



Affiliated with:



Partnership with:



2018/2019 ADMISSION:



Graduate OD Programme

1.0 APPLICATION AND PAYMENT PROCESS

1.1 Application Process

The applicant is requested to carefully read the application and payment process plan, fill the application form and send it back to the College (CCOD);

- Confirmation of participation will be made after the applicant has settled the course fee of at least 25%; and
- The course fee should be settled at least 1 week before each scheduled module/semester.

1.2 Payment Procedure

Option 1: The course fee can be paid by bank transfer into the University College for Community and Organization (UCCOD), GHS Account No. 6011702783 (Current Account), Zenith Bank, Sunyani Branch, or GHS Account No. 500875 at Sahel Sahara Bank, Sunyani.

In *exceptional circumstances* **Option 2** may be used to settle course fees.

Option 2: The course fee can be paid at campus during the opening ceremony or on the first day of the module if notice is given to the Registrar at the secretariat. Participants intending to use this option must send a formal signed letter from the Head of their Organisation or Referee confirming that sufficient funds have been allocated to cover the course fee and all related costs of the training, one week before each scheduled course.

2.0 Fees Payment plan

The fee for the PGDOD programme is **GHS 7,600.00 (payable in 3 installments)**, **Top up for MSc is GHS 7,600.00 (payable in 2 installments)** and MSc is **GHS 12,000.00; payable in 4 installments** (Dual Certificate ODCC and MSc OD). Get 5% discount (reduction) for one time-full payment. The duration for the PGDOD/MSc is 15-24 months with 3 consulting encounters (practicum) and Coaching & Mentoring sessions. Each session is 15 days intensive training, interaction, guidance and knowledge acquisition/skills development.

3.0 Refund

Course contribution fees will only be refunded when an applicant informs the University by email, of his inability to attend the course/session at least one week before the course begins. The University will charge 5% processing fee and will not be responsible for any bank transfer charges incurred.

4.0 Method of Delivery

Our method of delivery is **FACILITATION**; using experiential learning and practicing reflective learning theories and models. We focus on the learner experience, and develop their competencies using the right tools in the field of OD as a behavioural science. Definition of OD: **“Organizational Development (OD) is an applied behavioural science that is focused on the organization as a system (people, tools & legacy). The system is transformed after the intervention.”**

5.0 Liable

CCOD shall not be responsible for any negligence on the part of any applicant during application submission. The applicant shall be responsible for whatever information provided. The guideline for NAB/NCTE (NAB/INFO.A.3) is applicable for admitting professional/academic students in all academic programmes.

6.0 Futuristic

CCOD is severally responsible for introducing new and innovative programmes to the current modules with its affiliates (IOD-USA, UDS, etc). It reserves the right to change course fees when the need arises.

7.0 National Accreditation (NAB), Partnership and Affiliation

CCOD is accredited by the NAB to run the MSc OD programme and Affiliated to University for Development Studies (UDS). CCOD is also in partnership with Institute of Organisation Development (IOD-USA) as the representative (franchisee) and a premier OD Technical University in Africa running certification in ODCP, ODCC, BSc and MSc in OD.

8.0 Who should take this course?

First degree from any recognized institution (NAB qualification guide applied): Top Executives, Leaders, Heads of Security, Teachers, Auditors, NGOs workers, Academia, Politicians, Media Professionals, Consultants, agriculturalists, Entrepreneurs, etc.

Those who want to pursue graduate studies in OD to the Masters level, who may have other relevant qualification may apply through professional or direct entry points.

There is also an opportunity for post HND holders and Certified Professional OD Consultants.

APPLICATION FORM

Please complete this form as comprehensively as possible to help us consider your OD training needs and learning objectives. Send the completed application form to registrar@ccod.edu.gh or info@ccod.edu.gh or send it in person to the CCOD Secretariat in Sunyani.

USE ONLY BLACK INK TO FILL THE FORM BELOW

1	Surname Name						
	First Name						
	Other Name(s)						
2	Date of Birth	Day		Month		Year	
3	Nationality						
4	Name of your organisation						
5	Country						
6	Your Job Title						
7	Mailing Address						
	City						
	Country						
	Telephone						
	Fax Number						
	Mobile Number						
	Email address						
8	Academic History						
	Name of School / University	Year Attended		Course Title	Qualification Awarded (e.g. HND, Degree, Masters)		
		From	To				
9	Indicate the Course Title	Professional OD	<input type="checkbox"/>	PGDOD	<input type="checkbox"/>	ODCC/MSc	<input type="checkbox"/>
10	What do you consider to be your current skills and areas of expertise? (Please list them)						

11	Which components of the course do you consider as a priority? (Please refer to course brochure)
12	How would the course benefit you and your organization?
13	<p>Do you have a company of your own? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes what service(s) do you offer?</p>
14	What challenges do you face currently in your organization?
15	<p>Is there anything you would like to be included in the course content? Please refer the course brochure.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please state them:</p>
16	Have you taken part in such a course before? Yes <input type="checkbox"/> No <input type="checkbox"/>
17	<p>Do you belong to any professional association? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes state the name of the association(s).</p>

18	State your experience in managing organizations or a unit/department
19	How do you want your name to appear on your certificate? (Write in block letters).

DECLARATION

“I _____, the undersigned, declare that all the information I have provided above are correct and true, and I agree to the terms and conditions binding my participation in the CCOD OD programme. That, I want to be certified as an OD Consultant (ODCC) and be recognized globally, as a practicing OD professional.”

Signature: _____

Date: _____

Tick [√] your preferred option below:

I do want to attend the programme on;

- Weekends (5 weekends per module)
- Sandwich (15 days intensive per module)
- Organizational tailor-made classes

WITNESS

Name: _____

Postal Address: _____

Telephone number: _____

Signature: _____

Date: _____

APPENDIX

Please attach the following documents to your application form

1. Detailed CV focusing on your personal data, degrees, professional career, employment, volunteerism, experience, etc; (Not less than 3 pages and maximum 5 pages).
2. Degree Certificate(s); (Plus any other qualifications)
3. Copies of any award you have received within the last 3 years.
4. Statement of **motivation** indicating why you want to pursue the OD programme and how you would use it.
5. Two referees **required** to endorse your statement in 4 above.