

HO TECHNICAL UNIVERSITY : ENTRY REQUIREMENTS

FACULTY OF ENGINEERING

BTech Agricultural & Environmental Engineering

A. Senior Secondary School Certificate Examinations (SSSCE)

The general requirements for admission of SSSCE and GBCE candidates to BTech programme in Agricultural and Environmental Engineering are Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.

B. West African Senior School Certificate Examination (WASSCE):
Credit Passes (A1 -C6) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.

C. General Certificate of Education (GCE) Advanced Level Candidates:

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics and an Arts subject.

D. Higher National Diploma (HND) Candidates:

Applicant must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division).

E. Mature Students' Entry:

The applicant must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application. The applicant must pass Mature Students' Entrance Examinations conducted by the University (English Language, Mathematics and an Aptitude Test).

In lieu of such examinations, the applicant should show proof of credit passes in English Language and Mathematics in WASSCE or any other nationally recognized standard High School level examinations.

BTech Civil Engineering

A. Senior Secondary School Certificate Examination (SSCE)

- a. Grade D or better in three (3) Core Subjects (English Language, Mathematics (core), Integrated Science, or Social Studies) and three (3) elective subjects.

B. West Africa Senior School Certificate Examination (WASSCE)

- a. Grade C6 or better in three (3) core subjects (English Language, Mathematics Core), Integrated Science, or Social Studies) and three (3) elective subjects.

C. General Certificate of Education (GCE) Advanced Level

- a. Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE

Ordinary Level subjects including English language, mathematics and a science subject (from non-science students) and Arts subject for science students.

- D. Final construction technician certificate (ctc2/3):** candidates must have, in addition, GCE 'O' level passes in English and Additional Mathematics or SSSCE / WASSCE passes in Core English and Elective Mathematics or GCC four (4) credit passes: Where possible, appropriate course exemptions may be granted for the program.
- E. Final/advanced craft certificate in blockwork & Concreting:** Candidates must have, in addition, a minimum of 3 SSSCE/WASSCE passes in Core English, Elective Mathematics and Elective Physics or 3 GCE 'O' level passes in English, Additional Mathematics and Physics.
- F. Construction technician part 2 (new scheme):** Candidates must have, in addition, a minimum of 4 SSSCE/WASSCE passes including Core English, Elective Mathematics and Elective Physics, or 4 GCE 'O' level passes including English, Additional Mathematics and Physics or OTD Civil Engineering

BTech Building Technology

- A. Senior Secondary School Certificate Examinations (SSSCE):**

The general requirements for admission of SSSCE and GBCE candidates to BTech programme in Automobile Engineering are Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.
- B. West African Senior School Certificate Examination (WASSCE):**

Credit Passes (A1 -C6) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.
- C. General Certificate of Education (GCE) Advanced Level Candidates:**

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics and an Arts subject.
- D. Higher National Diploma (HND) Candidates:**

Applicant must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division).
- E. Mature Students' Entry:**

The applicant must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application. The applicant must pass Mature Students' Entrance Examinations conducted by the University (English Language, Mathematics and an Aptitude Test).
In lieu of such examinations, the applicant should show proof of credit passes in English Language and Mathematics in WASSCE or any other nationally recognized standard High School level examinations.

BTech Electrical & Electronic Engineering

- A. Senior Secondary School Certificate Examinations (SSSCE)-SSSCE Candidates:**
Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects (Elective Mathematics, Physics and Either Chemistry OR Biology OR Applied Electricity OR Electronics OR Technical Drawing).
- B. West African Senior School Certificate Examination (WASSCE) WASSCE Candidates:** Credit Passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects (Elective Mathematics, Physics and Either Chemistry OR Biology OR Applied Electricity OR Electronics OR Technical Drawing).
- C. General Certificate of Education (GCE) Advanced Level Candidates**
Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics and a Science subject (for non-science students) and an Arts subject (for Science students).
- D. Admission of Higher National Diploma (HND) Candidates to First Degree Programmes**
Applicant must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division). In addition, the applicant must have acquired a 2-year post-HND qualification working experience. Institutions under mentorship will follow their Mentor Institutions' practice with regard to entry levels for HND applicants.

Other Diploma qualifications from elsewhere assessed to be equivalent to HND may be similarly considered.
- E. Mature Students' Entry**
Mature students' entry avenues to tertiary education provide opportunities for people who could not do so earlier in their lives to further their education at the tertiary level after some years in the workplace. Such applicants should normally not exceed 5% (for Public Tertiary Educational Institutions) and 20% (for Private Tertiary Educational Institutions) of the total admissions of an institution in a given academic year.
- The applicant must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application;
 - For admission into chartered institutions, applicant must pass Mature Students' Entrance Examinations conducted by the institution itself (English Language, Mathematics and an Aptitude Test);
 - In the case of non-chartered institutions, the examinations will be moderated and the marked scripts, vetted by their Mentor Institution. In lieu of such examinations, the applicant should show proof of credit passes in English Language and

Mathematics in WASSCE or any other nationally recognised standard High School level examinations (for qualifications from countries outside WAEC's aegis).

BTech Automobile Engineering

A. Senior Secondary School Certificate Examinations (SSSCE):

The general requirements for admission of SSSCE and GBCE candidates to BTech programme in Automobile Engineering are Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.

B. West African Senior School Certificate Examination (WASSCE):

Credit Passes (A1 -C6) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.

C. General Certificate of Education (GCE) Advanced Level Candidates:

Passes in three (3) subjects (at least, one of the passes should be Grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics and an Arts subject.

D. Higher National Diploma (HND) Candidates:

Applicant must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division).

E. Mature Students' Entry:

The applicant must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application. The applicant must pass Mature Students' Entrance Examinations conducted by the University (English Language, Mathematics and an Aptitude Test).

In lieu of such examinations, the applicant should show proof of credit passes in English Language and Mathematics in WASSCE or any other nationally recognized standard High School level examinations.

FACULTY OF APPLIED SCIENCES & TECHNOLOGY

BTech Hospitality Management

A. Senior Secondary School Certificate Examination (SSCE)

Grade D or better in three (3) Core Subjects (English Language, Mathematics (core), Integrated Science, or Social Studies) and three (3) elective subjects.

B. West Africa Senior School Certificate Examination (WASSCE)

Grade C6 or better in three (3) core subjects (English Language, Mathematics Core), Integrated Science, or Social Studies) and three (3) elective subjects.

C. General Certificate of Education (GCE) Advanced Level

Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English language, mathematics and a science subject (from non-science students) and Arts subject for science students.

D. Advance Business Certificate Examination (ABCE)

Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes in five subjects including (English Language, Mathematics Integrated Science, or Social Studies in the General Business Certificate Examination (GBCE).

E. Mature Student's Entry

The applicant must:

- i. Be at least 25 years old
- ii. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
- iii. Provide introductory letter from employer or show any other proof of employment;
- iv. Pass mature Student's Entrance Examinations conducted by the Polytechnic in English Language, Mathematics and an Aptitude Test.

F. Foreign Qualification

All foreign qualifications shall be referred to the National Accreditation Board (NAB) for determination of equivalences and eligibility for admission to the institution.

G. Higher National Diploma (HND) Qualifications

HND applicant must have graduated with a good certificate (ie. at least 2nd Class Lower Division). In addition, the applicant must have acquired a 2-year post- HND qualification working experience. Other Diploma qualifications from elsewhere assessed to be equivalent to HND may be similarly considered. HND applicants would be admitted into level 200 or 300 depending on their certificate.

H. Professional and Other Entry Qualifications

All professional certificates and any other qualifications beyond the ones specified above shall be referred to the National Accreditation Board for the establishment of their equivalences, to determine their eligibility for admission to the Polytechnic.

BTech Tourism, Leisure & Events Management

A. Senior Secondary School Certificate Examination (SSCE)

Grade D or better in three (3) Core Subjects (English Language, Mathematics (core), Integrated Science, or Social Studies) and three (3) elective subjects (Geography, Economics, History, Government, Christian Religious Studies, French, Literature in English, Accountancy, Business Management, and Management in Living, Food and Nutrition).

B. West Africa Senior School Certificate Examination (WASSCE)

Grade C6 or better in three (3) core subjects (English Language, Mathematics Core), Integrated Science, or Social Studies) and three (3) elective subjects (Geography, Economics, History, Government, Christian Religious Studies, French, Literature in English, Accountancy, Business Management, Management in Living, Food and Nutrition).

C. General Certificate of Education (GCE) Advanced Level

Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English language, mathematics and a science subject (from non-science students) and Arts subject for science students.

D. Advance Business Certificate Examination (ABCE)

Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes in five subjects including (English language, mathematics integrated science, or social studies in the General Business Certificate Examination (GBCE).

E. Mature Student's Entry

The applicant must:

- i. Be at least 25 years old
- ii. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
- iii. Provide introductory letter from employer or show any other proof of employment;
- iv. Pass mature Student's Entrance Examinations conducted by the Polytechnic in English Language, Mathematics and an Aptitude Test.

F. Foreign Qualification

All foreign qualifications shall be referred to the National Accreditation Board (NAB) for determination of equivalences and eligibility for admission to the institution.

G. Higher National Diploma (HND) Qualifications

HND applicant must have graduated with at least, 2nd Class Lower Division. Subject to applicants' performance in selection interviews and written tests, applicants would be either admitted to level 300 or 200. Other Diploma qualifications from elsewhere assessed to be equivalent to HND may be similarly considered.

H. Professional and Other Entry Qualifications

All professional certificates (International Air Transport Association [IATA], Conference of Tourism and Hospitality [CTH]) and any other qualifications beyond the ones specified above

shall be referred to the National Accreditation Board for the establishment of their equivalences, to determine their eligibility for admission to the Polytechnic.

BTech Food Technology

A. Senior Secondary School Certificate Examination (SSCE)

Grade D or better in three (3) Core Subjects (English Language, Mathematics (core), Integrated Science, or Social Studies) and three (3) elective subjects from any of the combinations below:

- Chemistry, Physics, Biology or Elective Mathematics
- General Agriculture, Physics & Chemistry
- Two General Arts Electives plus Food & Nutrition
- Any three of the following Electives: Economics, Management in Living, Food & Nutrition, Chemistry, and General Knowledge in Art.

B. West Africa Senior School Certificate Examination (WASSCE)

Grade C6 or better in three (3) core subjects (English Language, Mathematics Core), Integrated Science, or Social Studies) and three (3) elective subjects from any of the combinations below:

- Chemistry, Physics, Biology or Elective Mathematics
- General Agriculture, Physics & Chemistry
- Two General Arts Electives plus Food & Nutrition
- Any three of the following Electives: Economics, Management in Living, Food & Nutrition, Chemistry, and General Knowledge in Art.

C. General Certificate of Education (GCE) Advanced Level

Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English language, mathematics and a science subject (from non-science students) and Arts subject for science students.

D. Mature Student's Entry

The applicant must:

- i. Be at least 25 years old
- ii. Show proof of age with birth certificate or any legitimate documentary proof of birth date which is at least 5 years old at the time of application.
- iii. Provide introductory letter from employer or show any other proof of employment;
- iv. Pass mature Student's Entrance Examinations conducted by the Polytechnic in English Language, Mathematics and an Aptitude Test.

E. Foreign Qualification

All foreign qualifications shall be referred to the National Accreditation Board (NAB) for determination of equivalences and eligibility for admission to the institution.

F. Higher National Diploma (HND) Qualifications

HND applicant must have graduated with a good certificate (i.e at least 2nd Class Lower Division) with the following areas of specialization:

- HND in Food Technology
- HND in Hotel Catering and Institutional Management
- HND in Agric Engineering
- HND in Agro Enterprise and Development

G. Other Diploma qualifications from elsewhere assessed to be equivalent to HND may be similarly considered. Applicants would be admitted into level 200 and/or 300 depending on their certificates.

BTech Information Communication Technology

A. Certificates from Technical Institutions

Certificate II holders (must obtain passes in English Language, Mathematics, Integrated Science plus any three (3) trade courses). Applicants will be admitted to the First Year of the programme.

B. Senior Secondary School Certificate Examination (SSSCE)

Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus any three (3) elective subjects.

C. West African Senior Secondary School Certificate Examination (WASSCE)

Credit Passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus any three (3) elective subjects.

D. General Business Certificate Examination (GBCE)

Credit Passes (A-D) in six (6) subjects comprising three core subjects including English Language and Mathematics plus any three (3) elective subjects

E. Advanced Business Certificate

Full Diploma Certificate in ABCE. Also, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE) or Senior Secondary School Certificate Examination (SSSCE) or West African Senior Secondary School Certificate Examinations (WASSCE). ABCE candidates may be considered for admission at level 200 of the programme.

F. Higher National Diploma

Applicants must have graduated with a good HND (i.e. at least 2nd Class Lower Division) in the following or similar programmes:

- Information and Communication Technology
- Computer Science

In addition, applicants must have acquired a 2-year post HND qualification working experience. Applicants will be admitted to the Third Year (level 300) of the programme.

G. Mature Students Entry

The applicant must be at least 25 years old and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application. Applicants must pass Mature Students' Entrance Examinations conducted by the institution (English Language, Mathematics and an Aptitude Test) and or pass an interview.

H. Any other certificates/qualifications beyond the ones specified above shall be referred to the National Accreditation Board for the establishment of their equivalencies, to determine their eligibility for admission to the programme.

FACULTY OF ART & DESIGN

BTech Fashion Design & Textiles

A. Senior Secondary School Certificate Examination Applicants (SSSCE)

Six Credit passes (A-D) in six (6) subjects including (Mathematics, English Language and Integrated Science or Social Studies) and must possess a minimum of C in three (3) elective subjects.

B. West Africa Senior School Certificate Examination Applicants (WASSCE)

Credit passes (A1-C6) in six (6) subjects including (Mathematics, English Language and Integrated Science or Social Studies) and must possess a minimum of C6 in three (3) elective subjects.

C. General Certificate of Education Applicants (GCE) Advanced Level

Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes (Grade 6) in five GCE Ordinary Level subjects including English language, mathematics and a science subject (from non-science students) and Arts subject for science students.

D. Advance Business Certificate Examination (ABCE)

Passes in three (3) subjects (at least, one of the passes should be grade D or better). Also, the applicant must have had credit passes in five subjects including (English language, mathematics, integrated science, or social studies in the General Business Certificate Examination (GBCE).

E. Technical/Vocational School Applicants

Candidates from technical and vocational programmes shall qualify for admission provided they possess NVTI Certificate II.

F. Diploma and Higher National Diploma (HND) Candidates

Candidates who possess Diploma (including HND) certificate in Fashion or a related programme from recognized training institutions, and who have at least one year working experience in the same area and who may have graduated with a minimum equivalent of Second Class Lower Division may be allowed to enter the programme at level 300, completing the programme in 2 years instead of the regular 4 years.

G. Mature Student's Entry

Candidates who are above 25 years who do not meet the above criteria shall have the opportunity to enter the programme if they meet one or more of the following conditions:

- i. Possess four (4) G.C.E 'O' and 'A' Level Credit Passes including English Language and Mathematics and Home Economics, Clothing and Textiles or Visual Art.
- ii. Possess four (4) SSSCE passes (A-D) or four (4) WASSCE passes (A1-C6), with passes in English Language and Mathematics.
- iii. Pass mature Student's Entrance Examinations and interview conducted by the University. Mature candidates shall be additionally required to prove their age with birth certificate or similar recognized document showing date of birth.

H. Foreign Qualification

Candidates with foreign qualifications shall be admitted in to the programme provided their qualifications are deemed by the National Accreditation Board to be equivalent to the WASSCE, SSSCE, ABCE, or GCE A' Level with appropriate passes as spelt out above.

I. Professional and Other Entry Qualifications

All professional certificates and any other qualifications beyond the ones specified above shall be referred to the National Accreditation Board for the establishment of their equivalences, to determine their eligibility for admission to the University.

HTU BUSINESS SCHOOL

Bachelor of Secretaryship & Management Studies (Top-Up)

- A. HND applicant must have graduated with a good certificate (ie. at least 2nd Class Lower Division).
- B. A tertiary diploma in Secretaryship and Management studies or related Management discipline from an accredited/recognized institution with a good certificate (i.e. at least 3rd Class Lower Division).
- C. A diploma in Secretaryship and Management Studies or related Management Discipline with a Pass from an accredited/recognised institution with at least 2 years' relevant working experience subject to passing an entrance examination or interview.
- D. A certificate in Secretaryship and Management Studies or related Management Discipline from an accredited/recognised institution with at least 8 years' relevant working experience subject to passing an entrance examination and interview
- E. Institute of Chattered Secretaries and Administers (ICSA) -Part II
- F. All professional certificates and any other qualifications beyond the ones specified above shall be referred to the National Accreditation Board for the establishment of their equivalences, to determine their eligibility for admission to Ho Technical University.

Bachelor of Accounting & Taxation (Top Up)

- A. Minimum of second-class lower Division in Higher National Diploma (HND) Certificate in Accountancy, Banking & Finance or related areas. University Diploma in Accounting
- B. ACCA Level 1, CIMA Operational Level, ICAG Level 1 and CIPFA Intermediate Level Certificate.
- C. Institute of Taxation Level 2, Association of International Accountancy (AIA) Level 2 (Diploma) and ATSWA Final

Bachelor of Procurement & Supply Chain Management (Top Up)

A. Higher National Diploma (HND)

Higher National Diploma graduates with procurement, logistics, supply chain and other related certificates with a minimum of second-class lower division.

B. Equivalent Certificates

Any other candidates with relevant qualification whose certificate will be attested by National Accreditation Board.

Bachelor of Marketing & Information Technology (Top Up)

- A. Relevant HND certificate with a minimum of a second class lower and a cumulative grade point average (CGPA) of not less than 2.00 or
- B. Other relevant equivalent Diplomas from recognized Universities or Tertiary Institutions or
- C. Possesses relevant equivalent Professional qualifications: CIM.
- D. All professional certificates and any other qualifications beyond the ones specified above shall be referred to the National Accreditation Board for the establishment of their equivalences, to determine their eligibility for admission to Ho Technical University.