

**METHODIST UNIVERSITY COLLEGE GHANA**  
*(Academic Affairs Section)*

**From:** Assistant Registrar II (Examinations Office)  
**To :** Coordinator, Long Vacation Re-sit Examinations/ Heads of Departments  
**Ref :** AA/B.22  
**Date:** March 12, 2018  
**Subject: LONG VACATION RE-SIT EXAMINATIONS 2018 (OLD PROGRAMME)**

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The Academic Board on November 22, 2016 cancelled the Long vacation remedial classes and recommended that:

- i. Lecturers / examiners should make course outlines available to students who have registered for the various courses to enable them do their private studies towards the examinations
- ii. Lecturers should organize at most two tutorials for students who registered for the courses they will teach at least **two weeks** before the start of the examinations.

The Academic Board on February 13, 2018 further recommended that the long vacation re-sit examinations should be held separately for the students on both the new programme and old programmes.

**THE DETAILS OF RE-SIT EXAMINATIONS FOR THE OLD PROGRAMME ARE AS FOLLOWS:**

**REGISTRATION**

The 2017/2018 Long Vacation Re-sit registration is scheduled to take place from **From Monday 19, March to Friday April 6, 2018.**

**TUTORIALS**

- **Organization of tutorials by Respective Course Lecturers**  
**From Monday April 16 to Saturday May 4, 2018**

**EXAMINATIONS**

Examinations will be held from **Monday, May 7 to Friday, May 18, 2018.**

**THE DETAILS OF RE-SIT EXAMINATIONS FOR THE NEW PROGRAMME ARE AS FOLLOWS:**

**REGISTRATION**

The 2017/2018 Long Vacation Re-sit registration is scheduled to take place from **From Wednesday, May 2 to Thursday May 24, 2018.**

**TUTORIALS**

- **Organization of tutorials by Respective Course Lecturers**  
**From Monday June 4 to Friday June 22, 2018**

**EXAMINATIONS**

Examinations will be held from **Tuesday, July 3 to Friday, July 14 , 2018.**

The Coordinator by a copy of this memo is required to liaise with Heads of the various departments to arrange for the course outlines to be provided to aid students to prepare for the re-sit examinations.

**VIVIAN MANTEY  
FOR: REGISTRAR**

**Cc:** Principal  
Vice Principal  
Deputy Registrar  
Deans of Faculties  
Registrar

**METHODIST UNIVERSITY COLLEGE GHANA**  
(ACADEMIC AFFAIRS SECTION)

Ref : AA/B.22

**March 12, 2018**

**NOTICE TO ALL STUDENTS**

**LONG VACATION RE-SIT EXAMINATIONS, APRIL, 2018**

Students are informed that Long Vacation Re-sit Examinations will be organised for students of the 2016/2017 academic year, and students who completed their studies at the end of the 2014/2015, 2015/2016, and 2017/2017 academic years but have not graduated as a result of failed grades they could not redeem.

**THE EXAMINATIONS**

**i. Courses**

**The examinations will cover:**

- **All University Required Courses of the old programme**
- **All courses of the old degree programme for levels 100, 200, 300 and 400.**

Old students who have 'fail' grades in any Levels 100, 200, 300 and 400 courses of the old degree programme (that is, before the commencement of the 2014/2015 academic year) may therefore register those courses to re-write them.

**ii. Organization**

The examinations will be organised as follows:

- **Registration**

**From Friday, March 19 to Friday April 6, 2018.**

- **Organization of tutorials by Respective Course Lecturers**

**From Monday April 16 to Saturday May 4, 2018**

- **Examinations**

**From Monday, May 7 to Saturday, May 18, 2018.**

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- **Examination Fee:**

**Two Hundred and Fifty Ghana Cedis (GHC250.00)** per paper.

Eligible candidates who wish to re-sit any **Course(s)** should pay the appropriate fee(s) to the **Finance Office and register with Miss Marian Edgar, Faculty Officer, (Faculty of Social Studies).**

**STUDENTS TO NOTE**

There will be no organised remedial classes. Respective Course Lecturers will be required to:

- Give course outlines to registered students to enable them do private studies towards the Examinations.
- Organize at least one tutorial class for students.

**ENQUIRES**

All enquires should be directed to:

**Miss Marian Edgar, Faculty Officer (Faculty of Social Studies) on Telephone number 024-998-7575**

**VIVIAN MANTEY  
FOR: REGISTRAR**

**Cc:** Principal  
Vice Principal  
Registrar  
Deputy Registrar  
Deans of Faculties  
Dean, Graduate Studies  
Dean, Student Affairs  
Vice Dean, Faculty of Business Administration  
Vice Dean, Student Affairs  
Director, Academic Support Services Unit (ASSU)  
Director, Quality Assurance Unit  
Heads of Academic Department  
Senior Assistant Registrar (Tema Campus)  
Assistant Registrar (Data Processing Programming Unit)  
Assistant Registrar (Public and International Affairs Office)  
Co-ordinator Long Vacation Re-sit Examinations  
Webmaster  
Information Desk  
SRC President  
Miss Marian Edgar, Faculty Officer (Social Studies)