Template for Introducing/Reviewing Non-Research Graduate Programmes

University of Cape Coast (DELETE)

**[NAME OF COLLEGE]**

**[NAME OF SCHOOL/FACULTY]**

**[NAME OF DEPARTMENT/INSTITUTE/CENTRE]**

1. Heading of Document: e.g. Proposed/Reviewed Master of Education /Master of Arts/ Master of Science Programme in... with…
2. Designated Degree: e.g. Master of Education /Master of Arts/Master of Science (Indicate Subject Area...e.g. Economics of Education)
3. Programme Rationale
   1. Demonstrate the relevance of the programme by linking it to  national development objectives.
   2. Describe the inadequacies in knowledge and skills in a particular sector which the new programme is meant to address.
   3. Demonstrate how the new programme will assist in overcoming the challenges in that sector.
   4. Demonstrate how the new programme aligns with the  mission of the University.
   5. Provide information with respect to similar programmes run  by other institutions. Indicate the deficiencies in existing programmes that necessitate the mounting of the new programme.
4. Goal and Objectives of the Programme
   1. Goal

What the programme seeks to achieve for the students at the end

* 1. Objectives

Specific learning outcomes stated in measurable and observable terms

1. Date of Commencement

Month and year

1. Admission Requirements/Target Group/Progression
   1. Admission requirements

Applicants for the MEd/MA/MSc programme should have:

1. First degree with at least, second class lower division in... (specify discipline areas e.g. Economics)
2. Specify, if there are Department specific requirements
   1. Target Group

The target group for the programme includes the following: (list them)

Example

1. Educational administrators
2. Personnel at the directorate of the Ministry of Education, etc
3. Programme Structure

The MEd/MA/MSc programme (non-research) is by course work only and is done in one academic year of two semesters with a minimum credit load of 30

[specify the Department minimum credits].

[The MBA programme in the School of Business may have a slightly different structure from this due to the number of semesters and dissertation involved- delete]

Year 1 Semester I

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits |
| Code 1 | Course 1 | 3 |
| Code 2 | Course 2 | 3 |
| Code 3 | Course 3 | 3 |
| Code 4 | Course 4 | 3 |
|  | Elective Course {if any} | 3 |
|  | Total | 15 |
|  |  | |
| Elective Courses {if any} | | |
| Code 5 | Course 5 | 3 |
| Code 6 | Course 6 | 3 |
| Code 7 | Course 7 | 3 |

Year 1 Semester II

|  |  |  |
| --- | --- | --- |
| Course Code | Course Title | Credits |
| Code 8 | Course 8 | 3 |
| Code 9 | Course 9 | 3 |
| Code 10 | Course 10 | 3 |
| Code 11 | Course 11 | 3 |
|  | Elective Course {if any} | 3 |
|  | Total | 15 |
| Elective Courses {if any} | | |
| Code 12 | Course 12 | 3 |
| Code 13 | Course 13 | 3 |
| Code 14 | Course 14 | 3 |
| Code 15 | Course 15 | 3 |

Note:

1. Students who complete with CGPA of 2.5 or better qualify to apply for further studies into research degrees (MPhil/PhD) in the specialised area.
2. Only students who complete with CGPA of 3.5 or better in the coursework, with not more than one grade C+ and scored B+ or better in Research Methods qualify to apply directly into the PhD programme.
3. Course Descriptions

Example

EPA 800: Educational Research Methods 3 Credits

The course is designed to enable learners acquire the necessary knowledge, skill and attitude that are needed to understand, conduct and utilize research in the areas of educational leadership, management, planning, administration and economics of education. It exposes learners to various research designs in both quantitative and qualitative paradigms. Learners are also exposed to various techniques of collecting, analysing and interpreting data.

EPA 800: Etc

1. Resource Implications
   1. Existing Staff Situation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of Staff | Qualification | Rank | Area of Expertise |
| 1 | Prof. YawAnkomah | (PhD) | Professor | Educational Leadership and Policy Planning |
| 2 | Dr. Michael Amakyi | (PhD) | Senior Lecturer | School Leadership Development, Educational Statistics, Economics of Education |

* 1. Additional Staff Required

Indicate additional staff the programme will require to run. Also provide Name, qualification and Rank.

* 1. Existing space and equipment

Indicate additional space (offices, laboratories, lecture theatres etc) and equipment the programme will require to run

* 1. Additional space and equipment required

Indicate additional space and equipment the programme will require to run

* 1. Linkages with other institutions

Indicate linkages you have established with other institutions that will help to run the programme

1. Cost Implications

Indicate the cost implications of the, new programme for the first four years and how it will be financed.

1. Suggested Reading List

List relevant reading materials needed for the programme. It should cover all courses and done according to the UCC referencing style. The list should include works by UCC/Ghanaian/African authors.