

NATIONAL ACCREDITATION BOARD (NAB)

PUBLIC NOTICE

NATIONAL ACCREDITATION BOARD (NAB)/NATIONAL COUNCIL FOR TERTIARY EDUCATION (NCTE) APPROVED MINIMUM REQUIREMENTS FOR ADMISSION TO TERTIARY EDUCATION INSTITUTIONS IN GHANA.

A. MINIMUM REQUIREMENTS FOR ADMISSION TO FIRST DEGREE PROGRAMMES

1. Senior Secondary School Certificate Examinations (SSSCE), West African Senior School Certificate Examination (WASSCE) and General Business Certificate Examination (GBCE)

The general requirements for admission of WASSCE, SSSCE and GBCE candidates to first degree programmes are three (3) credit passes in three core subjects and three (3) credit passes in three relevant elective subjects.

- i. *SSSCE Candidates:* Credit Passes (A-D) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.
- ii. *WASSCE Candidates:* Credit Passes (A1-C6) in six (6) subjects comprising three core subjects, including English Language and Mathematics, plus three (3) relevant elective subjects.
- iii. *GBCE Candidates:* Credit Passes (A-D) in six (6) subjects comprising three core subjects including English Language and Mathematics plus three (3) relevant elective subjects

2. General Certificate of Education (GCE) Advanced Level Candidates

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

3. Admission of Higher National Diploma (HND) Candidates to First Degree Programmes

Applicant must have graduated with a good HND certificate (i.e. at least 2nd Class Lower Division). In addition, the applicant must have acquired a 2-year post-HND qualification working experience. Institutions under mentorship will follow their Mentor Institutions' practice with regard to entry levels for HND applicants.

Other Diploma qualifications from elsewhere assessed to be equivalent to HND may be similarly considered.

4. Advanced Business Certificate Examination (ABCE) Candidates

Full Diploma Certificate in ABCE. Also, the applicant must have had credit passes in five (5) subjects including English Language, Mathematics, Integrated Science or Social Studies in the General Business Certificate Examination (GBCE) or Senior Secondary School Certificate Examination (SSSCE) or West African Senior Secondary School Certificate Examinations (WASSCE). ABCE candidates may be considered for admission at level 200 of a degree programme.

5. Mature Students' Entry

Mature students entry avenues to tertiary education provide opportunities for people who could not do so earlier in their lives to further their education at the tertiary level after some years in the workplace. Such applicants should normally not exceed 5% (for Public Tertiary Educational Institutions) and 20% (for Private Tertiary Educational Institutions) of the total admissions of an institution in a given academic year.

- i. The applicant must be at least 25 years old, and show proof of age with birth certificate or any legitimate documentary proof of date of birth which is at least 5 years old at the time of application;
- ii. For admission into chartered institutions, applicant must pass Mature Students' Entrance Examinations conducted by the institution itself (English Language, Mathematics and an Aptitude Test);
- iii. In the case of non-chartered institutions, the examinations will be moderated and the marked scripts, vetted by their Mentor Institution. In lieu of such examinations, the applicant should show proof of credit passes in English Language and Mathematics in WASSCE or any other nationally recognised standard High School level examinations (for qualifications from countries outside WAEC's aegis).

B. MINIMUM REQUIREMENTS FOR ADMISSION TO DIPLOMA PROGRAMMES

1. SSSCE Holders

- i. Six (6) Passes (A –D) in all subjects, including English and Mathematics.
- ii. For areas of specialization, three (3) of the Passes must be in relevant subjects.

2. WASSCE Holders

- i. Six (6) Passes (A1 – D7) in all subjects, three (3) of which should be credit Passes (C6) or better
- ii. It must be noted, however, that certain courses may require credit passes (C6) or better, in other relevant courses.

C. DIPLOMA IN BUSINESS STUDIES (DBS) CANDIDATES

Four (4) WASSCE credit passes (A1-C6) or four SSSCE passes (A-D) including English Language and Mathematics, plus the DBS qualification could be used as entry qualification for relevant *Higher National Diploma* programmes.

Diploma in Business Studies (DBS) qualification cannot, in itself, be used for admission into first degree programmes.

D. PROFESSIONAL AND OTHER ENTRY QUALIFICATIONS

All professional certificates and any other qualifications beyond the ones specified above must be referred to the National Accreditation Board for the establishment of their equivalencies, to determine their eligibility for admission to tertiary education institutions - universities, university colleges, polytechnics, etc.

E. ACCESS COURSE FOR ADMISSION TO HND SCIENCE AND ENGINEERING PROGRAMMES

The National Board for Professional and Technician Examinations and polytechnics will organise access courses for SSSCE/WASSCE holders who could not obtain the grades required for direct entry into tertiary institutions, to foster their enrollment into *Higher National Diploma* Science and Engineering programmes.

F. FOREIGN QUALIFICATIONS

All foreign qualifications should be referred to the National Accreditation Board (NAB) for determination of equivalences and eligibility for admission to tertiary institutions in Ghana (National Accreditation Board Act, 2007 [Act 744 (2(2b))]).

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

Pursuant to the approved minimum entry requirements:

- (i) Please note the slight amendments to the admission requirements of the various Diploma-awarding institutions
- (ii) All public and private accredited tertiary education institutions are required in their advertisement for application for admission to indicate the approved minimum admission requirements to guide prospective applicants.
- (iii) When in doubt, prospective applicants are advised to check from the National Accreditation Board whether the institution they intend to apply to and the programme they intend to pursue are duly accredited
- (iv) Any person, who disregards the admission policy and the advice herein, does so at their own risk.

Note: The general public, especially, institutions, parents and students are hereby advised to take note and adhere to the above stated requirements. Non-compliance will lead to the withdrawal of unqualified students.

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PUBLIC NOTICE

MINIMUM QUALIFICATIONS TO TEACH IN TERTIARY EDUCATION INSTITUTIONS

The National Accreditation Board at its 97th Board meeting approved the following minimum requirements for teaching in tertiary institutions in Ghana;

1. DIPLOMA LEVEL

Masters' degree with two years' post qualification experience in a relevant industry

2. UNDERGRADUATE LEVEL

A researched Masters' degree (a full year course work and another year dedicated to research)

3. GRADUATE LEVEL

A terminal degree (Applicants with professional doctorate degrees must have Master of Philosophy (MPhil) or its equivalent.

4. SUPERVISION OF THESIS

NATIONAL ACCREDITATION BOARD (NAB)

PUBLIC NOTICE

RUNNING OF UNACCREDITED PROGRAMMES BY BUSINESS MANAGEMENT AND FINANCIAL INSTITUTE (BMFI), ACCRA

The National Accreditation Board (NAB) wishes to bring to the attention of the general public that the “BUSINESS MANAGEMENT AND FINANCIAL INSTITUTE”(BMFI) has NOT BEEN ACCREDITED by NAB to run DEGREE PROGRAMMES as required by the National Accreditation Board Act, 2007 (Act 744) and the Tertiary Institutions (Establishment and Accreditation) Regulations, 2010 (L.I 1984).

BUSINESS MANAGEMENT AND FINANCIAL INSTITUTE (BMFI) was granted the status of a Tutorial College to run National Board for Professional and Technician Examinations’ (NABPTEX) programmes. BMFI, therefore, does not have the approval of the Board to mount Degree programmes.

The general public especially residents of Accra and its environs are therefore CAUTIONED TO DESIST from responding to advertisements enticing them to enroll into Degree programmes at BMFI.

Any person that enrolls onto any of BMFI’s Degree programmes does so at their own risk.

**SIGNED
KWAME DATTEY
EXECUTIVE SECRETARY**