

7th August 2025

Ref. No.:

FOR THE ATTENTION OF SUPERVISORS AND HEADS OF UNITS

Dear Sir/Madam,

**TRAINING ON USE OF THE UPDATED THESIS TRACKING MANAGEMENT
SYSTEM FOR ACADEMIC UNITS**

The School of Graduate Studies will be organizing a training session for academic staff of all Schools, Institutes, and Centres that run graduate programmes. The training aims to enhance staff capacity in the efficient use of the updated Thesis Tracking Management System. The session will cover the following areas:

- How supervisors can approve theses
- How to create assessors for oral examinations and assign them to students
- How to send messages to oral assessors
- How to enter and view oral examination marks
- How to upload the thesis submission form
- How to assign examiners and submit theses to SGS
- How to download marked theses, score sheets, and examination reports
- How to handle hardbound thesis submission through the system

This training is essential for ensuring the smooth and timely processing of theses and will enhance the overall efficiency of the thesis examination process.

Date: Tuesday, 19th August 2025**Time:** 10:00 a.m. – 12:00 noon**Mode:** Online (via Microsoft Teams)**Link:** <http://bit.ly/456ud8t>

All relevant academic units are kindly requested to make the necessary arrangements for their staff to participate in the training.

We count on your usual cooperation.

Yours sincerely,


Michael Opare Atuah
School Administrator

Cc: Pro Vice-Chancellor, ASA
Ag. Dean, SGS
Vice-Dean, SGS