



## **Institute of Distance Learning**



Kwame Nkrumah University  
of Science and Technology

# **ADMISSIONS REQUIREMENTS**

Diploma | Undergraduate | Postgraduate

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# IDL UNDERGRADUATE TOP-UP AND DIPLOMA PROGRAMMES

The Institute of Distance Learning (IDL), Kwame Nkrumah University of Science and Technology (KNUST), Kumasi, informs prospective applicants and the general public that Application Forms for admission into the following Undergraduate (Top-up) and Diploma Programmes of the University through the Distance Learning Mode for the 2021/2022 Academic Year, are now on sale. Applicants are requested to CAREFULLY READ the ENTRY REQUIREMENTS before selecting the programme of choice.

## Two-Year Undergraduate Diploma Programmes

- Diploma in Architectural Technology
- Diploma in Business Administration
- Diploma in Information Technology
- Diploma in Horticulture

## Two-Year Top-Up Undergraduate Programmes:

- BSc Business Administration (7 Options Available)
- BSc Quantity Surveying and Construction Economics (QSCE)
- BSc Construction Technology and Management (CTM)
- BA Social Work (Three Years)
- BA Sociology (Three Years)
- BSc Information Technology
- BSc Statistics
- BSc Agriculture
- BSc Actuarial Science
- BSc Computer Science

## ENTRY REQUIREMENTS OF PROGRAMMES

### TWO-YEAR TOP-UP UNDERGRADUATE PROGRAMMES

#### 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:

- Human Resource Management
- Management
- Accounting
- Banking and Finance
- Marketing
- Hospitality Management
- Logistics and Supply Chain Management

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

- **BSc. Quantity Surveying and Construction Economics (QSCE)**
- **BSc. Construction Technology and Management (CTM)**

**Entry Requirements for QSCE and CTM:** HND in Building Technology or its equivalent Diploma Certificate.



### **B.A. SOCIAL WORK**

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

- Diploma in Social Work
- Degree or Diploma in Education
- Diploma from Teacher Training Colleges/Nursing Training College
- HND in Management or Human Resource Management
- Degree or Diploma in Theology and Biblical Studies.

### **B.A. SOCIOLOGY**

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

- Diploma in Social Work
- Diploma in Social Administration
- Diploma in Police/Prison Administration
- Degree or Diploma in Education
- Diploma from Teacher Training Colleges
- Diploma from Nursing Training Colleges
- Degree or Diploma in Theology
- First Degree in any Social Science Programme
- HND in Business Administration (i.e. Management, Human Resource Management, Marketing, etc.)

### **BSC. INFORMATION TECHNOLOGY**

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

- 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.
- A first degree in any Physical Sciences or Engineering may also apply.

### **BSC. STATISTICS**

**Entry Requirements:** Applicants with HND in Statistics or related equivalent Diploma certificate from an accredited institution can apply.

### **BSC. AGRICULTURE**

**Entry Requirements:** Applicants with Diploma in Agriculture, Diploma in Horticulture, HND in Agriculture or any related Science Programme from a reputable Agricultural Institution.

### **BSC. ACTUARIAL SCIENCE**

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

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

### **BSC. COMPUTER SCIENCE**

**Entry Requirements:** Applicants with any of the following qualifications from an accredited Institution or University could apply. HND or it's 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.

## TWO-YEAR DIPLOMA PROGRAMMES

### GENERAL ENTRY REQUIREMENTS FOR ALL DIPLOMA PROGRAMMES SCIENCE AND TECHNOLOGY PROGRAMMES:

**SSCE Candidates:** Passes (A–D) in five (5) subjects comprising three core subjects, English Language, Integrated Science and Mathematics, plus two (2) elective subjects.

**WASSCE Candidates:** Credit Passes (A1–C6) in five (5) subjects comprising three core subjects, English Language, Integrated Science and Mathematics, plus two (2) elective subjects.

### ARTS, BUSINESS AND HUMANITIES PROGRAMMES:

**SSCE Candidates:** Passes (A–D) in five (5) subjects comprising three core subjects, including English Language and Mathematics, plus two (2) elective subjects

**WASSCE Candidates:** Credit Passes (A1–C6) in five (5) subjects comprising three core subjects, including English Language and Mathematics, plus two (2) elective subjects

#### • General Certificate of Education (G.C.E) 'A' Level Holders:

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, Mathematics and Science subject (for non-science students) and an Arts subject (Science students).

#### • Advanced Business Certificate Examination (ABCE):

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). In addition, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE).

#### • Mature Students' Entry

Mature student's entry avenues to tertiary education provide opportunities for people who could not do so earlier in their lives to further their education at the tertiary level after some years in the workplace.

- The applicant must be at least 25 years old, and show proof of age with a birth certificate or any legitimate documentary proof of birth date which is at least five years old at the time of application;

- Applicants must pass Mature Students' Entrance Examinations in English Language, Mathematics and an Aptitude Test conducted by IDL-KNUST.

### SPECIFIC ENTRY REQUIREMENTS FOR DIPLOMA PROGRAMMES:

#### DIPLOMA IN ARCHITECTURAL TECHNOLOGY

Applicants must possess any of the following:

- SSSCE/WASSCE holders who have A–D/A1–C6 in three (3) core subjects: English Language, Mathematics and Integrated Science plus credit in three (3) elective subjects.

- Ordinary Level holders with passes (1–8) in at least five (5) subjects at G.C.E. "O" level (or its equivalent including English and Mathematics).

- Proficiency Certificate in Architectural Draughtsmanship with A–D/A1–C6 at SSSCE/WASSCE in English, Mathematics and Integrated Science.

- Construction Technician Certificate (CTC) 1 & 2 and other related professional certificates.

- Mature Applicants – The applicant must be at least 25 years old and show proof of age with a birth certificate or any legitimate documentary proof of birth date which is at least five years old at the time of application. Applicants must pass Mature Students' Entrance Examinations in English Language, Mathematics and an Aptitude Test conducted by IDL-KNUST.

### **DIPLOMA IN BUSINESS ADMINISTRATION**

In addition to the General Requirements stated above, applicants with the following qualifications may apply:

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.

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.

Applicants with Diploma in Business Studies DBS should, in addition, possess four (4) passes at SSSCE/WASSCE (A–D/A1–C6) including English and Mathematics.

Mature Applicants – The applicant must be at least 25 years old and show proof of age with a birth certificate or any legitimate documentary proof of birth date which is at least five years old at the time of application. Applicants must pass Mature Students' Entrance Examinations in English Language, Mathematics and an Aptitude Test conducted by IDL-KNUST.

### **DIPLOMA IN INFORMATION TECHNOLOGY**

For SSSCE/WASSCE Candidates: Preference will be given to those with both Elective Mathematics and ICT.

For SSSCE/WASSCE Applicants (irrespective of an option) who have done additional certificate courses in accredited institutions such as NIIT, IPMC, Blue Crest, etc may apply.

'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 Advanced Level.

Mature Applicants – The applicant must be at least 25 years old and show proof of age with a birth certificate or any legitimate documentary proof of birth date which is at least five years old at the time of application. Applicants must pass Mature Students' Entrance Examinations in English Language, Mathematics and an Aptitude Test conducted by IDL-KNUST.

### **DIPLOMA IN HORTICULTURE**

For WASSCE and SSSCE applicants, the elective subjects should be in Biology/General Agriculture/Chemistry, or Physics/Mathematics Certificate Holders from any of the Agricultural Colleges in the country, such as Kwadaso, Nyanpkala or Wenchi Colleges could also apply. G.C.E Advanced Level should obtain passes (A–D) in Chemistry, Physics or Mathematics and Biology or Agricultural Science.

Mature Applicants – The applicant must be at least 25 years old and show proof of age with a birth certificate or any legitimate documentary proof of birth date which is at least five years old at the time of application. Applicants must pass Mature Students' Entrance Examinations in English Language, Mathematics and an Aptitude Test conducted by IDL-KNUST.

## **COST OF APPLICATION FORM**

**E-voucher cost is as follows:**

**All Undergraduate Programmes – GH¢220.00** for Ghanaian applicants and **US\$150.00** for Foreign Applicants.

**Diploma Programmes – GH¢150.00** for Ghanaian applicants and **US\$150.00** for Foreign Applicants.

## HOW TO APPLY

All Undergraduate Top-up applicants should purchase an Online application e-voucher at a cost of GHC220.00 for Ghanaian applicants and US\$150.00 for Foreign Applicants from ECOBANK, GCB Bank and CBG and APPLY ONLINE.

Similarly, all Diploma programme applicants should purchase an Online application e-voucher at a cost of GH¢150.00 for Ghanaian applicants and US\$150.00 for Foreign Applicants from ECOBANK, GCB Bank and CBG and APPLY ONLINE.

Applicants should follow carefully the instructions on the e-voucher. Applicants may contact or WhatsApp any of the following for clarifications on our programmes:

- KUMASI – The Office of the Director, Institute of Distance Learning, Casely-Hayford Building, KNUST Campus; contact/WhatsApp 0204743271, 0245077483, 0509314350, 0279857058
- ACCRA – Old KNUST Guest House near ECOBANK Head Quarters; contact/WhatsApp Mr Michael Wiafe Yeboah 0500482875 or KNUST Accra City Campus, Kwabenya; contact/WhatsApp Mr Luke Ayamga 0546924824
- TEMA – ECG Training School (Community 10); contact/WhatsApp Mr Michael Wiafe Yeboah 0500482875
- SUNYANI – Catholic Pastoral, Social and Training Centre (New Dormaa); contact/WhatsApp Mr Jesse Jones Bezzel 0500482877
- HO – Ho Technical University, Volta Region; contact/WhatsApp Mr Stephen Gbena 0500482873
- TAKORADI – Sekondi-Takoradi City Campus, Kansaworodo, contact/WhatsApp Miss Dora Osei Boateng 0500482883
- KOFORIDUA – Ghana Highway Authority; contact/WhatsApp Mr Isaac Agyapong 0500482874

- TAMALE – KNUST IDL Centre, Kapohini (near SSNIT Regional Headquarters); contact/WhatsApp Mr Mukasa Zoogah 0500482880, 0208288666
- BOLGATANGA – Bolgatanga Senior High School (Big BOSS); contact/WhatsApp Mr. Mukasa Zoogah 0500482880, 0208288666
- WA – Wa Technical University; contact/WhatsApp Mr Dominic Wanaa 0500482878

- All Applicants SHOULD visit <https://apps.knust.edu.gh/admissions> and complete an Online Application using the e-voucher provided.
- Applicants must ensure that they purchase Distance Learning forms and NOT Regular KNUST forms to avoid complication.
- Only results and or documents provided by applicants when submitting their application documents shall be considered.
- A copy of the COMPLETED ONLINE FORMS should be printed and posted using an EMS envelope together with all relevant certificates/required documents to reach: The Institute Registrar, Institute of Distance Learning, KNUST-Kumasi, Ghana by TUESDAY, 30TH NOVEMBER, 2021.
- PLEASE NOTE: Programmes would only be mounted at Centres with the requisite minimum number of qualified applicants (please contact IDL Office for details).
- Facilitation is a blend of online and face-to-face sessions on weekends (Saturdays and Sundays) at the Centres mentioned above.
- For more information and in-depth knowledge about the programmes, please visit [idl.knust.edu.gh](http://idl.knust.edu.gh) or call 0247274661 or 0500482885 or 0501102650.





# IDL POSTGRADUATE PROGRAMMES

The Institute of Distance Learning (IDL), Kwame Nkrumah University of Science and Technology (KNUST), Kumasi, informs prospective applicants and the general public that Application Forms for Admission to the following Postgraduate Programmes of the University through the Distance Learning Mode for the 2021/2022 academic year are now on sale. Applicants are requested to CAREFULLY READ the ENTRY REQUIREMENTS before selecting a programme of choice.

All MPhil/MBA programmes are for two years and MSc/MPA programmes are one-year duration. Applicants may be required to attend an interview.

## POSTGRADUATE DEGREE PROGRAMMES:

1. MSc. Health Informatics
2. MSc. Information Technology
3. MSc. Human Nutrition and Dietetics
4. MSc. Food Quality Management
5. MSc. Biotechnology
6. MSc. Forensic Science
7. Commonwealth Master of Business Administration with specialisations in:
  8. Finance
  9. Marketing
  10. Human Resource Management
  11. Logistics and Supply Chain Management
  12. Accounting
  13. MBA International Business
  14. MSc Planning, Monitoring and Evaluation
  15. MSc. Industrial Finance and Investment
  16. MSc Business Consulting and Enterprise Risk Management.

17. MPhil/MSc. Educational Innovations and Leadership Science
18. Master of Education
19. MSc. Project Management (ACCRA AND TAKORADI CENTRES ONLY)
20. MSc. Development Management
21. Master of Public Administration
22. MSc Security and Justice Administration
23. MSc Energy and Sustainable Management
24. MSc Hospitality and Tourism Management
25. MSc Strategic Management and Leadership
26. MSc Corporate Governance and Strategic Leadership
27. MSc Insurance and Business Continuity
28. MSc. Development Finance
29. MSc. Management and Human Resource Strategy
30. MSc Marketing
31. MSc. Economics (ACCRA CENTRE ONLY)
32. MPhil. Post-Harvest Technology (Horticulture)
33. MPhil/ MSc. Logistics and Supply Chain Management
34. MSc Procurement and Supply Chain Management
35. MSc. Geography and Sustainable Development
36. MSc. Accounting and Finance
37. MSc. Actuarial Science
38. MSc. Applied Statistics
39. MSc. Environmental Science
40. MSc Agribusiness Management
41. MSc Mechanical Engineering
42. MSc Cyber Security and Digital Forensics
43. MSc Environmental Resource Management
44. MSc Communication System and Network Engineering
45. Professional Master of Engineering with Management (MEng) Programmes



# ENTRY REQUIREMENTS OF PROGRAMMES

## ENTRY REQUIREMENTS (PROGRAMMES 1 – 6):

Applicants to all the above programmes (1 – 6) must hold a good bachelor's degree from a recognised University in Science (Physical and Biological) or Engineering background.

## COMMONWEALTH MASTER OF BUSINESS ADMINISTRATION WITH SPECIALISATIONS IN:

- Finance
- Marketing
- Human Resource Management
- Logistics and Supply Chain Management
- Accounting
- MBA International Business
- MSc Planning, Monitoring and Evaluation
- MSc. Industrial Finance and Investment
- MSc Business Consulting and Enterprise Risk Management
- MPhil/MSc. Educational Innovations and Leadership Science
- Master of Education
- MSc. Project Management (ACCRA AND TAKORADI CENTRES ONLY)
- MSc. Development Management
- Master of Public Administration
- MSc Security and Justice Administration
- MSc Energy and Sustainable Management
- MSc Hospitality and Tourism Management
- MSc Strategic Management and Leadership
- MSc Corporate Governance and Strategic Leadership
- MSc Insurance and Business Continuity
- MSc. Development Finance
- MSc. Management and Human Resource Strategy
- MSc Marketing
- MSc. Economics (ACCRA CENTRE ONLY) with options in:
  - MSc Economics
  - MSc Economics (Money, Banking and Finance)
  - MSc Economics (Energy and Resource Economics)
  - MSc Economics (Health Economics and Policy)

## ENTRY REQUIREMENTS (FOR PROGRAMMES 7 – 26):

### Applicants to the above programmes (7 – 26) must possess:

- A good bachelor's degree in any discipline from a recognised University; or
- Professional qualifications (i.e., Chartered Level) in Accounting, Banking, Finance, Administration, Marketing, Management, Insurance, Engineering, Risk Management, etc. (e.g., ICAG, ACCA, CIMA, CIM, CPA, CIB, CII, ICMCI, CIRM, CFA, CFM, etc.).

## 27. MPhil. POST-HARVEST TECHNOLOGY (HORTICULTURE)

### Entry Requirements:

Applicants must hold a good bachelor's degree from a recognised University in Post-Harvest Technology, Agriculture, Agricultural Biotechnology, Natural Resource Management, Biological Sciences and other related sciences.

## 28. MPhil/ MSC. LOGISTICS AND SUPPLY CHAIN MANAGEMENT

### Entry Requirements:

- A good bachelor's degree from a recognised University in Logistics and Supply Chain Management related discipline; or
- A good first degree in any discipline with appreciable work experience in Supply Chain, Logistics or Transport Management; or
- An international advanced diploma in Logistics and Supply Chain Management

## 29. MSC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

### Entry Requirements:

- Applicants must hold a good bachelor's degree from a recognised University in Supply Chain Management;
- A good bachelor's degree in any discipline with relevant practical experience in Procurement; or
- Applicants that are chartered members of CIPS with two years' work experience

## **ENTRY REQUIREMENTS (FOR PROGRAMMES 7 – 26):**

### **Applicants to the above programmes (7 – 26) must possess:**

- A good bachelor's degree in any discipline from a recognised University; or
- Professional qualifications (i.e., Chartered Level) in Accounting, Banking, Finance, Administration, Marketing, Management, Insurance, Engineering, Risk Management, etc. (e.g., ICAG, ACCA, CIMA, CIM, CPA, CIB, CII, ICMCI, CIRM, CFA, CFM, etc.).

### **27. MPHIL. POST-HARVEST TECHNOLOGY (HORTICULTURE)**

#### **Entry Requirements:**

Applicants must hold a good bachelor's degree from a recognised University in Post-Harvest Technology, Agriculture, Agricultural Biotechnology, Natural Resource Management, Biological Sciences and other related sciences.

### **28. MPHIL/ MSC. LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

#### **Entry Requirements:**

- A good bachelor's degree from a recognised University in Logistics and Supply Chain Management related discipline; or
- A good first degree in any discipline with appreciable work experience in Supply Chain, Logistics or Transport Management; or
- An international advanced diploma in Logistics and Supply Chain Management

### **29. MSC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**

#### **Entry Requirements:**

- Applicants must hold a good bachelor's degree from a recognised University in Supply Chain Management;
- A good bachelor's degree in any discipline with relevant practical experience in Procurement; or
- Applicants that are chartered members of CIPS with two years' work experience

### **38. MSC ENVIRONMENTAL RESOURCE MANAGEMENT**

#### **Entry Requirement:**

A good first degree from a recognised University in Mineral Processing, Engineering, Material Science and Engineering, Architecture, Agriculture, Renewable Natural Resources and Physical Science.

### **39. MSC COMMUNICATION SYSTEM AND NETWORK ENGINEERING**

#### **Entry Requirement:**

- A good first degree from a recognised University in Telecommunication, Electrical/Electronic Engineering, Computer Engineering, Computer Science, Physics, Mathematics, Telecommunication or other related Science or Engineering subjects; or
- Applicants with BSc Electrical and Electronic Technology in Education or BSc Information and Communication Technology in Education and a CWA of 45 in a semester bridging course organised by the University.

### **40. PROFESSIONAL MASTER OF ENGINEERING WITH MANAGEMENT (MENG) PROGRAMMES: GENERAL ENTRY REQUIREMENTS:**

A good first degree from a recognised University with a minimum of two years of working experience

#### **Specific Entry Requirements for Options:**

Oil and Gas (mid and downstream): Possesses a BSC or B-Tech degree in chemical process and other engineering disciplines from a recognised university;

Industrial Operations: Possesses a BSC or B-Tech degree in Engineering disciplines from a recognised university;

Energy Systems Engineering: Possesses a BSC or B-Tech degree in Mechanical Engineering or energy related engineering disciplines from a recognised 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

# COST OF APPLICATION FORM

## E-voucher cost is as follows:

**All Postgraduate Programmes** (Including entrance interview fees) is **GH¢250.00** for Ghanaian applicants and **US\$150.00** for Foreign Applicants.

## HOW TO APPLY

Applicants SHOULD carefully read all the following instructions to the end before starting the application process.:

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