



# **BOLGATANGA TECHNICAL UNIVERSITY**

## ***ADMISSION OF CANDIDATES TO PROGRAMMES OF STUDY 2020/2021 ACADEMIC YEAR***

Applications are invited from qualified candidates for admission to the following programmes for the 2020/2021 Academic Year:

**A. FOUR (4) YEAR BACHELOR OF TECHNOLOGY PROGRAMMES (FULL TIME-SUMBRUNGU CAMPUS):**

1. Bachelor of Technology in Ecological Agriculture
2. Bachelor of Technology in Agricultural Engineering
3. Bachelor of Technology in Hospitality Management
4. Bachelor of Technology in Civil Engineering
5. Bachelor of Technology in Building Technology

**B. BACHELOR OF TECHNOLOGY PROGRAMMES-TOP-UP PROGRAMMES (WEEKEND SCHOOL-SUMBRUNGU CAMPUS):**

1. Bachelor of Technology in Accounting with Computing
2. Bachelor of Technology in Procurement and Supply Chain Management
3. Bachelor of Technology in Marketing Management
4. Bachelor of Technology in Secretaryship and Management Studies
5. Bachelor of Technology in Ecological Agriculture
6. Bachelor of Technology in Agricultural Engineering
7. Bachelor of Technology in Hospitality Management
8. Bachelor of Technology in Civil Engineering
9. Bachelor of Technology in Building Technology
10. Bachelor of Technology in Fashion

**C. HND (HIGHER NATIONAL DIPLOMA) PROGRAMMES (FULL-TIME-SUMBRUNGU CAMPUS):**

1. HND Accountancy
2. HND Agricultural Engineering
3. HND Civil Engineering
4. HND Hotel Catering and Institutional Management
5. HND Marketing
6. HND Secretaryship and Management Studies
7. HND Statistics
8. HND Procurement and Logistics Management
9. HND Building Technology
10. HND Industrial Art (with options in Graphic Design, Fashion and Design, Leather Work, Ceramics, Sculpture, Painting & Decoration)
11. HND Ecological Agriculture
12. HND Electrical/Electronic Engineering
13. HND Mechanical Engineering:
  - i. Automobile option
  - ii. Production option

14. HND Medical Laboratory Technology

15. HND Banking and Finance

**D. ACCESS COURSE (PRE-HND)**

**HND (HIGHER NATIONAL DIPLOMA) PROGRAMMES (EVENING SCHOOL-BUKERE CAMPUS)**

1. HND Accountancy
2. HND Secretaryship and Management Studies
3. HND Procurement and Logistics Management
4. HND Marketing

**DIPLOMA PROGRAMMES (EVENING SCHOOL-BUKERE CAMPUS)**

1. Diploma in computerized Accounting
2. Diploma in Business Administration
3. Diploma in Banking Technology & Accounting

***ENTRY REQUIREMENTS FOR TERTIARY PROGRAMMES***

**A. Bachelor of Technology Programmes (4 Year Programme)**

**a. SSSCE/WASSCE/GBCE Candidates**

Candidates must have credit passes (A-D/A1-C6) in six (6) subjects. Three of the six subjects must be core (including English Language, Social Studies/ Integrated Science and Mathematics) and the other three must be in relevant elective subjects.

**b. GCE Advanced Level Candidate**

Passes in three (3) subjects (at least one of the passes should be Grade D or better). Also the applicant must have had credit passes (grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics and Science subjects (for non-science students) and an Art subject (for science students).

**c. MATURE APPLICANTS FOR BACHELOR OF TECHNOLOGY**

- i. Must be 25 years old and should attach a Birth Certificate/Baptismal Card.
- ii. Must have a minimum of three (3) years' working experience.
- iii. Pass a written Examination conducted by Bolgatanga Technical University.
- iv. Must have at least five (5) SSSCE/WASSCE passes or five (5) GCE 'O' Level credits including English Language and Mathematics

**B. Bachelor of Technology Programmes (2 Years Top-Up Programme)**

**1. Bachelor of Technology in Accounting with Computing**

- a) Holders of HND Accountancy /Accounting with Computing Certificate (2<sup>nd</sup> Class lower or better) with a minimum of two (2) years working experience or
- b) ACCA and ICA holders with passes in seven (7) or more subjects.

- 2. Bachelor of Technology in Procurement and Supply Chain Management**
  - a) Holders of HND Procurement and Logistics Management, Purchasing and Supply (2<sup>nd</sup> Class lower or better) or its equivalent with a minimum of two years post qualification working experience.
  - b) Applicants with Diploma in Procurement and Supply from the Chartered Institute of Purchasing and Supply (CIPS UK) qualification may apply.
  - c) HND graduates from other fields or disciplines with a qualification not lower than a 2nd class lower Division with at least five (5) years working experience.
  
- 3. Bachelor of Technology in Marketing Management**
  - a) Graduates of Higher National Diploma in Marketing and students transferring from similar programmes ran at other accredited/ recognized institution with a minimum of second class lower division plus at least one (1) year working experience/first degree from any recognized institution.
  - b) HND graduates from fields or disciplines with a Qualification lower than the minimum second class lower but have worked in relevant fields for at least one.
  
- 4. Bachelor of Technology in Secretaryship and Management Studies**
  - a) Applicants must have qualification in HND Secretaryship and management Studies, Purchasing and Supply, Accountancy or Marketing as well as students transferring from similar programmes run at other institutions with accreditation/recognition and with a minimum qualification of Second (2<sup>nd</sup>) Class lower Division plus at least two (2) years relevant post qualification experience in the relevant field.
  
  - b) HND Secretaryship and Management Studies, Purchasing and Supply. Accountancy, and Marketing graduates possessing lower than the minimum Second (2<sup>nd</sup>) Class Division requirement as indicated above, but have worked in relevant fields for a minimum of two (2) years may apply. Applicants in this category will be admitted based on interview performance.
  
- 5. Bachelor of Technology in Building Technology and Bachelor of Technology in Civil Engineering**
  - a) HND graduates with a minimum of Second class Lower Division in Building Technology or Civil Engineering, Or
  - b) HND graduates with from fields of disciplines with a Qualification lower than the minimum second class lower but have worked in relevant fields for at least one. Or
  - c) Holders of construction Technician Part III. Or
  - d) Holders of construction Technician Part II (old scheme)
  
- 6. Bachelor of Technology in Ecological Agriculture**
  - a) HND graduates with a minimum of Second class Lower Division from fields of disciplines.
  - b) HND graduates with from fields of disciplines with a Qualification lower than the minimum second class lower but have worked in relevant fields for at least one.
  
- 7. Bachelor of Technology in Agriculture Engineering**
  - a) HND graduates with a minimum of Second class Lower Division from fields of disciplines.
  - b) HND graduates with from fields of disciplines with a Qualification lower than the minimum second class lower but have worked in relevant fields for at least one.

## 8. Bachelor of Technology in Hotel Catering and Institutional Management

- a) HND graduates with a minimum of Second class Lower Division from fields of disciplines.
- b) HND graduates with from fields of disciplines with a Qualification lower than the minimum second class lower but have worked in relevant fields for at least one.

## C. Higher National Diploma Programmes

### 9. SSSCE Holders:

- i. Six Passes (A-D) in all subjects including English language and Mathematics and
- ii. At least three (3) of the passes must be relevant to the area of specialization.

### 10. WASSCE Holders:

- i. Six Passes (A1-D7) in all subjects including English Language and Mathematics and
- ii. Must possess a minimum of C6 in any three of the passes relevant to the area of specialization.

Applicants who satisfy the above requirements can gain direct admission to the HND programme

### 11. GBCE/ 'O'/A'LEVEL/ABCE APPLICANTS

Five (5) GBCE /GCE,,O"-Level credit passes (*including English Language and Mathematics*) **plus** at least two (2)GCE,,A" level/ABCE passes excluding General Paper.

### 12. TECHNICAL/VOCATIONAL/BUSINESS/COMMERCIAL CERTIFICATE APPLICANTS

Diploma in Business Studies (DBS), Diploma in Computerized Accounting (DCA), Diploma in Banking Technology & Accounting (DBTA), Diploma in Business Administration (DBA).

**RSA II/III, MET I/II, MVT I/II, EET I/II, GCC/CTC I/II or CTC I & II, OTDF Certificate**, Advanced B/C Craft Certificate, Institutional Management or City & Guilds Part I & II (812/1, 812/2) or Stenographer Certificate plus four SSSCE/WASSCE credits including English Language and Mathematics.

### 13. TEACHER APPLICANTS (FOUR-YEAR CERT. 'A' OR POST-SEC. TEACHERS' CERTIFICATE)

### 14. DBS APPLICANTS

Applicants who hold DBS with five (5) Credits or five (5) Passes from GES accredited institutions are eligible for admission to pursue Business related programmes at the HND level.

### 15. MATURE APPLICANTS FOR HND

- i. Must be 25 years old and should attach a Birth Certificate/Baptismal Card.
- ii. Must have a minimum of two (2) years' working experience.
- iii. Pass a written Examination conducted by Bolgatanga Technical University.
- iv. Must have at least four (4) SSSCE/WASSCE passes or four (4) GCE 'O' Level credits including English Language and Mathematics

### ENTRANCE EXAMINATION FOR MATURE CANDIDATES

Entrance Examinations for mature candidates would be conducted on **Saturday, August 22, 2020** from 10.00am to 2.00pm at Sumbrungu Campus, Bolgatanga Technical University. All candidates **MUST** pass the entrance examination in Mathematics and English Language.

**PLEASE TAKE NOTE OF THE DATE FOR THE EXAMINATION SINCE NO CANDIDATE WOULD BE CONTACTED**

1. REQUIREMENTS FOR ENGINEERING PROGRAMMES (APPLICANTS SHOULD HAVE SCIENCE BACKGROUND)
  - Five (5) GCE 'O' Level credits including English and Mathematics and two (2) Science subjects or Six SSSCE Passes (A-D) in all subjects including English language and Mathematics or Six WASSCE Passes (A1-D7) in all subjects including English Language and Mathematics
2. REQUIREMENTS FOR BUSINESS PROGRAMMES
  - Five (5) GCE 'O' Level credit passes including English Language and Mathematics or Six SSSCE Passes (A-D) in all subjects including English language and Mathematics or Six WASSCE Passes (A1-D7) in all subjects including English Language and Mathematics
3. REQUIREMENTS FOR HOTEL, CATERING AND INSTITUTIONAL MANAGEMENT PROGRAMME (APPLICANTS SHOULD HAVE HOME ECONOMICS OR CATERING BACKGROUND)
  - Five (5) GCE 'O' level credits including English Language, Science and Mathematics or Six SSSCE Passes (A-D) in all subjects including English language and Mathematics or Six WASSCE Passes (A1-D7) in all subjects including English Language and Mathematics

**D. ENTRY REQUIREMENTS FOR DIPLOMA PROGRAMMES (EVENING SCHOOL)**

**a) Diploma in Banking Technology and Accounting/ Diploma in Computerized Accounting**

1. SSSCE/WASSCE Holders
  - Five Passes including English and Core Mathematics
2. O'LEVEL/GBCE AND A'LEVEL/ABCE Holders
  - Five passes in O' Level/GBCE including English Language and Mathematics
3. Mature Applicants
  - i. Must be 25 years and above
  - ii. Must provide documentary evidence of relevant work experience
  - iii. Must pass an entrance examination and an interview

**Diploma in Banking Technology & Accounting**

**Duration of Course**

The total duration for the Diploma in Accounting & Banking Technology is two years (Four Semesters). All Students who pass all courses with a CGPA of at least 1.5 at the end of the second year qualify to be awarded a Diploma in Banking Technology.

**Diploma in Computerized Accounting**

**Duration of Course**

The total duration for the Diploma in Computerized Accounting is two years (four Semesters). All Students who pass all courses with a CGPA of at least 1.5 at the end of the second year qualify to be awarded a Diploma in Computerized Accounting.

**Note:** Students who obtain a minimum Grade Point Average of 2.0 will have the option to progress to the third year to do one more year for the **Professional Diploma in Computerized Accounting**.

#### **b) Diploma in Business Administration (DBA)**

1. SSSCE aggregate 24 or better with passes English Language and Mathematics
2. WASSCE aggregate 36 or better with passes in English Language, Mathematics.
3. General Business Certificate Examination (formerly RSA II) with passes in English Language and Mathematics.
4. Mature Applicants
  - i. Must be at least 25 years old
  - ii. Must pass an entrance examination and a selection interview

#### **Duration of Programme**

The total duration for the Diploma in Business Administration is two years (four Semesters)

#### **a) PRE-HND (ACCESS) COURSE FOR TECHNICAL/VOCATIONAL SCHOOL GRADUATES AND SSSCE/WASSCE SCIENCE GRADUATES**

The Access Course for technical and vocational school graduates has been designed to offer students the opportunity to pursue a one-year (i.e. two semesters of sixteen (16) weeks each) Access Course in English Language, Mathematics and Science. The final Examination will be conducted by the National Board for Professional and Technician Examinations (NABPTEX) after which successful candidates will be qualified to enroll in HND programmes in any of the Polytechnics in Ghana. A minimum of 50% pass in each of the three subjects is required for qualification into the HND programme.

The following HND programmes are available in Bolgatanga Technical University for successful candidates:

- HND Hotel, Catering & Institutional Management
- HND Industrial Art
- HND Civil Engineering
- HND Agricultural Engineering
- HND General Agriculture (Ecological)
- HND Building Technology
- HND Statistics
- HND Mechanical Engineering
- HND Electrical/Electronic Engineering
- HND Medical Laboratory Technology

#### **Entry Requirement**

- Applicants should possess a minimum qualification of Intermediate or Craft Certificate or its equivalent in the relevant areas of study.

**NOTE: Only technical and vocational school, SSSCE/WASSCE Science graduates are qualified to apply for the Access Course.**

## INTERNATIONAL APPLICANTS

International applicants may be admitted on the basis of qualifications from their countries for which equivalence shall be determined by the National Accreditation Board (NAB) of Ghana and submitted to Bolgatanga Technical University.

Evidence of proficiency in English Language will be required in the case of applicant from non -English speaking countries. International applicants are also requested to acquire Non-Citizens Ghana card as a pre-requisite for admission. International applicants who fail to provide evidence of having acquired this card will not have their applications processed.

## SUBMISSION OF COMPLETED APPLICATION FORMS

Completed application forms together with two (2) photocopies each of any certificate or result slip and testimonials should be sent to the following address not later than Friday 28<sup>th</sup> August, 2020:

**THE REGISTRAR  
BOLGATANGA TECHNICAL UNIVERSITY  
P. O. BOX 767  
BOLGATANGA.**

For More Information, call the following telephone numbers:

0207433318/0244175095/0244265809/0244013402/0208640422/0208391344

## COMPLETING THE HND APPLICATION FORM

Please, read the following instructions carefully before completing the application form;

1. Go to <http://admissions.bpoly.edu.gh> on the internet after you purchase the e-voucher;
2. Log on to the Online Admissions System with the e-voucher Application Number and PIN;
3. Complete the form in BLOCK LETTERS only;
4. Follow steps on the Online Admissions system to complete your application;
5. A printed copy of your completed online application forms and photocopies of Certificates or Results slips must be enclosed in your envelope before posting;
6. Completed forms together with two (2) photocopies of each of your certificates or result slips should be sent by post to the Registrar, Bolgatanga Technical University, P. O. Box 767, Bolgatanga, Ghana, not later than **Friday, August 28, 2020**;
7. An Envelope Number generated for you on completion of the online application must be written at the back of the envelope before posting;
8. Mature applicants must write “**MATURE**” at the top right corner of the front page of the form;
9. In the case of HND Accountancy, HND Secretaryship & Management Studies, HND Procurement & Logistics Management and HND Marketing, indicate whether you want full-time or part-time;
10. Attach two (2) passport size photographs with red background.
11. Attach a copy of your birth certificate.

## SALE CENTRES

An **E-voucher Number** and **PIN** can be obtained from:

1. All Regional Post Offices in Ghana including the under listed Post offices:

**Bolgatanga, Bawku, Navrongo, Tamale, Wa, Sunyani, Techiman, Kumasi, Cape Coast, Ho, Kaneshie, Accra Central, Circle, Tema Main, Koforidua, Takoradi,**

2. Cash Office, Bolgatanga Technical University, Sumbrungu Campus

**COST OF APPLICATIONS FORMS**

Bachelor of Technology	-	GH¢140.00
HND Direct Entry	-	GH¢130.00
HND Mature	-	GH¢140.00
Diploma Programmes	-	GH¢130.00
Access Course	-	GH¢130.00
International Students	-	USD90

(Sgd.)  
REGISTRAR