



# ADMISSIONS POLICY

**CCTU P NO. 26**





# **GAZETTE**

## **ADMISSIONS POLICY**

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## **PREFACE**

This policy gives a detailed description of the various processes for admitting students into the Cape Coast Technical University. It is anticipated that successful implementation of this policy will lead to improvements in the academic, administrative, and support services and thereby enhance student achievement and public confidence in the University.

## **1.0 INTRODUCTION**

### **1.1 Background**

One of the emerging global trends is associated with the competitiveness of tertiary institutions to attract students and remain in business. This is contingent upon the accepted standards followed in admitting and training students for the job market. This hinges strongly on the quality of the academic programmes and how they are executed. Consequently, CCTU follows accepted standard procedures in admitting students into various programmes in the University.

### **1.2 Objective**

To admit qualified applicants in consonance with laid down accepted internal and external standard admission processes.

### **1.3 Policy Statement**

Approved and acceptable qualification and standard process for admitting qualified students, shall be the basis for admitting students to study various programmes in the University.

## **2.0 GUIDELINES**

### **2.1 Needs Assessment**

Various Schools/ Departments and the Directorate of Academic Planning and Quality Assurance shall be coordinated periodically by the Directorate of Academic Affairs to review academic programmes to meet the needs of prospective students. The programmes shall be approved by the Academic Board and GTEC before advertising to general public.

### **2.2 Admission Requirements**

Admissions shall be based on the admission requirements approved by GTEC/ CTVET.

### **2.3 Development of Market Driven Programmes**

The Schools/Departments shall be tasked to periodically develop market-driven and competency based related programmes to meet the demands of prospective students and the job market.

### **2.4 Advertisement of Academic Programmes**

The competency-based programmes of the University shall be placed on the University's website and other social media platforms.

Selected staff from the respective departments shall be guided to advertise the academic and skill related programmes to prospective students in various Technical/Vocational and Senior High School in the country.

Selected media houses shall also be considered to periodically market the programmes of the University.

### **2.5 Foreign Students**

In the case of foreign students, their equivalent qualifications may be considered for admission by the relevant Department.

### **2.6 Application for Academic Programmes**

Upon payment of accepted application fee, prospective student shall be able to download application for admission forms from the University's Website and apply online.

After completion of the application forms, two (2) hard copies shall be submitted to the Registrar, Cape Coast Technical University for further processing.

### **2.7 Over-Subscription Criteria**

Where the number of qualified applications received exceeds the planned admission capacity of the University. The prospective students shall be encouraged to enroll in the next admission.

## **2.8 Shortlisting of Qualified Students**

Applicants shall be selected based on approved published requirements by the University and CTVET.

The short-listing shall strictly be done by the Head of Admissions and the Deans/Heads of Academic Departments.

## **2.9 Offer of Admission**

Qualified applicants shall be offered admission, spelling out fees to be paid and other conditions of the admission, such as year of the admission, programme offered, statement of adherence to the programme of choice, student special registration number, department and school of affiliation.

## **2.10 Payment Terms for Fees**

Brilliant but needy students shall be given payment terms to settle their fees when necessary. The parents of the students concerned shall be required to sign an undertaken to that effect.

## **2.11 Medical Examination**

Admission shall be subject to certified fitness.

## **2.12 Acceptance of Admission**

Selected applicants shall be required to make full payment of a non-refundable fee to accept the offer of admission.

## **2.13 Probation Period**

All students are considered to be on probation for the full duration of their studies and may be dismissed at any time for unsatisfactory academic performance or misconduct.

## **2.14 Deferment of Admission**

Admission shall be granted for a specific year and if admitted applicants fail to enroll that year or withdraw from the programme, the applicant shall forfeit the admission.

Applicant shall be required to complete a set of fresh Application Forms if the applicant wish to be considered for admission in the subsequent year.

### **2.15 Cancellation of Admission**

There shall be summarily withdrawal of admission if it is discovered later that a student does not, in actual fact, possess the qualification presented for admission.

### **2.16 Registration**

Admitted applicants shall before registration, pay full admission fees.

### **2.17 Orientation of Students**

Admitted students shall be given orientation before starting studies. The orientation shall cover the details of the courses under the programmes, benefits of the programmes, the teaching environment, how to search for information from the library, policies of the Institutes, familiarization tour at the departments etc.

### **2.18 Change of Name**

A student's name shall not be change in the course of the programme. The name displayed on the certificate submitted for admission shall be the only name to be used throughout the programme of study, except otherwise requested by a court of competent jurisdiction and the name duly gazetted.

## **3.0 ADMISSION PROCEDURE**

### **3.1 Needs Assessment**

- i Deans and Heads of various Departments shall conduct admission needs assessment and survey, each year and submit reports through the Registrar to the Vice-Chancellor for consideration of Academic Board.

- ii After approval by the Academic Board, and the Governing Board in consultation with GTEC/CTVET, the programmes shall be advertised.

### **3.2 Admission Requirements**

The University has these entry routes:

- a) Senior Secondary School Certificate Examination (SSSCE), Ghana
- b) West African Senior School Certificate Examination (WASSCE)
- c) NABPTEX/NVTI/COVET certificates
- d) Foreign Qualifications that are internationally acceptable for admission into Universities
- e) Professional certificates and tertiary level diplomas
- f) Mature Students' Entrance Examination

### **3.3 Development of Market Driven Programmes**

- i Deans and Heads of Academic Departments shall develop market driven curricula in competency-based technological programmes to attract prospective students.
- ii The developed programmes shall be forwarded to the Academic Board for discussion and onward submission to the GTEC for final approval.

### **3.4 Advertisement of Academic Programmes**

- i The competency-based programmes of the University which are to be advertised for the year, shall first be discussed at the departmental level.
- ii The recommendation of the department shall be forwarded to the School Board for consideration and comments.
- iii The Academic Board shall also discuss and approve the programmes to be advertised for the year.

- iv Selected staff from the respective departments shall be guided to advertise the academic and skill related programme to prospective students in various Technical/Vocational and Senior High Schools in the country.
- v Selected media house shall also be engaged to periodically market the programmes of the University.

### **3.5 Foreign Students**

- i Prospective students shall apply to GTEC for evaluation of the equivalence of their foreign certificate.
- ii Evaluation report of the foreign certificate shall be attached to a copy of the certificate for admission.

### **3.6 Application of Academic Programmes**

- i Prospective students shall be required to pay approved application fees by the Council of the University before accessing the application forms of the university.
- ii Upon payment of accepted application fee, prospective student shall be able to download application for admission forms from the University Website.
- iii After completion of the application forms, the hard copies shall be submitted to the Registrar for further processing.
- iv Prospective students shall as well apply online and print related documents and return to the Registrar.

### **3.7 Shortlisting of Qualified Students**

- i Applications received by the Directorate of Academic Affairs shall be forwarded to the Deans of School for the consideration of the School Admissions Board.

- ii The Admission's board shall select applicants based on approved published requirements by GTEC/CTVET
- iii After the recommendation of the School Admission Board, concerning the applicants to be given admission, a report is submitted to the Director of Academic Affairs to issue admission letters.

### **3.8 Offer of Admission**

- i Selected applicants shall be offered admission letter via electronics means
- ii Applicants shall follow the link provided to print out their admission letters

### **3.9 Payment Terms for Fees**

- i Brilliant but needy students shall be given payment terms to settle their fees when necessary.
- ii Needy students shall apply for installment payment through their Heads of Department, Deans of School and Dean of Students affairs.
- iii The parents of the students concerned shall be required to sign an undertaken to that effect.

### **3.10 Orientation of Students**

- i On reopening, the Dean of Student's Affairs shall organize orientation session for the students.
- ii The orientation shall cover the details of the courses under the programmes, benefits of the programmes, the teaching environment, how to search for information from the library, policies of the University, familiarization tour at the departments etc.

### **3.11 Change of Name**

- i For University record purposes, students shall be known only by the names used in completing their application for admission and in the sequence in which they are written.

- ii Female students who contract marriages while in the University may however apply to have their names changed to include the surname acquired by the marriage. The application for change of name under such circumstance shall be supported by a marriage certificate or requisite documentary evidence.