



**St. Margaret
University College**
Feyiase, Kumasi, Ghana



**Entry Requirements and
Guidelines for Selecting an
Undergraduate Programme**



**ST. MARGARET
UNIVERSITY COLLEGE
FEYIASE, KUMASI, GHANA**

**Entry Requirements
and Guidelines
for Selecting an
Undergraduate
Programme**

ii. Mature Applicants

Eligible applicants for Mature Entry must meet the following criteria:

- Be 25 years or above.
- Have passes in five G.C.E 'O' Level subjects including English Language, Mathematic/Statistics and Science; or
- SSSCE/WASSCE holders must have passes in English Language, Mathematics, Integrated Science and three elective subjects and at least two of the elective courses mentioned for SSSCE/WASSCE candidates above.
- Candidates would be expected to write and pass a selection examination to be conducted by the University College.

CHOICE OF PROGRAMME OF STUDY FOR MATURE, 'A' LEVEL, ABCE/GBCE AND WASSCE/SSSCE APPLICANTS

| Code No. | Subject |
|----------|---|
| 1. | B.Sc. Accounting |
| 2. | B.Sc. Computer Science |
| 3. | B.A. Graphic Design |
| 4. | B.Sc. Marketing with E-Commerce |
| 5. | B.Sc. Development Planning |
| 6. | B.Sc. Quantity Surveying and Construction Economics |
| 7. | B.Sc. Economics and Statistics |
| 8. | B.Sc. Procurement and Supply Chain Management |
| 9. | B.Sc. Banking and Finance |

ADMISSION REQUIREMENTS FOR CANDIDATES WITH MATURE, 'A' LEVEL, ABCE/GBCE, WASSCE/SSSCE AND EQUIVALENT QUALIFICATIONS

GUIDELINES FOR SELECTING AN UNDERGRADUATE PROGRAMME

1. All first degree programmes of study are of four (4) years duration
2. Minimum/General Entry Requirements

• WASSCE/SSSCE APPLICANTS

An application for admission to a degree programme in the University College must have CREDITS in the **THREE WASSCE/SSSCE Core Subjects (English Language, Core Mathematics and Integrated Science)**, and CREDITS in **THREE WASSCE/SSSCE Elective Subjects** or its equivalent relevant to the chosen programme with aggregate **36/24 or better (WASSCE: A1-C6/SSSCE A-D) D7, E8 & F9 ARE NOT ACCEPTABLE FOR ADMISSION PURPOSES.**

**It is worth noting that the three core subjects are a pre requisite for all programmes of study at our University College

• GENERAL BUSINESS CERTIFICATE EXAMINATION (GBCE)

Applicants must have passes in **THREE (3) subjects** (at least, one of the passes should be Grade D or better). Also, the candidate must have had credit passes (Grade 6) in Five GBCE Ordinary Level subjects including English,

Mathematics plus any **TWO** elective subjects: Economics, History, Geography, Literature in English, French, Ghanaian Language, Government, Business Management, statistics, and any other General Arts Elective, and General Science Electives. Applicants must pass a written examination and an interview to be conducted by the University College.

iv. Diploma Holders

Candidates must possess Diploma in Economics/Statistics and any other relevant Diploma from an accredited University or Institution. Applicants must pass a written examination and an interview to be conducted by the University College. Such candidates would be admitted into the second year of the programme.

b) BA GRAPHIC DESIGN

A candidate should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE qualification

SSSCE/WASSCE holders seeking admission to pursue the programme must have at least C6 (WASSCE candidates) or D (SSSCE candidates) in all three (3) Core and three (3) Elective Subjects only. Candidates should therefore possess at least, credit scores/grades in the following:

- Three core subjects (English Language, Mathematics (Core) and Integrated Science).
- Three elective subjects in the Visual Arts Subjects, including Graphic Design.
- Aggregate Score of the best six subjects (three core and three electives) must not exceed Aggregate 24 (SSSCE) and 36 (WASSCE).

3. FACULTY OF SOCIAL SCIENCES

a) BSc ECONOMICS AND STATISTICS

A candidate should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE Qualification

Credit passes in THREE WASSCE/SSSCE Core Subjects (English Language, Mathematics and Integrated Science)

Credit passes in **THREE (3)** Elective Subjects, including Elective Mathematics, and any **TWO** of the following: Economics, History, Geography, Literature in English, French, Ghanaian Language, Government, Business Management, statistics, and any other General Arts Elective, and General Science Electives.

ii. A' Level Applicants

FIVE (5) credits at O' Level, including English and Mathematics, plus **TWO (2)** A' Level passes, including any of the following: Government, Religious Studies, History, Economics, Literature in English, French, Ghanaian Language, Business Management, Physics, Chemistry and Mathematics. They must also have a pass in General Paper.

iii. Mature Applicants

Applicants should be at least 25 years at the time of submitting the Application.

EITHER

FIVE (5) credits at the 'O Level including English and Mathematics.

OR

WASSCE/SSSCE credits in THREE Core Subjects (English Language, Mathematics and Integrated Science), Elective

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

• **ADVANCED LEVEL/MATURE APPLICANTS**

Applicants must have **FIVE** credits in GCE 'O' Level Subjects including **English Language and Mathematics** (or its approved equivalent), plus passes in at least **TWO** subjects at the Advanced Level.

In the case of mature applicants, applicants must be at least 25 years old at the time of application. In addition, the applicant must have **Three** credits in GCE 'O' Level Subjects including **English Language and Mathematics** (or its approved equivalent), plus passes in at least **TWO** subjects at the Advanced Level and also fulfil the appropriate Faculty or Departmental requirements.

• **ADVANCED BUSINESS CERTIFICATE EXAMINATION (ABCE)**

Applicants must have passes in **THREE (3)** subjects (at least, one of the passes should be Grade D or better). Also, the candidate must have had credit passes in Five (5) subjects including English, Mathematics Integrated Science or Social Studies in the **GENERAL BUSINESS CERTIFICATE EXAMINATION (GBCE)**

1. FACULTY OF DEVELOPMENT AND ENVIRONMENTAL STUDIES

a) BSc DEVELOPMENT PLANNING

A candidate should meet any of the following requirements:

i. Candidates with General Certificate of Education (GCE) Qualification

Five (5) Ordinary level (O-Level) passes in GCE examination including English language, Mathematics and Science as well as Three (3) passes at the Advance level (A-Level) GCE examination or its equivalent within the two groups of subjects listed below. All subjects can be from group A or two from Group A (**Economics, Geography, Government**) and one from Group B (**Mathematics, Statistics, Business**)

ii. Candidates with SSSCE/ WASSCE Qualification

SSSCE/WASSCE holders seeking admission to pursue the programme must have at least C6 (WASSCE candidates) or D (SSSCE candidates) in all three (3) Core and three (3) or Four (4) Elective Subjects. Candidates should therefore possess at least, a credit pass in the following:

- Three core subjects (English Language, Mathematics (Core) and Integrated Science/Social Studies).
- Any three elective subjects in the following areas: **Economics, Mathematics, Geography and Government**. Or subjects from any of the above and two from the following (**Business Mathematics and Costing, Accounting, and Business Management**)

Aggregate Score of the best six subjects (three core and three electives) must not exceed Aggregate 24 (SSSCE) and 36 (WASSCE). Candidates should note that Social Studies is

For candidates who read Arts or Business, a grade in Social Studies may be used in place of the grade in Integrated Science in the calculation of their aggregates if the Social Studies grade is better than the grade in Integrated Science. This is however on condition that the candidate has at least a pass in Integrated Science.

ii. Mature Applicants

Eligible applicants for Mature Entry must meet the following criteria:

- Be 25 years or above
- Have passes in five G.C.E 'O' Level subjects including English Language, Mathematic/Statistics and Science; or
- SSSCE/WASSCE holders must have passes in English Language, Mathematics, Integrated Science and three elective subjects and at least two of the elective courses mentioned for SSSCE/WASSCE candidates above.
- Candidates would be expected to write and pass a selection examination to be conducted by the University College.

iii. HND Holders

Applicants holding Higher National Diploma (HND) in business-related areas such as Banking and Finance may be admitted to the programme in year three provided they have credit at SSSCE in three core subjects as indicated under item (i) above.

to the programme in year three, provided they have credit at SSSCE in three core subjects as indicated under item (i) above.

v. Mature Applicants

Mature applicants must be 25 years and above with credits in Five (GCE 'O' Level Subjects including English Language and Mathematics or passes in the core subjects, i.e. English Language, Mathematics and Integrated Science, plus three elective subjects with an aggregate of 24 or better at the SSSCE. Short-listed applicants shall take an Entrance Examination and pass an interview to be conducted by the University College.

e) B.Sc BANKING AND FINANCE

A candidate should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE qualification

SSSCE/WASSCE holders seeking admission to pursue the programme must have at least C6 (WASSCE candidates) or D (SSSCE candidates) in all three (3) Core and three (3) or Four (4) Elective Subjects. Candidates should therefore possess at least, credit scores/grades in the following:

- Three core subjects (English Language, Mathematics (Core) and Integrated Science/Social Studies).
- Any three elective subjects in the following areas: Economics, Mathematics, Accounting, Introduction to Business Management and Costing.

Aggregate Score of the best six subjects (three core and three electives) must not exceed Aggregate 24 (SSCE) and 36 (WASSCE). Candidates should note that Social Studies is not an elective subject.

not an elective subjects. For candidates who read Arts or Business, a grade in Social Studies may be used in place of the grade in Integrated Science in the calculation of their aggregates if the Social Studies grade is better than the grade in Integrated Science. This is however on condition that the candidate has at least a credit pass in Integrated Science.

iii. Mature Applicants

Eligible applicants for the Mature Entry must meet the following criteria:

- Be 25 years or above
- Have passes in five G.C.E 'O' Level subjects including English Language, Mathematic/Statistics and Science; **or**
- SSSCE/WASSCE holders must have passes in English Language, Mathematics, Integrated Science and three elective subjects and at least two of the elective courses mentioned for SSSCE/WASSCE candidates above.
- Candidates would be expected to write and pass a selection examination to be conducted by the University College.

b) BSc QUANTITY SURVEYING AND CONSTRUCTION ECONOMICS

A candidate should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE Qualification

Candidates must have credits in three core subjects at SHS Level: English Language, Integrated Science, and Mathematics AND CREDITS in THREE elective subjects from the following:

A. Chemistry, Physics, Mathematics

OR

B. Economics, Geography and Mathematics

OR

C. Technical Drawing, Building Construction and Mathematics.

Candidates with combination B must have not less than B in elective Mathematics

ii. Candidates with General Certificate of Education (GCE) Qualification

Candidates must have five credits at the Ordinary Level in the GCE including English, Mathematics and a Science subject (Physics, Chemistry or General Science). In addition, applicants must normally have three passes at the Advanced Level in the GCE from any of the following combinations:

A. Physics, Chemistry and Mathematics

OR

B. Geography, Economics and Mathematics

OR

C. Building Construction, Technical Drawing and Mathematics

Candidates with combination B must at least have an aggregate of B in Mathematics.

d) BSc PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

A candidate should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE qualification

Credit in three (3) Core Subjects (i.e. English Language, Mathematics and Integrated Science), plus credit in three SSSCE Elective Subjects in General Arts, Science or Business with Administration, Economics and Accounting, with aggregate 24 or better.

ii. Candidates with General Certificate of Education (GCE) Qualification

Applicants holding General Business Certificate Examination (GBCE) or Advanced Business Certificate Examination (ABCE)/Advanced Level must in addition have credit in three core subjects at SSSCE/WASCE/'O' Level as indicated under item (i) above.

iii. ACCA and ICA Applicants

Applicants holding Stage 1 of ACCA, or ICA, or Institute of Chartered Secretaries and Administrators (ICSA), Associate of Chartered Institute of Bankers ACIB), Chartered Institute of Marketing (CIM), Foundation I of the Chartered Institute of Administration and Management Consultants (CIAMC), must, in addition have credit at SSSCE/WASCE in three core subjects, as indicated under item (i) above.

iv. HND Holders

Applicants holding Higher National Diploma (HND) in business-related areas such as Purchasing & Supply and Foundation II of the Chartered Institute of Administration and Management Consultants (CIAMC), may be admitted

Aggregate Score of the best six subjects (three core and three electives) must not exceed Aggregate 24 (SSCE) and 36 (WASSCE). Candidates should note that Social Studies is not an elective subject. For candidates who read Arts or Business, a grade in Social Studies may be used in place of the grade in Integrated Science in the calculation of their aggregates if the Social Studies grade is better than the grade in Integrated Science. This is however on condition that the candidate has at least a pass in Integrated Science.

ii. Mature Applicants

Eligible applicants for the Mature Entry must meet the following criteria:

- Be 25 years or above
- Have passes in five G.C.E 'O' Level subjects including English Language, Mathematic/Statistics and Science; or
- SSSCE/WASSCE holders must have passes in English Language, Mathematics, Integrated Science and three elective subjects and at least two of the elective courses mentioned for SSSCE/WASSCE candidates above.
- Candidates would be expected to write and pass a selection examination to be conducted by the University College

iii. HND Holders

Applicants holding Higher National Diploma (HND) in Accounting and other business-related areas such as Marketing, Purchasing & Supply may be admitted to the programme in year three, provided they have credit at SSSCE in three core subjects as indicated under item (i) above. Will be admitted into year 2 or year 3.

2. FACULTY OF BUSINESS ADMINISTRATION

a) BSc ACCOUNTING

A candidate should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE Qualification

SSSCE/WASSCE holders seeking admission to pursue the programme must have at least C6 (WASSCE candidates) or D (SSSCE candidates) in all three (3) Core and three (3) or Four (4) Elective Subjects. Candidates should therefore possess at least, credit scores/grades in the following:

- Three core subjects (English Language, Mathematics (Core) and Integrated Science/Social Studies).
- Any three elective subjects in the following areas: Economics, Mathematics, Accounting, Introduction to Business Management and Costing, science and IT subjects.

Aggregate Score of the best six subjects (three core and three electives) must not exceed Aggregate 24 (SSCE) and 36 (WASSCE). Candidates should note that Social Studies is not an elective subject. For candidates who read Arts or Business, a grade in Social Studies may be used in place of the grade in Integrated Science in the calculation of their aggregates if the Social Studies grade is better than the grade in Integrated Science. This is however on condition that the candidate has at least a pass in Integrated Science.

ii. Mature Applicants

Eligible applicants for Mature Entry must meet the following criteria:

- Be 25 years or above

- Have passes in five G.C.E 'O' Level subjects including English Language, Mathematic/Statistics and Science; or
- SSSCE/WASSCE holders must have passes in English Language, Mathematics, Integrated Science and three elective subjects and at least two of the elective courses mentioned for SSSCE/WASSCE candidates above.
- Candidates would be expected to write and pass a selection examination to be conducted by the University College.

iii. Applicants holding Higher National Diploma (HND) in Accounting and other business-related areas such as Marketing, Purchasing & Supply may be admitted to the programme in year three, provided they have credit at SSSCE in three core subjects as indicated under item (i) above.

• ACCA and ICA APPLICANTS

Applicants with passes in 8 or more subjects in ICA and ACCA or equivalents will be admitted into year 3.

b) BSc COMPUTER SCIENCE

A candidates should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE Qualification

At least credit passes in English Language (Core), Mathematics (Core), Integrated Science (Core) and any other subjects

including Elective Mathematics or Physics with an aggregate score of 24 (SSSCE) and 36 (WASSCE) or better.

ii. Mature Applicants and HND Holders

MATURE STUDENTS who have attained the age of 25 years or above at the time of applying and have credits in Five (5) GCE 'O Level subjects including English Language and Mathematics, in addition to passing an Entrance Examination and /or Interview conducted by the University College.

OR

HND holders with Three (3) years relevant working experience in addition to the Minimum Entry Requirement at WASSCE/SSSCE or Five (5) GCE O' Level credits including English Language and Mathematics. Will be admitted into year 2 or year 3.

c) BSc MARKETING WITH E-COMMERCE

A candidates should meet any of the following requirements:

i. Candidates with SSSCE/ WASSCE qualification

SSSCE/WASSCE holders seeking admission to pursue the programme must have at least C6 (WASSCE candidates) or D (SSSCE candidates) in all three (3) Core and three (3) or Four (4) Elective Subjects. Candidates should therefore possess at least, credit scores/grades in the following:

- Three core subjects (English Language, Mathematics (Core) and Integrated Science/Social Studies).
- Any three elective subjects in the following areas: Economics, Mathematics, Accounting, Introduction to Business Management and Costing, science and IT subjects.