

ADMISSIONS POLICY

1. PREAMBLE PURPOSE

St. Joseph College of Education upholds the principle that all prospective applicants seeking admission are treated fairly and equitably. The College has an open, clear, fair and transparent procedure for admission that is based on clearly defined entry criteria for making decisions about selection of students as defined by the National Accreditation Board (NAB), National Council for Tertiary Education (NCTE), and affiliate universities. The admission policy is developed to serve as a guide to support the efficient management and delivery of fair admissions in the College.

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 those seeking to enroll with the College

2. OBJECTIVE

St. Joseph College of Education seeks to admit students based on academic merit and on their demonstrated capacity to succeed in their chosen programmes while ensuring gender equity and inclusion.

3. PURPOSE

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.

4. ADMISSION PRINCIPLES

This policy is 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 particular field of endeavour. **However, special concessions are given to female applicants to ensure gender balance.**

- (c) **St. Joseph College of Education admits students of any gender, ethnic origin and religion.**

5. ADMISSION LEVELS

St. Joseph College of Education has only one level of admissions; namely, 4-year Bachelor of Education (Basic Education Programmes).

6. GENERAL ADMISSION REQUIREMENT

Entry requirements to each of the, 4-year Bachelor of Education Programmes is approved by NCTE, NAB, affiliated Universities and the Academic Board of the College. The general admission requirements are 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 relevant to the course of study.
- ii. **SSCE 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 **MAY/JUNE WASSCE** and **NABPTEX** results can also apply.

Bachelor of Education specialisms on offer in the College are:

- a. B.Ed. Primary Education
- b. B.Ed. JHS Education

Note: The B.Ed JHS Education programme offered in the College has the following course options: Science, Mathematics, ICT, Languages, Social Science and Vocational (Agricultural Science).

1.1. International Students

To be eligible for admission, an applicant shall be assessed on the basis of 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.

It should be noted that the American SAT, TOFEL, etc. cannot in themselves be acceptable as entry qualifications into Ghanaian tertiary educational institutions.

6.2. 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.

Person eligible to certify documents: Authorized officer from NAB. 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.

7. 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.

8. 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 NCTE, NAB and the affiliate. The appeal decision will be based on the written and supporting materials provided to proof his/her case.

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 at least 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 the safe return via the postal system.

As part of the admissions process, if you are not successful in getting admission to St. Joseph College, we will keep your documents for a minimum of six months. Within 6-12 months of receiving unsuccessful decisions all documentations in relation to your application will be confidentially destroyed or deleted.

If you are offered a place in the College and you decline, withdraw or fail to enrol, all your documentations will be held for a minimum of six months. Subsequently, all the documentations will be confidentially destroyed/deleted within 12 months of an applicant declining or withdrawing.

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 which is specified in the letter, together with a receipt indicating payment of fees.

If an applicant fails to accept the admission offer by the due date specified in the letter, the offer will be withheld.

12. DEFERMENT

Admission cannot be deferred in any situation

13. CENTRALISED ADMISSIONS

The College is committed to providing a professional admissions operation in order to provide the best service to applicants and to the Institution. We operate a centralised admission process in order to achieve this.

The Admissions Committee within the Academic Board remain involved in the admissions process and are responsible for agreeing on the selection processes and for setting cut-off points for each of the courses.

The consideration of individual applications for the 4-year Bachelor of Education (Basic Education Programmes), normally takes place in the Central Admissions Office, where the Admissions Committee review the applications based on qualification.

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

14. THE ADMISSIONS COMMITTEE

The Admissions Committee shall compose of:

- The Principal
- The Vice principal
- The Secretary
- The Quality Assurance Officer
- The Academic Affairs Officer

15. 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. Copies of the regulations can be found on the College's website: www.joscobechem.edu.gh.

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 Central Admissions Office.

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

An offer of admission will be made in good faith considering information as supplied by the applicant.

17. DEFINITION OF TERMS

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

- 17.1 **Applicants:** Persons seeking admission to the College.
- 17.2 **Students:** Successful applicants who gain admission to the College and are duly matriculated.
- 17.3 **Staff:** Employees of the College (Academic and Supporting Staff).
- 17.4 **WASSCE:** West African Secondary School Certificate Examinations.
- 17.5 **SSCE:** Secondary School Certificate Examinations