HO POLYTECHNIC

OFFICE OF THE REGISTRAR

SEPTEMBER 2016 ADMISSIONS

ADMISSION INTO BTECH, HND AND NON-TERTIARY PROGRAMMES FOR THE 2016/2017 ACADEMIC YEAR

A  TERTIARY PROGRAMMES

BACHELOR OF TECHNOLOGY (B.TECH) PROGRAMMES

- BTech Hospitality and Tourism Management (regular)
- BTech Automobile Engineering (regular)
- BTech Agricultural Engineering (regular)

HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

Engineering, Applied Sciences and Technology Programmes

- HND Agricultural Engineering (regular)
- HND Mechanical Engineering (regular)
- HND Building Technology (regular)
- HND Civil Engineering (regular)
- HND Electrical/Electronic Engineering (regular)
- HND Statistics (regular)
- HND Agro-Enterprise Development (regular)
- HND Information Communication Technology (regular)
- HND Food Technology (regular)
- HND Computer Science (regular, evening and weekend options)
- HND Hotel, Catering and Institutional Management (regular, evening and weekend options)
- HND Fashion Design and Textiles (regular, evening and weekend options)
- HND Industrial Art (regular)

Business and Management Programmes

- HND Accountancy (regular, evening and weekend options)
- HND Marketing (regular, evening and weekend options)
- HND Secretaryship and Management Studies (regular)
- HND Banking and Finance (regular, evening and weekend options)
- HND Purchasing and Supply (regular, evening and weekend options)

ADMISSION REQUIREMENTS FOR TERTIARY PROGRAMMES

BACHELOR OF TECHNOLOGY PROGRAMMES

- HND in related field or fields of study with a minimum of Second Class (Lower Division)
- Any other equivalent qualification
- Applicants must have at least 1 year relevant industrial experience.

HIGHER NATIONAL DIPLOMA PROGRAMMES

SSSCE APPLICANTS

- Six 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 specialization.

WASSCE APPLICANTS
Six passes (A1-D7) in all subjects, including English Language and Mathematics; and
Must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.

**DBS APPLICANTS**

Four (4) SSSCE/WASSCE Credits including English Language and Mathematics plus at least three DBS passes in relevant courses.

**GBCE and ABCE Applicants**

Five (5) GBCE credits including English and Business Mathematics or (2) ABCE passes.

**TEACHERS’ CERTIFICATE A HOLDERS**

**TECHNICAL SCHOOL APPLICANTS**

- Technician Part II OR III certificate holders
- Certificate II holders (Must obtain passes in English Language, Mathematics, Integrated Science plus any three (3) relevant trade courses.
- Pre-HND candidates

**MATURE CANDIDATES**

1. Must be at least 25 years old by the time of application.
2. Must have two (2) years industrial experience.
3. Must pass a written aptitude test (English, Mathematics and General paper in the area of specific programme of study)
4. And/or pass an interview.

**B. NON-TERTIARY PROGRAMMES**

**ADMISSION REQUIREMENTS FOR NON-TERTIARY PROGRAMMES**

**ADVANCED FASHION**  
Course Duration: 2 YEARS for applicants with qualifications (1) and (2); 3 YEARS for applicants with qualification (3).
1. Pass in Intermediate Fashion/NVTI Grade One; OR
2. SSSCE/WASSCE Certificate with passes in four (4) subjects including English, Clothing and Textiles or Visual Art.

**MOTOR VEHICLE TECHNICIAN PART I (MVT I) / AGRIC ENGINEERING TECHNICIAN PART I**  
Course Duration: ONE (1) YEAR
- Pass in General Course in Engineering.
- Motor Vehicle Mechanics Work (MVW)
- Agricultural Mechanics; OR
- Credit in 825/1 Internal Combustion Engine Work and 825/2 Vehicle Work. OR
- 815/1 Motor Vehicles Craft Work and a minimum of TWO YEARS relevant Industrial Experience.

**MOTOR VEHICLE TECHNICIAN PART II (MVT II)/ AGRIC ENGINEERING TECHNICIAN PART II**  
Course Duration: ONE (1) YEAR
- Motor Vehicle Technician Part I Certificate or
- Agricultural Engineering Technician Part I.

**CONSTRUCTION TECHNICIAN CERTIFICATE PART I (CTC I)**- Course Duration: 1 YEAR

**SSSCE / WASSCE Applicants**
- Passes in Core English, Core Mathematics and Integrated Science/Core Science plus two (2) relevant Technical or Science elective subjects. OR
- General Course in Construction (G.C.C.) Certificate. OR
- Advanced Certificate in Carpentry and Joinery (C&J) or Painting and Decorating (P&D) or Block-laying and Concreting (B&C).

**CONSTRUCTION TECHNICIAN CERTIFICATE PART II (CTC II)**-Course Duration: 1 YEAR
Applicants must have Construction Technician Course Part I Certificate.
CERTIFICATE II PROGRAMME - Course Duration: 2 years
- Passes in two core subjects i.e Mathematics, English, integrated Science/Core Science/Agriculture Science plus passes in any two (2) relevant electives
- Cookery N.V.T.I Grade 1&2 Certificate holders

DIPLOMA IN BUSINESS STUDIES (ACCOUNTING, SECRETARYSHIP, MARKETING, MANAGEMENT AND STATISTICS OPTIONS)

SSSCE/WASSCE Applicants
Passes in (4) subjects: i.e. English, Mathematics and any other two relevant subjects.

General Business Certificate Applicants
Four (4) passes at General Business Certificate Examination (RSA II) including English Language and Business Communication.

DIPLOMA IN BUSINESS ADMINISTRATION - Course Duration: 2 years
- SSSCE: 3 credits or better with passes in English Language or Mathematics.
- WASSCE: 3 credits or better with passes in English Language or Mathematics.
- General Business Certificate Examination (ABCE) with passes in English Language and Mathematics.
- Candidates with 2 passes or more in DBS will do one (1) year only.

EEE TECHNICIAN PART III (Course Duration - 1 Year)
Applicants must have EEE Technician Part II Certificate

EEE TECHNICIAN PART II
Technician Applicants
- Passes in 3 courses in EET I
- Advanced Electrical Installation (Course C) Certificate.

SSSCE/WASSCE Applicants
Passes in Core English Language, Core Mathematics, Core Science / Integrated Science and elective subjects including Physics, Mathematics and either Chemistry or Applied Electricity OR Electronics OR Biology. Technical Drawing is acceptable in place of Chemistry. In all five (5) subjects with aggregate 23 or better for SSSCE and 33 or better for WASSCE.

EEE TECHNICIAN PART I

Technician Applicants
Passes in Electrical Installation Works (Course B) Certificate

SSSCE/WASSCE Applicants
Passes in Core English Language, Mathematics, Science /Integrated Science plus 2 passes in elective Mathematics and either Physics, Applied Electricity, or Electronics or Technical Drawing.

PRE-HND ACCESS COURSE FOR TECHNICAL/VOCATIONAL SCHOOL GRADUATES
The duration of this programme is one year. It is designed for graduates of Technical and Vocational Institutions who have successfully completed their programmes of study and wish to pursue an HND programme in the Polytechnic.

ADMISSION REQUIREMENTS
- Applicants should posses a minimum qualification of Intermediate or Craft Certificate or its equivalent in the relevant area of study.
- Students with SSSCE (A-D) or WASSCE (A1-C6) in any two relevant electives.

Successful Pre-HND candidates will proceed to enroll in any of the following Programmes:
- HND Agricultural Engineering
- HND Automobile Engineering
- HND Building and Construction Engineering
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 Ho Polytechnic.

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 Ghanacard as a pre-requisite for admission. International applicants who fail to provide evidence of having acquired this card will not have their applications processed.

NOTE: ALL ADMISSIONS TO HO POLYTECHNIC ARE STRICTLY VIA THE ONLINE ADMISSION SYSTEM

ONLINE ADMISSION INSTRUCTIONS

(a) Ghanaian applicants
2. Log on to the Online Admissions System with the E-Voucher Number and PIN
3. Follow steps on the Online Admission system to complete your application.
4. On completing and submission of your online application, an envelope number will be generated automatically for you

(b) International Applicants
International Applicants can only purchase the e-voucher online using Visa Credit/Debit Card at https://admissions.hopoly.edu.gh/evoucher

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

a. All Regional Post Offices in Ghana including the under listed Post Offices:
   - Ho, Kaneshie, Accra Central, Tema Main, Akosombo, Hohoe, Keta, Sogakope, Akatsi, Aflao, Denu, Cantonments, Kumasi, Koforidua, Sunyani, Cape Coast, Takoradi, Tamale, Bolgatanga and Wa,

b. All networked Branches of Zenith Bank in Ghana.

c. Online, using Visa Credit/Debit Card at https://admissions.hopoly.edu.gh/evoucher

COST OF E-VOUCHER

- Bachelor of Technology Applicants - GHc140
- HND Applicants - GHc130
- Mature Applicants - GHc140
- Non-tertiary Applicants - GHc120
- International Students - USD100

NOTE: All mature applicants will be expected to pay an additional amount of GHc50.00 on or before the day of the entrance examinations at the Polytechnic campus to cover the cost of the entrance examinations.

SUBMISSION OF COMPLETED ONLINE APPLICATION

A printed copy of completed online application, together with photocopies of certificates and result slips or transcripts (BTech, HND applicants and non-tertiary applicants) and Birth Certificates (for mature applicants) should be submitted to the following address, using Ho Polytechnic EMS Envelops obtainable from any branch of Ghana Post Company Limited throughout the country at the cost of GHc20 (Twenty Ghana Cedis):

The Registrar, Ho Polytechnic, P. O. Box HP 217, Ho, Ghana.

To avoid loss of hard copy of completed online application and other required attachments, applicants MUST use Ho Polytechnic EMS Envelops only for submitting the documents to the Registrar. Closing date for sale of application forms is 29TH JULY, 2016. Detailed entry requirements and information on Faculties and programmes can be obtained
from Ho Polytechnic website www.hopoly.edu.gh. For further information please call 03620 26456; 020-8423194, and 020-8824092.

REGISTRAR