

A C C R A T E C H N I C A L U N I V E R S I T Y
ADMISSION OF APPLICANTS TO BACHELOR OF TECHNOLOGY (BTECH), HIGHER NATIONAL
DIPLOMA (HND), NON-TERTIARY AND PROFESSIONAL PROGRAMMES FOR 2019/2020
ACADEMIC YEAR

Applications are invited from qualified candidates for admission into the following programmes:

1. TERTIARY PROGRAMMES

(A) BACHELOR OF TECHNOLOGY PROGRAMMES (4-YEAR STRAIGHT DEGREE)

- 1. Bachelor of Technology - Medical Laboratory Science**

(B) BACHELOR OF TECHNOLOGY PROGRAMMES (TOP-UP)

- 1. Bachelor of Technology-Science- Laboratory Technology**
 - a. Bachelor of Technology – (Analytical Chemistry Option)
 - b. Bachelor of Technology – (Environmental Technology Option)
 - c. Bachelor of Technology – (Clinical Biochemistry Option)
- 2. Bachelor of Technology - Medical Laboratory Science (top-up at Level 200 or 300)**
- 3. Bachelor of Technology – Statistics**
- 4. Bachelor of Technology - Computer Science**
- 5. Bachelor of Technology - Fashion Design & Textiles**
- 6. Bachelor of Technology - Hospitality Management**
- 7. Bachelor of Technology - Mechanical Engineering**
- 8. Bachelor of Technology - Automobile Engineering**
- 9. Bachelor of Technology - Building Technology**
- 10. Bachelor of Technology - Civil Engineering**
- 11. Bachelor of Technology - Electrical/Electronics Engineering**
 - a. Bachelor of Technology (Power and Automation Engineering option)
 - b. Bachelor of Technology (Telecommunications Engineering option)
- 12. Bachelor of Technology - Procurement and Supply Chain Management**
- 13. Bachelor of Technology – Accounting**
- 14. Bachelor of Technology - Banking and Finance**
- 15. Bachelor of Technology - Secretaryship and Management Studies**
- 16. Bachelor of Technology - Marketing**

ENTRY REQUIREMENTS FOR BACHELOR OF TECHNOLOGY PROGRAMMES

- Higher National Diploma (HND) certificate in a relevant field with a minimum of Second Class Lower Division.
- Applicants must have at least two (2) years post-HND qualification working experience.

(C) HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES (MORNING SESSION)

SCIENCE AND TECHNOLOGY PROGRAMMES

1. HND Building Technology
2. HND Civil Engineering
3. HND Electrical/Electronics Engineering
4. HND Interior Design and Technology
5. HND Mechanical Engineering
6. HND Hotel, Catering and Institutional Management (HCIM)
7. HND Science Laboratory Technology (SLT)
8. HND Statistics
9. HND Computer Science

BUSINESS AND ARTS PROGRAMMES

1. HND Accountancy
2. HND Marketing
3. HND Purchasing and Supply
4. HND Secretaryship and Management Studies
5. HND Bilingual Secretaryship and Management Studies
6. HND Fashion Design and Textiles

(C) HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES (EVENING SESSION)

SCIENCE AND TECHNOLOGY PROGRAMMES

1. HND Building Technology
2. HND Civil Engineering
3. HND Electrical/Electronics Engineering
4. HND Mechanical Engineering
5. HND Hotel, Catering and Institutional Management (HCIM)
6. HND Science Laboratory Technology (SLT)
7. HND Statistics
8. HND Computer Science

BUSINESS AND ARTS PROGRAMMES

1. HND Accountancy
2. HND Marketing
3. HND Purchasing and Supply
4. HND Secretaryship and Management Studies
5. HND Fashion Design and Textiles

ENTRY REQUIREMENTS FOR HND PROGRAMMES

A. SSSCE / WASSCE APPLICANTS FOR SCIENCE AND TECHNOLOGY PROGRAMMES

- i. **SSSCE** applicants must have SIX (6) passes (A – D) in all subjects including English Language and core Mathematics; and at least **three (3) of the passes** must be relevant to the area of specialisation.
- ii. **WASSCE** applicants must have SIX (6) passes (A1 – D7) in all subjects including English Language and core Mathematics; and must possess a minimum of C6 in any **three (3) subjects** which must be relevant to the area of specialisation.

B. SSSCE / GBCE/WASSCE APPLICANTS FOR BUSINESS AND ARTS PROGRAMMES

- i. **SSSCE/GBCE** applicants must have SIX (6) passes (A- D) in all subjects including English Language and Mathematics; and at least **three (3) of the passes** must be relevant to the area of specialisation.
- ii. **WASSCE** applicants must have SIX (6) passes (A1- D7) in all subjects including English Language and Mathematics; and must possess a minimum of C6 in any **three (3) subjects** which must be relevant to the area of specialisation.

INTERPRETATIONS OF WASSCE/SSSCE/GBCE

WASSCE	SSSCE/GBCE	GRADE	INTERPRETATION OF GRADES
A1	A	1	Excellent
B2	B	2	Very Good
B3	C	3	Good
C4	D	4	Credit
C5	-	5	Credit
C6	-	6	Credit
D7	-	7	Pass

C. PRE-HND (ACCESS COURSE) APPLICANTS

Applicants must pass three (3) subjects (English Language, Mathematics and Integrated Science) in the NAPBTEX Access Course Programme, plus three (3) passes in the technical subjects.

D. TECHNICIAN APPLICANTS

Passes in Part I and Part II technical subjects or a pass in Ordinary Technician Diploma

E. CERTIFICATE II APPLICANTS (TECHNICAL SCHOOL GRADUANDS)

Passes in SIX (6) relevant subjects comprising three (3) core subjects (English Language, Mathematics, Integrated Science/Social Studies), plus three (3) passes in relevant subject areas.

F. DIPLOMA IN BUSINESS STUDIES (DBS) CANDIDATES

DBS qualification with passes in all four (4) subjects, plus two (2) WASSCE passes (A1 –D7) or two (2) SSSCE/GBCE passes (A – D) in English Language and Mathematics.

G. GCE 'A' LEVEL /ABCE APPLICANTS

- i. FOUR (4) GCE 'O' Level/GBCE credits including English Language and Mathematics.
AND
- ii. A minimum of two (2) GCE 'A' Level or two (2) ABCE passes in relevant subjects.

H. OTHER CERTIFICATES AND DIPLOMA APPLICANTS

- i. A Diploma from a recognised higher institution.
OR
- ii. Institute of Chartered Accountants (Ghana) Level I
OR
- iii. A degree in relevant area.

I. MATURE APPLICANTS

Candidates must be at least twenty-five (25) years of age and must attach proof of age with birth certificates or other legitimate documentary evidence to the completed application forms. Mature applicants must pass the Entrance Examinations to be conducted in English Language, Mathematics and General Knowledge. The mature candidate must have the relevant working experience in the subject area.

J. FOREIGN APPLICANTS

Foreign applicants may be admitted on the basis of qualifications from their home countries for which equivalence shall be determined by the National Accreditation Board (NAB) of Ghana and submitted to the University. Evidence of proficiency in English Language will be required in the case of applicants from non-English speaking countries. Foreign applicants are also requested to acquire Non-Citizen Ghanacard as a pre-requisite for offer of admission. Foreign applicants who fail to provide evidence of having acquired this card will not have their applications processed.

NB: IN ALL CASES CANDIDATES WILL BE EXPECTED TO MEET THE DEPARTMENTAL REQUIREMENTS FOR ADMISSION INTO THE PROGRAMMES

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2. NON-TERTIARY PROGRAMMES

- i. Construction Technician Course (Part I & II)
- ii. Mechanical Engineering Technician Part I
- iii. Motor Vehicle Technician Part I
- iv. Electrical Engineering Technician (Part I & II)
- v. Refrigeration Technician Part II
- vi. Diploma in Business Studies in the following Areas:
Accounting, Secretarial, Management, Purchasing & Supply, Marketing, Statistics, Entrepreneurship and ICT
- vii. Advance Business Certificate Examination (ABCE)
- viii. General Business Certificate Examination (GBCE)
- ix. Advanced Fashion

- x. Advance Cookery (812/2)
- xi. Science Laboratory Technician Part I
- xii. TVET Certificate II in Business Studies (Accounting/Secretarial/ICT Options)

ENTRY REQUIREMENTS

CTC I

Passes in all General Course in Construction (GCC) subjects or passes in four (4) GCE 'O' Level subjects including English Language and Mathematics or four (4) SSSCE/WASSCE passes including English Language and Mathematics.

MVT I

Pass in Motor Vehicle Mechanics (intermediate) or General Engineering or passes in four (4) SSSCE/WASSCE subjects including English Language and Mathematics.

EET I

Four (4) passes in SSSCE/WASSCE subjects including English Language, Mathematics and any two (2) elective science subjects or pass in Telecommunications Part I or four (4) GCE 'O' Level credit passes including English Language, Mathematics or a pass in Electrical Installation Work (Course B) or General Engineering.

MET I

Mechanical Engineering Craft Practice Certificate with passes in all three (3) subjects or General Engineering or passes in four (4) SSSCE/WASSCE subjects including English Language and Mathematics.

CTC II/ EET II

Applicants should be holders of CTC I/MVT I/EET I/ MET I certificates respectively.

Refrigeration Technicians Part II

- i. Passes in four (4) SSSCE /WASSCE/GCE 'O' Level subjects including English Language and Mathematics and any two (2) science related subjects.

OR

- ii. Refrigeration Mechanics Certificate

OR

- iii. General Course in Engineering

Diploma in Business Studies (Accounting/Secretarial/Marketing/Purchasing and Supply/Statistics/Entrepreneurship/ICT Options)

Four (4) GCE 'O' Level credits including English Language and Mathematics or RSA STAGE II/GBCE with four (4) passes including English Language and Mathematics or passes in four

(4) SSSCE/WASSCE subjects including English Language, Mathematics and two (2) elective subjects.

Advanced Fashion

A pass in the Intermediate Dressmaking/Fashion Certificate Examination plus one year industrial experience or four (4) passes in SSSCE/WASSCE subjects including English Language, Mathematics and any other elective subjects or NVT I Grade II and Grade I certificates or four (4) credits in GCE 'O' Level including English Language and Mathematics.

Science Laboratory Technician Part I

Four (4) GCE 'O' Level credits including English Language, Mathematics and any of these two (2) subjects, Physics, Chemistry, Biology, Elective Mathematics and Additional General Science or Passes in four (4) SSSCE/WASSCE subjects including English Language and Mathematics and any two elective subjects, such as Physics, Chemistry, Biology and Elective Mathematics or four (4) GCE 'O' Level credits including English Language, Mathematics and any two (2) science related subjects.

Advance Cookery (812/2)

Pass in Basic Cookery (812/1) or City and Guilds (706/2) and a minimum of one year working experience.

TVET Certificate II in Business Studies (Accounting/Secretarial/ICT Options)

A good pass in English Language, Mathematics, Social Studies, plus two (2) other subjects at the Basic Education Certificate Examinations (BECE).

Duration: Three (3) Years

3. ACCESS (PRE-HND) COURSE TO HND SCIENCE AND ENGINEERING PROGRAMMES

The access course (English Language, Mathematics and Integrated Science) is organized by the National Board for Professional and Technician Examinations (NABPTEX) for applicants with technical/vocational subjects in the related fields or pure science and agricultural science graduates with at least three (3) passes of the elective subjects, in order to foster their enrolment into the following HND programmes:

- Interior Design and Technology
- Furniture Design and Production
- Mechanical Engineering
- Electrical/Electronics Engineering
- Civil Engineering
- Building Technology
- Hotel Catering and Institutional Management
- Fashion Design and Textiles

Duration – one (1) Academic year (i.e. two (2) semesters of 16 weeks per semester)

Entry Requirements for the Access Course (Pre-HND)

Technician applicants with minimum qualification of Craft/Intermediate or Advance Certificate or MET I, MVT I, CTC I, EET I (without credit passes in English Language, Mathematics and Integrated Science), Advanced Cookery 812/1, 812/2 and Advanced Fashion (without credit passes in English Language, Mathematics and Integrated Science) and pure science and agricultural science graduates with at least three (3) passes of the elective subjects.

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4. **PROFESSIONAL PROGRAMMES**

A. **International Certificate in Logistics and Transport (CILT)**

I) The programme consists of four (4) modules, including:

- Business Theory
- Business Application
- Warehousing and Stores Operations
- Freight Operations
- Transport Planning
- Port Operations

II) **Target Group**

- Supervisors and First Line Managers in the field of Logistics and Transport, Supply Chain, Procurement, Stores Administrators, etc.
- Any individual who wants to pursue a career in the above but has no Basic Knowledge.

III) **Entry Requirements**

- Senior High School (SHS) graduates with at least four (4) passes, including English Language and core Mathematics.
 - Ordinary level graduates with at least six (6) passes including English Language and Mathematics.
 - Advance level graduates with at least two (2) passes.
 - Equivalent Professional Qualifications at level three (3) of the UK National Qualification Framework.
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B. **International Diploma in Logistics and Transport (DILT)**

I) The programme consists of six (6) modules, including:

- Managing Transport and the Logistics Operations
- Managing Resources
- Transport Economics and Finance
- Inventory and Warehouse Management
- Passenger Transport
- Logistics and Supply Chain

II) **Target Group**

- Individuals in Middle Management positions who seek to develop a more Strategic view of Logistics and Transport Operations, Supply Chain, Procurement, Stores Administration etc.

III) **Entry Requirements**

- International Certificate in Logistics and Transport.
- HND / degree holders
- Equivalent professional qualifications.

IV) **DURATION**

- Two (2) semesters of Fourteen (14) weeks each
- Lectures times are three (3) Evenings in the week

C. INTERNATIONAL ADVANCED DIPLOMA IN LOGISTICS AND TRANSPORT - (ADILT)

I) The programme consists of five (5) modules, including:

- Strategic Contexts
- Leadership and Strategic Management;
- Strategic Network Planning
- Delivering Strategic Performance
- Research Methods and Professional Projects.

II) **TARGET GROUP**

- Individuals in middle level managerial positions and senior supervisors working in the field of logistics & Transport, Supply Chain, Procurement.
- Personnel in supply and transport in the Armed Forces, Police, Fire Service and CEPS. The others are warehousing and stores managers, airline workers, shipping company workers.
- Other professionals who want to pursue a career in logistics and transport operations and management.

III) **ENTRY REQUIREMENTS**

- International Diploma in Logistics & Transport (DILT).
- Degree/ Masters in Logistics & Transport, Supply Chain or procurement related discipline with any accredited institution.

IV) **DURATION**

- Trimester with an average of sixteen (16) weeks per semester
- Lecture time is three (3) Evenings in the week from **5:00pm - 8:00 pm (Monday, Tuesday and Thursday)**

D. BIOMEDICAL EQUIPMENT MAINTENANCE TECHNICIAN PROGRAMME

- I) Accra Technical University through its Centre for Biomedical Equipment Technology, and in collaboration with the Ghana Technician Examinations Unit of the Ministry of Education and the National Skills Qualification Framework (NSOF) invites applications and qualified candidates for admission to pursue a one (1)-year intensive hands-on and industry-focused technician programme in Biomedical Equipment Maintenance Technology programme.

II) **TARGET GROUP**

- Biomedical Equipment Maintenance Technicians, Individuals in middle level managerial positions and senior supervisors working in the fields of installation, maintenance of diagnostic, therapeutic and monitoring medical equipment..
- Other professionals who want to pursue a career in Biomedical Equipment Maintenance Technology programme.

III) **COMPETENCIES**

Biomedical Equipment Maintenance Technicians will perform tasks involving the installation and, maintenance of diagnostic, therapeutic and monitoring medical equipment. These activities include:

- Installation, maintenance and repair of diverse range of medical equipment.
- Performing electrical safety inspections on biomedical equipment using specialized test equipment.
- Assisting in the systematic preventive maintenance programme of biomedical equipment.
- Identifying and recommending biomedical equipment specifications for procurement.
- Performing quality controls and calibration of biomedical equipment.
- Ensuring quality laboratory diagnostic services in health facilities.

IV) **JOB OPPORTUNITIES**

A Biomedical Equipment Maintenance Technician would be eligible to work as a middle level manager and senior supervisor working in the fields of installation, maintenance of diagnostic, therapeutic and monitoring medical equipment.

Other professionals who want to pursue a career in Biomedical Equipment Maintenance Technology programme.

V) **ENTRY REQUIREMENTS**

- Four (4) passes in WASSCE/SSSCE/GCE 'O' Level subjects including English Language, Mathematics any two (2) Science related subjects.
- Certificate II Applicants: Passes in relevant subject areas as such Electrical/Electronics/Mechanical Engineering or General Engineering.
- Diploma, HND and Degree graduates in Science Laboratory Technology, Electrical/Electronics/Mechanical Engineering or General Engineering, Physics, Chemistry, Biology, Information Technology or Computer Science.
- Mature Access Course.

VI) DURATION

- One (1) academic year.

ONLINE ADMISSION INSTRUCTIONS

1. ALL APPLICANTS ARE REQUIRED TO OBTAIN E-VOUCHERS (LOGIN DETAILS)
 - a) BY BANKERS' DRAFT PAYABLE AT THE CASH OFFICE OF ACCRA TECHNICAL UNIVERSITY.
- OR**
- b) DIAL *389* 288# AND FOLLOW THE PROMPT TO PAY AND RECEIVE YOUR E-VOUCHER BY SMS (ALL NETWORKS).
2. LOG ON TO THE ADMISSIONS SYSTEM AT www.atu.edu.gh WITH THE E-VOUCHER NUMBER AND PIN FOR THE 2019/2020 ACADEMIC YEAR ADMISSIONS.
3. FOLLOW THE STEPS ON THE ONLINE ADMISSIONS SYSTEM TO COMPLETE YOUR APPLICATION.
4. APPLICANTS **MUST** PRINT OUT COPIES OF THE COMPLETED ONLINE APPLICATION FORMS AND SUBMIT THEM TOGETHER WITH **TRUE CERTIFIED COPIES** OF RELEVANT DOCUMENTS, INCLUDING CERTIFICATES AND RESULT SLIPS TO THE ADDRESS:

**THE REGISTRAR,
ACCRA TECHNICAL UNIVERSITY
P. O. BOX GP 561, ACCRA**

THE COST OF APPLICATION FORMS FOR THE VARIOUS PROGRAMMES IS AS FOLLOWS:

1. Bachelor of Technology (BTECH)	-	<u>GH¢ 180.00</u>
2. HND (Morning & Evening)	-	<u>GH¢ 150.00</u>
3. Mature Applicants (Morning & Evening)	-	<u>GH¢ 170.00</u>
4. Non-HND	-	<u>GH¢ 140.00</u>
5. Pre-HND	-	<u>GH¢ 140.00</u>
6. Biomedical Equipment Maintenance Technician	-	<u>GH¢ 140.00</u>
7. Professional Programmes (ADILT, DILT & CILT)	-	<u>GH¢ 100.00</u>
8. Foreign Students Application Form	-	<u>USD 100.00</u>

MATURE APPLICANTS ARE TO NOTE THAT:

THE COST OF TUITION (CLASSES) AND THE MATURE ENTRANCE EXAMINATION IS **GH¢ 380.00**

ELIGIBLE MATURE APPLICANTS ARE REQUIRED TO OBTAIN TWO (2) SEPARATE BANKERS' DRAFTS WITH THE SUM OF **GH¢ 170.00** AND **GH¢ 380.00** RESPECTIVELY, COVERING THE COST OF THE APPLICATION FORM, TUITION (CLASSES) AND MATURE ENTRANCE EXAMINATIONS, PAYABLE TO ACCRA TECHNICAL UNIVERSITY.

THE TUITION (CLASSES) FOR THE MATURE ENTRANCE EXAMINATIONS WOULD BE HELD FROM **MONDAY, JUNE 10, 2019 TO FRIDAY, JULY 05, 2019 @ 4: 30 P.M.** ON THE UNIVERSITY CAMPUS. THE MATURE ENTRANCE EXAMINATION WOULD BE CONDUCTED ON **SATURDAY, JULY 13, 2019 @ 7:30 A.M.** PROMPT.

CLOSING DATES FOR THE ONLINE APPLICATION AND SUBMISSION OF COMPLETED FORMS ARE:

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| i. Bachelor of Technology (BTECH) | : | 30 th August 2019 |
| ii. HND (Morning) | : | 30 th August 2019 |
| iii. HND (Evening) | : | 30 th August 2019 |
| iv. One year Technician Programmes | : | 30 th August 2019 |
| v. DBS/SLT I/ADV. FASH | : | 30 th August 2019 |
| vi. Pre-HND Programme | : | 30 th August 2019 |