

# SD DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED DEVELOPMENT STUDIES FACULTY OF PLANNING AND LAND MANAGEMENT



## Application for the WAC-SRT/DAAD Scholarships

### 2021/2022 CALL FOR APPLICATIONS FOR ADMISSION AND AWARD OF GERMAN ACADEMIC EXCHANGE SERVICE (DAAD) SCHOLARSHIPS FOR MPhil DEVELOPMENT MANAGEMENT AND PHD PLANNING FOR SUSTAINABLE DEVELOPMENT PROGRAMMES

Notice is hereby given for applications for admission and DAAD Scholarships for the MPhil Development Management and PhD Planning for Sustainable Development Programmes for the 2020/2021 Academic Year under the West African Centre for Sustainable Rural Transformation (WAC-SRT) at the SD Dumbo University of Business and Integrated Development Studies (SDD-UBIDS) in Wa, Ghana.

#### A. Programmes:

- i) MPhil. Development Management (2years, Full Time)
- ii) PhD. Planning for Sustainable Development (4years, Full Time)

#### B. Admission/Scholarship Requirements

To be admitted into the MPhil Development Management Programme, applicants **MUST** have at least:

- i) A first degree with a minimum of Second Class Lower Division in a relevant field from a recognized institution of higher learning or its equivalent in a relevant discipline;
- ii) For applicants who wish to apply for DAAD scholarship, a **First Degree with a minimum of Second Class Upper Division in a relevant field** from a recognized institution of higher learning. Note that your Undergraduate Degree certificate should **NOT** be more than six (6) years old at the time of application.
- iii) Submit official transcripts of academic records, certificates, and other relevant documents from successfully completed undergraduate programmes.
- iv) A minimum of **two (2) years Post National Service (PNS) working experience in a relevant field** is required for admission into the Programme.
- v) The DAAD Scholarship application should include an application letter that explains their motivation for applying for the Scholarship. In addition, applicants should include an updated Curriculum Vitae and research proposal detailing intended research work.

- vi) DAAD applicants must pass a selection interview (face to face interview for local applicants or online interview for foreign applicants, as may be applicable).
- vii) The applicants selected for the DAAD scholarship to pursue the MPhil Development Management Programme will be awarded a two (2) year contract.

To be admitted into the PhD Planning for Sustainable Development Programme, applicants **MUST** have at least:

- i) A very good MPhil/MSc/MA Degree in a relevant field from a recognized institution of higher learning or its equivalent in a relevant discipline.
- ii) Submit official transcripts of academic records, certificates, and other relevant documents from successfully completed graduate and undergraduate programmes.
- iii) For applicants who wish to be considered for DAAD scholarship, a **Second Degree with a minimum of Second Class Upper Division in a relevant field** from a recognized institution of higher learning is required. Note that your Second Degree certificate should **NOT** be more than six (6) years old at the time of application.
- iv) A minimum of **two (2) years Postgraduate working experience in a relevant field or with an academic institution** is required for admission into the Programme.
- v) Applicants applying for a DAAD Scholarship should include an application letter explaining their motivation for applying for the Scholarship. In addition, applicants should include a detailed Curriculum Vitae and research proposal detailing intended research work.
- vi) Pass a Selection Interview (face-to- face interview or online interview for foreign applicants).
- vii) The applicant selected for the DAAD scholarship for the PhD Planning for Sustainable Development Programme will be awarded a three (3) year contract in line with the Project timelines.

### **C. MODE OF APPLICATION**

All Ghanaian applicants for the 2021/2022 Academic Year admissions are required to use the **UBIDS Online Admissions Portal**. The procedure for the online application process is as follows:

1. Make a payment of **GH¢150.00(One Hundred Fifty Ghana Cedis)** for undergraduate programmes or **GH¢180.00 (One Hundred and Eighty Ghana Cedis)** for Postgraduate programmes at any Ghana Commercial Bank (GCB), Agricultural Development Bank (ADB), Stanbic Bank and NIB Bank branches throughout the country or through mobile money service by dialing **\*887\*18# To All Networks**.
2. The E-Voucher contains the **PIN** and **Serial Number** required in completing the online form.
3. Access the online form by visiting our online admissions portal at [www.ubids.edu.gh](http://www.ubids.edu.gh) soon after payment.

**Alternatively:**

1. Visit UBIDS online Admissions Portal at [www.ubids.edu.gh](http://www.ubids.edu.gh) with a **MasterCard** or **Visa** to make an online payment of **GH¢150.00(One Hundred Fifty Ghana Cedis)** for undergraduate programmes or **GH¢180.00 (One Hundred and Eighty Ghana Cedis)** for Postgraduate Programmes
2. Print the advice slip for future reference.
3. In completing the online form, students will be required to upload their **most recent passport size photographs and relevant certificates**
4. **A completed form is not considered until it is submitted.**
5. Applicants are advised to check thoroughly all details entered before finally submitting their online applications. **A form, once submitted, can only be viewed, but cannot be edited.**
6. Applicants are strongly advised to visit any **Ghana Post EMS Office** in the Country for assistance towards the return of the application documents (**see 8**). Applicants are advised **not to post the forms themselves**. They should seek the advice and services of Ghana Post EMS.
7. Applicants must print out application summary; attach results slips, certificates and all other relevant documents. These documents should be submitted in triplicates (**three copies each**) to the Assistant Registrar (Academic Affairs Section).
8. The application documents as specified in (7) above should be addressed to:

**The Assistant Registrar (Academic & Student Affairs)**  
**SD-Dombo University of Business and Integrated Development Studies**  
**P.O Box WA 64**  
**Wa, UW/R, Ghana**

9. Foreign applicants should also post three sets of the application documents mentioned in (7) by express mail to the same address in (8). For the purposes of clarity, foreign applicants should post their application documents to:

**The Assistant Registrar (Academic & Student Affairs)**  
**SD-Dombo University of Business and Integrated Development Studies**  
**P.O Box WA 64**  
**Wa, UW/R, Ghana**

10. All applicants for the DAAD Scholarships (foreign and Ghanaian) should send a scanned copy of their application form and all documents in (7) above to the Coordinator of Programmes, West African Centre for Sustainable Rural Transformation (WAC-SRT), through this email: [ekuusaana@ubids.edu.gh](mailto:ekuusaana@ubids.edu.gh) or [ekuusaana@yahoo.com](mailto:ekuusaana@yahoo.com) and copy the Assistant Registrar (Academics & Student Affairs) through this email: [mueen7@yahoo.com](mailto:mueen7@yahoo.com). It is important that scanned copies of your application are emailed as a single pdf file to the designated officers to support the application process. Incomplete applications will not be considered during the selection process.

**Deadline for Applications: 30<sup>th</sup> July 2021**

### **Enquiries**

For further enquiries contact the following numbers during the hours – 10am to 4pm from Monday to Friday:

**Tel. +233-204088762 or +233-507122125**

**Email: [mueen7@yahoo.com](mailto:mueen7@yahoo.com) or [ekuusaana@ubids.edu.gh](mailto:ekuusaana@ubids.edu.gh).**