



Accra Technical University

Office of the Pro Vice-Chancellor

Ref: S/N 13/ACD/21

Date: 07th December, 2021

Dear Faculty, Staff and Students,

RESUMPTION OF ACADEMIC ACTIVITIES AND MODE OF DELIVERY OF LECTURES FOR THE 2021-2022 ACADEMIC YEAR

1. In line with Covid-19 restrictions and global health concerns, teaching/learning activities in Accra Technical University shall resume from the 17th January 2022, in the blended mode, according to the academic calendar presented in Appendix A and B, **as decided by the Academic Board** on 29th November, 2021. A summary of details of the academic calendar is presented below:
 - 1.1 There will be two semesters of sixteen (16) weeks each in the academic year.
 - 1.2 There will be two tracks of students, A and B, that will alternate between face-to-face lectures and online lectures. Each track will have about nine thousand (9,000) students.
 - 1.3 A semester will comprise, six (6) weeks of face-to-face lectures, six (6) weeks of online lectures and two (2) weeks of examinations for each track.
 - 1.4 Track A will consist of:
 - HND 1
 - 4-year BTech Year 1
 - Non-Tertiary Year 1
 - Diploma Year 1
 - BTech 1, for both MLS and Top-up
 - 1.5 Track B will consist of:
 - HND 2
 - Non-Tertiary Year 2
 - Diploma Year 2
 - BTech 2 MLS
 - BTech 2 Top-up

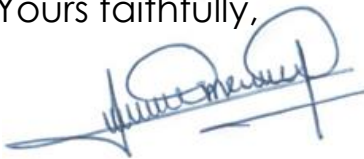
- HND 3
- BTech 3 & 4 for MLS

1.6 All examinations will be written on Campus – in-person.

2. There will be a break between the first and the second semester from Saturday 07th May, 2022 to Sunday 22nd May, 2022.
3. Per the arrangement above, the second semester shall commence on Monday, 23rd May, 2022 and will run till Saturday, 09th September, 2022.
4. Assignments/Quizzes shall be conducted during the face-to-face lecture periods. This will comprise twenty percent (20%) of the final class mark.
5. Mid-semester examinations for both tracks shall be organized in the seventh and eighth week, respectively, on campus. This will also comprise twenty percent (20%) of the final class mark.
6. All Course material (Morning, Evening and Weekend Sessions) for BTech, HND, Diploma, Non-Tertiary shall be uploaded by the assigned Lecturers on the LMS.
7. Teaching Staff shall upload the following learning materials and resources on the LMS:
 - a. Course Syllabus
 - b. Course Outline and Work plan (Use Approved Templates)
 - i. Lecture Notes
 - ii. Practical Manuals
 - iii. PowerPoint Slides for each Topic/Lesson/Session
 - iv. At least two (2) Assignments for each Course per semester.
8. Lecturers shall provide live virtual tuition to students using Google Meet platform.
9. Lecturers are also encouraged to record their lecture session using the facilities available in the video recording studio and make same available to students
10. Practical, Demonstrations, Simulations and Hands-on sessions must be conducted on campus in the Laboratories and Workshops.
11. Laboratory sessions may be recorded with the assistance of the ICT department and made available to students.

12. Lecturers shall assess and score the Assignments on the LMS Platform.
13. Head of Departments and Deans, monitored by the Directorate of Quality Assurance and Academic Planning and supervised by the Pro Vice-Chancellor shall ensure strict adherence to the timetable and provide tutorials to the students within their department.

Thank you
Yours faithfully,



Prof. Amevi Acakpovi (PhD)
Pro Vice-Chancellor

Distribution

All Deans/Directors/Head of Departments
All Faculty and Staff
All students

cc: Vice-Chancellor
Registrar
Director of Internal Audit
Director of Finance
Director, Quality Assurance and Academic Planning

APPENDIX A: CALENDAR FOR FIRST SEMESTER

WEEK	DATES (2022)	TRACK A	TRACK B
1	10 TH – 15 TH JANUARY	ORIENTATION (FRESH STUDENTS) FAMILIARISATION WITH UNIVERSITY FACILITIES REGISTRATION	
2	17 TH – 22 ND JANUARY	LECTURES (IN-PERSON)	LECTURES (ONLINE)
3	24 TH - 29 TH JANUARY	LECTURES (ONLINE)	LECTURES (IN-PERSON)
4	31 ST JANUARY – 05 TH FEBRUARY	LECTURES (IN-PERSON)	LECTURES (ONLINE)
5	07 TH – 12 TH FEBRUARY	LECTURES (ONLINE)	LECTURES (IN-PERSON)
6	14 TH – 19 TH FEBRUARY	LECTURES (IN-PERSON)	LECTURES (ONLINE)
7	21 ST – 26 TH FEBRUARY	LECTURES (ONLINE)	LECTURES/MID-SEM (IN-PERSON)
8	28 TH FEBRUARY– 05 TH MARCH	LECTURES/MID-SEM (IN-PERSON)	LECTURES (ONLINE)
9	07 TH – 12 TH MARCH	LECTURES (ONLINE)	LECTURES (IN-PERSON)
10	14 TH – 19 TH MARCH	LECTURES (IN-PERSON)	LECTURES (ONLINE)
11	21 ST – 26 TH MARCH	LECTURES (ONLINE)	LECTURES (IN-PERSON)
12	28 TH MARCH – 02 ND APRIL	LECTURES (IN-PERSON)	LECTURES (ONLINE)
13	04 TH – 09 TH APRIL	LECTURES (ONLINE)	LECTURES (IN-PERSON)
14	11 TH – 16 TH APRIL	EXAMINATION (ON CAMPUS)	
15	18 TH – 23 RD APRIL		EXAMINATION (ON CAMPUS)
16	25 TH – 30 TH APRIL	EXAMINATION (ON CAMPUS)	
17	02 TH – 07 TH MAY		EXAMINATION (ON CAMPUS)

APPENDIX B: CALENDAR FOR SECOND SEMESTER

WEEK	DATES (2022)	TRACK B	TRACK A
1	23 RD – 28 TH MAY	LECTURES (IN-PERSON)	LECTURES (ONLINE)
2	30 TH MAY – 04 TH JUNE	LECTURES (IN-PERSON)	LECTURES (ONLINE)
3	06 TH – 11 TH JUNE	LECTURES (ONLINE)	LECTURES (IN-PERSON)
4	13 TH – 18 TH JUNE	LECTURES (IN-PERSON)	LECTURES (ONLINE)
5	20 TH – 25 TH JUNE	LECTURES (ONLINE)	LECTURES (IN-PERSON)
6	27 TH JUNE – 02 ND JULY	LECTURES (IN-PERSON)	LECTURES (ONLINE)
7	04 TH – 09 TH JULY	LECTURES (ONLINE)	LECTURES/MID-SEM (IN-PERSON)
8	11 TH – 16 TH JULY	LECTURES/MID- SEM (IN-PERSON)	LECTURES (ONLINE)
9	18 TH – 23 RD JULY	LECTURES (ONLINE)	LECTURES (IN-PERSON)
10	25 TH – 30 TH JULY	LECTURES (IN-PERSON)	LECTURES (ONLINE)
11	01 ST – 06 TH AUGUST	LECTURES (ONLINE)	LECTURES (IN-PERSON)
12	08 TH – 13 TH AUGUST	LECTURES (IN-PERSON)	LECTURES (ONLINE)
13	15 TH – 20 TH AUGUST	EXAMINATION (ON CAMPUS)	
14	22 ND – 27 TH AUGUST		EXAMINATION (ON CAMPUS)
15	29 TH – 02 ND SEPTEMBER	EXAMINATION (ON CAMPUS)	
16	05 TH – 09 TH SEPTEMBER		EXAMINATION (ON CAMPUS)