



UNIVERSITY OF GHANA LEGON, ACCRA

from The Pro Vice-Chancellor (ASA)

PVC/D2

My Ref: No.....

April 18, 2020

Dear Colleagues,

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

I refer to the Business and Executive Committee's (BEC) approval of the proposal for the roll out of the University's Online Teaching and Learning (T&L) programme, during its meeting held on April 16, 2020, and update faculty members as follows:

1. Teaching and Learning

Given the current excessive demand for data and its related costs, in addition to considerations of time differences for our international students, 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.

2. 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 should 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 are 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 final examinations, take home tests should be largely administered.

3. Examination Centres

The Sakai LMS, other online resources and emails, have been approved as examination centres.

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

4. 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.

5. 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.

6. Revised Academic Calendar

The academic calendar for the rest of 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.

7. 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. Course Instructors involved will be compensated at the University's approved part-time rates.
- 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 are not mutually exclusive.

8. Quality Control

A Monitoring and Evaluation (M&E) Team has been constituted to oversee quality management of the University's Online T&L programme. The Team will work in concert with College Provosts to ensure effective delivery of this programme. The membership of the Team is as follows:

Prof. Yaw Oheneba-Sakyi	-	Chair/COE
Prof. Daniel Frimpong Ofori	-	Director, AQAU
Prof. Sandow Mark Yidana	-	CBAS Representative
Prof. Richard Boateng	-	COH Representative
Prof. Richmond Aryeetey	-	CHS Representative
Dr. Kafui Aheto	-	COE Representative
Dr. Deborah Atobrah	-	UGRC Coordinator/IAS
Mr. Francis Awuye-Kpobi	-	UGCS
Mrs. Lydia A. Nyako-Danquah	-	Head, Examinations Unit/Member/Secretary

9. User Support

As mentioned in earlier notices, a helpdesk has been provided by UGCS to address technical complaints and challenges. This support will continue to be available. Kindly send an email to servicedesk@rt.ug.edu.gh.

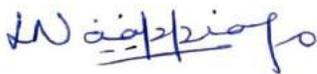
Kindly note that the implementation of UG's Online T&L Programme is expected to take place at the Unit levels, as such faculty members should direct any operational challenges through their Unit Heads for redress.

Management is appreciative of the efforts and innovation that we have all brought to our teaching delivery to ensure that academic work for the rest of the second semester continues. As we work to resolve outstanding teething challenges, we rely on your ingenuity and flexibility to ensure that we make this experience less burdensome for our students who now have to study in varied home situations.

We count on your continuous support in these times.

Thank you.

Sincerely,



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

Distribution

All UG Faculty Members

Cc: Vice-Chancellor
Registrar
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College Secretaries
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