April 18, 2020

Dear Student,

UPDATES ON THE ROLL OUT OF THE UG ONLINE TEACHING AND LEARNING PROGRAMME

The University of Ghana’s Business and Executive Committee (BEC), during its meeting held April 16, 2020, approved Management’s proposal to roll out the University’s Online Teaching and Learning (T&L) programme. The roll out takes retroactive effect from April 14, 2020, after an initial trial period.

In line with BEC’s approval, please find below updates on the roll for your information.

Assessment
For the second semester of the 2019/2020 academic year, Continuous Assessments (CA) will constitute up to 70% of the final grade, but not less than 50%.

Students will be graded through a series of assignments/tests/quizzes, including those taken prior to the introduction of the online teaching and learning programme. Course Instructors have been discouraged from using real time online test tools, where there is no guarantee that ALL class participants will have access at the stated time for tests/quizzes.

For the final examinations, take home tests should be largely administered.

Examination Centres
Sakai and other online resources, such as emails, have been approved as examination centres.

Graduate oral examinations, including PhD vivas, will be conducted online, using Zoom, and other available online media.

Supplementary Examinations
Supplementary examinations will take the form of regular sit-in examinations (as this constitutes 100% of the final grade). It is envisaged that these will take place before the re-opening of the next academic year. Therefore, the dates for these examinations will be announced later, when re-opening for the next academic year is in sight.

Submission of graduate dissertations/theses
The March 2020 submission deadline has been extended to July 31, 2020, while the July 2020 deadline has been extended to October 30, 2020. Students who may not be able to meet the October 30, deadline would have to apply for extension, by September 30, 2020. An extension till the end of December may be considered.
Mode of Instruction
Given the current excessive demand for data and its related costs, Course Instructors, especially of large classes, are discouraged from using synchronous live sessions for lectures. Recorded audio/videos with accompanying detailed slides are to be uploaded on the Sakai LMS weekly. In the event where live lectures take place, original lecture schedules should be maintained to avoid timetable clashes. Additional discussions can take place in the chatroom on the Sakai LMS and by using other e-resources.

Revised Academic Calendar
The academic calendar for the second semester of the 2019/2020 academic year has been revised, as communicated by the Registrar. Examinations will end on July 3, 2020, and undergraduate students have up to July 21, 2020 to submit their long essays/project works.

Provision for students without access to online resources
In recognition of the genuine accessibility challenges faced by a minority of the student population, provision is being made for such students who may not be able to enroll on the online platform, to be offered the following options:

- Take the courses during an intensive 3-week teaching period. This will be followed by a week’s revision and one week of examinations. The period for this would be after the COVID-19 pandemic has subsided and before the University resumes for the 2020/2021 academic year. Final year students will be prioritised for this option.
- Take the courses over the next three years, upon resumption of the University. This will be at no cost to the students.

Kindly note that these two options may be combined.

User Support
As mentioned in earlier notices, a helpdesk has been provided by UGCS to address complaints and challenges. This support will continue to be available. Kindly send an email to servicedesk@rt.ug.edu.gh stating your index number and your request for service.

Management continues to count on your cooperation, and assures you of its sustained support to make this programme worth its while.

Thank you.

Sincerely,

Professor Nana Aba Appiah Amfo
Pro Vice-Chancellor (ASA)

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