GHANA COMMUNICATION TECHNOLOGY UNIVERSITY
DIRECTORATE OF ACADEMIC AFFAIRS

NOTICE TO STUDENTS

SPECIAL RESIT EXAMINATIONS, 2024/2025 ACADEMIC YEAR

The University is organizing a **Special Re-sit Examinations** for all Undergraduate (Diploma/Bachelor degree), continuing, final-year and completed students within the 2 year grace period with outstanding trail grades (F, X, IC, or I) from the **first** and **second semesters of Levels 100, 200** and **300,** as well as the **first semester** of **Level 400**. The Special Re-sit Examinations are scheduled to take place from **Monday, 1st September to Friday, 12th September 2025**.

This Special Re-sit is intended to provide an opportunity for all students trailing one or more courses to redeem them. The initiative aims to help students prevent the accumulation of excessive trailing courses, which could result in academic probation or withdrawal from the University.

All students trailing one or more courses are advised to carefully read and strictly adhere to the following guidelines:

1. Eligible Students

The following categories of students are eligible to register and write the Special Re-sit Examinations:
- Diploma students in Level 100
- Final-year Diploma students (Level 200)
- Undergraduate (Bachelor's degree) students in Levels 100, 200 and 300
- Final-year Undergraduate students (Level 400)
- Completed students who have **NOT** exhausted the two-year grace period after completing the minimum duration of their programmes (i.e., past students who completed in 2023 or 2024 but could not graduate due to outstanding trails)

Note:
Students who completed their programmes **before the 2021/2022 academic year** are **not eligible** for this Special Re-sit.

2. Courses to Be Mounted

- **Undergraduate Programmes:**
  – Levels 100 – 300: First and Second Semester courses
  – Level 400: First Semester courses only
- **Diploma Programmes:**
  – Year 1: First and Second Semester courses
  – Year 2: First Semester courses only

3. Maximum Credit Hours

Students may register to re-sit **a maximum of twenty-one (21) credit hours**.

4. Applicable Courses

Only courses with grades **F, X, IC, or I** may be registered for the re-sit.

5. Payment for Re-sit Papers

- Each re-sit paper attracts a **fee of GHS 200.00**.
- Pay the total amount at **CBG Bank** into **Account No: 1716672100001**
- Submit the payment receipt to the **Finance Receivables Office** for validation and official stamping.
- Submit a copy of the validated receipt along with your **unofficial result slip** to the **Academic Affairs Directorate**.

6. Registration Period

Thursday, 31st July to Wednesday, 20th August 2025
Late registration will not be entertained.

Note: The registration process is strictly online and must be completed within the specified registration timeline

7. Registration Procedures

(a) Diploma and Undergraduate Continuing Students (Levels 100 & 200)

1. Log into the SIP portal: *https://gctusip.gctu.edu.gh*
2. Click **"Special Re-sit"** and select trailed courses (ensure total credits do not exceed 21).
3. Generate your bill and proceed to pay at **CBG Bank CBG Bank Ltd, Tesano Branch (See Bank Account details under item 5 above)**.
4. Present the payment receipt to the **Finance Receivables Office** for validation.
5. Submit a copy of the validated receipt, bill/statement, and result slip to the **Academic Affairs Directorate**.

(b) Undergraduate Students (Active) in Level 300 and Level 400 (Final Year)

1. Log into the SIP portal: *https://erp.gctu.edu.gh/sip/*
2. Click the Button **'Print Registered Re-sit Courses'**
3. Pay the appropriate re-sit fee at **CBG Bank Ltd, Tesano Branch (See Account details under item 5 above)**.
4. Present the receipt to the **Finance Receivables Office** for validation.
5. Submit the validated receipt, registration form and result slip to the **Academic Affairs Directorate**.

(c) Past Students admitted during/after 2019/2020 Academic year but have outstanding trail courses

1. Log into the SIP portal: *https://erp.gctu.edu.gh/sip/*
2. Click the Button **'Print Registered Re-sit Courses'**
3. Pay the appropriate re-sit fee at **CBG Bank Ltd, Tesano Branch (See Bank Account details under item 5 above)**.
4. Present the receipt to the **Finance Receivables Office** for validation.
5. Submit the validated receipt, registration form and result slip to the **Academic Affairs Directorate**.

Note: Eligible students who do not have access to their SIP accounts or encounter difficulties during registration or printing of registration form should contact their respective **Software Unit** for assistance.

8. Compilation of Registered List

A comprehensive list of registered re-sit students and their selected courses will be forwarded to departments. Heads of Department are to engage lecturers immediately after the registration period for question setting and moderation.

9. Examination Period

The Special Re-sit Examinations will be conducted **in person** from **Monday, 1st to Friday, 12th September 2025**.

10. Examinations Timetable

The timetable will be published **at least 5 days before** the start of examinations.

11. Timetable Issues

Students must check the timetable and report any clashes or concerns to the Academic Affairs Directorate promptly.

GODWIN UTUKA
(DIRECTOR, ACADEMIC AFFAIRS)