

# HO TECHNICAL UNIVERSITY



## ADMISSIONS POLICY

September 2022

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## **1.0 INTRODUCTION**

In line with its mandate to train highly competent human resources to the highest level possible to enhance and meet the human capital needs of the country for socio-economic development, Ho Technical University (HTU) provides unique and excellent educational experiences for students. It is in this regard that the University admits qualified applicants with demonstrable academic ability and skills irrespective of their religious, ethnic and societal status. The University offers clear advice and guidance to prospective applicants to enable them to make informed choices and apply for programmes appropriate to their interests and academic qualifications.

## **2.0 PURPOSE**

This Policy provides an overarching framework that guides all admission processes in the University to ensure that suitable and qualified applicants are admitted. The general goal of this Policy is to facilitate an effective, efficient, and coordinated admissions process that promotes equity, diversity and inclusiveness. Additionally, the Policy seeks to:

1. ensure that laid down admission procedures are followed in determining the suitability of applicants for admission;
2. set out transparent, fair and consistent selection criteria that conform to national and international standards and practices; and
3. ensure that admission processes and procedures in the University are underpinned by the University's strategic plan, national and international conventions and policies on data protection, and the principles of equity, diversity and inclusiveness.

## **3.0 OBJECTIVES**

In line with the University's mandate, the objectives of the Policy are to ensure that:

1. the University offers clear advice and guidance to prospective applicants to enable them to make informed choices and apply for programmes appropriate to their interests, academic qualifications and potential;
2. the University continually improves the quality and responsiveness of its admissions processes and procedures;
3. strategies are developed to attract and admit a wide range of applicants from different social, cultural and educational backgrounds;
4. the University develops clear, fair and transparent assessment and selection guidelines for admitting qualified applicants;

5. strategies are developed to ensure consistent increment in student enrolment across all programmes of study in the University; and
6. a framework that enables a regular review of programme entry requirements is developed.

#### **4.0 SCOPE**

This Policy applies to all programmes of the University except where a certain alternative admission policy applies. Specifically, this policy applies to both domestic and international students at various levels of study as follows:

1. Postgraduate programmes
2. Undergraduate programmes
3. Higher National Diploma programmes
4. Diploma Programmes
5. Certificate/apprenticeships/short courses

#### **5.0 DEFINITION OF TERMS**

**Admission:** The act or process of admitting applicants into the University

**Applicant:** Any person who expresses interest in studying at Ho Technical University after purchasing and filling out an application form

**Student:** Any person (Junior Member of the University) registered for a programme of study or research in Ho Technical University

**International Student:** A non-Ghanaian Student admitted into the University

**Domestic Student:** Student who is a citizen of Ghana

**Academic Qualification:** A qualification awarded to a student upon completion of a programme of study

**Deferment of Admission:** refers to the acceptance of a place on a programme but rescheduling enrolment for a period not exceeding one academic year (two semesters).

**The Policy:** means Admissions Policy

## 6.0 GUIDING PRINCIPLES

The following principles shall guide admission processes and procedures of Ho Technical University:

1. **Equity, Diversity and Inclusiveness:** The University is a secular and non-partisan Technical University. Consequently, admissions are based on merit without regard to ethnicity, race, nationality, religious affiliation or beliefs, physical disability or gender. The admission processes and procedures are governed by the principles of equity, diversity and inclusiveness.
2. **Fair and Transparent Admission:** Admission to the University shall be fair and transparent without prejudice or discrimination in any form. Admission to the University shall be based on the applicant's academic qualification, unless on stated circumstances or policy.
3. **Data Protection:** In compliance with the Data Protection Act, 2012 (Act 843), the University shall always protect the information generated during the entire admissions process.
4. **Widening Participation:** Given the educational and cultural benefits of diversity, the University aims to achieve a student community that is balanced and diverse in terms of experience and background.
5. **Customer-Orientation:** The University shall administer the admissions process and procedures in an efficient and customer-centred manner.
6. **Provision of Accurate and Adequate Information:** The University shall provide accurate, adequate and information to prospective applicants (e.g., programme information, entry requirements, etc.).
7. **Flexible Application Process:** The application process shall be simple and flexible to all potential applicants of the University.
8. **Use of Technology in Admission Process:** The University shall integrate Information Communication Technology in its admission process.
9. **Quality Assurance in Admission:** There shall be adherence to quality assurance procedures in all issues about admissions

## **7.0 POLICY STATEMENT**

### **7.1 Admissions Information for Applicants**

1. The Admissions Office shall provide accurate, appropriate, and detailed information on admissions describing the academic programmes and courses offered by the University, in a simple and easily accessible manner to applicants.
2. The University shall publish a list of accredited programmes of study available for admission.

### **7.2 Data Protection**

In compliance with the provisions of the Ghana Data Protection Act, 2012 (Act 843), the University shall not disclose to a third party any details regarding an individual's application without the applicant's permission to do so. This Policy of non-disclosure includes family members of the applicant.

### **7.3 Mature Applicants**

By requirements of Ghana Tertiary Education Commission (GTEC), an applicant may be admitted into the University as a mature student. Such applicants must meet the requirements of the University as shall be approved by the Academic Board.

### **7.4 International Students**

1. As a step to support the internationalization drive of the University, applicants who are non-Ghanaian citizens may be admitted to study in the University. Such applicants must meet the requirements for admission or equivalents as shall be approved by GTEC.
2. Successful applicants must demonstrate proficiency in the English Language in reading, writing and speaking.
3. All international applicants from countries where the English Language is not a medium of tuition shall be required to take English Language proficiency classes conducted by the University to enhance their ability to meet the standards required for their studies in the University.

## **7.5 Special Applicants**

1. The University, upon approval by Academic Board, may give certain consideration(s) to vulnerable persons without going contrary to GTEC requirements.
2. Qualified applicants below the age of 18 years shall be admitted to study in the University and such applicants should be aware that they have chosen to study in an adult environment. Accordingly, in line with the Student Loan Scheme, established under the PNDC Law 276, a person aged below 18 years who gained admission to a tertiary institution shall be considered an adult and shall be held responsible for his actions and inactions.

## **7.6 Feedback and Complaints**

1. The University shall take steps to update applicants on the status of their applications via appropriate media available.
2. The Admissions Unit shall document the reasons for rejection of applications and communicate same to unsuccessful applicants upon request by an applicant.
3. A help desk should be established to receive complaints and feedback from applicants and the public regarding the admission processes of the University.

## **7.7 Transfer of Student and Change of Programme**

### ***7.7.1 Transfer of Student***

- i. The University may permit the transfer of students from another institution of higher learning accredited by GTEC. Inter-institutional transfer of credits shall be subject to approval by the Academic Board.
- ii. A student who is transferring from another university must meet HTU's specified admissions requirements.
- iii. The transfer should be relevant, comparable in nature, content and quality to the programme the student is seeking to pursue in the University.
- iv. Transfers are only allowed to level 200 for 3-year programmes and 200 and 300 for 4-year programmes at the beginning of an academic year.
- v. A student seeking transfer to the University must have obtained a minimum CGPA of 2.00 or equivalent and must submit a transcript and clearance certificate from the issuing university/college to the Office of the Registrar.
- vi. The transfer application shall be referred to the appropriate Head of Department for evaluation.

### **7.7.2 *Change of Programme***

- i. A student admitted to a programme can change to another programme provided he/she qualifies after seeking approval from the Registrar.
- ii. Change of programme shall be initiated and effected before matriculation.
- iii. The applicant must be written to officially about the outcome of his/her request.

## **7.8 Admissions Criteria and Selection**

### **7.8.1 *Admission Requirements***

- i. The University's general entry requirements shall always be published for each academic year.
- ii. The Joint Admission Committee shall periodically review and forward admissions requirements in consultation with relevant stakeholders to the Academic Affairs Committee.

### **7.8.2 *Application Procedure***

- i. The process of application shall be determined by the Registrar.
- ii. Applicants must provide full, complete and accurate information during the application process.
- iii. The application process must elicit relevant information for decision-making.
- iv. The application process must communicate a definite deadline for the closure of the application.
- v. The application form must be simple and easy to fill.

### **7.8.3 *Verification/Validation of Results***

All admission documents presented in support of admission shall be verified to ascertain their authenticity. The University must ensure that the admission system is linked with the database of all examining bodies for quick and easy verification of the results of applicants.

### **7.8.4 *Selection of Qualified Applicants***

- i. The University shall admit only applicants who meet the criteria for admission into the University.
- ii. The selection process shall take into consideration academic qualifications, an applicant's stated interest, commitment, relevant work experience depending on the level of entry; academic and/or professional references; and as may be determined by the Joint Admissions Board, research proposal (where required)

and the performance of an applicant at an interview and/or entrance examination.

- iii. Successful applicants shall be offered admission in writing. The letter shall contain all relevant information the applicant will need to decide whether to accept the offer of admission or otherwise.

## **7.9 Fraudulent and Misleading Information**

1. Applicants who provide fraudulent and/or misleading information to gain admission into the University shall have their admission revoked and all fees paid forfeited.
2. The University may hand over such applicants to the security agencies for appropriate legal processes.

## **7.10 Post-Admissions Matters**

### ***7.10.1 Recordkeeping/Data Protection***

- i. All records shall be kept in line with Public Records and Achieves Administration Department Act,1997 (Act 535) and Data Protection Act, 2012 (Act 843).
- ii. Consequently, information on all applicants would be treated confidentially and shall not be disclosed to family members, friends or any third party without the explicit consent of the applicant, unless otherwise permitted under the Law.

### ***7.10.2 Medical Examination***

- i. Medical Examination shall be part and parcel of the admission process of the University and must be compulsory for all newly admitted students.
- ii. The University shall ensure that all admitted students undergo medical examination to complete their admission process.
- iii. The University may withdraw admission offered to students who fail to undergo medical examination without justifiable reason(s). Such students may not be entitled to a refund of fees paid.

### ***7.10.3 Deferment of Admission***

- i. Deferment of admission shall be permitted for only one academic year.
- ii. Application for deferment of admission shall be made in writing to the Registrar of the University indicating the reasons for the deferment.
- iii. The applicant must be written to officially about the outcome of his/her request.

#### **7.10.4 Withdrawal of Admission**

- i. Applicants who are admitted based on false results will have their admission revoked upon detection.
- ii. Students whose offer of admissions are revoked may petition the Registrar within 5-working days after receipt of notice of revocation of admission.

#### **7.10.5 Matriculation**

The University must ensure that all newly admitted students are matriculated, an event that brings closure to admission processes for a particular academic year.

#### **7.10.6 Post-Admissions Audit**

The Directorate of Planning and Quality Assurance shall conduct post-admissions audit.

### **8.0 RESPONSIBILITIES**

The following shall be responsible for the implementation of the Policy:

1. Academic Board
2. Academic Affairs Committee  
*Joint Admissions Committee*
3. Academic Departments
4. Directorate of Academic Affairs  
*Admissions Unit*
5. Directorate of Planning & Quality Assurance

### **9.0 REGULATORY FRAMEWORK**

The policy shall be regulated by the Statutes of Ho Technical University.

### **10.0 MONITORING AND REVIEW**

This Policy shall be monitored and reviewed by the Directorate of Academic Affairs periodically based on emerging trends to ensure its relevance to the University. The Policy shall be reviewed, when necessary, through the appropriate channel.

### **11.0 AUTHORISATION**

This Policy was approved by the University Council on the **30th day of September, 2022.**