

APPLICANT'S FULL NAME: \_\_\_\_\_

First Name

Middle Name

Surname/Last Name

1 Passport Picture

PROGRAMME: \_\_\_\_\_

Index Number of Previous GIMPA Student: \_\_\_\_\_

## GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION (GIMPA)

*Motto: Excellence in Leadership, Management and Administration*



## APPLICATION FORM GRADUATE PROGRAMMES

### DELIVERY SESSIONS

Please rank the delivery options in order of preference  
(on the scale of 1-3, where 1 is the most preferred option)

Evening (Accra, Tema, Takoradi, Kumasi) [ ]

Modular (Accra) [ ]

Weekend (Accra, Takoradi, Kumasi) [ ]

Day (Accra (MPhil)) [ ]

### SCHOOLS:

BUSINESS SCHOOL

FACULTY OF LAW

SCHOOL OF TECHNOLOGY

SCHOOL OF PUBLIC SERVICE AND  
GOVERNANCE

SCHOOL OF LIBERAL ARTS AND SOCIAL  
SCIENCE

### QUALIFICATIONS:

MSc

Masters/ MA/ LLM

MPhil/ MRes

Executive Masters

PgDip/ PgCert

The Dean

School of Research and Graduate Studies  
P. O. Box AH 50, Achimota – Accra  
Tel: 030 290 8076/ 033 209 5432 (Ext. 1163)  
E-mail: [srgs@gimpa.edu.gh](mailto:srgs@gimpa.edu.gh)

# PROGRAMMES

## 1.0 GIMPA BUSINESS SCHOOL

### 1.1 MASTERS

#### Duration - 1 year

- Master of Marketing
- Master of Human Resource Management
- Master of Accounting and Finance
- Master of Supply Chain Management
- Master of Project Management
- Master of Science in Development Finance (MDF)

#### Duration - 2 years

- MBA - Marketing
- MBA - Human Resource Management
- MBA - Finance
- MBA - Accounting & Taxation
- MBA - Supply Chain Management
- MBA - Project Management

### 1.2 POSTGRADUATE DIPLOMA

#### Duration: One Semester (4 months)

- Postgraduate Diploma in Business Administration (PGDBA)

## 2.0 SCHOOL OF PUBLIC SERVICE AND GOVERNANCE

### 2.1 MASTERS

#### Duration-1 year

- Master of Public Health
- Master of Science Health Services Administration & Leadership (MSHSAL)
- Master of Arts in Educational Management and Leadership
- Master of Arts in Public Administration
- Master of Arts in Governance & Leadership (MGL)
- Executive Master of Governance & Leadership (EMGL)
- Masters in Regional Integration and African Development
- Executive Masters in Regional Integration and African Development (EMRIAD)
- Master of Occupational Safety, Health and Environmental Management (MOSHEM)
- Master of Arts in Monitoring and Evaluation (MAME)
- Master of Public Sector Management (PSMTP)
- Master of Arts in International Relations and Diplomacy

#### Duration: 2 years

- Master of Science in Environmental Studies and Policy (MSESP)
- Master of Arts in Development Management (MDM)

## 3.0 GIMPA SCHOOL OF TECHNOLOGY

### 3.1 MASTERS

#### Duration - 1 year

- Master of Science in Digital Forensics and Cybersecurity
- Master of Science in Applied Mathematics

#### Duration - 2 years

- Master of Philosophy in Management Information Systems
- Master of Science in Management Information Systems
- Master of Philosophy in Information and Communication Technology
- Master of Science in Information and Communication Technology
- Master of Science in Information Technology and Law

### 3.2 POSTGRADUATE CERTIFICATE & DIPLOMA

#### Duration - 1 year

- Postgraduate Diploma in Management Information Systems
- Postgraduate Diploma in Information and Communication Technology

## 4.0 SCHOOL OF LIBERAL ARTS & SOCIAL SCIENCES

### 4.1 MASTERS

#### Duration - 1 year

- Master of Science in Financial Economics
- Master of Science in Economic Policy
- Master of Science in Energy Economics
- Master of Arts in Development Communication
- Master of Arts in Public Relations

#### Duration - 2 years

- Master of Philosophy in Economics

## 5.0 FACULTY OF LAW

### 5.1 MASTERS

#### Duration - 1 year

- Master of Laws (LLM) - General
- Master of Laws (LLM) - Dispute Resolution Law and Practice
- Master of Laws (LLM) - International Trade and Business Law
- Master of Laws (LLM) - International Criminal Law and Justice

<p><b>ACCRA:</b>  <b>SCHOOL OF RESEARCH &amp; GRADUATE STUDIES:</b>  030 290 8076/ 033 209 5432 (Ext: 1130/ 1042)  Email: <a href="mailto:srgs@gimpa.edu.gh">srgs@gimpa.edu.gh</a></p> <p><b>ACADEMIC AFFAIRS DIRECTORATE:</b>  030 290 8076/ 033 209 5432 (Ext: 1209/ 1074)  Email: <a href="mailto:admissions@gimpa.edu.gh">admissions@gimpa.edu.gh</a></p> <p><b>BUSINESS SCHOOL:</b>  <ul style="list-style-type: none"> <li><b>Department of Business Management:</b> 030 394 1716. Email: <a href="mailto:bs-bm@gimpa.edu.gh">bs-bm@gimpa.edu.gh</a></li> <li><b>Department of Management Science:</b> 059 708 6843. Email: <a href="mailto:bs-ms@gimpa.edu.gh">bs-ms@gimpa.edu.gh</a></li> <li><b>Department of Accounting &amp; Finance:</b> 030 394 1718 Email: <a href="mailto:bs-af@gimpa.edu.gh">bs-af@gimpa.edu.gh</a></li> </ul> </p> <p><b>SCHOOL OF TECHNOLOGY:</b>  030 290 8076/ 033 209 5432 (Ext: 1043/ 2076)/ 050 140 8298  Email: <a href="mailto:sot@gimpa.edu.gh">sot@gimpa.edu.gh</a></p>	<p><b>SCHOOL OF PUBLIC SERVICE &amp; GOVERNANCE:</b>  030 290 8076/ 033 209 5432 (Ext: 2250/ 2074)  Email: <a href="mailto:spsg@gimpa.edu.gh">spsg@gimpa.edu.gh</a></p> <p><b>SCHOOL OF LIBERAL ARTS &amp; SOCIAL SCIENCES:</b>  030 290 8076/ 033 209 5432 (Ext: 1040)/ 050 466 9564  Email: <a href="mailto:solass@gimpa.edu.gh">solass@gimpa.edu.gh</a></p> <p><b>FACULTY OF LAW:</b>  030 290 8076/ 033 209 5432 (Ext: 2174)  Email: <a href="mailto:glg@gimpa.edu.gh">glg@gimpa.edu.gh</a></p> <p><b>KUMASI CAMPUS:</b> 0506024160  Email: <a href="mailto:ksi@gimpa.edu.gh">ksi@gimpa.edu.gh</a></p> <p><b>TAKORADI CAMPUS:</b> 0506024161  Email: <a href="mailto:tdi@gimpa.edu.gh">tdi@gimpa.edu.gh</a></p> <p><b>TEMA CAMPUS:</b> 0506024162  Email: <a href="mailto:temacampus@gimpa.edu.gh">temacampus@gimpa.edu.gh</a></p>
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### PROGRAMME & CAMPUS CHOICES

**1<sup>st</sup> Choice:** \_\_\_\_\_

**2nd Choice:** \_\_\_\_\_

☐ Accra                      ☐ Tema                      ☐ Kumasi                      ☐ Takoradi

**Proposed Entry Date (MM/YYYY):** September \_\_\_\_\_ February \_\_\_\_\_

## 1. ABOUT YOU

**Title (Mr./Mrs./Ms/Dr. etc):** \_\_\_\_\_

First Name

Middle Name

Surname/Last Name

Date of Birth (DD/MM/YYYY) \_\_\_\_\_ Sex (Male/Female): \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_ Married? (Yes/No): \_\_\_\_\_

Home Language/Mother Tongue: \_\_\_\_\_ Ghana Card Number \_\_\_\_\_

Passport Number (Non-Ghanaians) \_\_\_\_\_

Are you physically challenged? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please specify: \_\_\_\_\_

Address for correspondence: \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

(12) Emergency Contact

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Tel: \_\_\_\_\_

## 2. ACADEMIC ACHIEVEMENTS

From (Eg. mm/yy)	To (Eg. mm/yy)	Name of Institution & Location (eg. GIMPA, Achimota)	Programme (eg. MBA - Marketing.)	Class (eg. 1 <sup>st</sup> Class)

## 3. PROFESSIONAL CERTIFICATE (If

From (Eg. mm/yy)	To (Eg. mm/yy)	Name of Institution & Location (eg. GIMPA, Achimota)	Programme (eg. MBA - Marketing.)	Class (eg. 1 <sup>st</sup> Class)

## 4. EMPLOYMENT HISTORY (If Applicable)

Name of Current Employer: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

## 7. RESEARCH EXPERIENCE (for Master of Science, Master of Philosophy and Master of Research options only).

- A. Give a brief outline of Research undertaken (Title of Research, Description and Duration)
- B. Give a research topic of interest

**PLEASE TYPE YOUR ANSWER ON A SEPARATE SHEET AND ATTACH TO APPLICATION**

## 8. WHY DO YOU WANT TO JOIN THE GIMPA PROGRAMME? YOUR ESSAY SHOULD COVER THE FOLLOWING:

- (a) Explain your principal reasons for wishing to join the programme;
- (b) Describe your career aspirations in the next decade;
- (c) Describe the contribution you will make to the programme when admitted; and
- (d) State if you will be sponsored and indicate the value you will add to your sponsoring organisation

## 9. WHERE DID YOU HEAR OF GIMPA?

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## REFEREES

Please choose three referees who have direct knowledge of your intellectual ability and/or your professional skills. If you have left further or higher education within the last five years, you should offer at least one academic reference and one employment-related reference. Otherwise, you should offer two employment-related references. References from personal friends or relatives are not acceptable. Each referee should complete one reference form, seal it in an envelope, sign across the seal to ensure confidentiality, and then return it to you before you submit your application.

FIRST REFEREE	SECOND REFEREE	THIRD REFEREE
Name: _____ _____	Name: _____ _____	Name: _____ _____
Relationship to you: _____ _____	Relationship to you: _____ _____	Relationship to you: _____ _____
Position: _____ _____	Position: _____ _____	Position: _____ _____
Name of Organisation: _____ _____	Name of Organisation: _____ _____	Name of Organisation: _____ _____
Telephone Number: _____ _____	Telephone Number: _____ _____	Telephone Number: _____ _____
Email Address: _____ _____	Email Address: _____ _____	Email Address: _____ _____

### Declaration

I sign to confirm that the details I have given in this application are correct, that I have included all the documents required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Checklist

All applicants will be treated on equal grounds irrespective of sex, religion, ethnicity, marital status or physical ability.

**Please ensure that you have enclosed the following (Tick if you have enclosed them):**

- completed application form and
- updated CV
- one passport-sized photographs
- two references sealed in their envelopes
- essay on why you want to join GIMPA
- original academic transcripts and
- certified true copy of Certificate (s)
- application fee receipt
- Ghana Tertiary Education Commission (GTEC) Evaluation Letter (For applicants with INTERNATIONAL Certificate)

Payment of downloaded form should be made either at

**Ecobank: Ghana Cedis Account: 038-0014426245701**  
**US Dollar Account: 038-2014426245703**  
**Account Branch: Westland**

**CBG: Ghana Cedis Account: 051-0110559613**  
**US Dollar Account: 032-0210559617**  
**Account Branch: GIMPA**

## REFEREE REPORT FOR GRADUATE PROGRAMMES

**I. This section is to be completed by the applicant.**

After filling out this section, please give this **CONFIDENTIAL** form to your Referee to complete.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
City/Country

\_\_\_\_\_  
Programme of Study

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Telephone Number:

\_\_\_\_\_  
WhatsApp Number:

\_\_\_\_\_  
E-mail

I hereby authorize the appropriate person to provide the information requested in this document.

\_\_\_\_\_  
Applicant's Signature:

\_\_\_\_\_  
Date:

**II. This section is to be completed by the Referee:**

GIMPA would appreciate your assessment of the applicant's qualities. The Institute will use your appraisal only in the evaluation of the participant's admission and its confidentiality will be safeguarded.

**Please complete this form as soon as possible and return to:**

**The Dean, School of Research and Graduate Studies**

**P. O. Box AH 50, Achimota**

**Tel.: 030 290 8076/ 033 209 5432 (Ext: 1130/ 1042)**

**E-mail: [srgs@gimpa.edu.gh](mailto:srgs@gimpa.edu.gh)**

**1. GENERAL RATING**

Please indicate your opinion of this applicant in the context in which you know him or her: Your assessment should be indicated in each case by ticking of the appropriate check box:

**1.1 In your view, how does the applicant rate on the following personal characteristics:****Motivation**

Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

**Self-Discipline**

Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

**Leadership**

Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

**Self-Confidence**

Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

**Maturity**

Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

**Academic Maturity**

Very High ( ) High ( ) Above Average ( ) Average ( ) Below Average ( ) Low ( ) Very Low ( ) Not Known ( )

- 1.2 Please indicate how well the applicant is known to you:  
Known only through Records [ ] Seen Occasionally [ ] Known Personally [ ]
- 1.3 Please indicate how long you have known the applicant:  
Less than 1 year [ ] 1-3 years [ ] More than 3 years [ ]
- 1.4 The applicant has been known to you as a:  
Student [ ] Subordinate [ ] Colleague [ ] Friend [ ] Acquaintance [ ]

## 2. SPECIFIC COMMENTS

- 2.1 What do you see as the personal strengths of the applicant?

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- 2.2 In your view, what weakness might the applicant show?

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- 2.3 GIMPA would appreciate your overall assessment of the applicant's academic capabilities:

## 3. THE REFEREE

Referee's Name

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Organization

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Position

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Address

---

Region/City / Country

---

Contact Phone Number:

WhatsApp Number

---

Referee's Signature

Date

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E-mail: