



**UNIVERSITY
OF GHANA**

UG NEWSFILE

SE/002

June 19, 2020

SPECIAL ISSUE ON ONLINE TEACHING AND LEARNING



INTRODUCTION

This second edition of the Special UG Newsfile is a compilation of communiques issued on the online teaching and learning at the University of Ghana, necessitated by the COVID-19 pandemic and subsequent closure of the University.

We hope that this second edition will allow you follow the arrangements for the completion of this semester as well as provide information on the online end of semester examinations and supplementary resit examinations among others.



UNIVERSITY OF GHANA'S STRATEGY TO SAFELY RESUME ON-SITE ACADEMIC WORK IN THE MIDST OF COVID-19

Following the ease of restrictions announced by the President of the Republic on May 31, 2020, final year students were expected to return to campus on June 15, 2020 to complete academic work for the semester. In a compliance with this directive, the Registrar issued a notice informing members of the community on the University's strategy to safely resume on-site academic work as follows:

1. Return of Final Year Students^[1] to Campus

- a. Arrangements are being made to receive registered final year students who may wish to relocate to campus to complete their online examinations, as well as those who were unable to participate in the University's Online Teaching and Learning Programme. Such students may move to campus with effect from 15th June, 2020.
- b. The University's ongoing Online Teaching and Learning Programme for the second semester of the 2019/2020 academic year will progress as scheduled. Following the end of teaching on Friday, 29th May, 2020, examinations for students, scheduled to commence from 8th June to 3rd July, 2020, will proceed as planned.
- c. The University will continue to remain closed to students who are not in their final year.

2. Employees at Work

- a. As a consequence of (1) above, ALL Units/offices are to make arrangements to provide services every working day of the week. The services are to be provided in a manner that will serve the needs of our students, internal and external publics, as well as protect the health and safety of employees.

[Click here to access the notice](#)



▲ **Mrs. Mercy Haizel-Ashia**
Registrar

ARRANGEMENTS FOR THE COMPLETION OF THE SECOND SEMESTER OF THE 2019/2020 ACADEMIC YEAR



▲ **Prof. Nana Aba Appiah Amfo**
Pro-Vice-Chancellor (Academic and Student Affairs)

I take this opportunity to welcome Registered Final Year Students back to Campus once again.

Students are to take note of the following:

1. Final Year students already enrolled on the Sakai Learning Management System who have relocated to campus should complete their online examinations as scheduled.
2. For Final Year Students **who could not participate** in the earlier arrangements to complete lectures online, tuition for the remainder of the 2nd Semester will be online mainly through the Sakai Learning Management System.
3. Such students will be enrolled on the Sakai LMS by the UGCS to enable them access the online tuition. Should you have any enrolment challenges, kindly contact the UGCS at: servicedesk@rt.ug.edu.gh
4. Students are entreated to have in their possession their University of Ghana Identification Cards at all times.
5. All students are informed of the **'No Mask No Entry'** position of all Units within the University.

6. Computer Laboratories at the UGCS, other Units of the Colleges and in the Balme Library will be made available for use by students. Students are however encouraged to use their own electronic devices if they have them.
7. The opening hours of the Balme Library will be from **8.30 am to 6.00 pm daily**.
8. The UGCS will be opened to students each day from **9.00 am to 6.00 pm per** the following windows:
 - 9.00 am – 12.00 noon
 - 12.30 pm – 3.30 pm
 - 4.00 pm – 6.00 pm

Students must however log into: sts.ug.edu.gh and use the Lab. booking link to reserve seats.

9. Students who are to join the make-up lectures are to note the following revised schedule:

Arrival and Registration (Halls)	Monday, June 15 – Sunday, June 21, 2020
Online Catch-up Lectures	Monday, June 22 – Friday, July 10, 2020
Revision Week	Saturday, July 13 – Friday, July 17, 2020
End of Second Semester Examinations	Saturday, July 18 – Saturday, August 01, 2020

At the appropriate time, the End of Semester Examination Timetable will be circulated.

10. Students may report any challenges (academic) to their respective College Academic Offices as follows:
 1. College of Humanities: cohacademic@ug.edu.gh
 2. College of Basic and Applied Sciences: cbasacademic@ug.edu.gh
 3. College of Education: coeacademic@ug.edu.gh
 4. College of Health Sciences: academicaffairs@chs.edu.gh

Students are entreated to observe all the necessary protocols put in place by the University.

PROVISIONAL TIME-TABLE AND MODALITIES FOR END OF SECOND SEMESTER 2020 EXAMINATIONS

The Academic Affairs Directorate published a Provisional Time-Table and Modalities for the End of Second Semester 2020 Examinations. This followed the release of a **Revised Academic Calendar** for the remainder of the 2019/2020 academic year which was necessitated due to interruptions on the academic calendar as a result of the outbreak of COVID-19 in the country.

In line with the Business and Executive Committee's (BEC's) approval for tuition and assessment for the remainder of the Second Semester of the 2019/2020 academic year to take place online, using the University's Sakai Learning Management System (LMS), University Examinations were scheduled to run from 8th June to 3rd July, 2020.

MODALITIES FOR END OF SEMESTER EXAMINATIONS



▲ **Mrs. Christy Badu**
Acting Director, Academic Affairs

The Acting Director of Academic Affairs, Mrs. Christy Badu issued a notice to members of the University community providing the following modalities for the End of Second Semester 2020 Examinations:

1. Examiners are to administer the Final Examination to make up 30% to 50% of the total course grading for the semester.
2. Examiners are to note that for the Final Examinations, take home tests should be largely administered.
3. Departmental Examination Officers are to extract their respective timetables for the attention of their students for any feedback on clashes.
4. The Provisional Timetable for the Examinations will be made available to Departmental Examination Officers and Heads of Department for the notice of their Examiners, to be brought to the attention of students.
5. The Schedule comprises eight 3-day sessions with two free days at the end of the examination period for any contingencies.

[Read more on the Modalities](#)

[Click here to access the Provisional Time-Table](#)

EXAMINATIONS SUPERINTENDING COMMITTEE ISSUES FURTHER MODALITIES TO ENSURE SMOOTH ONLINE EXAMINATIONS

In order to ensure the smooth conduct of the online examinations for the second semester of 2019/2020 academic year which was scheduled to commence from June 8, 2020, the Examinations Superintending Committee has requested that Units ensure the following measures have been put in place:

- That examinations are rolled out per the published Examinations Timetable.
- All examination questions are duly moderated. The Examinations Superintending Committee will be requesting for soft copies of all moderated questions by way of monitoring the quality of questions in online examinations.
- Departmental Examination Officers, College Academic Officers and Heads of Department are to ensure that examinations take place as scheduled.

Departmental Examination Officers are expected to receive daily feedback from lecturers on the conduct of examinations. This will be forwarded to the Examination Superintending Committee member assigned to the College and the Ag. Director of Academic Affairs.

All Heads of Units, particularly Deans/Directors under the supervision of Provosts are kindly requested to ensure compliance.

[Click here to access notice](#)



NOTICE ON CONTINUITY OF WORK AT THE SCHOOL OF GRADUATE STUDIES



▲ **Prof. Kwaku Tano-Debrah**
Dean, School of Graduate Studies

Following the communication from University Management on continuation of work in line with the protocols to contain the spread of COVID-19 virus, the School of Graduate Studies in a notice to the University Community announced that it had put in place the following measures to continue its work;

1. All general correspondence and enquiries to the School should kindly be submitted via email to sgs@ug.edu.gh.
2. Theses/Dissertations for examination and supporting documents (PDF version only) should be submitted electronically by HODs to softbound@ug.edu.gh and through official departmental e-mail addresses.
3. Thesis/Dissertation examiners are kindly entreated to submit examination reports (PDF version only) directly to thesisoffice@ug.edu.gh.
4. Final theses/dissertations and supporting documents (PDF version only) should be submitted electronically by HODs to hardbound@ug.edu.gh and through official departmental e-mail addresses.
5. PhD oral examinations will be conducted virtually, via zoom, on Tuesdays and Thursdays, starting from May 12, 2020 and ending on July 2, 2020.

[Read more](#)

UPDATES ON ORAL EXAMINATIONS FROM THE SCHOOL OF GRADUATE STUDIES

The Business and Executive Committee approved a proposal to conduct PhD oral examinations online during this period of the Covid-19 pandemic.

In order to operationalize the online oral examination, the School of Graduate Studies in a circular indicated that it has decided to conduct the examination via zoom, on Tuesdays and Thursdays, starting from May 12 to July 2, 2020.

Heads of Academic Units are therefore requested to contact the examiners of students for their availability during the period and book dates for the oral examination by sending emails to thesisoffice@ug.edu.gh.

Candidates will be required to submit their slides (in soft copy) ahead of the examination to their respective Head of Academic Unit, who will subsequently share with the examiners, chairpersons and the Dean School of Graduate Studies. All other documents will also be shared electronically.

[Click here to access the notice](#)

VIRTUAL PHD ORAL EXAMINATIONS

Following Business and Executive Committee's approval to conduct PhD oral examinations online, the School of Graduate Studies in a notice to the community outlined in details, specific roles of candidates, chairpersons, academic units and the School of Graduate Studies in conducting the virtual oral examination.

The notice indicated that Heads of academic units are kindly requested to take note of the following measures that the School of Graduate Studies has put in place towards the conduct of the PhD oral examinations, via zoom.



▲ **Mrs. Stella Dovlo**
School Administrator, School of Graduate Studies

The Candidate will:

- Submit a soft copy of his/her PowerPoint presentation to the head of academic unit at least 72 hours ahead of an examination.
- Do a presentation of his/her thesis for not more than 40 minutes.
- Give Remarks after the announcement of results (Optional)

The Academic Unit will:

- Submit names and contact information (email addresses and telephone numbers) of the chairperson, examiners, candidate, faculty and PhD students of the unit who will be attending the viva to the SGS
- Organise a zoom rehearsal for the candidate.
- Share the candidate's presentation with the School of Graduate Studies (SGS) at least 48 hours ahead of the examination.
- Share the zoom link with faculty and PhD students of the unit who will be attending the viva.
- Introduce the Chairperson

[Read more](#)

EXTENDED DEADLINE FOR SUBMISSION OF SOFT BOUND THESIS/DISSERTATION

In a subsequent notice announcing an extension of the deadline for the submission of soft bound Thesis/Dissertation in line with the revised Academic Calendar, the School of Graduate Studies informed Heads of Academic Units that it will only accept theses/dissertations (PDF version only) submitted electronically to softbound@ug.edu.gh and through official departmental e-mail addresses. This means that no theses submitted using other e-mail addresses will be accepted.

The School of Graduate Studies reminded academic units to comply with the following guidelines and supporting documents in submitting theses/dissertations:

- A fully completed and signed thesis submission form
- A fully completed datasheet on proposed examiners if not already submitted to the School of Graduate Studies
- A copy of the letter from the SGS granting extension (for extension students only)
- In case of a student submitting a previously referred thesis for re-examination, a copy of the letter informing the student that the thesis was referred must be attached
- A copy of the re-admission letter from SGS (for students on re-admission)

[Read more](#)

FEEDBACK MECHANISMS ON THE CONDUCT OF EXAMINATIONS:

The following online forms have been instituted to provide real-time information by way of feedback on the conduct of the end of semester examination to ensure timely redress of challenges.

College Reporting Forms For Students' Examinations Issues

In order to support students as they undertake the End of 2nd Semester 2019/2020 Examinations, the University has created College-specific forms to enable students submit issues encountered during examinations to their College Academic Offices for redress.

Students with issues or challenges to report are expected to select the specific link for their respective Colleges indicated below to submit their complaints in the course of the examinations period.

[College-specific links here](#)

Examiners Feedback Form and Departmental Reporting Forms

The Examination Superintending Committee has also provided the following links to enable Departmental Examination Officers and College Academic Officers monitor examinations:

[Examiners Feedback Form](#)

[Departmental Reporting Forms](#)

GUIDELINES FOR THE SUPPLEMENTARY RE-SIT EXAMINATIONS FOR 2ND SEMESTER, 2019/20 ACADEMIC YEAR

The Academic Affairs Directorate published a notice informing students on guidelines for Supplementary Re-sit Examinations for the second semester, 2019/2020 academic year. The notice indicated that the examinations are open to all students (Regular and Distance Education) and any other students who should have completed their programmes between the 2015/16 to 2018/19 academic years but needing to write Supplementary Re-sit Examinations for 1st Semester Courses.

Below are the details of the guidelines:

1. The Supplementary Re-sit Examinations for Regular Students is scheduled for Saturday, 18th July to Saturday, 1st August 2020
2. Distance Education Students will take their Supplementary Re-sit Examinations from Friday 31st July to Sunday, 2nd August 2020
3. The Fee Schedule for respective students is attached.
4. Continuing Students are to pay the relevant fees and register online.
5. Other students who should have completed their programmes between the 2015/16 to 2018/19 academic years should pay the appropriate fees through the UGPAY System available at the UG website (www.ug.edu.gh)

[Read more](#)

MEDIA ENGAGEMENT

In a media engagement dubbed "COVID-19 and E-Learning: A semester wrap-up with Pro-VC (ASA), Prof. Nana Aba Appiah Amfo, Pro-Vice-Chancellor, (Academic and Student Affairs) was hosted on Radio Univers on June 9 2020 to provide updates especially relating to the end of semester examination and the 'back to school' arrangements for the final year students who wish to come back to campus.



CAMPUS EXCLUSIVE

**COVID-19 AND E-LEARNING;
A SEMESTER WRAP-UP WITH PRO VC (ASA)**



PROF. NANA ABA APPIAH AMFO
(UG PRO VC - ASA)



TUESDAY, 9TH JUNE, 2020
6AM - 10AM

with **Manuel Koranteng**

Send comments and questions via
text/WhatsApp to: 0273205170

#CampEx

   @univers1057fm  www.universnewsroom.com

DISINFECTION AND FUMIGATION EXERCISE

The Minister of Education, Hon. Dr. Matthew Opoku-Prempeh on Wednesday, June 10th, 2020, performed the launch of a mass disinfection exercise in educational institutions in the country.

This he said is part of preparations for the return of pupils and students to their institutions following the closure of these institutions in the wake of the COVID-19 pandemic.

At the University of Ghana, the exercise is expected to cover all student residences, academic areas, the markets (Bush Canteen, Night Market), other areas on the Legon campus, in addition to the Accra City Campus and the Korle-Bu campus.

[Read more](#)



NOTICE: FINAL YEAR STUDENTS' RETURN TO CAMPUSES FOR COMPLETION OF ACADEMIC WORK

The Registrar in a notice informed members of the University community that registered Final Year Students who desire to relocate to the University of Ghana campuses to complete their online examinations and theses as well as those who were unable to participate in the University's Online Teaching and Learning Programme are expected to arrive from Monday, 15th June, 2020.

To safeguard the health and safety of the community, adequate safety protocols have been put in place with regards to:

- a. The use of academic and residential facilities, as well as interactions between employees and students;
- b. Detection and isolation of employees/students who might come to campus with the Coronavirus or contract the virus while on campus

[Read more](#)

PROTOCOLS GUIDING THE REOPENING OF THE UNIVERSITY TO FINAL YEAR STUDENTS

In order to minimise the risk of COVID-19 transmission, Prof. Nana Aba Appiah Amfo, Pro-Vice-Chancellor (Academic and Student Affairs) in a communique, outlined in details the following protocols that have been put in place to receive students who wish to relocate to campus to complete their online examinations, and those who could not participate in the earlier arrangements to complete their lessons for the 2nd semester of the 2019/2020 academic year:

Pre-arrival

1. Students are required to fill and sign off on the following forms (available here <https://sts.ug.edu.gh>) preferably before they return to campus
 - a. COVID-19 Screening Questionnaire;
 - b. Infection Prevention and Control Agreement;
 - c. Student Hall/Hostel Residence Consent & Waiver Form.

Students will need to show evidence of having signed off on all three (3) forms, before the admission process into halls/hostels of residence can begin. Students who had permission to remain in residence are also expected to fill and sign off these forms.

2. Non-resident final year students who wish to relocate to campus will be required to pay a Residential Facility User Fee of Three Ghana Cedis per day (GHS3/day). This fee is applicable to the traditional halls of residence. Non-resident students who are interested in taking up residency should go to the Hall they wish to be accommodated to go through the necessary application procedures. Such non-resident students are also required to fill and sign off on the above-mentioned forms.

[Click here to access the notice](#)



NOTICE ON RE-OPENING OF THE BALME LIBRARY



▲ **Prof. Perpetua S. Dadzie**
Acting University Librarian

The Balme Library of the University of Ghana will resume work on 15th June, 2020, to provide academic support to final year students who wish to relocate to campus to complete their online examinations, and those who could not participate in the earlier arrangements for the Online Teaching and Learning programme. In a notice to the community, the following were outlined:

1. The Balme Library will open to the public at 8:30 am and close at 6:00 pm.
2. The Balme Library will admit final year students ie. Level 400 and Graduate students as well as Level 300 Medical students undertaking their final theoretical year.
3. Patrons are encouraged to come along with their valid University of Ghana Identification Cards.
4. The Balme Library will only accommodate 534 patrons while the 24-Hour Reading Room will accommodate 133 patrons.
5. All patrons should put down their contact details once they visit the Balme Library to make contact tracing possible, should it become necessary.
6. Patrons are to observe all safety protocols established at the entrance, within and at the exit of the Library. Patrons should note that No Nose Mask, No Entry into the Balme Library.
7. Social Distancing of at least 1 meter must be adhered to at all times within the Balme Library.

8. To avoid over-crowding in the Balme Library, patrons are encouraged to use the Library's e-resources and platforms often when there is no need to physically use the library.
9. All final year students ie. Level 400, Graduate students as well as Level 300 Medical students who have library books in their possession are encouraged to submit them to the library by the end of June 2020 to avoid any sanctions.

[Click here to access the notice](#)



ANNOUNCEMENTS

- ▶ Social Innovation in Health Initiative (SIHI) Ghana Project - (Pre-Call Announcement)
- ▶ Notice from the Academic Affairs Directorate - Arrangements for the Completion of the 2nd Semester of the 2019/20 Academic Year
- ▶ Protocols Guiding the Re-opening of the University to Final Year Students
- ▶ Final Year Students' Return to Campuses for Completion of Academic Work
- ▶ Re-opening of the Balme Library
- ▶ Guidelines for Supplementary Re-Sit Examinations for 2nd Semester, 2019/2020 Academic Year
- ▶ Update - Arrangements for the Completion of the Second Semester of the 2019/2020 Academic Year
- ▶ UG Strategy to Safely Resume Normal Academic Work
- ▶ Revised Academic Calendar for the 2019/2020 Academic Year (Second Semester)

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