

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

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4th January, 2021

Dear Faculty, Staff and Students,

GUIDELINES FOR OPENING AND MODE OF TEACHING AND LEARNING FOR 2020/2021 ACADEMIC YEAR

In response to the President of Ghana's directive for all schools to open in January 2021, the GCTU Academic Board, at the 111th meeting held on 2nd December, 2020 approved the University's Academic Calendar for the 2020/2021 Academic Year which was circulated to the University community by the Registrar as follows:

- January 11th – Opening date for all freshmen
- January 18th – Opening date for all continuing students
- January 25th – Lectures begin.

The detailed academic calendar for undergraduates has already been circulated to faculty, staff and students. The Academic Board, at the 109th meeting held on 11th August, 2020 also approved the mode of teaching online and blended for the Academic Year. Consequently, the following measures have been put in place:

1. Mode of Teaching and Learning & Course Designations

The mode of teaching and learning will be Online with Face-to-Face (Blended or Hybrid) for the 2020/2021 Academic Year.

Most of the general university courses and some department specific courses have been designated for purely online delivery. All other courses will be offered in the blended or hybrid mode. Heads of Departments will communicate the details of these courses to lecturers and students soon.

The courses to be taught purely online will constitute 70% synchronous and 30% asynchronous. The courses offered in the blended mode will constitute 40% face-to-face and 60% online (30% synchronous and 30% asynchronous).

A master teaching timetable will be circulated by the Directorate of Academic Affairs soon. Department Heads are expected to oversee the implementation of these arrangements according to each department's peculiar needs. Lectures will follow the schedules and students are expected to access and participate in the classes. This is to avoid clashes in online course facilitation.

The Moodle Learning Management System (MLMS) will be the primary medium for instruction. This may be supplemented with other tools such as Zoom and Microsoft Teams. Covid-19 safety protocols will be observed during the face-to-face interactions.

2. Duration of Semester

The regular period of thirteen weeks of teaching and learning has been compressed to ten weeks. This comprises seven weeks of teaching with increased contact hours per week, followed by a week of revision and two weeks of examinations.

3. Course Assessment

Course assessment for continuing students will continue to be 70% for final examinations and 30% continuous assessments for KNUST programmes and 60% for final examinations and 40% continuous assessments for UPSA programmes. Assessments for first year courses will follow a 60% (final examination) and 40% (continuous assessments) format.

The mode of final examinations will be communicated at a later date.

4. Tutorials

Tutorial services will be provided for both online and face-to-face teaching modes. Deans and Heads of Departments are to ensure that provisions are made within their respective units.

5. Covid-19 Safety Protocol

All safety protocols will be strictly observed on all campuses and during periods of in-class teaching and learning. Staff and students are expected to be in face coverings at all times when in class and on campus. Class sizes for face to face interactions should not be more than 50. Water and soap for washing of hands and hand sanitizers will be provided for face to face sessions.

6. IT Infrastructure

In recognition of the demands of the online and blended mode of teaching and learning, the following measures are being explored or have been put in place:

- a) Upgrade of the university's WIFI access on all campuses.
- b) Provision of dedicated Zoom accounts for departments.
- c) Computer laboratories on all campuses will be opened to students.
- d) The Center for Online Learning and Teaching (COLT) will establish a helpline and offer continuous training sessions for faculty and students.

7. Support Services

- a) Each Faculty shall set up a Helpdesk or Email address to respond to students' academic issues and questions.
- b) A Technology Helpdesk has been created by the Centre for Online Learning and Teaching (COLT) to assist students with technical challenges relating to online teaching and learning. Should you have any complaints and challenges, kindly contact any of the following as applicable:
 - Email: colt@gtuc.edu.gh
 - WhatsApp or Call 0249769389/0542226930/0543019525/0245979789
- c) For satellite campuses, students may use the respective numbers below to contact their respective campus representatives

- Kumasi – 020 543 5952 or 020 269 8345
- Ho – 024 056 6540 or 050 566 3496
- Takoradi - 0553641003
- Koforidua – 0261925419

- d) The University will be opened throughout the week to provide essential services to students, parents and staff.
- e) All students and guest visiting the campus during this pandemic times must wear face and mouth masks and observe all safety protocols pertaining to the COVID-19. Security Personnel have been mandated to enforce these directives.

8. Ensuring Quality Standards

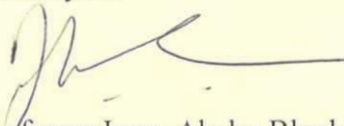
- a) The Quality Assurance and Promotion Directorate will monitor the Online Teaching and Learning programme in consultation with the Deans, Heads of Departments, Directors of the Satellite Campuses, and the Centre for Online Learning and Teaching.
- b) Students will be required to complete an anonymous online course and lecturer evaluation during the last week of teaching as part of the monitoring and evaluation process.

9. Fee Payment

Students must pay their fees in full (for freshmen) or the allowed percentage (for continuing students) and register for their courses to be in good standing as a student. In line with COVID-19 protocol, students are encouraged to pay their fees through MOMO or any other online means, as posted on all the University's platforms.

Management continues to value your co-operation and will count on you for the successful roll out of the above arrangements. Please, continue to stay safe and abide by all the COVID-19 safety measures put in place.

Thank you.



Professor Isaac Abeku Blankson
Interim Pro Vice-Chancellor

Distribution

All GCTU Staff and Students

Cc:

Interim Vice-Chancellor
Interim Registrar
Interim Director of Finance
Deans of Faculties
Dean of Students
Heads of Departments
Campus Directors
Director, Quality Assurance and Promotion

Ag. Director, Academic Affairs
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