

5 November 2024

Ref. No.:

ATTENTION

All Deans/Directors of Academic Units
All Heads of Department
All School/Institute/Centre Administrators
All School & Departmental Examination Officers/Graduate Studies Coordinators

Dear Sir/Madam,

TRAINING ON DETERMINATION OF GRADUATE RESULTS

In preparation for the upcoming February 2025 graduation, the School of Graduate Studies wishes to organise a **Virtual Training Session (Microsoft Teams)** for all academic units that run postgraduate programmes (Deans/Directors, School/Institute/Centre Administrators, Heads of Department, Departmental Examination Officers, and Graduate Studies Coordinators) on how to determine graduate results.

This has become necessary considering that there have been new appointments. Existing officers may as well take part in this training to refresh themselves. College Registrars are also encouraged to take part. Details for the training are as follows:

Date: Thursday, 14th November, 2024

Time: 2.30 pm.

Manual for the training and the Microsoft Teams link will be shared in due course. Please register by completing the Microsoft form using the link below by close of **Tuesday, 12th November, 2024.**

<https://forms.office.com/r/VtLUSkJPJQ>

Thank you.

Yours faithfully,



Prof. Robeert Darko Osei
Dean

Cc: Pro Vice-Chancellor, ASA
Registrar
Provosts
College Secretaries
Director, AAD