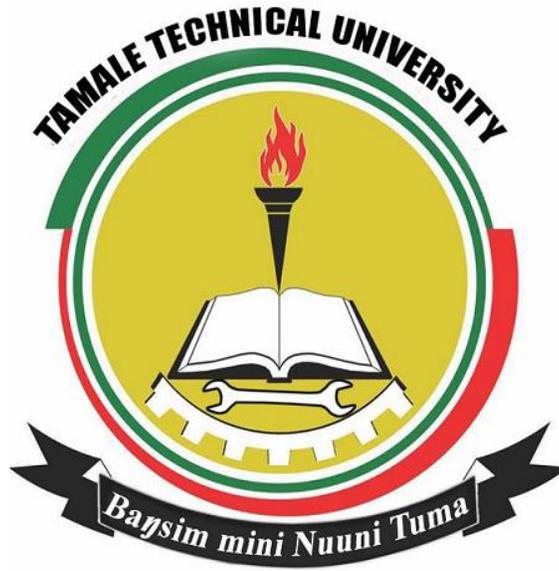


TAMALE TECHNICAL UNIVERSITY



ADMISSIONS POLICY

OCTOBER, 2020

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FIRST IMPLEMENTED: November, 2020

APPROVED BY: University Council

OFFICE OF OVERSIGHT: Vice-Chancellor

1. INTRODUCTION

Tamale Technical University (TaTU) shall be committed to achieve a selection criteria and working environment which provides equal opportunities, data protection and widening participation. TaTU shall be committed to procedures for the recruitment and admission of students which shall be fair, explicit and implemented consistently without discrimination.

The policy shall apply to the admission of all category of students to accredited programmes of study within the appropriate faculty. It is therefore expected that the Admission Officer and staff responsible for the selection of students shall comply with this policy.

2. SCOPE

The policy shall apply to the admission of all category of students to accredited programmes of study within the appropriate faculty. It is therefore expected that the Admission Officer and staff responsible for the selection of students shall comply with this policy. This policy applies to domestic and international applicants seeking entry into any course offered by the University. This includes higher education coursework, research, Technical, 4

Vocational Education and Training (TVET) award and non-award courses of study offered by the University.

3. AIM

The principal aim of this policy shall be to offer admission to students of the highest intellectual and technical potential, irrespective of social, racial, religious, ethnic origin, marital status, political beliefs and financial status.

TaTU shall also offer supportive services to all applicants and prospective applicants, providing clear and helpful pre-entry information and advice to allow students to apply for a programme appropriate to their needs, interest and academic qualifications through print, electronic and online media.

The University shall offer Competency Based Training (CBT) programmes developed in partnership with external organisations from business, industry or the public service. Admissions to the programmes shall be open to all qualified applicants.

The objectives of the admissions policy are to:

- Ensure equitable and fair access to higher education;
- Continually improve the quality and responsiveness of our admissions process;
- Streamline the admissions process with more responsive and customer-oriented services;
- Empower applicants by allowing them to manage their applications online, thereby reducing staff time and cost; and;
- Ensure that the university's legal liabilities are managed effectively through consistent and appropriate admissions processes.

4. IMPLEMENTATION

Policies and practices for the admission and enrolment of applicants shall be designed to ensure a good match between abilities and aptitudes of the applicants and the demands of the programmes. Academic Faculties and Departments shall be responsible for the setting of the entry criteria for their programmes within the general requirements of the National Accreditation Board. Decision on applications shall be made by the Admission Board of the University. All admission processes of the University shall be done through an online system.

Each application shall be considered in a holistic assessment using all the information of the applicant presented to the Admissions Office. In all cases, academic records of applicants including: MTECH, BTECH, HND, SSSCE, WASSCE, ABCE, DBS, Technician Certificates and others shall be considered as bases for admission to the applied programmes. For all programmes, the selection process shall take into consideration:

- The student's potential to succeed in the chosen programme of study;
- The academic or professional qualifications and grades for entry;
- Relevant work or other acceptable experiences;
- Where appropriate an entrance examination and interview.

Specific admissions criteria shall be set out in the relevant entry profile for each programme. For programmes where applicants are more than available places, element of competition shall be unavoidable. In cases where the University is unable to make an offer for an applicant's original choice (First choice) programmes, the applicant may be considered for an alternative or related programme.

Ultimately, all admission decisions shall be based on academic criteria, however, excellence in extra-curricular activity shall compensate for lower academic potential. Records of admission of students should be kept at the Registry, Faculty and their representative departments.

5. CONCESSIONS

5.1 Staff

The University as part of its staff welfare package shall give concession to staff, wards and spouses of staff who have the minimum qualification and are in competition with other applicants.

5.2 Gender

For the engineering and other science and technology related disciplines, female applicants with the minimum qualifications shall be given opportunity in the admission process.

5.3 Sports

The University shall consider making a concessionary offer of admission to applicants who have exceptional abilities in sports taking into accounts:

- The achievements of the applicant in sports and in academic;
- The applicant's potential for future successes both in sports and in academic;
- The applicant's capacity for balancing academic and sports requirements;
- The University's ability to assist the applicants, once admitted in meeting both sports and academic demands.

5.4 Fraudulent, misleading and incomplete applications

TaTU will pay particular attention to the following when considering applications to study at the University:

- An application with false or misleading information;
- An application where relevant information has been omitted;
- Submission of fraudulent or fabricated documents;
- Plagiarism;
- Conspiracy (where the content of the application submitted is not the work of the applicant);
- Refusal by an applicant to provide additional information when requested.

5.5 Direct Entry Applicants

For direct entry, each applicant shall attain six (6) credit passes (three (3) core subjects including Integrated Science, Core Mathematics and English Language and three (3) credits in the elective subjects in either WASSCE or SSSCE or five (5) credits in O'Level and three and three credits in A'Level.

5.6 Mature Entry Applicants

Applicants shall have some passes in either Diploma and WASSCE or SSSCE and must have attained age 25 years at the time of application.

5.7 Access

Although recent preparatory study at an appropriate level (e.g. an Access course) is recommended, students may be considered on the basis of prior evidenced professional/work experience and/or other assessment procedures, and the assessment of personal suitability. University Admissions Office staff will be able to offer information, advice and guidance on this process. 9

Access Course in TaTU is 3 months programme to enable interested applicants with low grade Certificate from accredited institutions to enroll into degree/HND programmes. Successful Candidates from the Access Course, would be required to pass a selection interview and enroll at Level 100/200 of the Sandwich Programme in the following year.

5.8 Conditional Admission Criteria

Where applicants have the potential to pursue some programme but are having deficiency in some subjects in terms of the required grades, concessionary admission shall be granted on the following scenarios. Each applicant shall however work to meet the required standard of entry (grades) before he/she graduates.

5.8.1 Scenario 1

Applicants with two (2) E8 in Mathematics and English Language and pass in three (3) Electives, two of which must be C6 or better.

5.8.2 Scenario 2

Applicants with two (2) D7 or better in Mathematics and English Language and pass in three (3) Electives, one of which must be C6 or better. 10

5.8.3 Scenario 3

Applicants (s) with two (2) D7 or better in either Mathematics and English Language and passes in three (3) Electives, one of which must be C6 or better.

5.8.4 Scenario 4

Applicants with F9 in Mathematics and English and three (3) passes (A – C) in elective subjects.

5.8.5 Scenario 5

Certificate II applicants with three (3) passes in either the Core or Elective subjects or both.

5.8.6 Scenario 6

Applicants with one (1) Core (A –D) and one Elective (A – C) and any three passes in both Core of Elective subjects.

5.8.7 Scenario 7

Applicants with two (2) passes in nine-month Access Programme.

5.8.8 Scenario 8

Professional Diploma students who have some trails in their year two programme with a reasonable GPA (1.5 – 2) should be admitted into year one of the HND. 11

5.8.9 Scenario 9

Applicants with three (3) DBS passes.

5.9 Special Circumstances

Applicants from less endowed schools/communities within the catchment areas of the University with the minimum qualification and who are in competition with other applicants would be given opportunity.

6. PHYSICALLY CHALLENGED APPLICANTS

TaTU shall be committed to achieving equal opportunities for all of its applicants and actively encourages potential applicants who may be physically challenged or who may have an additional need to make an application to study in the University. The University shall ensure that physically challenged applicants shall meet their full academic potential and are not discriminated against either during the admissions process or in their subsequent time as students of the University.

7. INTERNATIONAL STUDENTS

TaTU shall offer admission to foreign applicants who have qualifications equivalent to the general admissions requirements. Applicants from countries whose curricular is different from the West African Examination Council (WAEC) would be required to seek interpretation of results from the WAEC before application can be considered. Applicants who shall be successful shall be required to pay foreign students' fees as determined by the University.

Applicants admitted as Foreign Students shall remain so until the completion offered programme. Nationality, Parents and Guardians name presented to the University shall not be changed throughout the period of study. Only female students who are married may be allowed to change their names only after following due process of using the marriage certificate to swear affidavit in the Law Court and also gazette the names appropriately before such changes can be made.

8. ADMISSIONS DECISIONS

Admissions decisions fall into one of the following three categories:

- Unconditional Acceptance: applicants who meet the admissions requirements to the program of study to which they applied may be offered unconditional admission;

- Conditional Acceptance: applicants who do not meet all of the admissions requirements to the program of study to which they applied may be offered acceptance subject to meeting specified conditions prior to the start of the program;
- Not Accepted: applicants who do not meet the admissions requirements for the program to which they have applied, have submitted false statements and/or documents, or failed to disclose relevant information will have their applications for admission rejected or denied.

9. ADMISSIONS DATA MANAGEMENT

The admissions process shall take into consideration the confidentiality and security of data provided by applicants and shall at all times maintain and respect this practice.

Applicants who shall be successful, shall have all their data transferred to their respective Departments and soft copy of the data shall be presented to the Planning Office after the admissions. Hard copies of all data on unsuccessful applicants shall be securely destroyed after the admissions period. However, a softcopy of all applications shall be kept at the Admissions Office subject to the Data Management Policy of the University.

10. VERIFICATION OF RESULTS

All records provided as part of the applications process shall be verified with the appropriate authorities for authenticity before a decision shall be taken on the application. In the event that the process of verification delays and the admission offered to the applicant, any false declaration made by the applicant shall result in the revocation of the admission. In such case, fees paid shall not be refunded. Also, the University shall hand over the applicant to the appropriate law enforcement agencies.

11. MONITORING OF RESULTS

The Joint Admissions Board shall be responsible and act on behalf of the Academic Board to monitor recruitment and admission processes and policy. Regular monitoring shall be undertaken by the Board through the annual and periodic review procedures and externally by National Accreditation Board (NAB).

Admissions staff shall be provided with regular training on admission issues and shall be expected to abide by this policy.

12. GRIEVANCE PROCEDURE

It is recognized that occasionally, applicants may have reasons to question or express an opinion to the University about its decisions or the way in which their applications were handled. Applicants shall initially direct their queries to the Admission Office. Should the applicant wish to make a formal complaint, then this should be put in writing.

The University will not consider complaints made outside of three months period. Applicants should be aware that if there has been a significant elapse of time, it might prejudice the proper investigation and make resolving a complaint more difficult.

If they remain dissatisfied, the queries shall be redirected to the Registrar who shall conduct investigation into the application. 15

12. DEFERMENT OF ADMISSIONS

Deferment of admission is not allowed.

13. MONITORING AND REVIEW

This policy will be reviewed periodically by the Admissions Office and Admissions Committee and revised in light of the changes in legislation and University regulations and strategic objectives.

14. FURTHER INFORMATION

All applications for admissions into programmes shall be made to the Registrar of the Tamale Technical University.

General admissions queries shall be directed to the Admissions Office. Further information on the University's Admission can be found on the university website (www.tatu.edu.gh). 16

Members for the Preparation of the Admission Policy for TaTU

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