

# **DR. HILLA LIMANN TECHNICAL UNIVERSITY**



## **ADMISSION POLICY**

**EFFECTIVE DATE:**

**JUNE, 2017**

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## **1.0 INTRODUCTION**

University shall be committed to achieve a selection criteria and working environment which provides equal opportunities, data protection and widening participation.

The University 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 all Admission Officers and staff responsible for the selection of students shall comply with this policy.

## **2.0 AIMS**

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.

It 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 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.

### **3.0 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 Joint 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:

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.

## **4.0 CONCESSIONS**

### **4.1 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.

### **4.2 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.

### **4.3 Sports**

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

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

**4.4 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.

## **5.0 PHYSICALLY CHALLENGED APPLICANTS**

The Technical University 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

## **6.0 INTERNATIONAL STUDENTS**

The University 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 until completion of programme.

## **7.0 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.

## **8.0 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.

## **9.0 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.

## **10.0 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.

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

## **11.0 DEFERMENT OF ADMISSIONS**

Deferment of admission shall be considered on case by case basis and considerations will be made on the merit of each case

## **12.0 FURTHER INFORMATION**

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

Further information on the University Admission can be found on the University [website \(www.dhltu.edu.gh\)](http://www.dhltu.edu.gh). General admissions queries shall be directed to the Admissions Office.