



RESUMPTION OF ACADEMIC ACTIVITIES AT ACCRA INSTITUTE OF TECHNOLOGY (AIT)

Greetings to all stakeholders of AIT especially our cherished students.

Reference is made to information from the Management of the university on **16th March 2020** to suspend all academic activities following the directive from the President of the Republic of Ghana as a measure to curb the fast-spreading COVID-19 virus.

However, the directive only banned activities that would require physical contacts, namely, holding lectures or writing examinations face-to-face etc.

The best technology university in Ghana, AIT, is not limited by a ban on physical activities. As promised in our earlier information to all students, we have activated and deployed the relevant technologies needed to continue academic work without physical contacts.

I am therefore officially informing all our stakeholders that, academic work has resumed at AIT effective **March 23, 2020**.

ADJUSTMENTS TO JANUARY 2020 ACADEMIC CALENDAR

Students are to note that the dates for the start of Mid-Semester and End-of-Semester Examinations have been modified. Below are the new dates for the various streams

STREAM	MID-SEMESTER EXAMINATIONS		END OF SEMESTER EXAMINATIONS	
	OLD DATE	NEW DATE	OLD DATE	NEW DATE
Day and Evening Schools	16 th -26 th March 2020	30 th March -11 th April 2020	18 th – 29 th May 2020	8 th -19 th June
KCC Weekend	21 st to 29 th March 2020	2 nd -12 th April		
Seaview Weekend (EEE, CVE, CE)	24 th April -3 rd May	No Change	17 th -26 th July 2020	No Change
Open University (Fedena Online Exams)	Already ongoing	No Change	18 th -26 th April 2020	No Change

PAY CLOSE ATTENTION TO THE NEW DATES

MODE OF MID-SEMESTER EXAMINATIONS

The university has adopted the 'Open Book' mode of examinations using our Learning Management System. Students will follow these steps to write their Mid-Semester Examinations [**Scheduled for 30th March – 11th April**]:

STEP 1: Receive financial eligibility by paying 75% or more of your school fees. Students who have been approved on the Flexi-Fees policy and have followed their plan will receive notifications from the Registry to confirm their eligibility

STEP 2: Log into LEMASS anytime from the midnight of 29th March to midnight of 11th April 2020 to take your mid-semester exams

STEP 3: Click on the link [Examinations](#) under each of your assigned courses on LEMASS to access and download the mid-semester examination paper for that course

STEP 4: Follow the instructions to answer the examination questions, do the plagiarism test and upload your answer document and attach the corresponding plagiarism report

NOTE:

- There is no time table for the examinations
- Students are at liberty to read any material to help them answer the questions
- Between **30th March 2020** and **11th April, 2020** students are at liberty to submit their examinations answers at any time of their choice
- The examinations will end on by **11:59 pm** of **11th April 2020**. The system will shut down by that time and no student can submit anymore.
- Solve all the examination questions by yourself and avoid copying as your final answers will be subjected to a plagiarism test with a similarity index of **not more than 30%** as elaborated at the plagiarism section.
- If **more than 30%** of your examination answers are found to be plagiarized, it will NOT be accepted and graded.

FINANCIAL CLEARANCE

- No student will be given access to the examination portal on LEMASS to write the Mid-Semester examinations if you have not paid 75% or more of your total school fees
- The finance department will activate all students who are cleared financially on LEMASS for them to have access.
- You will experience login failures if you are not financially cleared for the examinations.

- All students cleared on Flexi Fees will receive a text message clearing them for the exams and will also be granted access by finance provided they have followed their payment plans as approved by the Registry
- Any student who seeks to take advantage of the Flexi Fees should send an email to alexander@ait.edu.gh and attach copies of all school fees payment receipts for this semester as well as telephone numbers. The team will give you feedback in maximum 48 hours
- Note that Flexi Fees will end on 26th March for Day and Evening students and 30th March 2020 for KCC Weekend students
- **Please note that all KCC Weekend students are to pay a minimum of Ghc700 this trimester before they can qualify for the Mid-Trimester Examinations**

MORE ON PLAGIARISM CHECK

- Plagiarism deals with copying your answers directly from other sources especially online. The plagiarism software will detect all such instances and your work will not be graded
- Students are free to read any document online or from any other source to help them answer the questions.
- However, use your understanding of the materials you are accessing online to answer the questions yourself.
- Avoid copy and paste or cut and paste from other sources.

To check for plagiarism when you are done with your work or document:

- a) Submit the document you created to the Plagiarism Software using this link (<https://plagiarismdetector.net/>) and follow the instructions on how to do it
- b) In case the Plagiarism report of your submitted work registers a similarity index threshold of **30% or less**, you can go ahead and submit the work.
- c) In case the Plagiarism report of your submitted work generates a similarity index threshold of **more than 30% (i.e. you copied more than 30% of your answers directly from other sources especially without referencing)**, your work will be rejected and will not be graded.
- d) The best approach, therefore, is to read wide but write using your understanding not copying from other sources

No work will be graded, if it is submitted without you a plagiarism report registering a similarity index of 30% or less

RESUMPTION OF LECTURES

There will not be any face-to-face lectures until the government lifts the ban. However, AIT will hold all lectures using our online platforms. All the modalities for online lectures will be communicated very soon.

All lectures for the various streams will resume on the following dates:

STREAM	DATE
Day and Evening Schools	13 th April 2020
KCC Weekend	28 th -29 th March
Seaview Weekend (EEE, CVE, CE)	28 th -29 th March

The modalities for the online lectures will be communicated in due course

FOR FURTHER ENQUIRIES AND SUPPORT CONTACT:

CLUSTER	Areas Covered	Tel No.	Email
Systems Support	All System related issues like Log Ins, Access to Exams Questions, Course Registrations, Submissions, etc)	0579732312	cemmanuel@ait.edu.gh
Finance Issues	All issues related to school fees payment	0577668815	amoah@ait.edu.gh
FlexiFees	All students who have not paid up to 75% of fees and want to make payment arrangements	0240552284	alexander@ait.edu.gh
Examinations	All Exams related issues	0577668818	daboagye@ait.edu.gh/agbeworvi@ait.edu.gh
Open University	All Open University issues for Bachelor's, Master's and PhD	0577668817/ 0579732314/ 0577668814	afenyo@ait.edu.gh agbeko@ait.edu.gh evans@ait.edu.gh
Seaview Weekend	All Engineering students on Weekend who have issues	0242834150	offei@ait.edu.gh
KCC Weekend	All KCC Weekend students besides Open University	0240552284	alexander@ait.edu.gh
General Enquiries and Support	Any other support any stakeholder may need	0577668817 0577668819 0577668802 0577668816	boateng@ait.edu.gh swanzy@ait.edu.gh baah@ait.edu.gh akuetteh@ait.edu.gh

- *Management wishes all of you the best of luck in your exams and assures you of our continuous support for you to have a successful semester.*
- *Please observe all the precautionary measures as directed by the Health Officials and stay safe. You can get more safety tips by watching AIT TV (Satellite Astra 2B Frequency 12525 Polarization Vertical (V) Symbol Rate 30000) for various videos on COVID-19.*

Thank you for choosing us.

**Signed by
Management**