

SCHOOL OF GRADUATE STUDIES (SOGS)

Applications are invited from qualified applicants for admission to the under-listed Postgraduate Programmes for the 2017/2018 Academic Year:

1. MBA in Accounting and Finance
2. MBA in Auditing
3. MBA in Corporate Governance
4. MBA in Marketing
5. MSc in Leadership
6. MPhil in Leadership
7. MBA in Petroleum Accounting & Finance
8. MBA in Total Quality Management
9. MBA in Internal Auditing

Available Sessions: Evening and Weekend Sessions are available for all programmes

Our Programmes

The uniqueness of the programme lie in its flexibility and practical emphasis without compromising academic rigour. The state of the art lecture facilities coupled with the electronic learning aids for simulating real life situations and the use of Computer Assisted Auditing Tools and other computer programmes are available and provide participants with an exclusive learning environment that facilitates advance hands-on experience in a comfortable setting.

1. Master of Business Administration (MBA) Accounting and Finance

Programme objectives:

The Programme is designed to prepare successful applicants to assume a larger role in strategically managing their organizations' financial and other key resources. The aim is to develop their expertise in key financial areas while also developing their business and leadership skills, which can only be acquired by earning an advanced degree. Accounting and Finance managers, organizations and leaders in all sectors as well as aspiring graduate students who want to be more effective in today's challenging business environment by acquiring an advanced qualification in the field of Accounting and Finance are encouraged to apply.

Target Audience: Target audience includes practicing Accountants, Finance Managers, students and Management Accountants in all sectors.

Duration: 2 academic years

Entry Requirements

- A good first degree from a recognized university/institution in appropriate field of study, preferably second class lower or better in accounting/finance or,
- Relevant recognized full professional qualification: ICAG, ACCA, CIMA, CIM, CPA and CIB.
- International applicants with a first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in business/finance related fields will be required to go through a screening and selection interview.

2. Master of Business Administration (MBA) in Auditing

Programme objectives:

This programme is designed to prepare successful applicants develop an understanding and appreciation of the values of the auditing process and the need to maintain ethical standards in the application of auditing practice. The programme focuses on skills for systems and operations auditing.

Target Audience:

Accounting and Finance Managers, Internal & External Auditors and Leaders in all sectors as well as aspiring graduate students who want to be more effective in today's challenging business environment by acquiring an advanced qualification in the field of

Auditing are encouraged to apply.

Duration: 2 academic years

Entry Requirements

- A good first degree from a recognized university/institution in appropriate field of study, preferably second class lower or better in accounting/finance or,
- Relevant recognized full Professional qualification: ICAG, ACCA, CIMA, CIM, CPA and CIB.
- International applicants with a first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in business/finance related fields will be required to go through a screening and selection interview.

3. Master of Business Administration (MBA) in Corporate Governance

Programme objectives:

The programme is designed to prepare successful applicants to assume high managerial roles in large organizations in ensuring that the organization exhibits a high sense of accountability towards its stakeholders by setting processes which affect how the organization is operated, regulated and controlled, within good ethical standards, best practices and relevant laws. Students will also be given appropriate skills into strategic management formulation, implementation and evaluation, the value of good corporate governance, and board skills.

Target Audience: Administrative Managers, Human Resource Managers, Lawyers, Finance Managers, Management Accountants and Leaders in all sectors as well as aspiring graduate students who want to know the value of good governance and be more effective in today's challenging business environment are encouraged to apply.

Duration: 2 academic years

Entry Requirements

- A good first degree from a recognized and accredited university / institution preferably second class lower or better in any discipline of study or,
- Relevant recognized full professional qualification: ICOSA, CIM, ICAG, ACCA, CIMA, CIM, and CIB.
- International applicants with a first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in related fields will be required to go through a screening and selection interview.

2. Master of Business Administration (MBA) in Marketing

Programme objectives:

The programme is designed to prepare successful applicants to assume high managerial roles such as marketing managers, brand managers, market research analysts, and new product managers. Additional corporate positions such as sales managers, advertising managers, public relations directors, and marketing communications managers are some of the common key strategic positions that can be occupied after successful completion of the programme. The programme focuses on developing applicants' knowledge and skills in effectively managing the marketing function within the organizational strategic level required in today's dynamic business environment.

Target Audience: Target audience includes Practicing Marketing Officers, Brand Officers, Market Research Officers, and new

product Officers, Sales Officers, Advertising Officers, Public Relations Officers and Marketing Communication.

Duration: 2 academic years

Entry Requirements

- A good first degree from a recognized university/institution preferably second class lower or better in any discipline or,
- Relevant recognized full professional qualification: CIM, ICSA, ICAG, ACCA, CIMA, CIM, and CIB.
- International applicants with a first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in related fields will be required to go through a screening and selection interview.

1. Master of Science (MSc) in Leadership

Programme objectives:

The programme is designed to equip participants with knowledge, skills and awareness which will enable them to transform their organizations by providing team-based leadership through the creation and communication of vision and values, aimed at achieving world-class standards of performance. Key to achieving the aims of this programme is to develop personal assessments, professional skills and knowledge in the area of leadership strategy, and organizational development through an intensive coaching relationship of participants. It further seeks to equip participants with general insights into leadership theory and practices.

Target Audience:

The target audiences for the programme are Practicing Managers and Leaders in the private and public sectors as well as Members of Parliament, Ministers, Metropolitan, Municipal and District Chief Executives, and Coordinating Directors, Directors in the Civil Service, Managers in non-governmental organizations, practicing Lawyers, Doctors, Pharmacists and Military Officers.

Employment prospects:

Upon completion of the MSc in Leadership Programme, participants could be employed in various management positions in corporate bodies, non-governmental organizations, international institutions, international civil service, local government and other related institutions, agencies and departments because they can serve effectively as organizational leaders or managers.

Duration: 2 academic years

Entry Requirements

- A good first degree from a recognized and accredited university/institution preferably second class lower or better in any discipline or,
- Relevant recognized full Professional qualification: CIM, ICSA, ICAG, ACCA, CIMA, CIM, and CIB.
- International applicants with a first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in related fields will be required to go through a screening and selection interview.

4. Master of Philosophy (MPhil) in Leadership

Programme objectives:

The main aim of the Master of Philosophy in Leadership is to develop globally-conscious leaders. Given the interconnected nature of the world, it is particularly important to develop leaders who act in ethical, responsible ways, with the realization that their decisions can have strong impacts that extend well beyond their own regional or national borders. The programme is designed to equip participants with further research and teaching skills for developing additional competences for training and lecturing, consulting, and managing of higher institutions of learning.

Target Audience: Academics, Leaders and Managers of academic institutions, Consultants, Researchers and Practicing Managers in all sectors, organizations and institutions.

Employment prospects:

Upon completion of the MPhil in Leadership Programme,

participants could be employed in academic institutions as Lecturers, Deans, Researchers, as well as in local and international research institutions, non-governmental organizations and related departments and agencies.

Duration: 2 academic years

Entry Requirements

- A good first degree from a recognized and accredited university/institution preferably second class lower or better in any discipline or,
- Relevant recognized full professional qualification: ICSA, CIM, ICAG, ACCA, CIMA, CIM and CIB.
- International applicants with a first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in related fields will be required to go through a screening and selection interview.

2. Master of Business Administration (MBA) in Petroleum Accounting & Finance

Programme Objectives:

The MBA in Petroleum Accounting and Finance is a unique petroleum programme aimed at providing participants with requisite knowledge of the general Accounting and Financial practices of the Oil and Gas Industry. The programme will prepare students to assume a larger role in managing their organizations' operations as well as develop their expertise in the key financial areas of the Oil and Gas industries. The curriculum places much emphasis on the improvement of the business manager's ability to handle with professionalism the various financial problems confronting businesses in the Oil and Gas industry.

Target Audience: Target audience includes practicing Accountants, Finance Managers, and Management Accountants in the Oil and Gas Industries.

Duration: 2 academic years

Entry Requirements

- A good first degree from a recognized and accredited university/institution preferably second class lower or better in accounting/finance or,
- Relevant recognized full professional qualification: ICAG, ACCA, CIMA, CIM, CPA and CIB.
- International applicants with a first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in business/finance related fields may be required to go through a screening and selection interview.

1. Master of Business Administration (MBA) in Total Quality Management (TQM)

Programme Objectives:

The MBA in TQM is designed to meet high level academic and professional needs of managers in both the public and private sectors of the economy who seek to change the management culture of business and bring the management practices to the standards of international best practices. The focus is to develop middle to top management skills that can achieve excellence. The programme seeks to prepare participants to assume higher roles in integrating organizational functions and processes focused on creating value to meet changing customer needs and organizational objectives. The curriculum also places emphasis on the ability of students to handle ethical decisions with professionalism to solve various management and quality problems confronting the organization for long term success.

Programme Content:

Using Quality to Improve Business Performance, Quality Planning and Assurance, Quality in Documentation and Information Management, Quality in the Supply Chain, Technology of Quality Management, Quality Management Systems Model (with emphasis on ISO 9001 implementation), Management Systems Audit, Managing People and Work Environment in

Quality, Legal Aspects of Business, Financial Management for Leaders, Economics for Managers, Organisational Behaviour and Management, Corporate Governance & Business Ethics, Quantitative Techniques for Management Decisions, Management Information Systems, Production & Operations Management, Project Work, Business Development & Entrepreneurship, Strategic Leadership, Business Research Methods.

Target Applicants:

Managers of Academic Institutions, Consultants, Researchers, Practicing Managers from both private and public organizations, Pharmacists, Production Managers, Quality Managers, Marketing Managers, Procurement Officers, Medical Officers, Blood Bank Officers, Security Officers, Bankers, Heads of Units in Manufacturing, Construction as well as aspiring graduate students who want to be more effective in today's challenging business environment by acquiring an advanced qualification in Total Quality Management are encouraged to apply.

Duration: 2 academic years

Employment Prospects:

Upon completion of the MBA in TQM Programme, graduates could be employed as heads of quality assurance directorates of banks, security agencies, manufacturing firms, constructions firms, academic institutions as well as managers of local and international research institutions, non-governmental organisations, corporate bodies, international institutions, international civil service, local government and other related institutions, ministries, agencies and departments.

Admission Requirements:

Applicants seeking admission into the TQM must:

- A good first degree from a recognized and accredited university/institution preferably second class lower or better in any discipline or,
- Have relevant recognized full professional qualification: ICAG, ACCA, CIMA, CPA, CIB, CQI, CIM, ICSA and CMI or,
- International applicants with first degree equivalent and English Language proficiency can apply for consideration

Applicants with third class in related fields will be required to go through a screening and selection interview.

2. Master of Business Administration (MBA) in Internal Auditing

Programme Objectives:

The Master of Business Administration in Internal Auditing is designed to meet high level academic and professional needs of the public and private sectors of the economy. The curriculum places much emphasis on understanding the concepts and approaches to audit, investigations, assurance services, consulting services and on developing skills to apply to the underlying concepts and approaches to professional services.

The purpose of the programme is to equip graduates with practical knowledge in internal auditing to develop, implement, evaluate and improve institutions internal controls to serve as catalyst for checks and balances to maximize the value of firms. The programme will also prepare graduates towards professional Certified Internal Auditor (CIA) Certification or its affiliated qualifications.

Programme Content:

Principles of Internal Auditing, Public Sector Auditing, Conduct of an Audit and Audit Reporting, Information Systems and Fraud, Information Systems Auditing, Managing the Internal Audit Function, Total Quality Management/Quality Improvement Programme, Organisational Behaviour & Management, Fundamentals of Accounting, Information Technology, Corporate Governance, Public Sector Accounting & Regulatory Framework, Financial Management, Communication Skills, Business Statistics and Research Methods, Global Business environment & Managerial Economics, Taxation, Business Process & Enterprise Risk Management, Strategic Management, Internship/Seminar/Practitioners' Forum, Project Work.

Target Audience:

Corporate Accounting Executives, practising Auditors of private and public institutions, Managers of Financial Institutions, Executive and Partners of Audit Agencies, Audit Consultants, as

well as aspiring graduate students who want to be more effective in today's challenging business environment by acquiring an advanced qualification in Internal Auditing are encouraged to apply.

Duration: 2 academic years

Employment Prospects:

Upon completion of the MBA in Internal Auditing Programme, participants could be employed as Internal Auditors in financial institutions, academic institutions, non- governmental organisations, corporate bodies, international institutions, international civil service, local government and other related institutions, agencies and departments.

Entry Requirements:

Applicants seeking admission into the MBA in Internal Auditing must:

- Have a good first degree from a recognized and accredited university/institution preferably second class lower or better in any discipline or,
- Have relevant recognized full professional qualification. ACCA, CA, ICAG, ICSA, CPA and CIMA or,
- International applicants with first degree equivalent and English proficiency can apply for consideration.

Applicants with third class in business/finance related fields will be required to go through a screening and selection interview.

HOW TO APPLY

- Completion of Online Application Form
All applications are to be strictly completed on-line i.e.
 - (i) Log on to admissions.upsa.edu.gh to access the on-line application form.
 - (ii) Use the Online Serial Numbers (OSN) and the receipt number to start the application process.
- Purchase of Online Serial Numbers (OSN)
Online Serial Numbers (OSN) for the University of Professional Studies, Accra are available for purchase at the cost of GH¢200.00 for Ghanaian Applicants and US\$120.00 for International Applicants at the following sales points:
 - (a) Any branch of Ecobank or Access Bank
 - (b) By Visa/Master Card/Tigo Cash/Airtel Money using the link <http://interpayafrica.com/custom/upsa>

SUBMISSION OF SUPPORTING DOCUMENTS

Using A-4 manila envelope, all applicants must submit the following documents by COURIER and NOT by hand delivery:

- Certified copies of all certificates and transcripts
- Two (2) endorsed recent passport sized photographs
- Birth certificate
- Two (2) completed referee reports
- A printed-out and endorsed applicant's declaration slip
- Vision statement for MBA/MSc. applicants
- Research proposal for MPhil applicants

The manila envelope should be submitted by COURIER to the address below:

**The Dean
School of Graduate Studies
University of Professional Studies, Accra
P. O. Box LG 149
Accra.**

Closing date for submission is Wednesday, 31st May, 2017.

Important Note:

Applicants who do not meet any of the requirements above **MUST NOT APPLY**. Fees paid to the University are **NOT** refundable.

Further (www.upsa.edu.gh) or from the School of Graduate Studies via: **Phone:** 0303-937547, 050-2478065, 024-4570264 or 020-1991507 and **E-mail:** sogs@upsa.edu.gh information may be obtained from the University's website