable to gain admission into any of the tertiary institutions because of limited space.

We have now expanded our programmes to include diploma, post diploma and 4-year degree in Early Childhood Education, Business Management, Accounting Studies, Human Resource Management, English Language Education, Social Studies Education, Mathematics Education, 3-Year B.Ed. in Basic Education and 1-Year Diploma in Education. We also have postgraduate diploma and masters' programmes.

In addition, admission into our distance programmes has been opened to direct Senior High School (SHS), West African School Certificate Examination (WASSCE) and mature applicants.

Through our Centre for Continuing Education (CCE), IEDE offers opportunities for the professional development of staff of tertiary and other educational institutions. Our Centre for Teacher Development and Action Research (CETDAR) offers opportunities for student teachers to gain school-based teaching experience. This brochure gives you more information about the IEDE and what we offer.



Brief History of UEW

The University of Education, Winneba (UEW) was established in September, 1992 as a University College under PNDC Law 322. UEW brought together seven diploma awarding colleges located in different towns under one umbrella institution viz the Advanced Teacher Training College, the Specialist Training College and the National Academy of Music, all at Winneba; the School of Ghana Languages, Ajumako; College of Special Education, Akwapim - Mampong; the Advanced Technical Training College, Kumasi; and the St. Andrews Agricultural Training College, Mampong- Ashanti.

On 14th May, 2004 the University of Education, Winneba Act, Act 672 was enacted to upgrade the status of the University College of Education of Winneba to the status of a full University and to provide for related matters.

The Winneba campus is the seat of the Vice-Chancellor with satellite campuses at Kumasi, Mampong and Ajumako. The total staffing position is 2,077 while the student population is over 51,686.



VISION

To be an internationally reputable institution for teacher education and research



UEW CORE VALUES

- Academic Excellence
- Service to Community
- Good Corporate Governance
- Judicious Utilization and Management of Funds Gender Equity and Social Inclusiveness
- Teamwork and Partnerships Development
- Positive Work Attitude
- Environmental Responsibility

MISSION

To train competent professional teachers for all levels of education as well as conduct research, disseminate knowledge and contribute to educational policy and development

UEW SPECIAL STATUS AND MANDATE

The University is charged with the responsibility of producing professional educators to spearhead a new national vision of education aimed at redirecting Ghana's efforts along the path of rapid economic and social development.

The University of Education, Winneba is expected to play a leading role in the country's drive to produce scholars whose knowledge would be fully responsive to the realities and exigencies of contemporary Ghana and the West African sub-region.

WINNEBA CAMPUS

The Winneba Campus which is the main campus of the University is spread over three sites (North, Central and South) within the Winneba Municipality. The Central Administration of the University is located at the North Campus. The Winneba Campus hosts the following Faculties, Schools, Institutes, Centres and offices:

- Faculty of Educational Studies
- Faculty of Foreign Languages, Linguistics and Communication Studies
- Faculty of Science Education
- Faculty of Social Sciences Education
- School of Creative Arts
- School of Graduate Studies
- Institute for Educational Development and Extension (IEDE)
- Institute for Educational Research and Innovation Studies (IERIS)
- Centre for Hearing and Speech Services (CHSS)
- International Relations and Public Affairs Division
- Office for Institutional Advancement
- Gender Directorate
- Counselling Centre
- Educational Resource Centre

KUMASI CAMPUS

The Kumasi Campus which hosts the College of Technology Education is about 280 kilometres north-west of Accra and about 320 kilometres away from Winneba, the main campus.

The College is made up of the Faculty of Business Education, Faculty of Education and Communication Sciences, Faculty of Technical Education and Faculty of Vocational Education.

AJUMAKO CAMPUS

The Ajumako campus host the College of Languages Education. Presently, the campus is the home of the Faculty of Ghanaian Languages Education.

In the future, the Faculty of Foreign Languages, Linguistics and Communication Studies will also move from the Winneba campus to Ajumako campus.

ASANTE- MAMPONG CAMPUS

The Asante Mampong Campus hosts the College of Agriculture Education and is situated 51 kilometres north-east of Kumasi. The Asante Mampong campus is the home of the Faculty of Agriculture Education and the Faculty of Science and Environment Education.

OVERVIEW OF IEDE

VISION

The vision of the Institute is to become a Centre of Excellence for lifelong learning, professional development and personal growth of teachers and other professionals who ultimately become innovative and reflective practitioners in our global technological society.

MISSION

The mission of the Institute is to provide leadership in the development, provision and maintenance of effective services in education to serving teachers and other educational professionals. Using open Distance and E-learning (ODEl) mode of delivery

The Institute for Educational Development and Extension, IEDE is the extension wing of the University of Education, Winneba that is responsible for the distance education programmes of the University. It is also responsible for providing opportunities for student teachers to experience holistic and quality school based teaching experiences as well as providing opportunities for continuing professional development of staff of UEW and professionals from other tertiary and non-tertiary educational institutions.

BRIEF HISTORY OF IEDE

The Institute for Educational Development and Extension (IEDE) was established in November 1992 as one of the seven academic divisions of the University College of Education, Winneba (UCEW) that is now University of Education, Winneba (UEW).

IEDE was established to contribute to the understanding and solution of educational development problems in Ghana and also provide training and serve

as the extension wing of the University College. It was, therefore, to link the University College with other educational institutions and the community generally in Ghana as well as with the outside world. In addition, IEDE was established to develop a Bachelor of Education (B.Ed) (In-service) especially in the subject of teacher education to enable diplomate teachers and teacher-trainers to study part-time for a degree without undue disruption in their work schedule.

The founding of IEDE coincided with the decision of the British Overseas Development Administration (ODA) to support quality improvement of education in Ghana in accordance with the Education Reform Programme by assisting with the production of better trained teachers for primary, junior secondary and senior secondary schools as well as initial training colleges in a project known as Support for Teacher Education Project (STEP). IEDE became the base for STEP at UCEW. The British Overseas Development Administration (ODA) through its Support for Teacher Education Project (STEP) provided considerable material assistance to IEDE until the project ended in March 1997.

IEDE ADVISORY BOARD

IEDE is a semi autonomous Institute of the University of Education, Winneba that is governed by an Advisory Board with external representations. The Institute is closely linked with the Faculties and departments of the University through their academic staff who are involved in the activities of its Centres.

IEDE MANAGEMENT

The Director, IEDE, heads the Institute. He provides direction for the daily management of the Institute and reports to the Vice Chancellor and the Academic Board of the University. There are three (3) Heads of Centres or Departments namely: Head, Centre for Distance Education (CDE), Centre for Teacher Development and Action Research (CETDAR) and Centre for Continuing Education (CCE). IEDE also has a Registry headed by Deputy Registrar and Finance Section that is headed by an Accountant.

There are ten (10) Unit heads and nine (9) Course Coordinators for the distance programmes in Education, English, Mathematics, Science, Agricultural Science, Home Economics, Social Studies, ICT and postgraduate studies. IEDE also has 33 Study Centre Coordinators.

IEDE CENTRES/DEPARTMENTS

The Institute runs its programmes through its three main Centres or Departments namely:

- Centre for Distance Education, (CDE)
- Centre for Continuing Education (CCE) and
- Centre for Teacher Development and Action Research (CETDAR).

CENTRE FOR DISTANCE EDUCATION (CDE)

The Centre for Distance Education is responsible for producing highly qualified teachers for pre-tertiary institutions in Ghana through improved Distance Education delivery system. It provides distance education programmes to serving professional teachers and non-teachers at the Diploma, Post Diploma (2 year Bachelors) degree, postgraduate Diploma and Masters degree levels.

The Centre runs the programmes through the current 33 distance Study Centres across the country. The Centre also trains course module writers, editors, online courseware developers and lecturers in online tutoring. Units under the CDE include Students' Progress and Assessment Unit, Research, Quality Assurance and Training Unit, Materials Production Unit, Technology in Distance Education Unit, Course Coordinators and 33 Study Centres across the country.

CENTRE FOR TEACHER DEVELOPMENT AND ACTION RESEARCH (CETDAR)

The Center for Teacher Development and Action Research (CETDAR) is responsible for the organization of student placements in schools and colleges for internship experience, train teachers as mentors for students on internship and the conduct Action Research.

The overriding mission of the Centre is to provide student teachers with holistic and quality school based teaching experiences that promote research, reflective teaching and learning, and commitment to lifelong learning in the teaching profession. The Centre also runs the MEd in Mentorship programme.

CENTRE FOR CONTINUING EDUCATION (CCE)

The Centre is responsible for providing opportunities for staff of the University of Education, Winneba and other professionals in tertiary and non-tertiary educational settings to develop the skills and knowledge they need to perform their roles and for their own career and professional development.

The Centre provides leadership and support for induction and orientation, professional and career development, teaching and learning, information and technology training, leadership and management development.

It also designs and delivers residential and non-residential training, education and development programmes. High quality workshops and training courses are available covering many different skills and areas of development. The Centre runs the Postgraduate Diploma in Teaching and Learning in Higher Education Institutions (PGDTLHEI) by Sandwich.

DISTANCE STUDY CENTRES

The Centre for Distance Education provides distance learning at the current thirty – three (33) Study Centres across the ten regions in Ghana. The Study Centres coordinate activities and ensure that communication with UEW is ongoing. They provide a vital link between IEDE/UEW and distance students.

Distance Students attend tutorials at the Study Centres to meet fellow students or use the reference facilities. Distance learning materials are dispatched and received at the Study Centres. These materials include the course materials, students' completed assignments and assessment. The Study Centres ensure that the distance education programme runs smoothly.

DISTANCE STUDY CENTRES

| Region | Centre Code | Town/City | Study Centre |
|---------------|-------------|----------------|---|
| Ashanti | AR01 | Asante Mampong | UEW, Mampong Campus |
| | AR28 | Ejisu | Ejisuman S.H.S. |
| | AR02 | Kumasi | Kumasi Girls S.H.S. |
| | AR03 | Kumasi | Asanteman S.H.S. |
| | AR04 | Obuasi | Fr. Murphy S.H.S. |
| Brong Ahafo | BA05 | Atebubu | Atebubu College of Education |
| | BA06 | Bechem | St. Joseph's College of Edu. |
| | BA07 | Sunyani | Twene Amanfo SHTS |
| | BA08 | Techiman | UEW, CDE Office/Mt. Carmel Girls S.H.S. |
| Central | CR09 | Assin Fosu | Assin Fosu College of Edu. |
| | CR10 | Cape Coast | OLA Col. of Edu./Academy of Christ the King |
| | CR11 | Winneba | IEDE, UEW North Campus |
| Eastern | ER29 | Asamankese | Asamankese S.H.S. |
| | ER12 | Koforidua | Pope John S.H.S. |
| | ER13 | Nkawkaw | Nkawkaw S.H.S. |
| | ER30 | Odumase-Krobo | Krobo Girls S.H.S. |
| Greater Accra | GR14 | Accra | Accra College of Education |
| | GR15 | Kaneshie | Accra Academy |
| | GR16 | Tema | Tema Presby S.H.S., Comm. 11 |
| Northern | NR17 | Tamale | Bagabaga College of Education |
| | NR31 | Yendi | Yendi Senior High School |
| Upper East | UE18 | Navrongo | St. John Bosco College of Edu. |
| Upper West | UW19 | Wa | N. J. Ahmadiyya College of Edu. |
| Volta | VR20 | Dambai | Dambai College of Education |
| | VR32 | Denu | Three Town S.H.S. |
| | VR21 | Ho | Purity School |
| | VR22 | Hohoe | St. Francis College of Edu. |
| | VR23 | Sogakope | Sogakope S.H.S. |

| Region | Centre Code | Town/City | Study Centre |
|---------|-------------|--------------|----------------------------|
| Western | WR24 | Axim | Manye Academy |
| | WR25 | Enchi | Enchi College of Education |
| | WR26 | Sekondi | Fijai S.H.S. |
| | WR33 | Sefwi-Wiawso | Sefwi-Wiawso S.H.S. |
| | WR27 | Tarkwa | Tarkwa S.H.S. |

STUDY CENTRE COORDINATORS AND TUTORS

Study Centre Coordinators (fulltime and part-time) who are appointed at the same level as University lecturers head the Study Centres. They liaise directly with IEDE/ UEW and are responsible for the general administration of the Study Centres, thus, giving a human face to the distance education programme. They are supported by Administrative Officers who are permanent staff of the University stationed at the Study Centres. There are Part-time tutors, who are appointed to support the students through group tutorials, seminars and individual support through workplace visits and feedback on completed assignments.

MODE OF DELIVERY

The mode of delivery for all IEDE programmes is by distance. This includes face-to-face bi-weekly weekend tutorials at the Study Centres, interactive teaching and learning on Moodle Learning Management System, video conferencing via Internet on tablets, and seminars/presentations. The Postgraduate Diploma in Teaching and Learning in Higher Education Institutions (PGDTLHEI) programme of CCE runs on sandwich basis.

TABLETS USAGE

As new technologies emerge for instructional purposes, IEDE has integrated technology in the delivery of its distance education programmes. Tablet devices with close user group sim cards to provide Internet connectivity throughout the year have been given to students.

The tablets also contain the course manuals to enable the students have access to learning anywhere, anytime, with ease. Students also have the opportunity to interact with their coordinators, administrators, colleagues and tutors virtually.

COURSE BOOKS

Distance students are given course books, which are also referred to as course modules/manuals. The modules cover the entire content that students need to complete in the various programmes. Due to the mode of delivery, the books are designed in an interactive manner so that students can feel the “presence of the teacher” as they read. The books also have activities for students to do. The activities are possible questions students are likely to ask instructors in a traditional classroom setting, among others.

TUTORIALS

Tutorials are organized on Saturdays on bi-weekly basis for students at the various Study Centres. Sundays are added only during examinations. Tutors with specialty in the various courses meet students during tutorials to discuss issues concerning their programmes, clarify difficult areas in the course and also give students the opportunity to ask questions that maybe boggling their minds as they do their independent studies. The period is also used to counsel students, resolve issues, and also to give course materials to students.

EXAMINATIONS

Students are examined in the various courses on a semester basis. The questions are selected from their course books. This means that they do not need additional information from any other source to answer questions during examinations. The preparation and organization of the examination is done at IEDE in Winneba and conducted at the various Study Centres over three weekends (Saturdays and Sundays) in December for the first semester and June for the second semester. Students write two quizzes in each semester before the end of semester examinations.

ACADEMIC CALENDAR

The Institute runs a flexible two (2) semester academic calendar. The first semester starts normally in August and ends in December. The second semester starts in February and ends in May.

The schedule and dates for every semester are sent to the Study Centres before each semester begins. These include courses, codes, and coverage areas for quizzes. Tutorial timetable as well as timetable for the quizzes and end of semester examination are also sent to the Study Centres.

VIDEO CONFERENCING

The University has video conferencing facilities in Winneba, Kumasi and Techiman Study Centres. These facilities will be used to provide a synchronous interaction between tutors and students at Study Centres. Video instruction will be delivered from a central point (IEDE office in Winneba) and students at all Study Centres will have the opportunity to be part at the same time. Students can ask the instructor questions for instant response. Students who are absent could be given recorded sessions.



ACADEMIC PROGRAMMES



1. UNDERGRADUATE EDUCATION PROGRAMMES

| CODE | PROGRAMME |
|-------------|--|
| 001 A | 3-year Diploma in Basic Education |
| 001 B | 3-year Diploma in Early Childhood Education |
| 001 C | 1-year Diploma in Education |
| 001 D | 2-year Post Diploma (B.Ed.) in Basic Education |
| 001 E | 2-year Post Diploma (B.Ed.) in Early Childhood Education |
| 001 F | 3-year B.Ed. in Basic Education |
| 001 G | 4-year B.Ed. in Basic Education |
| 001 H | 4-year B.Ed. in Early Childhood Education |
| 001 I | 4-year B. A. in English Language Education |
| 001 J | 4-year B.Sc. in Mathematics Education |
| 001 K | 4-year B.A. in Social Studies Education |

2. UNDERGRADUATE BUSINESS ADMINISTRATION PROGRAMMES

| CODE | PROGRAMME |
|-------------|---|
| 002 A | 3-year Diploma in Accounting Studies |
| 002 B | 3-year Diploma in Management Studies |
| 002 C | 2-year Bachelor of Business Administration in Accounting Studies |
| 002 D | 2-year Bachelor of Business Administration in Human Resource Management |
| 002 E | 4-year Bachelor of Business Administration in Accounting Studies |
| 002 F | 4-year Bachelor of Business Administration in Human Resource Management |



3. POST GRADUATE PROGRAMMES

| CODE | PROGRAMME |
|-------|--|
| 003 A | 1-Year Post Graduate Diploma in Education (PGDE) |
| 003 B | 1-Year Master of Education in English |
| 003 C | 1-Year Master of Education in Mathematics |
| 003 D | 1-Year Master of Education in Science |
| 003 E | 1-Year Master of Education in Mentorship |

ENTRY MODES

1. **Direct Applicants:** Applicants whose qualifications meet the requirements for the programmes being applied and will therefore not be required to pass UEW entrance exams before being admitted.
2. **Mature Applicants:** Applicants who do not possess the requirements for direct entry with their certificates. Such applicants must be 25 years by August 1, 2016 and must have a minimum of a WASSCE Certificate or its equivalent with passes in English Language or Mathematics. In addition, they must pass entrance exams to be organized by the University of Education, Winneba at selected Study Centres.
3. **Post Diploma Applicant:** Diploma Certificate holders in relevant subject areas seeking admission for 2-Year Top-up programmes for a degree in relevant areas.
4. **Post Graduate applicants:** Applicants seeking admission for the Post Graduate Diploma in Education and Masters Degree programmes.



**ENTRY REQUIREMENTS
FOR EACH OF THE
PROGRAMMES ARE AS
FOLLOWS:**

1. UNDERGRADUATE EDUCATION PROGRAMMES

1(A) 3- YEAR DIPLOMA IN BASIC EDUCATION

Applicants must possess any ONE of the following:

- (i) **WASSCE** with passes (A1 –D7) in three (3) core subjects including English Language & Mathematics plus credits (A1 – C6) in any three (3) elective subjects.
- (ii) **SSSCE** with Credit passes (A – D) in three (3) Core Subjects including English Language and Mathematics plus three (3) elective subjects.
- (iii) **GCE 'O' Level** with Credit passes (Grade 6) in five (5) subjects including English Language, Mathematics and a Science subject.
- (iv) **Teacher's Certificate 'A'** from a recognized College of Education or Institution.
- (v) Mature applicants can apply (See detailed definition under item **(2G)** below)

1(B) 3- YEAR DIPLOMA IN EARLY CHILDHOOD EDUCATION

This programme is targeted at Pre-School Educators, SHS Certificate Holders, Teacher's Certificate 'A' holders, Social Workers and all those who desire to be trained in the education of children at the pre-school level.

Applicants must possess any ONE of the following:

- (i) **WASSCE** with passes (A1 –D7) in three (3) core subjects including English Language & Mathematics plus credits (A1 – C6) in any three (3) elective subjects.
- (ii) **SSSCE** with Credit passes (A – D) in three (3) Core Subjects including English Language and Mathematics plus three (3) elective subjects.
- (iii) **GCE 'O' Level** with Credit passes (Grade 6) in five (5) subjects including English Language, Mathematics and a Science subject.
- (iv) **Teacher's Certificate' A'** from a recognized College of Education or Institution.
- (v) **Certificate in Pre-School Education** from the University of Education, Winneba.
- (vi) Mature applicants can apply (See detailed definition under item (2G) below)

1(C) 1-YEAR DIPLOMA IN EDUCATION

The programme is designed for non-professional technical/vocational and applied science (agriculture, engineering, etc) teachers/trainers. It is designed to equip the learners with integrated set of knowledge and skills needed to make them effective teachers and trainers.

Entry Requirements

Applicants must possess any ONE of the following:

- (i) Higher National Diploma (HND) or its equivalent in Engineering, Building and Construction, Agriculture, Nursing, etc.
- (ii) An Advanced/Final City and Guilds Certificate in a trade subject.

NB: This programme is by Direct Entry only.

1(D) 2-YEAR POST DIPLOMA (B. ED.) IN BASIC EDUCATION

- (i) Applicants for the 2-year Post Diploma (B.Ed.) in Basic Education must be holders of a **Diploma in Basic Education** from the University of Education, Winneba or any recognised University or Institution.
- (ii) Other applicants must possess a Teacher's Diploma in Basic Education awarded to graduates of the Colleges of Education in Ghana.

1(E) 2-YEAR POST DIPLOMA (B. ED.) IN EARLY CHILDHOOD EDUCATION

- (i) Applicants for the 2-year Post Diploma (B.Ed.) in Early Childhood Education must be holders of a **Diploma in Early Childhood Education** from the University of Education, Winneba or any recognised University.
- (ii) Other applicants must possess a Teacher's Diploma awarded to graduates of the Colleges of Education in Ghana.

1(F) 3-YEAR BACHELOR OF EDUCATION IN BASIC EDUCATION

Entry Requirements

Applicants must possess any ONE of the following:

- (i) Applicants must be holders of the 1-Year Diploma in Education from the University of Education, Winneba

OR

- (ii) A Diploma in subjects other than Education. In addition, applicants must

be Basic Education teachers either in the Public or Private schools and must have at least **one year teaching experience**

1(G) 4-YEAR BACHELOR OF EDUCATION IN BASIC EDUCATION

Applicants must possess any ONE of the following:

- (i) WASSCE** with Credits (A1 – C6) in six (6) subjects including three (3) Core Subjects: English Language, Mathematics and Integrated Science or Social Studies, as well as three (3) Elective subjects with the total aggregate of 36 or better
- (ii) SSSCE** with Credit passes (A – D) in six (6) subjects comprising three (3) Core Subjects including English Language, Mathematics as well as three (3) Elective subjects with the total aggregate of 24 or better
- (iii) GCE Advanced Level** with credit passes in **three (3)** subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (**Grade 6**) in **five GCE Ordinary Level subjects** including English Language, Mathematics and a Science subject (for non-science students) and an Arts subject (for Science students)
- (iv) Mature applicants** can apply (See detailed definition under item (2G) below)

1(H) 4-YEAR BACHELOR OF EDUCATION IN EARLY CHILDHOOD EDUCATION

Applicants must possess any ONE of the following:

- i) WASSCE** with Credits (A1 – C6) in six (6) subjects including three (3) Core Subjects: English Language, Mathematics and Integrated Science or Social Studies, as well as three (3) Elective subjects with the total aggregate of 36 or better
- ii) SSSCE** with Credit passes (A – D) in six (6) subjects comprising three (3) Core Subjects including English Language, Mathematics and Integrated Science or Social Studies, as well as three (3) Electives in subjects with the total aggregate of 24 or better
- iii) GCE Advanced Level** with credit passes in **three (3)** subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (**Grade 6**) in **five GCE Ordinary Level subjects** including English Language, Mathematics and a Science subject (for non-science students) and an Arts subject (for Science students)
- iv) Mature applicants** can apply (See detailed definition under item (2G) below)

1(J) 4-YEAR BACHELOR OF ARTS IN ENGLISH LANGUAGE EDUCATION

a) WASSCE Candidates

- (i) Must possess credit passes (A1–C6) in six (6) subjects comprising **three core subjects**, including English Language, Mathematics, Integrated Science **OR** Social Studies, plus
- (ii) Credit passes (A1 – C6) in **three (3) elective subjects** including **English Literature** with the total aggregate of 36 or better

b) SSSCE Candidates

- (i) Must possess credit passes (A - D) in **six (6)** subjects comprising **three core subjects**, including English Language, Mathematics, Integrated Science **OR** Social Studies, plus
- (ii) Credit passes (A – D) in **three (3)** elective subjects including **English Literature with the total aggregate of 24 or better**

- c) **GCE Advanced Level** with credit passes in **three (3)** subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (**Grade 6**) in **five GCE Ordinary Level subjects** including English Language, Mathematics and a Science subject (for non-science students) and an Arts subject (for Science students)

- d) **Mature applicants** can apply (See detailed definition under item (2G) below)

1(K) 4-YEAR BACHELOR OF SCIENCE IN MATHEMATICS EDU.

a) WASSCE Candidates

- (i) Must possess credit passes (A1–C6) in six (6) subjects comprising **three core subjects**, including English Language, Mathematics and Integrated Science, plus
- (ii) Credit passes (A1 – C6) in **three (3) elective subjects** including **Elective Mathematics** with the total aggregate of 36 or better

b) SSSCE Candidates

- (i) Must possess credit passes (A - D) in **six (6)** subjects comprising **three core subjects**, including English Language, Mathematics and Integrated Science, plus
- (ii) Credit passes (A – D) in **three (3)** elective subjects including **Elective Mathematics with the total aggregate of 24 or better**

- c) **GCE Advanced Level** with credit passes in **three (3)** subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (**Grade 6**) in **five GCE Ordinary Level subjects** including English Language, Mathematics and a Science subject (for non-science students) and an Arts subject (for Science students)
- d) **Mature applicants** can apply (See detailed definition under item (2G) below)

1(L) 4-YEAR BACHELOR OF ARTS IN SOCIAL STUDIES EDU.

A. WASSCE Holders

Must have six (6) Credit passes (A1 – C6) comprising three (3) Core Subjects, including English Language, Core Mathematics and Integrated Science **OR** Social Studies) and Credits (A1-C6) in three (3) Elective subjects including two (2) of the following electives: Geography, Economics, History and Government)

B. SSSCE Candidates

- (i) Must have six (6) Credit passes (A – D) comprising three (3) Core Subjects, including English Language, Core Mathematics and Integrated Science **OR** Social Studies) and
- (ii) Credit passes (A-D) in three (3) Elective subjects including two (2) of the following electives: Geography, Economics, History and Government).

- C. Mature applicants** can apply (See detailed definition under item (2G) below)

2. UNDERGRADUATE BUSINESS PROGRAMMES

2(A) 3-YEAR DIPLOMA IN ACCOUNTING STUDIES

Applicants must possess any **ONE** of the following:

- i) **WASSCE** with passes (A1 –D7) in three (3) core subjects including English Language & Mathematics plus credits (A1 – C6) in three (3) relevant elective subjects.
- ii) **SSSCE** with Credit passes (A – D) in three (3) Core Subjects including English Language and Mathematics plus three (3) relevant elective subjects.
- iii) **GCE ‘O’ Level** with Credit passes (Grade 6) in five (5) subjects including English Language, Mathematics and a Science subject.
- iv) **G.C.E. ‘A’ Level** with grades not lower than D in Two (2) subjects including Accounting. In addition, they must possess credits at **GCE ‘O’ Level** in Mathematics and English Language.
- v) **Advanced Business Certificate Examination (ABCE)** and **RSA Stage III** with passes in three (3) subjects including Financial Accounting and Economics.
- vi) **General Business Certificate Examination (GBCE)** and **RSA stage II** with passes in five (5) including Accounting, English Language and Mathematics.
- vii) Professional Accountancy Certificate with a **minimum of Part 1** of:
 - Institute of Chartered Accountants (Ghana) – ICA
 - Chartered Institute of Management Accountants (CIMA)
 - Association of Certified Chartered Accountant (ACCA)
 - Institute of Bankers (IB)
 - Diploma in Business Studies (DBS) from any recognized Institution
 - Other professional Accountancy Certificates from recognized Institution or Body.
- viii) **Mature applicants** can apply (See detailed definition under item (2 G) below)

2(B) 3-YEAR DIPLOMA IN MANAGEMENT STUDIES

- The entry requirements **are the same as** those for Diploma in Accounting Studies except that the subjects should include **Commerce, Office Administration/Practice and Business Management**.
- Holders of Private Secretary Certificates
- A minimum of three passes in Royal Society of Arts /Ghana Commercial Examinations stage III in approved business subjects.
- **Mature applicants** can apply (See detailed definition under item (2G) below)

2(C) 2- YEAR POST DIPLOMA (BACHELOR OF BUSINESS ADMINISTRATION) IN ACCOUNTING STUDIES

- a. Applicants for the 2-year Bachelor of Business Administration in Accounting Studies must possess the **Diploma in Accounting Studies** from the University of Education, Winneba or any recognized University.
- b. Holders of Higher National Diploma (HND) in Accountancy with 2nd Class Lower and above.

2(D) 2- YEAR POST DIPLOMA (BACHELOR OF BUSINESS ADMINISTRATION) IN HUMAN RESOURCE MANAGEMENT

- (i) Applicants for the 2-year Bachelor of Business Administration in Human Resource Management must possess the **Diploma in Management Studies** from the University of Education, Winneba or any recognized University.
- (ii) Holders of Higher National Diploma (HND) or its equivalent in either Human Resource Management, Secretaryship and Management, Accountancy, Marketing or Purchasing & Supply OR any Diploma in a relevant area with 2nd Class Lower and above can also apply.

2(E) 4-YEAR BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING STUDIES

a) WASSCE Candidates

- (i) Candidate must have credit passes in **six (6) subjects** comprising **three (3) core subjects**, including English Language, Mathematics and Science/Integrated Science **OR** Social Studies, plus
- (ii) Credit passes in any other **three (3)** relevant elective subjects (i. e. Business Management, Financial Accounting, Elective mathematics,

Cost Accounting, Economics, and Business Mathematics).

b) SSSCE Candidates

- (i) Candidate must have credit passes in **six (6) subjects** comprising **three (3) core subjects**, including English Language, Mathematics and Science/ Integrated Science **OR** Social Studies, plus
- (ii) Credit passes (A-D) in any two of the following: Business Management, Financial Accounting, Cost Accounting, and Business Mathematics), plus
- (iii) A credit pass (A-D) in one of any of the following: Elective Mathematics and Economics.

c) GCE Candidates

- (i) Must possess credit passes in six (6) subjects comprising three (3) core subjects, including English Language, Mathematics and Integrated Science, plus
- (ii) Credit passes in any three of the following subjects: Accounting, Business Management, Costing, Economics, Mathematics, Government and Geography.

d) GBCE/ABCE/RSA Candidates

- (i) Must possess credit passes in six (6) subjects comprising three (core) subjects, including English Language, Mathematics and Integrated Science **OR** Social Studies, plus
- (ii) Credit passes in any three (3) elective subjects (i. e. Accounting, Business Management, Costing, Finance, Business Mathematics, Economics, Office Practice, Law, Marketing)

e) Mature applicants can apply (See detailed definition under item (2G) below)

2(F) 4-YEAR BACHELOR OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT.

a) WASSCE Candidates

- i) Candidate must have credit passes in **six (6) subjects** comprising **three (3) core subjects**, including English Language, Mathematics and Science/ Integrated Science **OR** Social Studies, plus
- ii) Credit passes in any other **three (3)** relevant elective subjects (i. e. Accounting, Business Management, Business Mathematics, Principles of Costing, Economics, Government, Geography and Elective Mathematics).

NB: A candidate must have credit (at least C6) in Integrated Science before his/ her social studies can be considered.

b) SSSCE Candidates

- i) Candidate must have credit passes in **six (6) subjects** comprising **three (3) core subjects**, including English Language, Mathematics and Science/ Integrated Science **OR** Social Studies, plus
- ii) Credit passes in any other **three (3)** relevant elective subjects (i. e. Accounting, Business Management, Business Mathematics, Principles of Costing, Economics, Government, Geography and Elective Mathematics).

NB: A candidate must have credit (at least Grade 6) in Science/Integrated Science before his/her social studies can be considered

c) GCE Candidates

- (i) Must possess credit passes in six (6) subjects comprising three (3) core subjects, including English Language, Mathematics and Integrated Science, plus
- (ii) Credit passes in any three of the following subjects: Accounting, Business Management, Costing, Economics, Mathematics, Government and Geography.

d) GBCE/ABCE/RSA Candidates

- (i) Must possess credit passes in six (6) subjects comprising three (core) subjects, including English Language, Mathematics and Integrated Science **OR** Social Studies, plus
- (ii) Credit passes in any three (3) elective subjects (i. e. Accounting, Business Management, Costing, Finance, Business Mathematics, Economics, Office Practice, Law, Marketing)

e) ICAG, ACCA, CIMA, CISA, CIM, CIT

- i) Must possess Part 1 or Level 2 of any of the following professional certificates, ICAG, ACCA, CIMA, CIB, CIT, CISA with English Language, Mathematics and Science from (SSSCE, WASSCE, GBCE, GCE, RSA II)
- f) **Mature applicants** can apply (See detailed definition under item (2G) below)

(2G) ENTRY BY MATURE ENTRANCE EXAMINATION

Applicants who do not possess the minimum entry requirements for admission into the 3-year Diploma and 4-year Degree programmes must meet the following requirements:

- (i)** Must be at least 25 years old by **August 1, 2016**.
- (ii)** Must show a documentary proof of date of birth (possibly birth certificate, baptismal certificate etc issued not less than three years ago).
- (iii)** Must have a minimum certificate in WASSCE with passes in English Language or Mathematics or a Teacher's Certificate 'A' (in the case of 4-yr degree programmes) or their equivalents.
- (iv)** Must have a pass in the UEW Mature Entrance Examinations to be organized at selected Study Centres across Ghana in both the Subject Area Test (SAT) and General Aptitude Test (GAT).

3. POST GRADUATE PROGRAMMES

3(A) 1-YEAR POST GRADUATE DIPLOMA IN EDUCATION (PGDE)

- (i) Applicants should possess a Bachelors degree from a recognised University in any field of study.
- (ii) A satisfactory performance at a screening interview organised by the IEDE, UEW.

3(B) MASTER OF EDUCATION IN ENGLISH

- (i) Applicants should possess a good Bachelor's Degree in English with education component (eg B.A. English Edu.) from the University of Education (UEW) or its equivalent from a recognised University in the relevant field of study
- (ii) Applicants with B.A. or B.Sc. degree without education must also have a post-graduate diploma in education or diploma in education.
- (iii) Must pass a selection interview

3(C) MASTER OF EDUCATION IN MATHEMATICS

- (i) Applicants should possess a good bachelor's in degree Mathematics with education component (e.g. B.Sc. Maths Edu.) from the University of Education (UEW) or its equivalent from a recognised University in the relevant field of study.
- (ii) Applicants with B.A. or B.Sc. degree without education must also have a post-graduate diploma in education or diploma in education.
- (ii) Must pass a selection interview

3(D) MASTER OF EDUCATION IN SCIENCE

- i) Applicants should possess a good bachelor's degree in a Science/ Applied subject with education component (e.g. B.Sc. Physics Edu.) from the University of Education (UEW) or its equivalent from a recognised University in the relevant field of study.

- ii) Applicants with first degree in the sciences or the applied sciences who are teaching in an educational institution or applied sciences who are desirous of acquiring teacher education degree.
- iii) Applicants with qualifications that are evaluated by UEW as equivalent to first degree.
- (iv) Must pass a selection interview

3(E) MASTER OF EDUCATION IN MENTORSHIP

Applicants must:

- i. Be a teacher mentor trained by UEW in the past
- ii. Hold a first degree with education component from a recognized University in the subject specific area and should have taught for at least two years.
- iii. Possess a first degree in a subject specific area plus postgraduate diploma/ certificate in education.
- iv. Be a teacher in basic school at the level of principal superintendent or above in the Ghana Education Service status ranking
- v. Be recommended by his/her head of school.

All applicants will undergo a selection interview

HOW TO APPLY

Application to the Distance Learning Programme for the 2016/2017 Academic Year is by either the **ONLINE mode** or the **Hard Copy Application Forms**.

For the online mode, interested candidates should obtain an **Application Voucher** from the following sources: G.C.B. Bank, Ecobank Ghana Ltd, HFC Bank, Agricultural Development Bank, Zenith Bank, Prudential Bank, Fidelity Bank, Unibank and MTN Mobile Money. Applicants should use the **Serial Number and PIN** on the voucher to apply at the University's website: www.uew.edu.gh. Applicants are to print the completed online form, attach certified copies of the supporting documents and mail the enclosed form to the University. Candidates would find additional information on the UEW website to guide them.

For the hard copy applications, applicants are to pick the **UEW pre-printed Pay-in-Slips** from the under-listed Study Centres, make direct payment into the **Account Number stated on the Pay-in-Slips** at any branch of the **GCB Bank, HFC Bank and Adb Bank** and present the pay-in slip to the nearest Study Centres for the Application Forms. Applicants are to attach copies of the application voucher, certified copies of their supporting documents and post the enclosed form to the University using the EMS Envelopes provided.

All completed Application forms should be posted to the University through the address below:

**Senior Assistant Registrar, IEDE
University of Education, Winneba
P. O. Box 25, Winneba**

COST OF APPLICATION FORMS

The cost of the application form for admission to distance programmes for local applicants are as follows:

- a. Direct Applicants (Including Post-Diploma Applicants) – **Gh¢ 150.00 (One Hundred and Fifty Ghana Cedis Only)**
- b. Mature Applicants – **Gh¢ 300.00 (Three Hundred Ghana Cedis Only** – this includes the cost of Study Materials and Preparatory classes to be organized by the University)
- c. **Post graduate applicants – Gh¢ 200.00 (Two Hundred Ghana Cedis Only)**

Foreign Applicants and Ghanaian Applicants outside Ghana can purchase a set of Application forms online for **US \$ 100.00 (One Hundred United States Dollars)**

SUBMISSION OF COMPLETED APPLICATION FORMS

The closing date for the submission of completed Application Forms is Tuesday, **31st May, 2016** (for Mature Applicants) and **30th June, 2016** (for Direct Applicants). All completed Application Forms should reach the:

**Senior Assistant Registrar, IEDE
University of Education, Winneba
P. O. Box 25, Winneba**

Not later than the closing date stated above.

NOTE:

- (i) All certificates other than those from the West African Examination Council (WAEC), the Universities in Ghana and Institutions accredited by the National Accreditation Board should be cleared with the National Accreditation Board and the evaluation report attached to the Application Forms.
- (ii) For applicants who have changed their names on **marital grounds**, only those that have been gazetted will be accepted. Applicants should therefore attach the relevant pages of the Ghana Gazette where their names appear to the application form.
- (iii) Names should be written in full (i.e. initials are not acceptable). Where applicants have initials or abbreviated names on previous documents, they should swear an affidavit to explain the initials and attach copies to the application form.
- (iv) **Documents attached** to the Application Forms are not returnable.

ENQUIRIES: For further enquiries you may call:

Telephone: 0207381668/0202041141



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