

DAMBAI COLLEGE OF EDUCATION



ADMISSION POLICY

DACE/ADP001/2020

TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
ADMISSION POLICY	1
1. INTRODUCTION.....	1
2. POLICY STATEMENT	1
3. PURPOSE/OBJECTIVES.....	2
4. SCOPE.....	3
5. SUPPORTING PROCEDURES.....	3
6. INCLUSION RESPONSIVE STATEMENT.....	4
7. RESPONSIBILITY FOR IMPLEMENTATION.....	4
8. RESPONSIBILITY FOR MONITORING.....	4
9. KEY STAKEHOLDERS.....	4
10. STATUS	4
11. INITIATING BODY	4
12. SPONSOR.....	5
13. AUTHOR.....	5
14. APPROVAL AUTHORITY	5
15. EFFECTIVE DATE.....	5
16. REVIEW DATE	5
17. RELATED LEGISLATION	5
18. DEFINITION OF TERMS	5
19. RELATED POLICY	6
20. FURTHER INFORMATION	6

ADMISSION POLICY

DACE/ADP001/2020

1. INTRODUCTION

Dambai College of Education is a public tertiary institution affiliated to University for Development Studies (UDS) and University of Cape Coast (UCC). The mandate of the College is to train quality teachers for education delivery at the pre-tertiary level.

Admission issues are quite complex in tertiary education due to the heterogeneous nature of programmes and applicants' background. There is therefore the need for a policy to guide and streamline admission practices and processes within such complex institutions as a College of Education. Hence, the need for this policy.

2. POLICY STATEMENT

Dambai College of Education (DACE) is committed to ensuring that all qualified applicants or prospective students are given equal opportunity to be enrolled. Therefore, selection will be based on a comprehensive review of all information both academic and personal presented in the application forms in either hard copy or electronic form as it may be deemed appropriate. Every applicant shall be considered as an individual based on holistic assessment using the information available to the College in the areas of:

- a. quality of grades obtained in SSSCE / WASSCE and other recognized and acceptable equivalent Academic Certificates and records.
- b. performance or rating in any written recommendation / testimonial presented as may be required.
- c. performance at interview and / entrance examination, as may be required.
- d. the College accepts applications for admission from qualified students regardless of race, gender, ethnic, social status, religious inclination, cultural and national background.
- e. priority may be given to qualified female applicants with the aim of achieving gender parity in admissions.

- f. where applicable, physically challenged applicants may be prioritized during admissions provided they meet all the requirements and special provisions made for them to cope with life in the College.
- g. ultimately, all admission decisions shall be based on academic criteria (ability and potential).
- h. the College reserves the right to contact the applicant's previous institution prior to admission for further information on the applicant where necessary.
- i. successful applicants are required to make full payments of a non-refundable admission fee within a given period before they are officially recognised as members of DACE community and for that matter, students.
- j. applicants must ensure that all information relevant to the application is given. Any false information provided by an applicant when discovered shall lead to withdrawal of the student.
- k. to ensure that all applicants and their parents/guardians have access to up-to-date and factual information on admissions, the College shall through the Admissions Committee, provide exhaustive information about all aspects of the admission procedures through the College website, the media and any other publications.

3. PURPOSE/OBJECTIVES

The purpose of this admission policy is to ensure that the College gets admission well-advertised and exposed to all qualified applicants throughout the country, to create equal access for all qualified applicants to apply for admissions. The main aim of the admission policy of the College is to offer admission to students of the highest intellectual potentials, irrespective of tribe, gender, racial, religious and financial background among others. It is also to ensure that the College becomes more competitive for new applicants each year. The College believes that, giving equitable platform to all applicants will lead to the admission of students who will impart positively to the academic growth of the College and ultimately improve the quality of education in Ghana thereby being useful to themselves and their societies. Once students are admitted, the College will ensure that they are given the academic, personal and where appropriate, financial support necessary for successful completion of their programmes.

Objectives of the Admission Policy are to:

- a. make admissions well-advertised and accessible to all prospective applicants.
- b. ensure that admissions are made competitive based on academic ability and potentials of applicants.
- c. ensure that admission of applicants is made gender responsive and disability friendly, with premium on gender parity.
- d. ensure that gender parity is progressively pursued until 50:50 male and female ratio is achieved.
- e. to ensure that at least 20% of admission quota is given to qualified applicants within the catchment area of the College.

There shall be admissions committee that shall be responsible for admissions with the objectives above as its terms of reference to ensure that admissions are made fairly and in fulfilment of the mission and vision of the College.

4. SCOPE

The policy shall apply to all applicants who apply to be admitted to the College.

5. SUPPORTING PROCEDURES

- a. Admission Procedures:
 - i. All prospective applicants shall first apply on-line and send the print-outs to the College through the Principal (as pertained in current dispensation).
 - ii. The office of the College Secretary receives applications and sorts them according to merits, gender, programmes and others for consideration.
 - iii. Admissions Committee shall sit on qualified shortlisted applications for scrutiny and approval.
- b. Admission Notification:
 - i. Shortlisted applicants will be sent admission notification by text messages (sms) or other means depending on the situation.
 - ii. Qualified applicants will be asked to download their Admission Letters and do payment of fees at the specified bank (s).

- iii. Applicants shall submit proof of payment to the College for completion of the admission process.

6. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered as stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstances in any engagement of the College.

7. RESPONSIBILITY FOR IMPLEMENTATION

- a. The Principal
- b. Academic Board
- c. The Admissions Committee
- d. College Secretary

8. RESPONSIBILITY FOR MONITORING

- a. The Principal
- b. Academic Board
- c. Academic Planning and Quality Assurance Committee

9. KEY STAKEHOLDERS

- a. College Council
- b. College Management
- c. College Academic Board

10. STATUS

Approved

11. INITIATING BODY

The Academic Board

12. SPONSOR

The College Principal

13. AUTHOR

The College Principal

14. APPROVAL AUTHORITY

The College Governing Council

15. EFFECTIVE DATE

16th September, 2020

16. REVIEW DATE

2023

17. RELATED LEGISLATION

- a. Colleges of Education Act, 2012 (Act 847)
- b. Harmonized Statutes of Colleges of Education, Ghana
- c. University for Development Studies (Tamale, Ghana) Admissions Policy
- d. The 1992 Constitution of the Republic of Ghana

18. DEFINITION OF TERMS

Admission: This is about getting interested applicants enrolled to pursue the programmes of study in the College.

Applicants: Those individuals who apply to be enrolled into the College to pursue a course of study (prospective students).

Gender responsive: ensuring male and female applicants are given fair opportunity and treatment with regard to admissions.

Gender parity: ensuring equitable representation and participation of male and female applicants in the College.

19. RELATED POLICY

- a. Harmonized Statutes of Colleges of Education, Ghana
- b. The National Accreditation Board (NAB) Admission Guidelines.

20. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

The Principal
Dambai College of Education
P. O. Box 84,
Dambai, Krachi East.
Oti Region
Ghana .
West Africa
dace74dambai@gmail.com/info@dace.edu.gh
0243125225
0242080370