

Kwame Nkrumah University of Science and Technology, Kumasi

Admission POLICY



KNUST ADMISSION POLICY



**KWAME NKUMAH UNIVERSITY OF SCIENCE
AND TECHNOLOGY, KUMASI-GHANA
QUALITY ASSURANCE AND
PLANNING UNIT**

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FOREWORD

The Kwame Nkrumah University of Science and Technology, Kumasi has a mission to advance knowledge in science and technology through creating an environment for undertaking relevant research, quality teaching, entrepreneurship training and community engagement to improve the quality of life. In order to achieve this mission, there is the need to have a Policy on Admissions.

The rationale for the admission policy is based on the University's core value of "Diversity and Equal Opportunity for All. The University's Admissions Policy sets out the means by which applicants with diverse educational, socio-cultural and religious backgrounds are given the opportunity to enroll and participate in the learning experience in the University to create a "Culture of Excellence

The University is grateful to all those who ensured the initiation, development and approval of this Policy.

PROFESSOR (Mrs.) Rita Akosua Dickson

VICE-CHANCELLOR

KNUST

ACKNOWLEDGEMENT

As part of the strategic planning mandate of the Quality Assurance and Planning Unit (QAPU), university policies are initiated and proposed for approval by the Academic Board.

The QAPU is grateful to Dr. Paul Kwadwo Addo, Deputy Registrar at Faculty of Educational Studies and Mrs. Benedicta Kwakye, Assistant Registrar at Admissions Office for their initiation, draft and their invaluable contributions to this policy. We are equally also indebted to the staff of QAPU who facilitated the entire process.

Lastly, we wish to appreciate the contribution of all staff of this University who contributed in several ways in the development and approval of this Policy.

PROFESSOR JERRY JOHN KPONYO

HEAD

QUALITY ASSURANCE AND PLANNING UNIT

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1.0 INTRODUCTION

The Admission Policy of the Kwame Nkrumah University of Science and Technology (KNUST) is based on the University's core value of "Diversity and Equal Opportunity for All". The University's Admissions Policy sets out the means by which applicants with diverse educational, socio-cultural and religious backgrounds are given the opportunity to enroll and participate in the learning experience in the University to create a "Culture of Excellence."

The University is committed to ensuring that all potential students who meet the entry requirements are given the opportunity to apply and obtain admission based on merit. All applications are considered and evaluated on the basis of the national admission policies stipulated by the National Accreditation Board (NAB), the National Council for Tertiary Education (NTCE) and the requirements of the various academic disciplines. This Admission Policy applies to all programmes being offered in the University.

2.0 PURPOSE OF THE KNUST ADMISSION POLICY

The purpose of the KNUST Admission policy is to ensure equal opportunities for all applicants irrespective of gender, race, colour, nationality, ethnicity, religious affiliation among others as stated in the KNUST Equity and Diversity Policy.

The University recognises the importance of admitting applicants to courses suited to their abilities and aspirations. The selection process therefore takes into account the entry requirements of the various academic programmes and not just an applicant's academic profile.

In seeking to attract applications from students with excellent academic credentials, KNUST is committed to widening participation and promoting access to Higher Education as stipulated by the 1992 Constitution of Ghana. The policy seeks to provide a transparent and fair system of recruitment of students to pursue academic programmes.

3.0 POLICY OBJECTIVES

The objectives of the policy are as follows:

- a. To establish an equitable, transparent and reasonable process for admission to undergraduate and postgraduate programmes
- b. To attract and admit academically brilliant students
- c. To attract and admit students who have the potential to be well-equipped leaders for the future
- c. To provide a framework for departments/faculties to make available their guidelines and procedures for selection of undergraduate and especially postgraduate students.
- d. To admit needy but brilliant students for national cohesion and development.
- e. To attract students for admission into demand-driven programmes based on national and international needs.

4.0 GUIDING PRINCIPLES

The underlying principles of the admission policy are as follows:

4.1

The admissions portal shall be open from January to July every academic year with the sale of e-vouchers at designated Ghana Post Offices for local applicants. For international applicants, the e-vouchers would have to be generated online before they can apply. The cost of the e-vouchers shall be determined from time to time.

4.2

Admission shall be open to all qualified individuals regardless of race, age, colour, religion, sex, nationality or disability.

4.3

The University shall apply appropriate technology in the selection of potential students.

4.4

The admission may be synchronised with National Admission Policy where applicable.

4.5

The University shall apply approved mechanism to verify all students information (results) provided for admission.

4.6

Any student who uses false results to gain admission shall lose his/her student status.

4.7

The University in compliance with the Data Protection Act, 2012 (Act 843) shall treat all information submitted for admission as confidential.

4.8

The University shall employ all possible means including ICT to inform applicants on the outcome of the admission procedure.

4.9

The University shall use all possible means to inform and educate all potential applicants about the admission process.

4.10

An appropriate admission criteria/entry requirements for each programme shall be developed and made available to all potential applicants using various media including University website, brochure, etc.

5.0 POLICY STATEMENT ON SPECIFIC APPLICANTS

The following are the different categories of applicants for admission to the various programmes in the University:

- a. Ghanaian Senior High School Certificate Holders (SSSCE/WASSCE Holders)
- b. International Applicants
- c. General Certificate of Education (GCE) Advanced Level Holders
- d. Ghanaians with Foreign Results
- e. Students from Less-Endowed Schools
- f. Mature Applicants/HND Holders
- g. Graduate Admission into Undergraduate Programmes
- h. Ghanaian Fee-Paying Applicants
- i. Concessionary Admissions
 - i. Staff Children
 - ii. Applicants from Surrounding Communities
- j. Vice-Chancellor's Concessionary Admission
- k. Vice-Chancellor's Special Initiative to promote STEM for Females

5.1 SENIOR HIGH SCHOOL CANDIDATES

These groups of applicants shall apply with the West African Senior School Certificate Examination (WASSCE/SSSCE) results. The admission of these applicants is based on merit and the selection exercise is done by the Central Undergraduate Admissions Committee.

Applicants are ranked according to their aggregate score starting from aggregate 6 (where aggregate 6 is 6 'A1') to aggregate 24 (where aggregate 24 is 6 "C4", "C5" or "C6". Each candidate is allowed to choose four (4) programmes in order of priority (i.e. from 1st choice to 4th choice). The Committee recommends admission based on the candidates' results and the admission requirements of the selected programmes. If one does not gain admission into his/her first choice, the second choice would be considered based on merit.

This procedure is carried through until the candidate gets a place or misses out on all four (4) choices. Applicants shall not be given placement into programmes they have not selected.

Applicants may however make changes to their choice of programmes once WAEC releases the results during the specified period.

5.2 INTERNATIONAL APPLICANTS

International applicants shall apply for admission online and their selection would be based on merit but not necessarily on comparison with the threshold aggregates (cut-offs) for the local applicants. There are various categories of International Students in terms of their results and combinations of subjects. Some may apply with Cambridge Ordinary and Advanced Level certificates, International General Certificate of Secondary Education (IGCSE), West African Senior Secondary School Certificate Examination (WASSCE), High School Grade 12 certificates, while others may apply with the International Baccalaureate (IB) as may be determined from time to time. These categories of students would be considered for admission based on centrally determined criteria and the equivalences of their certificates.

5.3 GENERAL CERTIFICATE OF EDUCATION ADVANCE LEVEL HOLDERS

Applicants with this background may be considered separately from WASSCE holders and admitted on merit. However, those with very competitive grades would be admitted as regular students.

5.4 MATURE APPLICANTS/HND HOLDERS

Applicants who have attained the age of 25 years or above at the time of application, with Higher National Diploma (HND) or its equivalents and with at least three (3) years working experience may be treated as Mature applicants as stipulated by the National Accreditation Board (NAB). In addition, applicants must satisfy the minimum entry requirement of either five (5) GCE Ordinary Level Credits including English Language and Mathematics or Six (6) Credits at the WASSCE including English Language, Mathematics and Core Science/Social Studies.

The applications of these matured candidates shall be referred to the respective departments/faculties/institutes where their programmes of choice are located for consideration once they meet the minimum entry requirements. The Departments/Faculties/Institutes shall short list and conduct entrance examinations and/or interviews to admit qualified applicants. The list of recommended applicants shall be forwarded to the Central Undergraduate Admissions Committee for final consideration and possible admission.

5.5 GRADUATE ADMISSION INTO UNDERGRADUATE PROGRAMMES

Graduates who have completed their programme of study and wish to apply for another undergraduate programme in a different specialty may apply to the respective department for consideration.

Course(s) exemptions may be considered subject to approval by the appropriate bodies. Graduate entry or applications are normally considered under fee-paying category since the applicants have already accessed government or state scholarship/sponsorship at the undergraduate level.

5.6 GHANAIAN APPLICANTS WITH FOREIGN RESULTS

This group of applicants shall be admitted as Ghanaian fee-paying students. All such applicants must satisfy the minimum entry requirements in order to be considered for admission. The University

shall request an evaluation of their results from the National Accreditation Board (NAB) and/or other International Credential Evaluation Agency to facilitate the determination of the suitability of the applicant for admission.

The Admissions Office shall process and admit such applicants based on the criteria and threshold aggregates established by the Central Undergraduate Admissions Committee.

5.7 APPLICANTS FROM LESS-ENDOWED SCHOOLS

The University shall publish a list of Less-Endowed Senior High Schools in the country, which may be reviewed from time to time based on the Ghana Education Service (GES)'s classification of Senior High Schools. Applicants from this category of schools shall have their WAEC results verified from WAEC and the Central Undergraduate Admissions Committee shall select up to six (6) best candidates from each of these schools, comprising of three (3) males and three (3) females in line with the University's affirmative action policy. The selected candidates are then placed in competitive programmes.

The highly competitive programmes may be regionally distributed with the hope that upon completing their programmes of study these students would go back to their respective communities to work. The Central Undergraduate Admissions Committee shall set the criteria for placement and distribution of students from Less-Endowed Schools.

5.8 GHANAIAN FEE-PAYING APPLICANTS

This category is for applicants whose aggregate score fall short of the competitive aggregate cut-off for their preferred choice of programmes. A Ghanaian fee-paying applicant shall indicate their desire to be considered for fee-paying admission online. The respective Deans of Faculties/Schools or Heads of Department shall evaluate and make recommendation for admission. Those recommended for admission shall be admitted as Ghanaian fee-paying. For highly competitive fee-paying programmes, all fee-paying applicants must compete among

themselves. All applicants admitted in this category shall remain on this status and complete their programme of study as such.

5.9 CONCESSIONARY ADMISSIONS

Quotas for concessionary admissions shall be fixed by the academic board on a yearly basis.

5.9.1 Staff Children: As a policy, the University may grant concessionary admissions to qualified biological or legally adopted children of full-time staff of all public Universities and KNUST staff who have retired for not more than ten (10) years. In selecting staff children for admission, a separate database comprising of staff children only may be created. The applicants shall be made to compete among themselves, especially for the highly competitive programmes. In most cases, all qualified staff children would be placed in one of their preferred choices. Where a qualified applicant fails to gain admission to all four choices as a result of wrong choices or less competitive grades, the applicant through their parents shall be invited by the Central Admissions Committee to make other choices.

5.9.2 Applicants from Surrounding Communities: The University has undertaken to grant concessionary admissions to applicants whose parents hail from the surrounding communities who provided lands for the University. Admission shall be offered to four (4) applicants each who are indigenes of these communities based on their results, (preferably two (2) females and two (2) males).

5.9.3 Vice-Chancellor's Concessionary Admission: The Vice-chancellor may grant concessionary admission opportunities to major financiers and sponsors of the University, otherwise referred to as "Friends of the University" for their wards who qualify.

The Sponsor or “Friend of the University” must satisfy the following criteria:

- i. The sponsor must have contributed significantly either in cash or kind towards the upliftment of the University;
- ii. The sponsor must have had an agreement with the University based on previous project undertaken;
- iii. The sponsor must have plans to influence a policy/ project that will inure to the betterment of the University;
- iv. The sponsor must have strong commitment to the cause of the University.

5.9.4 Vice-Chancellor’s Special Initiative to promote STEM for Females: In determining admission for this category of students, one point less than the set cut-off point shall be used for the female applicants into the Science, Technology, Engineering and Mathematics (STEM) programmes to enable female applicants gain admission into these programmes.

6.0 IMPLEMENTATION STRATEGIES

6.1

There shall be an established Central Undergraduate Admissions Committee as stipulated in the University's Statutes (B1.10) as follows:

A. Composition

A Chairman shall be appointed by the Vice-Chancellor and one representative from each College shall be appointed by the College Board. The Deputy Registrar (Academic Affairs) shall be the Secretary. In attendance shall be the Schedule Officer(s) from the Admissions Office.

B. Term

Members shall hold office for not more than two (2) terms of two (2) years each.

C. Quorum

The quorum for all meetings shall be the Chairman and four (4) other members.

D. Functions

The functions of the Committee are as follows:

- i. Make recommendations for the admission of students into all programmes of study in the University in accordance with the admission requirements and the University's admissions policy;
- ii. To advise on the review of the University's admissions policy;

- iii. To advise on the review of the admissions requirements of the University from time to time on the recommendations of the Provosts, Deans and Heads of Department and
- iv. To perform any other relevant functions which may be referred or delegated to it by the Academic Board.

6.2

In respect of admission for surrounding communities, the Chiefs would have to submit their list to the office of the Deputy Registrar (General Administration), who would then compile and scrutinize the list for the Vice Chancellor's approval. The approved list would then be forwarded to the Admissions Office for processing.

6.3

In respect of the Vice-chancellor's Concessionary Admission, the Vice-Chancellor shall make recommendations for the consideration of the Central Admissions Committee.

6.4

There shall be a general admission requirement brochure which shall be published on the University's website to guide prospective applicants.

6.5

In respect of Staff concession, the Central Admissions Committee would determine the criteria for admitting staff children.

6.6

A satisfaction survey would be conducted among applicants to determine their satisfaction with the admission process with the aim of improving the admission system.

6.7

In respect of IDL Undergraduate admissions, applications shall be referred to the respective departments/faculties/institutes where their programmes of choice are located for consideration once they meet the minimum entry requirements. The Central Undergraduate Admissions Committee in conjunction with the departments/faculties/institutes shall shortlist and conduct entrance examinations and/or interviews (where necessary) to admit qualified applicants.

6.8

In respect of postgraduate (including IDL) admissions, the application shall be referred to the respective departments/faculties/institutes where their programmes of choice are located for consideration once they qualify.

The School of Graduate Studies in conjunction with the departments/faculties/institutes shall shortlist and conduct entrance examinations and/or interviews (where necessary) to admit qualified applicants.

7.0 FEEDBACK

All unsuccessful applicants would be given a reason why they were unsuccessful after the admission process. Unsuccessful applicants have the opportunity to receive more detailed feedback on their application on request. Feedback could be requested by email or letter by contacting the Admissions Office. Feedback would be provided by the Admissions Office or by the Department through the Admissions Office in the case of an interview.

8.0 CONCLUSION

8.1 Validity of Policy Provisions

This policy does not seek to replace other University policies. It is meant to support and improve current University policies. In the event of conflicts with other policies such as the Statutes, appropriate measures shall be taken by Management (Academic Board) to address the conflicts. The policy shall however, be subject to periodic reviews and changes to conform to current trends.

8.2 Revision of Policy Document

The entire policy shall be reviewed when necessary every four (4) years to ensure that it becomes relevant to the administration and management of the University. However, the Admission requirement for all programmes shall be determined every year.

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