

# ADMISSION POLICY

ATEBUBU COLLEGE OF EDUCATION

2024



ATEBUBU  
COLLEGE OF  
EDUCATION



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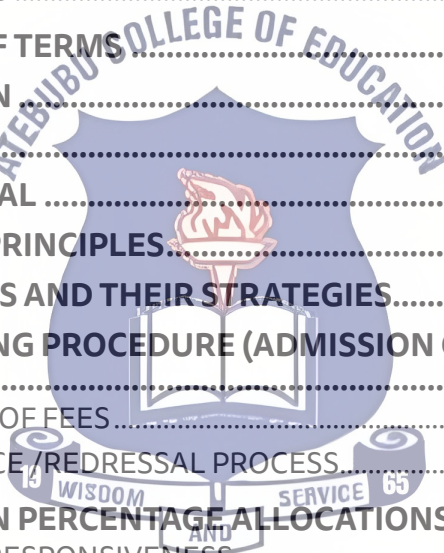
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# BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

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Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second-cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong- Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.



## MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

## VISION

The Igniting minds, beyond borders: Atebubu College of Education's legacy – a generation of teachers redefining education.

## CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



# DEFINITION OF TERMS

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- 1. Policy:** A legal document of governance of any defined unit/aspect of the operation of an institution that spells out actions to be taken under any circumstance.
- 2. ATECOE Admission Policy:** The College's legal document stipulating how the admission of new students should be conducted in the Atebubu College of Education, Atebubu, Bono East Region
- 3. Applicant:** Anybody who applies to the College to pursue the B.Ed. Programme or any programme being run by the College at any point in time.
- 4. Shortlisted:** A list of successful applicants who have been considered to make admission fee payments so that they will be accepted into the College as students.
- 5. College Governing Council:** The highest decision-making body of the College that has been constituted by the President of the Republic of Ghana to serve as the governing body of the College.
- 6. Academic Board:** A board constituted by the College of Education Act 2012 that is responsible for proposing academic policies for the Governing Council to consider and approve for the College.
- 7. Minimum Requirement:** Any combination of grades of any second cycle programme considered relevant for the entrance of applicants to the B.Ed. programme of the Colleges of Education in Ghana.

**8. Special Needs:** Specific requirements or accommodations necessary for individuals who have disabilities, disorders, or conditions that may affect their learning, behaviour, physical abilities, or overall functioning.





# ABBREVIATION

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1. **B.Ed.:** Bachelor of Education
2. **GES:** Ghana Education Service
3. **GTEC:** Ghana Tertiary Education Commission
4. **UCC:** University of Cape Coast
5. **NVTI-** National Vocational Training Institute
6. **TVET** - Technical and Vocational Education and Training.
7. **NABPTEx** - National Board for Professional and Technician Examinations.
8. **TOEFL** - Test of English as a Foreign Language
9. **SAT** - Scholastic Aptitude Test.
10. **PRINCOF-** Conference of Principals of Colleges of Education
11. **UG-** University of Ghana
12. **KNUST-** Kwame Nkrumah University of Science and Technology
13. **TEWU-** Teachers and Educational Workers Union
14. **CBT-** Competency-Based Training

# 1.0 PREAMBLE

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This policy is designed to establish a transparent framework that reinforces compliance with the regulations governing admission processes in Atebubu College of Education (ATECOE), ensuring the maintenance of high standards of integrity aligned with the College’s mission. The college acknowledges the right to equality before the law and the right to non-discrimination of all Ghanaian as enshrined in Article 25 of the 1992 Constitution of Ghana, and taking into account the guidelines for admissions to public universities and colleges specified in the Education Act 778 (2008). It further acknowledges the rights of individuals and addresses the unfair admission practices under Act 456 of the Human Rights and Administrative Justice Act, 1993. Additionally, it recognizes the rights of persons with disabilities in the admission process, as outlined in Act 715 of the Persons with Disabilities Act, 2006.

The College acknowledges Ghana’s commitment to various regional and international instruments aimed at fostering equity and equality of gender on admissions. The College views its admission policy as a crucial mechanism to foster fairness and equality throughout admission process, eliminating any discriminatory practices based on factors such as race, gender, colour, ethnicity and religious affiliation. This policy is applicable to all admissions into the Bachelor of Education Programme, encompassing Early Childhood Programme, Junior High School (JHS) Education, Primary Education, and any other programmes subsequently introduced in the College.

In order to uphold transparency, fairness, and adherence to the values of Atebubu College of Education, the formulation of the admission policy involved comprehensive consultations with the following sources:

- i. Legal counsel was sought to ensure that the College's admission policy aligns with all relevant laws and regulations.
- ii. The College's prior admission policy was reviewed and considered during the development process.
- iii. Admission policies of established universities such as UG, UCC, and KNUST were examined for insights and best practices.
- iv. The 1992 Constitution of Ghana was referenced to ensure constitutional compliance.
- v. The Colleges of Education Act 2012 (Act 847) was consulted to align the policy with the statutory framework.
- vi. Harmonised Statutes for Colleges of Education were referenced for guidance.
- vii. The Harmonised Scheme of Service for Colleges of Education was considered for its relevance to the policy.
- viii. The Harmonised Conditions of Service for Colleges of Education were taken into account in shaping the admission policy.

## 2.0 POLICY GOAL

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The Admission Policy of Atebubu College of Education aims to guarantee equal opportunities for all applicants, regardless of their race, gender, gender, colour, ethnicity, religious affiliation, and other factors, granting them access to all the rights, privileges, programmes, and activities available to students at the College.



### 3.0. GUIDING PRINCIPLES

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The principles outlined below collectively contribute to forming a strong and inclusive Admission Policy that prioritises the well-being of the college, its students, and the wider community. Here are the guiding principles:

1. The Admission Policy shall be fair and equitable to all applicants without any form of discrimination based on race, gender, ethnicity, religion and socio-economic status.
2. **The policy shall be** clear and transparent, providing applicants with a thorough understanding of the criteria used in the selection process.
3. **This policy shall create** a diverse and inclusive campus environment by considering factors such as cultural background, geographic location, and life experiences.
4. The policy shall be aligned with the College's mission, vision and core values.
5. The College shall prioritise academic achievements and other indicators of merit when making admission decisions.

## 4.0 OBJECTIVES AND THEIR STRATEGIES

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The objectives and corresponding strategies are as follows:

- i. Admit qualified individuals, regardless of race, colour, religion, national or ethnic origin:
- ii. Implement a transparent admissions process that gives priority to academic qualifications and relevant accomplishments.
- iii. Ensure fairness in the admission process:
  - Establish clear and transparent admission criteria and procedures to ensure consistency and fairness in the evaluation of applicants.
- iv. Ensure gender parity in the admission process:
  - Promote and encourage applications from all genders, implementing measures to address any gender imbalances in the admissions process.
- v. Accommodate applicants with diverse needs:
  - Implement inclusive practices that cater for applicants with diverse needs, including those with disabilities or unique circumstances.
- vi. Eliminate a wait pool system for unsuccessful applicants from previous years:

- Discourage the use of wait pool systems in the admission process, emphasizing a fresh and fair evaluation for each admission cycle.
- vii. Achieve and sustain a gender-balanced enrolment ratio to create a diverse and inclusive learning environment that reflects gender equity
- Maintain a balanced female-to-male enrolment ratio to create a diverse and inclusive learning environment that reflects gender equity.



## 5.0 SUPPORTING PROCEDURE (ADMISSION CYCLE/TIMELINES)

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The following steps are considered the appropriate procedures for gaining admission into the College in the period of this Admission Policy:

- i. There shall be advertisements for admission applications with specific minimum entry requirements.  
This activity shall be carried out by PRINCOF in collaboration with the Administrator, Colleges of Education Secretariat, Accra.
- ii. An online application is done by the applicant on or before the closing date by following procedures prescribed in the advertisement and a hard copy of the application and confirmation printout posted to the College through EMS postage.
- iii. Applicants to be interviewed and/or examined shall be notified by the College through text messages (SMS), emails, publications, on College notice board, websites, or any other medium the College deems appropriate.
- iv. Selection of successful applicants based on qualification requirements as stated in this policy document shall be done by the College.
- v. Publication of shortlisted candidates shall be posted on the College's Notice Board/website and/or through text messages (SMS) to prospective students. There shall



also be information regarding the closing date for the payment of admission fees.

- vi. Publication of the final admission list is done on the Notice Board/website of the College. A final Admission List shall contain the names of successful applicants who have been able to pay their admission fees on or before the deadline for payment.
- vii. Admission letters with other necessary handbook, souvenir(s) applicable shall be issued to successful prospective students for the student's necessary preparation towards arrival at the College on the re-opening date stated in the admission letter.

## 5.1 PAYMENT OF FEES

- i. Approved fees shall be made available to students for payment before entry into the College. Therefore, admitted students of the College should note that full payment of the approved fees is mandatory.
- ii. A student who has not paid the approved fees in full shall forfeit their admission into the College when the deadline for fee payment elapses.

## 5.2 GRIEVANCE /REDRESSAL PROCESS

An applicant who is not satisfied with the admission process shall write to the College Principal with details of their complaint. Upon receipt, the Principal shall within five (5) working days, make room for appeal and the decision of the Appeals Committee shall be final.

## 6.0 ADMISSION PERCENTAGE ALLOCATIONS

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The College shall observe the following distribution percentages in the admission process;

- i. Sixty percent (60%) of admission candidates will be by merit.
- ii. Twenty percent (20%) minimal allocations shall be given to protocol. (Government /Community / traditional interests)
- iii. Eight percent (8%) will be given to staff with admission requests
- iv. Five percent (5%) will be given to applicants with special educational needs
- v. Seven percent (7%) will be allocated to applicants who have experienced particular disadvantages with education: for example applicants who have spent a significant amount of their life in a deprived area and those who attended secondary school in a deprived community in Ghana.

Out of the percentages above, the following percentages will be allocated to the various programmes of study offered in the College:

- i. Forty to Sixty percent (40% to 60%) shall be in Early Childhood Education

- ii. Twenty to Thirty-Five percent (20% to 35%) shall be in Primary Education, and
- iii. Twenty to Thirty percent (20% to 30%) shall be in the Junior High School (JHS) Education

Like any other tertiary institution in the country, the minimum entry requirements into the College are determined by the Ghana Tertiary Education Commission (GTEC).

## 6.1 GENDER RESPONSIVENESS

Gender equality shall be progressively pursued until a 50 to 50 female-to-male ratio is attained.



# 7.0 STAKEHOLDERS

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## 7.1 INTERNAL STAKEHOLDERS

- i. College Governing Council - oversees the formulation, approval and implementation of the policy.
- ii. Academic Board- ensures the alignment of the policy to the academic goals and objectives and assesses the quality and fairness of the admission process.
- iii. Students- involved in providing feedback on the admission process.
- iv. Staff- responsible for executing the procedures outlined in the policy and guiding applicants through the process.

## 7.2 EXTERNAL STAKEHOLDERS

Parents/guardians – Involved in the admission process by providing documentation, support and consent.

- i. **GES**- Collaborates with the Colleges of Education to ensure alignment with national educational goals.
- ii. **UCC**- plays a supervisory role in the admission process of the College
- iii. **SLTF** – Provides financial support to admitted students
- iv. **GTEC** – sets criteria, evaluates applicants and makes decisions regarding admissions based on its specific requirements.

## 8.0 MONITORING AND EVALUATION

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The monitoring and evaluation of this policy shall be overseen by the following:

- i. **Central Management-** Governing Council
- ii. **Middle Management** - College Management
- iii. **Lower Management-** Heads of Department



# 9.0 RESPONSIBILITY FOR IMPLEMENTATION

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The overall responsibility for the implementation of the Admission Policy is vested in the College Governing Council.

The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.



# 10.0 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

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The College Principal, the Academic Board and the Admission Committee shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

## 10.1 APPROVAL BODY

The College Governing Council

## 10.2 INITIATING BODY

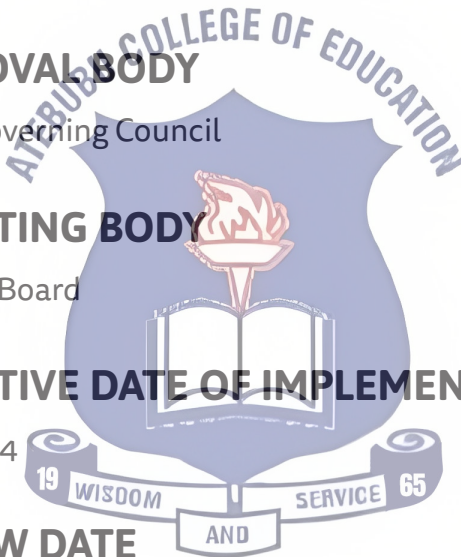
The Academic Board

## 10.3 EFFECTIVE DATE OF IMPLEMENTATION

1<sup>st</sup> January, 2024

## 10.4 REVIEW DATE

Three (3) years from the effective date (January 2024 to January 2027)



# 11.0 RELATED LEGISLATION

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Colleges of Education Act 2012 Act (847)

## 11.1 RELATED POLICY AND OTHER DOCUMENTS:

Harmonised Statues for Colleges of Education

Harmonised Scheme of Service for Colleges of Education

Harmonised Condition of Service for Colleges of Education

## 11.2 OWNER / SPONSOR

College Governing Council

## 11.3 AUTHOR

Academic Board





## 12.0 FURTHER INFORMATION

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Contact the College Principal for any further information regarding this policy document as and when necessary:

### The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

[principal@atecoe.edu.gh](mailto:principal@atecoe.edu.gh)



## 13.0 SOCIAL MEDIA HANDLES

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The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe\_official
- iii. Instagram-@atecoe\_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp line-0200288320



# ANNEXES

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## GENERAL ADMISSION REQUIREMENTS:

The general requirement for admission to the Bachelor of Education (B.Ed.) Programme is as follows:

### a. **WASSCE /SSCE Qualification Applicants**

- i. WASSCE Holders: Credit Passes (A1-C6) in Six (6) subjects comprising Three (3) Core subjects, including English Language, Core Mathematics, Integrated Science/Social Studies 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. Applicants who are waiting for their results are also eligible to apply.

### b. **General Certificate of Education (GCE) Advanced Level Applicants**

Applicants must:

Have passes in three (3) subjects including general paper (at least, one of the passes should be Grade D or better), have credit passes (Grade 6) in five GCE Ordinary Level subjects including English Language, Mathematics, and

a Science subject (for non-science students) and an Arts subjects (for Science students).

c. **Advanced Business Certificate Examination (ABCE) Applicants**

Applicants must:

Have passes in three (3) subjects (at least, one of the passes should be Grade D or better).

Have credit passes in five (5) subjects, including English Language, Mathematics, Integrated Science, or Social Studies in the General Business Certificate Examination (GBCE).

d. **Technical and Vocational Education and Training Applicants**

Applicants must:

- i. Possess Certificate II in three (3) relevant trade areas awarded by TEU, NVTI, City & Guilds, and other authorised awarding bodies in addition to NABPTEX Certificate II or equivalent in lieu of passes in English and Mathematics.
- ii. Have NABPTEX certificate II or equivalent in relevant trade areas in addition to three (3) credit passes in WASSCE/SSSCE core subjects, including English and Mathematics.
- iii. Possess a National Certificate II qualification in Competency-Based Training (CBT) in a relevant trade area awarded by TEWU on the National TVET Qualification Framework (NTVETQF).

e. **Foreign Applicants**

All foreign applicants should be referred to the Ghana Tertiary Education Commission (GTEC) for the determination of equivalences and eligibility for admission to Teacher Education Institutions in Ghana. American SAT, TOEFL, etc should be combined with other qualifications and cannot in themselves be acceptable as entry qualifications into Ghanaian Tertiary Educational Institutions.

f. **Mature Applicants**

Upon approval by GTEC, Applicants must be twenty-five (25) years old at the time of application and must show proof of age with a birth certificate or any legitimate documentary of date of birth which should be at least three (3) years old at the time of application. If the documentary proof of date of birth is less than three (3) years old, the applicant must add an affidavit. The applicant in addition must add any valid National ID card.

Must pass either an interview or a written test in English Language, Mathematics, and General Knowledge or both to be conducted by Atebubu College of Education.