

KUMASI TECHNICAL UNIVERSITY



ADMISSION POLICY

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Table of Contents

1.0 Introduction	1
2.0 Terms and Conditions	2
3.0 Roles and Responsibilities	2
4.0 Information for Applicants	3
5.0 How and when to apply	3
6.0 Selection	3
7.0 Fraud & Plagiarism	5
8.0 Disclosure of Criminal Convictions	5
9.0 Applicants with Disabilities	6
10.0 Special Circumstances	6
11.0 Interaction between the University and the Applicant ..	6
12.0 Undergraduate Admissions	7
13.0 Postgraduate Admissions	7
14.0 Feedback	8
15.0 Complaints and Appeals	8
16.0 Monitoring and Review	9
17.0 Confirmation of Results	9
18.0 Mature Applicants	9
19.0 International Applicants	11

20.0 Matriculations	12
21.0 Students Orientation/Induction.....	12
22.0 Deferment of Programme.....	13
23.0 Withdrawal of Admission	13
24.0 Readmission of Dismissed Students	14
25.0 Record Keeping	14

1.0 Introduction

This Policy is intended to provide clear framework for admission procedures and practices of Kumasi Technical University. The Policy shall apply to the admission of all categories of students to accredited programmes in undergraduate and postgraduate studies at the University.

- 1.1 The University is committed to fair, transparent and consistent admission practices that give equal opportunity to all applicants. Applicants are selected on the basis of their individual merits, abilities and aptitudes.
- 1.2 Useful advice and guidance shall be given to prospective applicants so as to enable them make informed choices and to apply to programmes appropriate to their academic qualifications, interests and potentials. It should also be noted that Admissions shall be subject to the availability of places. It is the University's Policy that all applicants are considered primarily on merit, ability and their academic potential.
- 1.3 The admission policy shall use reliable assessment methods, including using of evidence provided, as well as interviews in selected cases.
- 1.4 This Policy also describes the principles and processes which are used to select and admit new students to undergraduate and postgraduate courses.
- 1.5 The Kumasi Technical University provides an academically friendly environment which supports learning and research to enable students achieve their fullest potential in their chosen academic discipline and prepare them adequately for professional endeavours.

2.0 Terms and Conditions

The University shall continuously publish terms and conditions that apply to specific applications for undergraduate and postgraduate studies. The University shall draw these to the attention of all applicants who express interest to study here. The terms and conditions shall be fair and transparent, and shall form a contract between the University and respective applicants.

3.0 Roles and Responsibilities

Admissions requirements, procedures and practices shall be approved by the Academic Board through the Central Admissions Board.

- 3.1** The Central Admissions Board shall be responsible for ensuring that policies and procedures in relation to admission of students are conducted fairly and consistently, and in line with the University's strategic aims and objectives as well as relevant national legislation.
- 3.2** The Faculties/Institutes/Departments shall be responsible for setting entry requirements for their programmes in line with the National Accreditation Board (NAB) and National Council for Tertiary Education (NCTE) requirements.
- 3.3** There shall be an Admissions Office to ensure that policies and procedures are implemented in a fair, non-discriminatory and consistent with the relevant legislation.
- 3.4** Admissions staff shall be provided with regular training regarding admissions. The staff are expected to comply with admission policies, code of practices and guidelines.

4.0 Information for Applicants

The admission office shall provide accurate information on admissions and courses which are clear, comprehensive and easily accessible by applicants.

- 4.1 Admissions Office shall provide accurate and up-to-date information in all publications. There shall be a website of the University where courses and their entry requirements for each programme can be found. *www.kstu.edu.gh*
- 4.2 It shall be the responsibility of the applicant to refer to the University's website for up-to-date information on admissions.

5.0 How and when to apply

Applications for the programmes shall be advertised in the National Dailies at each admission period. Detailed information on how and when to apply can be found at: www.kstu.edu.gh. All applicants are mandated to apply online by visiting: <http://forms.kstu.edu.gh>

6.0 Selection

The University shall admit applicants who declare their intention to enrol in the Institution upon satisfying all admission requirements set forth by the Institution.

6.1 Applicants:

- i. Must ensure that they provide full, complete and accurate information and do not omit any material information.
- ii. Must provide additional information if demanded and undertake the tests, interviews or other selection processes which are reasonably required.

- iii. Must comply with the deadlines for submitting applications and for responding to offers.
- iv. Who do not meet these requirements may be denied admission or have their offers withdrawn.

6.2 The University shall admit qualified applicants into the programme, based on admission requirements and any other standards deemed appropriate.

For all programmes, the selection process will take into account:

- i. Achieved and pending academic qualifications.
- ii. The academic context in which qualifications have been achieved.
- iii. An applicant's stated interest, commitment and motivation for study.
- iv. Where relevant, work or other non-academic experience.
- v. Academic and/or professional references.
- vi. Where required, an applicant's performance at an interview.
- vii. Admission decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place shall be clearly spelt out.
- viii. In some cases, where the Technical University is unable to make an offer for an applicant's programme of choice, an offer for an alternative programme may be made.

7.0 Fraud & Plagiarism

The University shall not admit applicants on the strength of information considered to be either fraudulent or plagiarised. Where an applicant is suspected of having provided a misleading, fraudulent or plagiarised application, the application will be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, an investigation of the fraud or plagiarism shall be conducted before a final decision is made.

The University reserves the right to reject or cancel an application under these circumstances. The Institution may terminate a student's registration if he/she is found at a later stage to have submitted a fraudulent or plagiarised application to the Institution.

8.0 Disclosure of Criminal Convictions

The University has a duty to ensure the safety of its students and members of staff. The application process requires applicants to disclose relevant unspent convictions. Applicants must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions.

- 8.1** Applications from applicants with declared criminal convictions shall be assessed in the first instance on the basis of standard academic and non-academic selection criteria. If it is recommended that an offer be made, further investigation of the relevance of the criminal conviction(s) shall be carried out before the final decision is made.
- 8.2** The University shall refuse admission to any applicant who fails to declare a criminal conviction or caution that is subsequently disclosed or established.

9.0 Applicants with Disabilities

Kumasi Technical University is committed to giving equal opportunity to all applicants and as such, shall encourage applications from students with disabilities or specific learning challenges. The University shall be committed to providing equal opportunity to all applicants on the same academic merit. However, it is the responsibility of the applicant to make known his/her disability to the Technical University. This would allow the University to make appropriate arrangements to support their academic work in the Institution.

- 9.1** Physically challenged students' applications shall be assessed in line with standard academic and non-academic selection criteria. However, this will not be applicable where there are overriding health and safety considerations or barriers relating to professional requirements or relevant competence standards. Any support requirements to students in such areas of study will be considered separately.

10.0 Special Circumstances

The University is not best placed to fairly and consistently take into account any special circumstance affecting an applicant's performance in pre-entry qualifications. Examples of special circumstances include personal or family illness.

11.0 Interaction between the University and the Applicant

The University shall ensure that any interaction with an applicant is conducted in a professional, courteous and respectful manner and it expects that any communication from an applicant is conducted in the same way.

11.1 The University will not tolerate inappropriate behaviour or language towards its staff or members of the wider Technical University community during the admissions process. Hostile, aggressive or otherwise inappropriate behaviour or language, (expressed verbally or in writing, and excessive levels of contact) will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint. The University will normally warn an applicant that his or her behaviour or language is inappropriate and that action is being considered. However, where the behaviour or language is particularly inappropriate, no warning need be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application without refund of any payment made. Conduct which constitutes a criminal offence will be referred to the relevant law enforcement authorities.

12.0 Undergraduate Admissions

Applications to all full-time and part-time undergraduate studies as well as visiting and exchange programmes shall be made directly to the University.

12.1 All entry criteria for undergraduate degree programmes shall be found in the Undergraduate Brochure either online or in print, and in other profiles of the University.

13.0 Postgraduate Admissions

All entry requirements for postgraduate programmes shall be found in the postgraduate brochure of the University, online and in print.

- 13.1** Applicants to postgraduate degree programmes shall be expected to hold an undergraduate degree in a discipline relevant to the subject or nature of the programme to which they are applying. Additionally, applicants to some postgraduate research programmes shall be expected to hold a Master's degree in a discipline relevant to their proposed studies as well as to submit a satisfactory research proposal.
- 13.2** In some cases, relevant work experience may be accepted in lieu of formal academic qualifications.
- 13.3** Offers to postgraduate research programmes shall only be made when the University can offer satisfactory research supervision in the area of the applicant's intended research.

14.0 Feedback

The University may provide feedback to unsuccessful applicants on request. Feedback can be requested by email or letter by contacting the Admissions office or relevant academic department.

- 14.1** The University shall provide feedback within 10 working days of receipt of the request by writing or email. Any applicant with grounds for a formal review of the admission decision may appeal to the Registrar of the Institution.

15.0 Complaints and Appeals

Any applicant who wishes to raise concern about the way he/she has been handled, the University Policy on Feedback shall be followed.

16.0 Monitoring and Review

This policy shall be reviewed periodically by the Academic Board through the Central Admissions Board in line with changes in legislation, strategic objectives and regulations of the University

17.0 Confirmation of Results

The Confirmation procedure shall include receiving and processing electronic data from the University Admission System which, in turn, receives and processes electronic results data from the examination bodies.

18.0 Mature Applicants

The University shall encourage applications from mature applicants in order to provide opportunities for such people to further their education at the tertiary level after some years in the workplace.

18.1 The Mature 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 Students' Entrance Examinations conducted by the Institution (English Language and Aptitude Test).

18.2 Transfer/Change of Programme

Students who wish to transfer from one department to another in the University shall apply at the end of each academic year. Such students must satisfy the following conditions:

- i. Have a minimum CGPA of 2.50.
- ii. Meet admission requirements for the proposed new programme.
- iii. Must not trail more than two courses. The total work load to be carried as a result of the transfer in any semester shall not exceed 30 contact hours per week.
- iv. Obtain change of programme form from the Academic Affairs Office.
- v. Complete the relevant sections thereafter.
- vi. Forward the form through the HOD to the HOD of the intending department and thereafter to the Registrar.
- vii. Transfer shall be subject to vacancy existing in new department.
- viii. The transfer is subject to approval by the Academic Board.

18.3. Transfer of credit from other Institutions

- i. Students transferring from other institutions to the University must:
 - (a) Meet the University specified admissions requirements.

- (b) Transfer to the relevant programme.
- ii. Not transfer to the first year of any programme.
- iii. Have a minimum CGPA of 2.5
- iv. Abide by the rules and regulations of the University.
- v. Submit transcript and clearance certificate from his/her former institution.
- vi. Submit an application to the Registrar who shall refer it to the appropriate Head of Department for action.
- vii. All cases of change of programme/transfer shall be reported to the Academic Board for approval.

18.4 Exemptions

The University shall grant an exception to applicants based on the requirements of the department.

Procedure

- i. Any applicant who applies for exemption should submit application to the registrar who shall refer it to appropriate Head of Department for action
- ii. Approval of exemptions will be done in line with the guidelines set out by the National Accreditation Board

19.0 International Applicants

All foreign applicants' qualification shall be referred to the National Accreditation Board (NAB) for determination of equivalences and eligibility for admission. The University is required to view and maintain copies of all international students' current passport and

visa (valid for study at the University) along with original qualification documents on the basis of which admission was granted to the applicant. The University shall undertake these checks as part of the registration process upon arrival. The University shall not permit an international student to register without undertaking this process.

20.0 Matriculations

A matriculation ceremony is held every year during the first semester to formally initiate freshmen/women into the University.

- i. All fresh students, except alumni of the University, shall be matriculated on the date advertised.
- ii. All matriculants shall sign the matriculation cards at their Departments.
- iii. Any student who does not undergo the matriculation ceremony and sign the matriculation card is not a bona fide student of the University

21.0 Students Orientation/Induction

This process shall be undertaken at the beginning of every academic year so as to properly orient students into the University. In addition to the orientation students shall be directed to their respective departments for further information. Students shall be issued with Student Handbook.

21.1 The orientation programme shall include departmental representatives, who shall explain to the students the nature of their programmes.

21.2 The purpose of the orientation is as stated below:

- i. To welcome the fresh students and help them to adjust and settle down in the University;
- ii. To guide the students through the registration procedure;
- iii. To expose students to facilities in the University;
- iv. To make them aware of the rules and regulations that governs the relationship between students and the Students Representative Council;
- v. To make them aware of their rights, privileges, obligations and responsibilities with regard to University authorities and their governing bodies;
- vi. Any other relevant information.

22.0 Deferment of Programme

Any applicant who wishes to defer admission shall write officially to the Registrar to that effect. Fees must however be paid to the University and student matriculated before deferment. The applicant must receive in writing the acceptance of deferment before leaving. The University shall be bound to hold an offer for such applicants. In order to enroll at the end of the period of deferment, the applicant must notify the University of his/her intention to take up the deferred offer by the date specified on the University's correspondence. If no response is received by the due date, the offer of a deferred place shall lapse. Applicants shall not be entitled to hold a deferred place and apply for other programmes. If an applicant holding a deferred offer wishes to apply for other programmes, their deferred place automatically lapses.

23.0 Withdrawal of Admission

The University shall reserve the right to withdraw an offer and cancel the enrollment of any person where an offer was made on the basis of false information supplied by the applicant or a certifying authority.

24.0 Readmission of Dismissed Students

Dismissal from University terminates a student's relationship with the University. Although some students may apply for re-admission, decisions concerning re-admission shall be made by the Academic Board of the University. Students who would be expelled or rusticated from another college within the past year shall not be allowed to enroll at the University.

25.0 Record Keeping

The University shall keep admissions documentation for all students who enroll/register at the University for the duration of their studies and for six years after.

- 25.1** Unless specifically requested, original documents shall not be supplied in advance. International students shall also be required to submit their original documents for the visa application process.
- 25.2** As part of the admissions process, the University shall keep documentations of unsuccessful applicants for a maximum of one year after which such documents shall be confidentially destroyed/deleted.

25.3 Applicants who decline, withdraw or fail to enrol at the University shall, have their documents kept for a maximum of one year. Subsequently, all documentations shall be confidentially destroyed/deleted.