

CoEP 6

ADMISSIONS POLICY

1. PURPOSE

St. Louis College of Education upholds the principle that all prospective applicants seeking admission are treated fairly and impartially. St. Louis College of Education has an open, clear, fair and transparent procedures for admission that are based on clearly defined entry criteria for making decisions about selection of students as defined by the Ghana Tertiary Education Commission (GTEC) and Institute for Teacher Education and Continuing Professional Development (ITECPD – UEW). The Admission Policy is developed to serve as a guide to support the efficient management admission of students and delivery of quality education to students.

St. Louis College of Education shall admit students based on academic merit and on their demonstrated capacity to succeed in their chosen programmes.

Students will be selected on merit based on the published criteria. Entry criteria and application procedures are published in the national dailies and on the College's website for the information of students and consumption of the general public.

The purpose of this Admission Policy is to ensure that prospective applicants and the general public are well-informed about the College's admission requirements and procedures. The policy seeks to do the following:

- Clearly define eligible applicants for admission
- Provide timelines for admissions
- Advertise accredited programmes in the national dailies and on the College's website.

2. DESCRIPTION OF THE POLICY

This admission policy document sets out the principles and policies which govern the admission of students to St. Louis College of Education 4 – Year Bachelor of Education Programmes. The scope of the policy includes all categories of students.

3. ADMISSION PRINCIPLES

The admission policies of St. Louis College of Education are based on the following principles:

- (a) Admission offers are made to applicants who are deemed to have the background and abilities to have a reasonable expectation of success in the programme to which they are made an offer of study.
- (b) Admission offers are made broadly on merit based on academic achievement and achievements related to a particular field of endeavour.
- (c) Admission into St. Louis College of Education shall be opened to all qualified individuals regardless of race, age, religion, ethnicity, socio – economic background, gender or special needs.
- (d) Mode of information delivery to prospective applicants and successful applicants will be by appropriate technology available and on College main notice board.

4. ADMISSION LEVELS

St. Louis College of Education has only one level of admission; namely, 4-Year Bachelor of Education Programmes.

5. GENERAL ADMISSION REQUIREMENTS

Applications are invited from **suitably qualified** candidates for admission to **FOUR YEAR BACHELOR OF EDUCATION (B.Ed) DEGREE PROGRAMME** in St. Louis **College of Education, Kumasi**.

BACHELOR OF EDUCATION PROGRAMMES ON OFFER are as follows:

- 1. B.Ed. Early Grade
Education 2. B.Ed.
Primary Education
- 3. B.Ed. JHS Education
 - Languages (Gh. Lang/English)

Lang.) • Home Economics

Admission Requirements:

**B.ED EARLY GRADE EDUCATION/ B.ED
PRIMARY EDUCATION**

1. WASSCE /SSSCE Qualification Applicants

*The general requirement for admission to **the Bachelor of Education (B.Ed Early Grade Education/B.ED Primary Education) Programme** is as follows:*

- i. WASSCE Holders: **CREDIT PASSES** (A1-C6) in Six (6) subjects comprising Three (3) Core subjects, including English Language and Core Mathematics, and Three (3) Elective subjects.
- ii. SSSCE Holders: **PASSES** (A-D) in Six (6) subjects comprising Three (3) Core subjects, including English Language and Core Mathematics, and Three (3) Elective subjects relevant to the course of study.
- iii. Candidates **awaiting** the WASSCE can also apply.

2. General Certificate of Education (GCE) Advance Level Applicants

Applicants must:

- i. have passes in three (3) subjects (at least, one of the passes should be Grade D or better
- ii. have credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics, and a Science subject (for non-science students) and an Arts subjects (for Science students)

**3. Advanced Business Certificate Examination (ABCE)
Applicants**

Applicants must:

- i. have passes in three (3) subjects (at least, one of the passes should be Grade D or better).
- ii. have credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the

B.ED JHS EDUCATION

LANGUAGES (ENGLISH LANG. & GHANAIAN LANGUAGE)

1. WASSCE /SSSCE Qualification Applicants

*The general requirement for admission to **the Bachelor of Education (B.Ed) Languages (English language & Ghanaian Language) Programme** is as follows:*

- i. WASSCE Holders: **CREDIT PASSES** (A1-C6) in Six (6) subjects comprising Three (3) Core subjects, including English Language and Core Mathematics, and Three (3) Elective subjects including **Literature in English**, and **Ghanaian Language (TWI)**.
- ii. Candidates **awaiting** the WASSCE can also apply.

B.ED HOME ECONOMICS EDUCATION

1. WASSCE /SSSCE Qualification Applicants

*The general requirement for admission to **the Bachelor of Education (B.Ed) Programme** is as follows:*

- i. WASSCE Holders: **CREDIT PASSES** (A1-C6) in Six (6) subjects comprising Three (3) Core subjects i.e. English Language, Core Mathematics and Integrated Science, and Three (3) Elective subjects, i.e. any three (3) of the following:
 - Clothing and Textile
 - Food and Nutrition
 - Management in Living
 - Chemistry
 - Biology
 - General Knowledge in Arts (GKA)
- iii. Candidates **awaiting** the WASSCE can also apply.

5.1 International Students

To be eligible for admission, an applicant shall be assessed based on the equivalents of the applicant's academic qualifications with Ghanaian qualifications at the required level. International students whose first language is not English, and whose secondary education was not undertaken in English must demonstrate competency in the English language. Proficiency can be demonstrated by providing results of an International English Language Testing System (IELTS) overall test result of at least 6.0 (Academic) with no band lower than 5.5; or certified equivalent alternative demonstrated proficiency obtained within the past two years.

International students who do not meet the English requirements can undertake an English Language Intensive programme for Overseas Students prior to admission.

5.2. Applicant Credential Validation Procedure

Certified copies, together with English translations (where appropriate) of:

- Higher secondary school results;
- Certificates of completion for all accredited institutions of study and/or academic transcripts
- Any other official certificates, such as short courses and diplomas;
- English language proficiency results (where appropriate), for example, IELTS.
- The College shall apply approved mechanism to verify all students' information or results provided for admission.

A person eligible to certify documents: Authorized officer from GTEC. The authorized officer must sign and print their name clearly, include the date and an official stamp or seal of the authorized officer's organization.

6. CANCELLATION OF ENROLMENT (ADMISSION)

A student's enrolment may be cancelled/withdrawn if statements made or documents provided by that student in his/her admission application are found to be false. The College reserves the right to withdraw or cancel an offer at any point in time.

7. APPEALS

An applicant may appeal against a decision made under this policy. Appeals must be made, in writing, through the Principal of the College to GTEC and ITECPD - UEW. The appeal decision will be based on the written and supporting materials provided to prove his/her case.

8. SPECIAL APPLICANTS

The College does not have facilities available for the visually and hearing impaired and therefore, unable to admit visually and hearing impaired students.

9. LATE APPLICATIONS (Awaiting Results)

Students who are awaiting results by the time of admissions will receive full and equal consideration. Such applicants will be considered on an individual basis if there are still places available on the relevant programme.

10. RECORD KEEPING DUTIES

The College will be responsible for keeping admission documents for all students who enrol/register at the College for the duration of their studies and for six years after.

Unless specifically requested, prospective applicants should not send original documents in advance of their arrival at the College as the College cannot guarantee their safe return.

As part of the admissions process, if an applicant is unsuccessful in getting admission to St. Louis College, his/her documents shall be kept for a minimum of six months after which all documents about the application shall be confidentially destroyed or deleted.

If an applicant declines an offer, withdraws or fails to enrol, all documents of the applicant will be held for six months after which they shall be confidentially destroyed/deleted within 12 months of an applicants' decline or withdrawal.

CONCESSIONARY ADMISSIONS

Quotas for concessionary admissions shall be fixed by the Academic Board on a yearly basis;

- **Staff Children:** As a policy, the College may grant concessionary admissions to qualified biological or legally-adopted children of full-time staff of the College and those who have retired for not more than ten (10) years. In selecting staff children for admission, a separate database comprising 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 choices as a result of wrong choices or less competitive grades, the applicant through their parents shall be invited by the Admissions Committee to make other choices.

11. ACCEPTANCE OF OFFERS

A person receiving an offer of admission must respond to accept the offer by the process which is specified in the offer letter and by the due date specified in the letter and submitted together with a receipt indicating payment of fees.

If an applicant fails to accept the admission offer by the deadline specified in the letter, the offer will be forfeited.

12. DEFERMENT

Postponing the course for a maximum of two years. To defer a programme, a student must first indicate so in writing to the College Secretary/Principal, stating the reasons for deferment and period for deferment. A student must receive a written reply before proceeding on deferment. A student can defer for a minimum of one year (2 semesters) and a maximum period of 2 years (4 semesters). Students who have deferred must take all courses they missed before proceeding to the next level. (will be placed somewhere)

Deferment is accepting the offer of a place in the programme but deferring enrolment for a specified period, not beyond one academic year (two semesters).

An applicant who wishes to defer admission must write a letter to the Principal to that effect and must be granted before proceeding.

Fees must however be paid to the College before deferment.

The applicant on deferment shall be deemed to have forfeited the offer if he/she fails to return after the stipulated period.

13. CENTRALISED ADMISSIONS

The College is committed to providing a professional admissions operation to provide the best service to applicants and to the Institution. The College operates a centralised admission process.

A Special Admission Committee set up by the Principal is involved in the admissions process guided by the criteria for admissions.

The Special Admissions Committee is responsible for all communications with successful applicants. The Office is also responsible for providing statistical information to enable the College to monitor the number of applications, offers and acceptances within each application cycle.

14. RESPONSIBILITY OF APPLICANTS IN THE APPLICATION PROCESS

It is the responsibility of applicants to provide full and accurate information in an application and to notify the College of any changes or corrections to the original application.

By accepting an offer of admission, the applicant agrees to abide by the rules and regulations of the College.

In the light of additional information, which was not available at the time of selection, an offer may be amended or, in exceptional circumstances, withdrawn. The College also reserves the right to correct errors where they have been made in the communication of decisions and offers, but will only withdraw an offer made in error where all conditions have been satisfied with the applicant's consent.

16. THE OFFER-MAKING PROCESS

Where an applicant has applied directly to the College, a formal decision will be made and communicated directly to the applicant by the Special Admissions Committee.

In some cases where an applicant has applied for one programme and is not successful, an alternative programme may be offered. The alternative offer will be officially communicated, and the applicant will also be contacted by the College to confirm and discuss a changed offer decision.

17. RESPONSIBILITY FOR IMPLEMENTATION

- The Special Admission Committee

18. RESPONSIBILITY FOR MONITORING AND COMPLIANCE

- The Academic Board

19. KEY STAKEHOLDERS

- All prospective applicants
- Staff
- Students
- Alumni

20. APPROVING BODY

- College Governing Council

21. INITIATING BODY

- Academic Board

22. DEFINITION OF TERMS

For clarity the following terms have been defined in the context of the document:

- 22.1 **Applicants:** Persons seeking admission into the College.
- 22.2 **Students:** Successful applicants who gain admission into the College and are duly matriculated.
- 22.3 **Staff:** Employees of the College (Academic and Supporting Staff).
- 22.4 **WASSCE:** West African Secondary School Certificate Examinations.
- 22.5 **SSSCE:** Senior Secondary School Certificate Examinations

23. RELATED LEGISLATION

- GTEC Entry Requirements Into Tertiary Institutions In Ghana

24. EFFECTIVE DATE: will be provided

25. REVIEW DATE: will be provided

26. OWNER/SPONSOR

- College Principal

27. AUTHOR

- College Governing Council

28. FURTHER INFORMATION

ST. LOUIS COLLEGE OF EDUCATION, KUMASI
P. O. BOX 3041, KUMASI GHANA.
TEL. 0322028081