INTRODUCTION

Tamale Technical Universitybegan as a Trades Training Centre in 1951 and then became the Government Training School in 1954. It was converted to a Junior Technical School in 1960. The School was elevated to the status of a Polytechnic on August 23, 1992.

As a result of the Educational Reform Programme and the enactment of the PNDC Law 321 in 1992, the status of Tamale Technical University was raised to the level of tertiary institution together with Accra, Kumasi, Ho, Cape Coast and Takoradi Technical Universities. The University now trains students in Higher National Diploma level and Bachelor of Technology programmes.

Since the inception of the University as a Trade Training Centre, its catchment area has been mainly the three regions of the north, that is, Northern, Upper East and Upper West. In spite of the fact that there are now Universities in every region across the country, the student population of the Tamale Technical University still has a reasonable level of influence from the three regions and beyond. This is an indication that the University continues to maintain a long-standing role as the premier training opportunity for middle and high level technical and managerial personnel for the three regions of the north and beyond.

VISION
The Vision of Tamale Technical University is to become an IT and Technical driven tertiary institution with a cohesive work force for the running of professional, certificate, HND and degree programmes relevant to national development; with the needs of the informal sector as the University's socio-economic environment taking the centre stage.

MISSION
Tamale Technical University provides skills-oriented tertiary education in Engineering, Commerce, Applied Sciences and other relevant fields and also creates opportunities for research to promote regional and industrial local development.

Core Values of Tamale Technical University
The core values of Tamale Technical University are as follows:

  i.   Hard work;
  ii. Honesty;
  iii. Transparency;

iv.   Justice;

v.   Fair play; and

vi.   Unity and Togetherness

It is expected that every member of the University imbibes these values and diligently work in line with them.

STRUCTURE OF TAMALE TECHNICAL UNIVERSITY

The structure of the academic units in the Tamale Technical University presents a unique feature that lends itself to a number of interpretations. It appears to be one of the few institutions that attained a tertiary status with opportunities for offering programmes such as the Higher National Diploma (HND) and degrees while still holding on to the technical programmes that it was running when it was a technical institute.

This requires a bold and decisive measure in ensuring that the University runs as a full-fledged tertiary institution. Economically viable non-tertiary programmes are run on part-time basis. The schools, departments and programmes are shown in Tables 1 and 2.

INSTITUTIONAL MANAGEMENT

The University Governing Council is the highest decision-making body of the Tamale Technical University, and it is followed by the Academic Board. These decision-making bodies are supported by various Council and Academic Board sub-committees.

The Vice Chancellor is the Chief Executive Officer of the University. The Vice Chancellor is responsible for ensuring the efficient administration and management of all physical facilities, financial resources and personnel to achieve the objective of the University. The Vice Chancellor advises the University Council on all matters affecting policy, finance, governance and problems of the University. He chairs the Academic Board and Convocation meetings.

The Vice Chancellor is assisted by a Pro-Vice Chancellor and principal officers including the Registrar, the Finance Officer, Librarian, the Internal Auditor, the Planning Officer, Procurement Officer and Development Officer, and Deans and Heads of the academic units (i.e. schools and departments).

MAIN ADMINISTRATION OF THE UNIVERSITY

Office of the Vice Chancellor

Office of the Pro-Vice Chancellor

Office of the Librarian

Office of the Registrar

Senior Assistant Registrar (Academic)

Senior Assistant Registrar (Public Relations)

Senior Assistant Registrar (General Administration)

Senior Assistant Registrar (Human Resource)

Director of Finance

Internal Audit Office

KEY ACADEMIC STAFF OF THE UNIVERSITY

DEANS

Student Affairs

School of Applied Sciences and Technology

School of Business

School of Engineering and Built Environment

School of Applied Arts

Office of the Dean of Degree Programmes

Office of the Dean of Technical and Vocational Education

The Examinations Office

<u>**DIRECTORS**</u>

Research and Innovation

Institutional Collaborations

Information Communication Technology (ICT)

 Quality Assurance Unit

Senior Resident Tutor

SCHOOLS AND TERTIARY PROGRAMMES RUN IN TaTU

The Schools and tertiary programmes run in the University are shown below:

School of Business and Management Studies

	Departments	Programmes
1	Accountancy	B. Tech (Accounting with Computing) HND (Accountancy) – Full and Part-time
2	Marketing	HND (Marketing) – Full and Part-time
3	Secretaryship and Management studies	HND (Secretaryship and Management Studies) – Full and Part-time

School of Applied Sciences and Technology

	Departments	Programmes
1	Statistics, Mathematics and Sciences	HND (Statistic)
2	Hospitality and Tourism Management (HTM)	HND (Hotel Catering and Institutional Management) – Full and Part-time HND (Tourism)
3	Computer Science	HND (Information Communication Technology)

SCHOOL OF ENGINEERING

	Departments	Programmes
1	Agricultural Engineering	B. Tech (Agricultural Engineering)
		HND (Agricultural Engineering)
		HND (General Agriculture)
2	Construction Engineering and Management	HND (Construction Engineering Management)
4	Mechanical Engineering	HND (Mechanical Engineering) – Options in Production, Plant and Automobile
5	Automobile Engineering	HND (Automobile Engineering)
6	Electrical and Electronics Engineering	HND (Electrical and Electronics Engineering)

SCHOOL OF APPLIED ARTS

	Departments	Programmes
1	Media and Mass Communication	HND (Media and Mass Communication)
2	Fashion Design and Textiles	HND (Fashion Design and Textiles studies)
3	Industrial Arts	HND (Industrial Arts) in Leather, Ceramics, Painting and Decoration

SEMESTER REGISTRATION PROCEDURE

A. TERTIARY STUDENTS (PROFESSIONAL, HND AND DEGREE)

Step 1: Students should pay required school fees at the appropriate bank.

Step 2: Open http://portal.tamalepoly.edu.gh/studentportal

Step 3: Log in using the **user name** and **password** received through SMS after payment of fees

Step 4: Click on Registration

Step 5: Click **Proceed to Register your Semester Courses**

Step 6: At the bottom of the page, click on "Click Here to save Registration and Print your slip"

Step 7: Print your Registration slip displayed and su bmit to your Department in the University.

B. NON TERTIARY STUDENTS

Step 1: Payment of required school fees at the appropriate bank

Step 2: Visit Accounts Office of the University in the Administration Building (Room 14) to register

NOTE:

Students should be mindful of the deadline of registration process. Registration process is normally two weeks unless otherwise.

CONGREGATION

(i) The Congregation of the University is composed of:
 a) Members of Council
 b) Members of Convocation
 c) All graduands of the University.

(ii) Congregation shall be summoned by the Chancellor or in his absence by Chairman of Council for the purpose of receiving reports and witnessing the ceremony of awarding

degrees, diplomas, and certificates of the University and for any other purposes as the Council Chair may determine.

(iii)   Congregation shall be convened at least once every year at such time and place as shall be determined by the Chancellor in consultation with the Vice Chancellor and Council and shall be presided over by the Chancellor. In the absence of the Chancellor, the Chair of Council shall preside.

INDUSTRIAL ATTACHEMENT

One of the cardinal objectives of the Technical Universities Act, 2016 (Act 922) is to 'provide opportunities for skills development, applied research and publication of research findings. This clearly indicates that, the central focus of University education is its career oriented nature. This can only be achieved through adequate training and mentoring via industrial attachment, which is compulsory without which a student cannot graduate.

PROJECT WORK

Students are required to submit project work for the completion of the Bachelor of Technology and Higher National Diploma programmes in the Technical Universities of Ghana. Students are required to submit completed project work personally to their heads of department.

Where the project work is conducted by a group, all members of the group are required to be present during the submission and individually sign a register for submission of project work at their various departments. Students are required to comply with the requirements of the guidelines on project work as set out by the university.

PROGRESSION FROM LEVEL TO ANOTHER

For progression, a student is required to maintain a minimum Cumulative Grade Point Average (CGPA) of 1.50. The cumulative grade point of less than 1.50 at the end of a semester shall attract probation. If a student has to be put on probation a second consecutive time after re-sit, the student shall be withdrawn from the programme.

A student who obtains CGPA of less than 1.0 at the end of the first re-sit shall be withdrawn from the programme. In subsequent years, a student who obtains a cumulative grade point average (CGPA) of less than 1.0 after re-sit shall be withdrawn from the programme. The CGPA of more than 1.0 but less than 1.50 at the end of the year after re-sit shall attract a repetition.

There shall be only one re-sit examination which is conducted at the end of every academic year. For a student to qualify for a re-sit examination, the student should have taken the main semester examination during the academic year.

A student who trails more than four courses after taking the re-sit examination at the end of the academic year shall repeat the whole academic year. However, if in addition, the cumulative grade point average (CGPA) obtained is less than 1.50 the student would be withdrawn from the programme.

A student who fails four or more courses at the end of any semester (except in the first semester, first year) shall be put on probation provided the cumulative grade point average (CGPA) obtained is not less than 1.50. However, if the CGPA is less than 1.50 the student would be withdrawn from the programme.

Courses designated as prerequisite to more advance courses must be passed before the latter courses are taken. Transcript shall reflect all grades and marks a candidate obtains for all courses. All grades for courses taken shall be used in the computation of the student's CGPA.

EXAMINATIONS

i. The Academic Board shall prescribe the conditions of entrance to the University, the regulations governing intermediate and preliminary examinations, and all examinations for degrees, diplomas and certificates or proficiency.

ii. The Academic Board may approve the examinations for any diploma or any part thereof and for other purposes, course of instruction and syllabuses submitted by any Academic Division.

iii. The examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendation of the respective Academic Divisions.

iv. The Dean of an Academic Division shall be the Chairman of the Board of Examinations of the Academic Division.

EXAMINATION MALPRACTICE

All examination malpractices shall be dealt with in accordance with the provisions stipulated in Part III of National Board for Professional and Technician Examinations Act, 1994 (Act 492), the Criminal Code, 1960 (Acts 29) and Criminal Code, 1960 (Acts 30) as well as the approved internal examination regulation of the institutions. Examination practice includes the following:

i. Illegal prior possession, knowledge or use of examination papers;

ii. Leakage of examination papers;

iii. Impersonation at examination;

iv. Copying at examination;

v. Communicating either verbally or in writing during examination;

vi. Insult and assault of invigilators, supervisors and inspectors before, during and after.

Any person who, before or during an examination conducted by the University

i. has in possession of the person any unauthorised material relevant to the examination; or

ii. is proved to have had fore-knowledge of the content of any examination paper commits an offense and is liable to conviction to a fine not exceeding GH¢5,000.00 or to imprisonment for a term not exceeding one year or both.

Where a candidate, before or during an examination, is found acting in breach of the provision of 9.2, the candidate

i. shall be disqualified from taking the examination and the results of the examination shall be cancelled;

ii. may be prohibited from taking any examination conducted by the Institution for a period of not less than two years immediately following the breach; and

iii. shall be withdrawn from the University if found to have impersonated in an exam.

The penalties contained in this section shall be in addition to any penalties that may be imposed by a court.

Any person who

i. before or during examination without lawful authority, gives an examination paper to any person;

ii. without lawful authority, discloses the content of any examination paper to any person;

iii. fraudulently alters the results sheets of any candidate;

iv. fraudulently replaces the original script of any candidate;

v. without lawful authority, makes a change in the original script of a candidate;

vi.   fraudulently alters the examination number, photograph or any other identification of a candidate; or

vii.   acts in any manner with intent to falsify the records of the board with regard to an examination result in relation to a candidate, commits an offence and is liable on conviction to a fine of not less than GH¢5,000.00 and not exceeding GH¢10,000.00 or to imprisonment for a term of not more than one year or both.

ELIGIBILITY FOR EXAMINATIONS

1. In order to be eligible for examination in a particular taught course, the student shall have presented himself/herself for not less than 75% of the total number of hours for the course.

2. A student who absents himself/herself for a cumulative period of 21 days from lectures, tutorials, and other activities prescribed for any course in any semester shall be deemed to have withdrawn from the course. Such a student shall not be permitted to write the end of semester examinations in the course.

3. Students who do not earn a continuous assessment mark do not qualify to take part in the End-of-semester examinations.

REGISTRATION FOR EXAMINATIONS

1. Registration for any examination shall require the endorsement of the registration by the Head of Department to effect that the candidate has pursued satisfactorily the approved course(s) of study in each subject being offered over the prescribed period. A candidate's registration shall not be valid unless it is so endorsed.

2. A list of students registered for the semester examinations shall be published prior to the examination. Students whose names do not appear in any course list shall not be allowed into the end-of-semester examination for that course.

3. Students who are duly registered for a course but fail to take the end-of-semester examination shall be deemed to have absented themselves from the examination of that particular course, for which a grade X or I shall be awarded.

SEMESTER EXAMINATIONS

1. An end-of-semester examination shall normally be required for every course. An examination schedule (time table) showing time and place of examination shall be published each semester, along with the rules and regulations that will guide the conduct of the examinations.

2. All University examinations shall generally be conducted under the rules and regulations spelt in Appendix … of this handbook.

3. It shall be the responsibility of the student to be well-informed of the semester examination schedule, rules and regulations. The University assumes no responsibility for incorrect information concerning any aspect of the examinations that has been furnished by persons who are not authorized to give such information. All enquiries should be made at the Examinations Office.

DEFEREMENT OF PROGRAMME

A student is allowed a maximum period of two years to defer a programme. A student can defer a programme for one year within the course period and one year to redeem him/her, when referred after the final year exams. In general, a grace period of two years is allowed for students to redeem themselves, after the normal three-year period for HND programme.

DEFERMENT OF EXAMINATION

1. A student, after successful completion of a semester can, upon a written application to the Assistant Registrar for Academic Affairs, giving reasons, and after approval has been granted, defer his/her examinations.

2. A student who wishes to defer his/her examinations shall first discuss the matter with his/her Head of Department.

3. In all cases of deferment of examination(s), the applicant shall obtain written permission from the Assistant Registrar for Academic Affairs before leaving the University.

4. A student who will be unable to take the end-of-semester examinations on grounds of ill-health shall, on application to the Assistant Registrar for Academic Affairs and copied to the Examinations Officer, Head(s) of Department and Dean of Students, and on provision of a medical certificate issued or endorsed by a recognised medical officer, be allowed to take the supplementary (re-sit) examination as his/her main examination.

ILLNESS DURING THE EXAMINATION PERIOD

1. If a student is prevented by illness from taking the entire or part of an examination, he/she shall immediately report to the University Hospital for a medical report on the state of his/her health. The report will state whether the student can take the examination or not.

2. The Medical Officer shall state, in the report to the *Examinations Officer*, the name and the examination number of the student, the nature of the illness and whether, in his/her

opinion, if the student is capable of taking the examination, he/she should do so at the hospital or at the examination hall.

3. Where it is recommended that the student should take the examination at the hospital, the *Examinations Officer* will arrange for the student to take the examination at the hospital under the supervision of an invigilator to be appointed by the *Examinations Officer*.

SUPPLEMENTARY EXAMINATIONS

1. A supplementary (re-sit) examination shall be conducted at the end of each academic year.
2. A student who fails the main examination in a course qualifies for a supplementary examination.
3. If the conditions for the award of a degree have not been met a student may re-sit a failed course up to the permitted number of attempts, as long as the registration has not expired.

DISCIPLINE OF STUDENTS

Any individual or collective action which disrupts or threatens to disrupt the academic and or normal life on campus or which brings the name of the University into disrepute shall be a major offence, subject to instant dismissal of the perpetrators.

Except with respect to matters falling within the competence of the Residence Committee, it shall be the responsibility of the Vice Chancellor on the advice of and in consultation with the relevant Head of Academic Division and Head of Department, and subject to any regulations made by the Academic Board to provide for the discipline of students of the University.

The Vice Chancellor may make such delegation of his authority subject to such review procedures as considered appropriate. A student who is deemed to be in breach of discipline may be liable to one or more of the following penalties:

i. a warning;
ii. a reprimand;
iii. a fine;
iv. suspension from the use of the University service or facilities for a stipulated period;
v. requirement to make good to the satisfaction of the University any damage or injury caused to the property of the University or an Institution attended as a part of a University programme;
vi. rustication from attendance at the University for a stated period;
vii. withdrawal from the University for cheating in University Examinations;
viii. expulsion from the University; and

ix.   penalties iv – vii are major penalties.

It shall be misconduct for a Junior Member (student) of the University

    i.   to be absent from the campus, without permission or reasonable excuse;

    ii.   to be absent from lectures and other prescribed assignment without permission or reasonable excuse;

    iii. to be insubordinate;

    iv.   to indulge in any anti-social activities while in residence or outside the campus which tend to bring the name of the University into disrepute; and

    v.   to cheat in examination.

All major penalties imposed on a Junior Member shall be subject to satisfaction of the Vice Chancellor. The Vice Chancellor shall appoint an ad hoc committee with the following composition to make findings in a disciplinary case likely to attract the imposition of a major penalty against a Junior Member

i.	Dean of Student Affairs	-	Chairman
ii.	Senior Resident Tutor	-	Member
iii.	one person representing the Hall Master	-	Member
iv.	one person representing the SRC	-	Member
v.	an Assistant Registrar	-	Member/ Secretary

APPEAL

Any student who is aggrieved by any disciplinary action may appeal to the Vice Chancellor of the University for review. The Vice Chancellor will then refer the matter to the disciplinary committee for review.

RULES AND REGULATIONS FOR NON-TERTIARY

In respect of non-tertiary students, the rules and regulations of the Ghana Education Service (GES) shall apply.

STUDENT GATHERING/DEMONSTRATION/PROCESSION

    i.   Any student wishing to organise a procession/demonstration in the University shall notify the Vice Chancellor in writing.

    ii.   Such notice shall be given to the Vice Chancellor at least 48 hours before the procession/demonstration is due to begin.

    iii. The notification shall state the purpose of the procession/demonstration and the name(s) of the organiser(s).

iv. No procession/demonstration shall be held between the hours of 6:00 p.m. and 6:00 a.m.

v. All processions/demonstrations shall follow a route approved by the Vice Chancellor and keep as close to the left side of the road as to facilitate free passage of vehicular and pedestrian movement;

vi. Students in a procession/demonstration shall do nothing to obstruct traffic;

vii. During the procession/demonstration, nothing shall be done and said that might occasion violence or cause a breach of the peace.

viii. The organiser(s) of any acts of violence and/or breach of University, hostel or other regulations that may occur during the procession/demonstration shall be responsible for their actions.

ix. Notwithstanding the provision in sub-paragraph (vii), any individual who commits an act of violence or breach University, hostel or residence regulations during any procession/demonstration shall be held responsible for their actions.

x. The Vice Chancellor may prescribe any special conditions, limitations or restrictions as may be considered appropriate in the circumstances.

xi. If in the Vice Chancellor's opinion, the procession/demonstration shall be likely to lead to a breach of the peace or cause serious interference with the work of the University, the Vice Chancellor may refuse to approve the procession/demonstration.

xii. The fact that a procession/demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.

xiii. The Police/Army shall be alerted by the Vice Chancellor as soon as emergency occurs. If the situation gets out of hand or threatens to get out of hand and/or violence is resorted to, the Vice Chancellor shall ask the Police/Army to assist to restore order.

xiv. The organisers of an act of violence and/or breach of University, hostel or any other regulation that may occur during the procession/demonstration shall be held responsible for their actions. Notwithstanding the provision in sub-section viii, any individual who commits an act of violence or breach of University, hostel or residential regulations during any procession/demonstrations shall be held responsible for their actions.

xv. GRADING OFASSESSMENTS

Students in a course shall be graded as follows:

LETTER GRADE (LG)	MARK RANK	NUMERICAL EQUIVALENT (NE)
A+	85-100	9
A	80-84	8
B+	75-79	7
B	70-74	6
C+	65-69	5
C	60-64	4
D+	55-59	3
D	50-54	1
F	0 - 49	0

Where there is collaboration with another institution the grading system of awarding institution shall apply.

FINAL AWARDS

Final award shall be classified as follows:

CLASS OF AWARDS	C.G.P.A
1st Class	4.00 and above
2nd Class Upper	3.00 – 3.99
2nd Class Lower	2.00 – 2.99
Pass	1.50 – 1.99
Fail	Below 1.50

*These criteria may be subjected to periodic review.

ADMISSION REQUIREMENTS

A. BACHELOR OF TECHNOLOGY PROGRAMMES

1. Accounting with Computing

Entry Requirements

The applicant must have two (2) years' work experience and any of the following qualifications:

   i.   HND (Accountancy) certificate with a minimum of second class lower.

   ii. Passes in seven (7) or more subjects in ACCA, ICA (Ghana) or its equivalents.

   iii. Post-graduate certificate in Computerized Accounting.

   iv. Professional Diploma in Computerized Accounting certificate with credit passes (A-D for SSSCE or A1-C6 for WASSCE) in three (3) core subjects including English Language, Mathematics and Integrated Science or Social Studies.

2. Agricultural Engineering

Entry Requirements

HND graduates must be competent or minimum of second class lower in Agricultural Engineering from recognized tertiary institutions and at least two (2) years of post-qualification industrial/work experience. Candidates with equivalent qualification/certificates can also apply.

B. HIGHER NATIONAL DIPLOMA (HND) PROGRAMMES

1. Arts, Humanities and Business Programmes

The following programmes are offered:

   i.   HND Accountancy – Morning and Evening Sessions;

   ii.   HND Secretaryship and Management Studies – Morning and Evening Sessions

   iii. HND Marketing – Morning and Evening Sessions;

   iv.   HND Fashion Design and Textiles Studies;

   v.   HND Industrial Arts (Leather Works, Ceramics, Painting & Decorating and Textiles options);

   vi.   HND Tourism; and

   vii. HND Media and Mass Communication.

Entry Requirements for Arts, Humanities and Business (Direct Entry)

WASSCE Candidates: Six (6) credit passes (A1–D7) comprising two (2) core subjects; English Language, Mathematics, and must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.

SSSCE Candidates: Six (6) passes (A – D) in all subjects; including English and Mathematics and at least three (3) of the passes must be relevant to the area of specialization.

GBCE/RSAII Candidates: Credit passes (A – D) in five (5) subjects comprising three (3) core subjects; English language, Mathematics and Science or Social Studies, plus two (2) relevant elective subjects.

DBS/ABC/RSA III /Senior Stenographer Candidates: Applicants must possess the following certificates; DBS Certificate or Diploma Certificate in ABCE or Diploma Certificate in RSA III, in addition to four WASSCE credit passes (A1 – C6) or four SSSCE passes (A – D) or four GBCE passes or four RSA II passes including English Language and Mathematics.

GCE Advanced Level Candidates: Passes in Three (3) relevant subjects and five (5) credit passes in GCE 'O' Level subjects including English Language and Mathematics.

2. Science and Technology Programmes

The following programmes are offered:

  i.   HND Mechanical Engineering (Plant, Production & Automobile options)
  ii. HND Agricultural Engineering
  iii. HND Building Technology
  iv. HND Statistics
  v.   HND Hotel, Catering and Institutional Management (HCIM) – Morning, Evening and weekends Session
  vi. HND Electricals/ Electronics Engineering
  vii. HND Information and Communication Technology – Morning and Evening Sessions

Entry Requirements for Science and Technology Programmes (Direct Entry)

WASSCE Candidates: Six (6) credit passes (A1–D7) comprising two (2) core subjects; English Language, Mathematics, and must possess a minimum of C6 in any three (3) of the passes relevant to the area of specialization.

SSSCE Candidates: Six (6) passes (A – D) in all subjects; including English and Mathematics and at least three (3) of the passes must be relevant to the area of specialization.

GCE Advanced Level Candidates: Passes in three (3) relevant subjects and six (6) credit passes in GCE 'O' Level subjects including English Language and Mathematics.

Technical School (Certificate II) Applicants (NABPTEX &TEU): Applicants must have passes (A-E) in English Language, Mathematics, Integrated Science or Social studies plus three (3) passes (A-E) in relevant elective subjects.

Technician Applicants   (MET 1 / MVT 1 / AET 1 / AMW): Applicants with Technician certificate (Part I and Part II) must have four (4) SSSCE/WASSCE Credits including English Language and Mathematics.

Access Applicants: Passes in English language, Mathematics and Science organized by NABPTEX, plus Technician certificate or SSSCE/WASSCE passes in one (1) core subject, one (1) science elective subject and any other science subject.

Other entry Requirements

Certificate or Diploma holders from **recognized higher institutions** are eligible to apply for any related HND programme. However, such diplomas/certificates must be included in the database of National Accreditation Board (NAB) of recognized credentials.

General Entry Requirements for Mature HND Applicants

Applicants who have evidence of completing school at Advanced or Technical programmes, GCE 'O' Level, GCE "A" Level, ABC, RSA, Stenographer, WASSCE/SSSCE, Teachers certificate or any recognized education and obtained the age of 25 years and above but have not met the above stated requirements are eligible to apply as mature candidates. **In addition, such applicants:**

     i.   Must pass a written examination and an interview to be conducted by the University.

    ii.   Must provide evidence of at least two (2) years' work experience.

   iii.   Must provide a Birth Certificate at the interview.

C. DIPLOMA IN BUSINESS STUDIES (DBS) PROGRAMMES
    The University offers the following DBS options:

i. Accounting

ii. Secretarial

iii. Management

iv. Marketing

v. Statistics

vi. Purchasing and Supply

vii. Information Technology

viii. Entrepreneurship

ix. Banking

x. Finance

General Entry Requirements for DBS Programmes

     i. Four (4) SSSCE passes (A – D) or WASSCE Credits passes (A1 – C6) including English Language and Mathematics);

    ii. Four (4) Ghana Commercial Certificate Examination passes (including English Language and Mathematics);

   iii. NACVET/NVTI, Typist Certificate (for Secretarial Option);

   iv. Four (4) ABC passes (A – D) including English Language and Mathematics; and

    v. Four (4) RSA II passes including English Language and Mathematics.

D. THREE-YEAR CERTIFICATE TWO COURSES IN BUSINESS STUDIES

Holders of BECE results with six (6) passes including English language and Core Mathematics are eligible to apply for three-year business studies programme. The programme offers opportunity for the business certificate two holders to progress to the University to pursue HND programme in the business areas. The options available are: (1) Accounting option, (2) Secretarial option and (3) Information Technology option.

E. ASSOCIATION OF BUSINESS MANAGERS AND ADMINISTRATORS (ABMA) PROGRAMMES – EVENING SESSIONS

ABMA Education is an awarding organization based in the UK and recognized by National Accreditation Board (NAB), Ghana. Over 60,000 ABMA examinations are conducted every year worldwide. Applicants have the opportunity now to pursue ABMA programmes in Tamale Technical University in the following areas:

    i. Computing and information systems

ii.   HIV/AIDS Management

iii.   Human Resource Management

iv.   Business Management

v.   Marketing Management

The ABMA programmes are available at level 4 Diploma, level 5 Diploma and level 6 Diploma.

Entry   Requirements for ABMA programme

1.   Level 4 Diploma

SSSCE/WASSCE	-	Passes in English Language and Mathematics
GBCE	-	Passes in English Language and Mathematics
GCE "O" Level	-	Passes in English Language and Mathematics
ABCE/A' Level/RSAIII	-	1 Pass Plus passes in English Language and Mathematics
RSA II	-	3 Passes Plus passes in English Language and Mathematics
DBS	-	2 passes Plus passes in English Language and Mathematics

Level 5 Diploma

ABMA level 4 Diploma 2 passes at A' level/ABCE at Grade A-D and GCSE including English Language and   Mathematics at grade A-D 4 GBCE passes including English Language and Mathematics, 4 SSSCE/WASSCE passes including English and Mathematics at grade (A1-C6) or (A-D) 3 DBS passes Plus SSSCE/WASSCE passes in English and Mathematics

F. ADVANCEDAND TECHNICIAN PROGRAMMES

i.   Advanced Craft   - Cookery For The Catering Industry

ii.   Advanced Craft   - Fashion And Design

i.   Advanced Craft   - Painting And Decorating

ii.   Advanced Craft   - Block-Laying And Concreting

iii.   Advanced Craft   - Carpentry And Joinery

iv.   Advanced Craft   - Welding And Fabrication

v.   Mechanical Engineering Technician Part I & II

vi.   Motor Vehicle Technician Part I & II

vii.   Electrical Engineering Technician Part I &II

viii.   Radio, TV& Electronics Part I &II

ix.   Construction Technician Course Part I &II

x.   Agricultural Engineering Technician Part   I & II

General Entry Requirements for Advanced and Technician Programmes

(1) CTC - 1

    i. Four (4) SSSCE/WASSCE passes including English Language, Mathematics and Technical Drawing.

    ii. Technicians Construction Option Subjects; Craft (B/C, C/J, P/D Plumbing) or Advanced (B/C and C/J)

(2) MET - 1

    i. Four (4) SSSCE/WASSCE passes including English language, Mathematics and Integrated Science.

    ii. Technical Option Subjects; Engineering Intermediate Craft, General Engineering (GE), Mechanical Engineering Craft Practice (MECP).

(3) MVT – 1

    i. Four (4) SSSCE passes including English Language, Mathematics and Integrated Science.

    ii. Technical Option Subjects, Motor Vehicle Mechanics Works (MVM), Intermediate General Engineering (GE)

(4) EET – 1 and Radio TV &Electronics Part I

    i. Four (4) SSSCE/WASSCE passes including English Language, Mathematics and Integrated Science and any two of the following – Applied Electricity/Electronics, Physics, Mathematics.

    ii. Electrical Installation work course C.

    iii. Electrical Installation Work course B or Electrical Installation Craft practice.

    iv. Radio, Television and Electronics Mechanics

(5) CTC II/MET II/ MVT II/ EET II/ RADIO TV AND ELECTRONICS PART II

Applicants should be holders of CTC I/ MET I/ MVT I/ Radio TV Part I

Advanced Catering – 812/2: Holders of Cookery for the Catering Industry Craft

Advanced Fashion: Holders of Intermediate Fashion

Advanced Welding: Holders of Intermediate Welding

G. ACCESS OR PRE-HND COURSE

The Pre- HND or Access Course (English Language, Mathematics and Science) is organized by National Board for Professional and Technician Examinations (NABPTEX) to foster enrolment into the following programmes:

   i.   HND (Agricultural Engineering)
   ii. HND (Mechanical Engineering)
   iii. HND (Automotive Engineering)
   iv. HND (Building Technology)
   v.   HND (Hotel, Catering and Institutional Management)
   vi. HND (Industrial Arts)
   vii. HND (Fashion Design and Textiles Studies)
   viii. HND (Electrical and Electronics Engineering)
   ix. HND (Information and Communication Technology)

Note: Duration for the course is nine (9) months.

Entry Requirements

Applicants should possess the following:

   i.   Intermediate Craft Certificate or its equivalent in the relevant programme stated above.
   ii. SSSCE and WASSCE passes in three (3) subjects comprising at least one (1) core subject (English Language, Mathematics and Integrated Science or Social Studies) plus one (1) Science elective subject (Physics, Chemistry, Biology, Elective Mathematics, Agriculture Science, Metal Works) and any other science subject.

H. CHARTERED INSTITUTE OF LOGISTICS AND TRANSPORT (CILT) PROGRAMMES

   i.   CILT INTERNATIONAL CERTFICATE
   ii. CILT INTERNATIONAL DIPLOMA

Time of Delivery: Evening or Week-ends

 ENTRY REQUIREMENTS AND DURATION FOR CILT PROGRAMMES

CILT INTERNATIONAL CERTIFICATE:

Entry requirements:

Applicants who have evidence of completing school at Advance or Technician Part I, ii, and iii programmes, GCE 'O' Level, GCE "A" Level and WASSCE/SSSCE, or equivalent professional qualifications. Applicants should have worked in logistics and transport environment.

Duration : Six months

Optional subjects:

     i. Warehousing and stores operations
     ii. Freight operations
    iii. Fleet management
    iv. Passenger Transport operations
     v. Port Operations

CILT INTERNATIONAL DIPLOMA:

Entry requirements:

- International Certificate in Logistics and Transport
- University degree/ HND or equivalence with relevant area of study. Plus exemption at the certificate level, and evidence of work experience in a logistics and transport environment

Duration : One year (two semesters)

I. INTERMEDIATE CRAFT CERTIFICATE PROGRAMMES

The following intermediate craft certificate programmes are offered:

     i. Radio, Television and Electronics Mechanics

    ii. Cookery for the Catering industry Part 1

    iii. Block-laying and Concreting, Craft

    iv. Carpentry and Joinery, Craft

     v. Painting and Decorating, Craft

    vi. Welding Craft Practice

    vii. Mechanical Engineering Craft Practice

   viii. Motor Vehicle Mechanics work

    ix. Agricultural Mechanics work

     x. Electrical Installation work

    xi. Intermediate Fashion

Entry requirements:

Applicants with BECE results must have passes in English Language, Mathematics and Integrated Science in addition to passes in three (3) other subjects with an aggregate score of not more than 30. Applicants with SSSCE/WASSCE results must have passes in at least three (3) subjects.

J. CERTIFICATE COURSES

The Mechanical Engineering Department runs the following certificate courses:

  i.   Repairs of Small Engines.

  ii.   Industrial Mechanics.

Entry requirements:

Applicants with BECE results must have passes in English Language, Mathematics and Integrated Science in addition to passes in three (3) other subjects with an aggregate score of not more than 30.

K. MODE OF PAYMENT AND DELIVERY OF APPLICATION FORM

Application forms for admission into Tamale Technical University are obtained online. Applicants should pay for e-vouchers from any branch of the HFC Bank or GN Bank. Applicants should log in; **http://admissions. www.tatu.edu.gh or tamalepoly.edu.gh**with e-voucher pin to complete the application form online.

Two (2) copies of the completed application forms should be printed and submitted to:

The Registrar

Tamale Technical University (TaTU)

P.O. Box 3 E/R

Tamale