Kwame Nkrumah University of Science and Technology, Kumasi

IDL Guidance
POLICY

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KWAME NKRUMAH UNIVERSITY OF SCIENCE
AND TECHNOLOGY, KUMASI-GHANA
**QUALITY ASSURANCE AND
PLANNING OFFICE**

FOREWORD

The Kwame Nkrumah University of Science and Technology, Kumasi has a mission to advance knowledge in science and technology through creating an environment for undertaking relevant research, quality teaching, entrepreneurship training and community engagement to improve the quality of life. In order to achieve this mission, there is the need to have a **Guidance Policy for the Institute of Distance Learning (IDL).**

The IDL Guidance Policy is developed for the realisation of the following objectives: provide a comprehensive management strategy and quality control systems that maximise the potential of all IDL stakeholders whilst improving the credibility of all programmes (postgraduate, undergraduate, certificate, short courses, etc.); adopt best practice across all aspects of IDL's business; constantly provide innovative value-added services that bring about satisfactory service delivery; build strategic collaborations with industry and academic institutions globally; bring together all actors and stakeholders across the supply chain and define the nature of the collaboration and relationship existing among them; and invest in the training and development of all IDL stakeholders within the University community.

The University is grateful to all those who ensured the initiation, development, and approval of this Policy.

PROFESSOR (Mrs.) Rita Akosua Dickson
VICE-CHANCELLOR
KNUST

ACKNOWLEDGEMENTS

As part of the strategic planning mandate of the Quality Assurance and Planning Office (QAPO), University policies are initiated and proposed for approval by the Academic Board.

The Quality Assurance and Planning Office is grateful to the Committee consisting of Professor K. O. Boateng and Professor M. G. Addo, immediate past Director and Director of the Institute respectively, Professor Ahmed Agyapong, Professor Anthony Andrews, Mr. M. K. Okrah (immediate past Institute Registrar), Mr. Owusu-Ansah Debrah (Institute Registrar) and Mr. Christopher Addo, Secretary to the Committee and all other members of the University community who provided inputs for this Policy. They are deeply appreciated for their enormous contributions.

We are equally indebted to the staff of QAPO and the Publications and Documentation Unit of the University Relations Office (URO) who facilitated the technical review and publication of this Manual.

Lastly, we wish to appreciate the contributions of all staff of the University who contributed in diverse ways to the development and approval of this Manual.

PROFESSOR Jerry John Kponyo
DEAN, QUALITY ASSURANCE AND PLANNING OFFICE
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1.0 INTRODUCTION

1.1 Overview of IDL

The Kwame Nkrumah University of Science and Technology (KNUST) since its establishment in 1952 has maintained a rich history and culture of excellence; and has gradually emerged into a first-class University. Inspired by its vision and mission, KNUST continues to develop strategic plans not only to maintain its status as the best in the Sub-Region, but also as a world class University. These strategic plans do not only explore new initiatives but also constantly develop new academic programmes relevant for the advancement of Science and Technology education championed by KNUST for the development of Ghana, the Sub-Region and the world at large.

To contribute to the attainment of the overall development agenda of the University, and for KNUST to maintain its leadership position whilst expanding access to higher education in Ghana and in the Sub-Region with international dimension and relevance, the Institute of Distance Learning (IDL) was created. Established in 2005, IDL has the mandate to deliver both on-going and new programmes of study from all Colleges of the University in the distance learning mode as well as to design and run new programmes in collaboration with Departments of the University.

The vision of the IDL is "**to be a leading institute in providing access to continuing and tertiary education and training through distance learning in Africa**".

The mission is to "**provide increasing access to quality, flexible and demand-driven continuing and tertiary education programmes through the use of a wide range of information, communication and management technologies**".

With less than 300 students in the year 2005, student enrolment for both graduate and undergraduate programmes of the Institute continue to experience an increase. The projections made in terms of students' enrolment suggest that, IDL should continuously explore new opportunities and break into new grounds by developing demand-driven programmes at all levels, including: undergraduate and top-up programmes, postgraduate programmes, continuous professional development programmes, short courses, sandwich programmes, etc.

1.2 IDL Policy Guidelines

IDL is still evolving, and for it to maintain its leadership, improve performance and achieve its set targets within the context of current global trends of higher education delivery, it is important that the IDL continues to expand its base and capitalise on its core competencies to be the hub of interdisciplinary learning and innovation. This Policy Guidelines, therefore, sets out the parameters for the realisation of the following objectives to:

a) provide a comprehensive management strategy and quality control systems that maximize the potential of all IDL stakeholders whilst improving the credibility of all programmes (postgraduate, undergraduate, certificate, short courses, etc.);

b) adopt best practice across all aspects of IDL's business;

c) constantly provide innovative value-added services that bring about satisfactory service delivery;

d) build strategic collaborations with industry and academic institutions globally;

e) bring together all actors and stakeholders across the supply chain and define the nature of the collaboration and relationship existing among them; and

f) invest in the training and development of all IDL stakeholders.

1.3   Scope of the Policy

All collaborators and stakeholders providing any form of service or support in the interest of, and for the advancement of IDL, shall be guided by this Policy.

2.0 ADMINISTRATION OF THE INSTITUTE OF DISTANCE LEARNING

2.1 Leadership and Administrative Structure of the Institute

2.1.1 IDL Board

There shall be an IDL Board which shall be responsible for the formulation of policy and providing direction to the Institute.

a) Membership of IDL Board

The membership of the Board shall comprise the following:

i. Director of IDL, Chairman;

ii. Deputy Director of IDL, Member;

iii. Dean, School of Graduate Studies, Member;

iv. Director, E-Learning Centre, Member;

v. One Academic Board Representative, Member;

vi. One representative from each College of the University, Member;

vii. Institute Finance Officer, Member;

viii. University Librarian's representative (not below the rank of Senior Assistant Librarian as pertains at the Colleges), Member;

ix. Two IDL Student representatives (one graduate student and one undergraduate student), Member;

x. Institute Registrar, Member/Secretary;

xi. Provosts of Colleges (in attendance);

xii. Chairman of the Institute Quality Assurance Sub-Committee (in attendance); and

xiii.   Institute Examinations Officer (in attendance)

b) Term of Office of Board Members

i. Except for IDL Staff on the Board, all other Members of the Board shall serve for a term of two (2) academic years, renewable for another term only.

ii. The Provosts of Colleges and the Dean of the School of Graduate Studies shall serve on the Board till the end of their tenure in office.

iii. The Student Representatives on the Board shall serve for a term of one academic year only.

c) The functions of the Board shall include to:

i. regulate, within the general policy approved by the Academic Board, all matters relating to the organisation of education, teaching, research and study of the courses undertaken at IDL;

ii. recommend the provision of adequate facilities for instruction and research in the disciplines undertaken by the Institute;

iii. regulate and approve programmes to be run by IDL;

iv. approve examination results and make recommendations to the Academic Board for the award of Degrees and Diplomas;

v. consider and recommend to the University Appointments and Promotions Committee, the appointment and promotion of IDL staff;

vi. propose students' fees as determined by the appropriate Committee;

vii. approve the appointment of Co-ordinators of IDL programmes in collaboration with the appropriate Departments; and

viii.   To deal with any matters referred or delegated to it by the Academic Board.

d) Meetings of the Board

i. The Institute Board shall meet at least twice each semester. Emergency meetings of the Board may be called by the Director any time, by giving at least, a 24-hour notice to members.

ii. A special meeting of the Board shall be called by the Director on the written request of, at least, one-quarter (1/4) of the members of the Board, submitted to him with a statement of the subject shall then convene a special meeting of the Board within seven days of his receipt of the request.

iii. The quorum for a meeting the Board shall be one-half (1/2) of its total membership.

2.1.2. IDL Management Committee

There shall be an IDL Management Committee, charged with the day-to-day leadership, management and administration of the Institute.

a) Membership of IDL Management Committee

The Management Committee of IDL shall comprise:

i. Director;

ii. Deputy Director;

iii. Institute Finance Officer;

iv. Institute Examinations Officer;

v. Institute Internal Auditor; and

vi. Institute Registrar (Member/Secretary)

b) Functions of IDL Management Committee

The functions of the Management Committee shall include to:

i. draw up the calendar of activities for the academic year;

ii. consider the budget for activities of the Centres and Units within the Institute as well as all other Departments that collaborate with IDL in the running of their programmes;

iii. consider and take decisions on emergency issues and report to the Board accordingly;

iv. set up Committees it deems fit to help in the proper management of the Institute upon the approval of the Board;

v. take decisions concerning the Management and Administration of IDL and report to the Board for the Board's ratification when necessary.

2.1.3. The Institute Director

a) The Director shall be the head of the Institute and shall be responsible among other things to:

i. provide academic and administrative leadership for the Institute;

ii. provide strategic direction for the mobilisation of resources for the Institute;

iii. oversee the implementation of the Institute's Strategic Plan within the context of the University's Strategic Plan;

iv. ensure appropriate branding to project and place the Institute on a plinth above other institutions;

v. co-ordinate activities of the Zones and Centres within the Institute;

vi. liaise with industry, professional institutions, associations and similar bodies and organise consultative meetings

of the Institute and industrial experts in the various professional fields within the Institute; and

vii. shall report directly to the Vice-Chancellor in providing leadership to the Institute and for maintaining and promoting the efficiency and good governance of the Institute in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by the IDL Board, and the Academic Board

b) The Director shall be the Chairman of the IDL Board.

c) The Director shall be appointed by the University Council as provided for by the Statutes of the University.

d) The Director may resign from his office by a letter addressed to the Chairman of Council through the Vice-Chancellor.

2.1.4. The Institute Deputy Director

There shall be a Deputy Director of the Institute. The Vice-Chancellor shall nominate three persons to be interviewed by the University Appointments and Promotions Committee for one of them to be appointed as Deputy Director of IDL.

a) The Deputy Director shall be responsible under the Director in the performance of his functions, which shall include:

i. acting as Director in the absence of the Director;

ii. being responsible for the academic and research activities of the Institute;

iii. being responsible for the establishment and promotion of collaboration between IDL and Colleges, Faculties, Departments, Schools and Institutes within the University;

iv. being responsible for the establishment and promotion of collaboration and other forms of co-operation with counterpart institutions and other bodies involved in the delivery of distance education; and

    v. any other duty as may be assigned by the Director.

b) The Deputy Director shall hold office for a term of two (2) years, renewable for another term of two years only and not part thereof.

c) Deputy Director may resign his office by a letter addressed to the Vice-Chancellor through the Director of IDL.

2.1.5. The Institute Registrar

There shall be an Institute Registrar, of the rank of a Deputy Registrar who shall be responsible, under the Director, for the day-to-day administration of the Institute. The Institute Registrar shall be assisted by other Registrars and other Administrative Staff in the performance of his duties.

The broad responsibilities of the Institute Registrar shall comprise:

    i. the provision of general administrative, secretarial and student support services for the Institute;

    ii. the co-ordination of all administrative duties at the learning centres and campuses;

    iii. keeping copies of all official documents and records of the Institute; and

    vi. performing any other duty as may be assigned by the Director.

The detailed responsibilities of the Institute Registrar shall be categorised as follows:

a) Academic and Students Affairs:

    i. be responsible for the admission and registration of students by ensuring that the registration database is set before the beginning of each semester;

    ii. to maintain communication with students by responding to students' communication, including the issuance of introductory letters, transcripts, change of programme, deferment and change of centres, etc.;

iii. be responsible for verifying student academic transcripts;

iv. maintain and keep accurate records of all students;

v. organise Matriculation and Orientation for fresh students;

- ensure that examination materials are procured in the right quantities and on time;

- to ensure timely supply of logistics to all the learning centres;

vi. be responsible for the coordination of activities of all adjunct, visiting lecturers and external moderators for IDL programmes

vii. distribute examination materials to all learning and examination centres; and

viii. perform any other duty incidental to the academic wellbeing of the Institute's students.

b. Human Resource and General Administration:

i. to keep an accurate database of all facilitators, programme coordinators and IDL staff;

ii. to ensure capacity building of staff;

iii. to conduct needs assessment of facilitators and other staff of the Institute;

iv. in collaboration with Quality Assurance Sub-Committee of the Institute, conduct assessment and evaluation of facilitators;

v. be responsible for the co-ordination of all forms of leave and welfare issues for IDL staff;

vi. be responsible for the organisation of IDL meetings and events;

vii. be responsible for co-ordinating appointments and promotions of all IDL staff;

viii.   to receive all visitors to IDL and arrange their accommodation and other necessities; and

ix. to manage the fleet of vehicles in the Institute and keep records of fuel consumption and maintenance of vehicles.

c) Appointment of the Institute Registrar shall be in accordance with the appointment of Registrars within the University.

2.1.6 The Institute Finance Officer

There shall be an Institute Finance Officer who shall not be below the rank of a Deputy Finance Officer and shall be responsible under the Director for all financial and accounting matters of the Institute. The Institute Finance Officer shall be assisted by other Accounting Staff in the performance of his duties.

The broad duties of the Institute Finance Officer shall include:

i. the day-to-day financial administration of the Institute;

ii. advising the Director on all financial and investment issues of the Institute including the determination of school fees;

iii. keeping and maintaining proper financial records of the Institute;

iv. ensuring the audit of the Institute's final accounts at the end of every fiscal year; and

vi. performing any other duty as may be assigned by the Director or the Deputy Director.

The detailed responsibilities of the Institute Finance Officer shall be as follows:

a). Cash Office

i. the processing and payment of all cash/cheque claims

ii. processing and receiving of all cash/cheques due the Institute and issue receipts to that effect

iii. management of Office Imprest/Petty Cash

iv. management of special advances

b). Payables

　i. Preparing payment vouchers;

　ii. Accounts Payables; and

　iii. Raising general vouchers.

c). Revenue and Students' Services

　i. Ensuring fee payment and clearance of students;

　ii. Preparing schedule of fees payment for all programmes;

　iii. Ensuring the filing of pay in slip from all the banks;

　iv. Ensuring that cash and payment orders are deposited into the Institute's account within 24hours;

　v. Issuing receipts to students; and

　vi. Management of Value Books.

d). General Ledger

　i. Procurement of goods, services and works;

　ii. Management of fixed asset register;

　iii. Filing of Payment Vouchers; and

　iv. Monitoring of all facilitators claims before payments are done.

e). Final Accounts

　i. Preparation on bank reconciliation statement

　ii. Preparation of income statements

　iii. cash flow/ Balance sheet preparation

　iv. keeping of ledgers

　v. Management of asset register

　vi. Management of contract ledger, etc.

Appointment of the Institute Finance Officer shall be in accordance with the appointment of Accountants within the University.

2.1.7 The Institute Internal Auditor

There shall be an Institute Internal Auditor whose appointment will be as pertains for staff of the Internal Audit Unit of the University. The Institute Internal Auditor's duties will be in consonance with the Public Financial Management Act, 2016 (Act 921) Section 83(3) and will encompass the examination and evaluation of the adequacy and effectiveness of the University's systems of internal controls to achieve stated goals and objectives of the Institute and University. The general duties will be as required of Internal Auditors in the University system which include but not limited to the following:

a) reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information;

b) reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have material impact on the operations of the Institute;

c) reviewing established systems of internal control to ascertain whether they are functioning as designed to identify risks and recommend mitigating controls for management decision;

d) reviewing the means of safeguarding assets and verifying the existence of such assets through periodic stock taking exercises;

e) undertake preaudit activities at the Institute (certification and verification of items before approving for payment);

f) reviewing revenue, payment processes, investments, Bank Reconciliation and other financial statements, special advances, Petty Cash/Imprest, procurement processes and procedures, fuel and logbooks, budget variance analysis, etc.;

g) reviewing the provision of conducive teaching and learning environment (safety and sanitation) by periodically visiting learning facilities;

h) carrying out Staff Audits;

i) monitor the conduct of examination and invigilation of the Institute;

j) monitor other services such as transcript delivery processes, Management and Board minutes, updates of the Institute's website, maintenance of vehicles, etc.;

k) reviewing specific operations at the request of the Director, Internal Auditor or Vice-Chancellor as appropriate; and

l) submitting quarterly reports to the Director.

2.1.8 Institute Examinations Officer

There shall be an Institute Examinations Officer who will be responsible generally for all matters relating to examinations and results of students.

a) Duties of Examination Officer

The Institute Examinations Officer shall be an academic of the rank of at least a Senior Lecturer or equivalent with experience in managing IDL examinations. His duties shall include the following:

i. Make arrangements for meetings with the University Examination Audit Team;

ii. Co-ordinate the processing of all examination results for submission to the Institute Board and Academic Board;

iii. Ensure that examination results are processed, approved and published on time;

iv. Ensure that all issues relating to examinations, results and all other issues incidental to the conduct of examinations at IDL are well catered for and resolved;

v. attend all meetings relating to examinations; and

    vi. any other assignment that the Director/Deputy Director may assign.

b) He shall be assisted by an Assistant Institute Examinations Officer and the Institute's Examinations and Timetable Committee in the discharge of his duties.

c) He shall be nominated by IDL Management and approved by IDL Board to hold office for a term of three (3) academic years, renewable for another term of three academic years only.

d) He may resign from his office by a letter addressed to the Director of the Institute.

2.1.9 The Institute Assistant Examinations Officer

There shall be an Assistant Institute Examinations Officer who will generally assist the Institute Examinations Officer in the discharge of his duties.

a) The Assistant Examinations Officer shall be an academic with experience in managing IDL or University examinations.

b) He shall be nominated by IDL Management and approved by IDL Board to hold office for a term of three (3) academic years, renewable for another term of three academic years only.

c) He may resign from his office by a letter addressed to the Director of the Institute.

2.1.10 Institute Librarian

There shall be an Institute Librarian who will supervise staff and manage the IDL library (virtual) system. The Institute Librarian's appointment will be as pertains for Librarians in the University but the person must have sound digital resource management skills. Among others, the Librarian will provide both physical and online/virtual services/resources that allow users to develop skills in locating, evaluating, synthesising and using information to solve problems. The Institute Librarian's duties will be as required of Librarians in the University system but with focus on the following:

a) assesses the present situation of the E-Library through external and internal audits to get a clearer picture;

b) identify the relevant needs of the E-library (related learning resources) that needs to be provided at all times;

c) sets the direction of the Library over the long term and clearly defines the mission (learning resources and services) and vision (long term goal/future) of the Library;

d) continuously monitor and evaluate the strategies to achieve the Library's objectives;

e) determines the priority issues from the analysis to provide information and resources related to all programmes and courses at the Institute;

f) in consultation with the Director of the Institute and the University Librarian, determines the human resource needs of the IDL Library system;

g) makes E-information available to users, through selective dissemination of information and periodic induction programmes for new users;

h) lends learning resources to users through direct loaning or inter-library loaning, responds to users' queries, assist students to write research proposals and analyse data;

i) acquisition and management of Learning Resources and facilities for the IDL Library;

j) liaises strongly with the IT staff in the Institute to provide reliable internet resources to support teaching, learning, research and knowledge dissemination;

k) collaborates with the IT staff to develop information service strategies and initiatives that maintain a high level of patron satisfaction with on-site and digital technology resources;

l) organises the resources for easy retrieval through cataloguing and classification, indexing, shelving, accessioning, repairing

weeding and maintaining useful state-of-the-art learning resources;

m) provides congenial atmosphere for learning by providing proper ventilation, lighting, spaces, tables and chairs, and needed resources at the IDL centres;

n) updating and maintaining the electronic databases and softwares managed by the library and on the module platform (KNUSTSpace, Alexandria – LMS, etc.);

o) conduct research to promote and add to knowledge; and

p) perform any other functions assigned by the Director of the Institute or the University Librarian.

2.2   ZONAL OFFICES OF THE INSTITUTE

There shall be four (4) Zonal Offices of the Institute across the country, namely:

i. Southern Zone (comprising Greater Accra, Oti, Eastern and Volta Regions);

ii. Midland Zone (comprising Ashanti, Bono, Bono East and Ahafo Regions);

iii. Western Zone (comprising Central, Western North and Western Regions); and

iv. Northern Zone (comprising Northern, Savannah, North East, Upper East and Upper West Regions)

a) Each Zone shall be manned by a Zonal Co-ordinator of the rank of an Assistant Registrar.

b) Appointment of Zonal Co-ordinators shall be in accordance with the appointment of Registrars within the University.

c) The Zonal Co-ordinators shall report to the Deputy Director on all academic issues and to the Institute Registrar on administrative issues.

2.3 DUTIES OF THE ZONAL CO-ORDINATOR

The duties of the Zonal Co-ordinator shall include:

i.   act as a liaison officer between the study centres under the zones and the main IDL office;

ii.   liaise with the Deputy Director and Institute Registrar to provide academic and administrative leadership and support services to the study centres within the Zone;

iii. monitor activities and provide strategic direction for the Zone;

iv.   ensure Facilitators are duly appointed for all courses and are present for facilitation at the right times;

v.   provide the needed logistics to Facilitators to undertake their duties;

vi.   ensure that logistics for Centres, including course materials for students are supplied at least two (2) weeks before the start of the semester;

vii. ensure that students have clean and conducive environment to study in;

viii. ensure that Facilitators' claims are paid promptly;

ix.   ensure that each Facilitator is assessed and evaluated and the Facilitator receives a feedback of the assessment;

x.   hold periodic meetings with the Centre Co-ordinators and other staff of the respective Centres to acquaint themselves with issues;

xi.   market the Institute's programmes within the Catchment Zone to be able to stay competitive;

xii. hold periodic meetings with Facilitators to discuss their problems and encourage them to give off their best;

xiii. work with Centre Co-ordinators to provide the needed environment and support for all IDL activities;

xiv. collaborate with the Centre Co-ordinators to provide a comprehensive report on activities at the Zone at the end of each Semester, which would be submitted to the Director for discussion with the IDL Management, the IDL Board, and Management of the University; and

xv. perform any other duties assigned by the Management of IDL.

3.0   CENTRES WITHIN THE INSTITUTE

a) There shall be two (2) Centres within the Institute. These are:

   · Centre for E-Learning Technologies (CELT)

   · Centre for Academic Programmes, Research & Development (CARD)

b) The schedule of activities for the Centres within the Institute shall be as follows:

3.1   Centre for E-Learning Technologies (CELT)

a) The Centre for E-Learning Technologies shall provide all information technology (IT) support needs of students, faculty and staff of IDL. It shall be headed by a Senior Member with the requisite knowledge, background and experience in the area of E-Learning technologies.

b) The Centre shall perform the following major activities among others: –

   · liaise with the University Information Technology Services Unit (UITS) and the E-Learning Centre of the University for all IT needs of the Institute;

   · provide a secure computer network to ensure the integrity and privacy of the communications and records of the Institute;

   · maintenance of IDL student records in accordance with guidelines approved by the University;

   · develop E-learning software, content and platforms for delivery of Online and Distance Learning programmes and Courses;

- advise on technological infrastructure for IDL;

- conduct research on e-technologies and computing including cloud technology;

- see to the repair and maintenance of all IDL software and hardware infrastructure and keeping track of records of all IDL IT equipment;

- ensure adequate stock and availability of contemporary and modern hardware including desktop computers, laptops and projectors;

- ensure all course materials are in soft copy and uploaded onto the Learning Management System (LMS) and make it available to students;

- coordinate the organisation of computer-based examinations of the Institute;

- coordinate the conduct of all computer-based or online (E-learning) activities of the Institute;

- manage the IDL E-Learning Centre and its ancillary facilities;

- prepare reports on the state of programmes run online; and

- perform any other duties that may be assigned by the Director

3.2 Centre for Academic Programmes, Research and Development (CARD)

a) There shall be established the Centre for Academic Programmes, Research and Development (CARD) which shall be responsible for all academic and research activities of the Institute.

b) The CARD shall be headed by an Academic Senior Member of the rank not below a Senior Lecturer.

c) The Head of CARD shall be responsible under the Deputy Director for the management and co-ordination of all academic activities at IDL.

d) The Centre shall perform the following activities among others:

- co-ordination of academic programmes and research;

- curriculum development and materials production; and

- accreditation and re-accreditation of new and existing programmes.

4.0   THE LEARNING CENTRES

4.1   IDL may establish and operate learning centres in Regional, District capitals or towns of Ghana as well as off-shore centres as it deems necessary for its operations.

4.2   The off-shore centres shall be satellite campuses of the Institute operated largely from the IDL main campus in Kumasi.

4.3   Each Learning Centre may have an office manned by a Centre Co-ordinator appointed by the University on the recommendations of the IDL Director.

4.5   The Centres shall be the face of KNUST/IDL in their locality and shall have the responsibility of marketing the IDL brand.

4.4   The learning centres shall provide the needed academic and student support services and shall serve as a link between the main IDL office and students at the various locations.

4.5   The learning centres shall provide a platform for facilitated face-to-face sessions for students.

4.6   Upon recommendations from Management, the IDL Board may suspend or close down the running of a particular Centre.

5.0 DEVELOPMENT OF NEW ACADEMIC PROGRAMMES

5.1 In keeping with its mission of providing quality and demand-driven distance and continuing education and training, IDL, in collaboration with relevant Departments, shall continue to develop customised programmes of study for the advancement of science and technology in Ghana and Africa.

5.2 The following shall constitute the approaches to the introduction of programmes of study at the Institute.

a) Department Developed Programmes:

Departments within KNUST may write officially with a proposal and curriculum to the Director of IDL to express interest to offer a programme, either already existing within that Department or an entirely new one to be run on the IDL platform.

b) IDL Developed Programmes:

IDL may develop innovative, demand-driven programmes and where circumstances permit, affiliate such programmes to relevant Academic Departments of the University.

5.3 The CARD shall review all such proposals and submit its recommendations for the consideration of IDL Management and IDL Board. The IDL Board shall upon approval, direct the documents to the Planning and Resources Committee of the University. In case of graduate programmes, the document shall be submitted to the School of Graduate Studies.

5.4 In all cases, the relationship between IDL and the Programme Developer shall be as provided for by Schedule A in this Policy Guidelines.

6.0 RUNNING OF PROGRAMMES AT IDL

6.1 Only programmes duly accredited by the Ghana Tertiary Education Commission (GTEC) shall be run at IDL.

6.2 All such programmes shall receive approval from the appropriate Committee and Boards of the University, i.e., the IDL Board, School of Graduate Studies Board (where applicable), as well as the Planning and Resources Committee.

6.3 Programmes run at IDL which are not from any Department within the University, shall be affiliated to the relevant Department within the University where circumstances so permit.

6.4 As much as possible, each programme run at IDL must be financially self-sustaining (at least 35 students for undergraduate programmes and 14 students for a postgraduate programme).

6.5 Upon recommendation from Management, the IDL Board may suspend the running of a particular programme, when in the opinion of the Board, the programme is not economically viable or for any other justifiable reason.

7.0. MANAGEMENT OF ACADEMIC PROGRAMMES

7.1 The Management of all Academic Programmes of study under IDL shall be the responsibility of the relevant Department and the office of the Deputy Director of IDL under the supervision of the Director.

7.2 For this purpose, appropriate mechanisms and guidelines as provided for in Schedule B of this Policy Guideline shall be followed.

8.0   MODE OF DELIVERY OF ACADEMIC PROGRAMMES

In line with international best practices in Distance Education, the mode of delivery of courses shall be the blended approach via the e-learning platform with face-to-face tutorials (50% virtual and 50% face-to-face). This may change in accordance with prevailing circumstances. CELT shall be responsible for all e-learning activities of the Institute.

9.0 PROGRAMME MARKETING

All approved programmes of study shall be marketed by the appropriate bodies within the University and IDL using its online platform and any appropriate means/mode.

10.0 DEVELOPMENT OF STUDY MATERIALS

10.1 IDL Study materials (Course Guides, recommended textbooks, slides, videos, etc.) shall be developed based on the prescribed curriculum and provided to students at least two (2) weeks before the beginning of a semester.

10.2 The course materials shall conform to international standards and best practices for distance and continuing education.

10.3 The course material should be developed by the appropriate Department and approved by the Department Board. The document should then be forwarded to IDL for consideration.

10.4 Procedure for Course Development

i.   The concerned Department shall identify people with requisite knowledge and expertise in the subject area to develop course materials for the programme.

ii.   The developed programme/course materials should be forwarded to the Head of Department for consideration and approval by the Department Board.

iii. Approved materials (in soft and hard copies) should be submitted to IDL by the Head of Department under an official cover letter.

iv.   IDL would then upload the materials on the V-Class platform.

v.   The materials may be reviewed periodically or when appropriate.

vi.   IDL must be notified in writing in the case the Department wishes to review the materials.

vii. IDL may prompt a Department to review its materials whenever the need arises.

11.0 TOTAL QUALITY MANAGEMENT PRINCIPLES

For the purposes of achieving quality and effective management at IDL, the Institute shall ensure that the Total Quality Management (TQM) philosophy permeates all spheres of its activities. The following shall constitute the guiding Principles of the Institute:

11.1 Ensuring Customer Satisfaction

The Institute recognises its students as its major customers. In this regard, all efforts shall be made towards ensuring students' satisfaction by identifying their needs and responding to them in a satisfactory and prompt manner.

11.2 Total Involvement

IDL employees at all levels shall recognise and appreciate that they have a unique role in ensuring TQM at the Institute. IDL shall endeavour to create unity of purpose, instil leadership among Departmental Heads, Centre Heads and Co-ordinators and bridge the gap between staff and students.

11.3 Measurement and Evaluation

IDL in collaboration with Quality Assurance and Planning Office (QAPO) of the University together with the Institute Quality Assurance Sub-Committee shall develop appraisal mechanisms to measure and evaluate its activities, including orientation, seminars and facilitators' workshops based on existing University practices. The Institute shall again put measures in place to appraise staff at all levels including

Facilitators, Zonal and Centre Co-ordinators at least once every academic year and the results made known to staff.

11.4 Continuous Improvement

IDL shall integrate Quality Control Measures including Quality Assurance Audit Plan, Strategic Plan, Action Plans, and Business Plan into its operations and periodically evaluate and review these activities to bring about continuous improvement.

11.5 Systematic Support

The Institute shall ensure a connection between key strategies on financial and human resource to provide systematic support to all its stakeholders. The Institute shall strive to enhance staff motivation and pride by recognising excellence to staff output.

12.0 COMMITTEES OF THE INSTITUTE

a) IDL shall constitute the following standing Committees and such other Standing Committees as well as Ad-hoc Committees as it may deem necessary from time to time to help in the management of the Institute:

- · Quality Assurance Sub-Committee;

- · Examinations Malpractice Committee;

- · Examinations and Timetable Committee;

- · Theses and Online Activities Monitoring Committee; and

- · Procurement Sub-Committee

b) Membership and functions of these Committees are prescribed in Schedule C of this Policy.

13.0 VALUE-ADDED SERVICES

The IDL shall provide and conduct series of value-added services to compliment the traditional teaching and learning. The activities shall include:

- · Workshops;
- · Retreats;
- · Professional Add-Ons/Seminars;
- · Short Courses;
- · Training and Professional Development; and
- · Orientation for fresh students, etc.

The modalities for the conduct of these value-added services are prescribed in Schedule D of this Policy.

14.0 PAYMENT OF COMPENSATIONS

Payment of compensations and other financial packages to Facilitators and other stakeholders shall be as determined by a payment manual approved by the Academic Board on the recommendation of IDL Board.

The Institute is a public institution and complies fully with existing laws and regulations governing the conduct of public financial management. Consequently, the accounting principles of the Institute shall be strictly consistent with relevant state and institutional policies and guidelines. These policies and guidelines include:

    i.   Generally Accepted Accounting Principles (GAAP);

    ii. Public Financial Management Act, 2016 (Act 926);

    iii. Public Procurement Act, 2016 (Act 914);

    iv. Internal Audit Agency Act 2003, (ACT 658),

    v.   Internal Revenue Act 2000, (ACT 592),

    vi. National Pensions Act 2008, (ACT 766);

    vii. KNUST Accounting Policies and Procedures Manual (2016);

    viii. The University of Science and Technology, Kumasi 1961 (Act 80), University of Science and Technology, Kumasi (Amendment) Law 1990, (Act 241) and The University of Science and Technology, Kumasi (Amendment) 1998 (Act 559);

    ix. Statutes of the University (2004); and

    x.   any other policy, law or enactment that would be in force on financial management in Ghana's public sector and in KNUST.

Payment of compensations and other financial packages to Facilitators and other stakeholders shall be as determined by the Vote Accounting

System (VAS) approved by the Academic Board on the recommendation of IDL Board.

The Vote Accounting System exists to:

- provide a cost sharing and vote accounting system for the Institute;
- provide a consistent and synchronised working framework that instils financial management discipline;
- promote inclusiveness, transparency and facilitates effective planning;
- standardise practices and procedures in financial management;
- provide a yardstick to measure performance;
- promote effectiveness and efficiency and
- minimise misunderstanding surrounding the use of funds.

The VAS thus provides that:

- tuition fees received from students be shared between Academic Departments and IDL based on an agreed and approved formula;
- funds be held at IDL for financial prudence;
- requests by Departments will be paid at IDL in line with existing practices; and
- a Vote Account would be created for each Department that has a programme on the Institute's platform to track cash flows.

The Departments would be required to:

- create Budget Centres (i.e., submitting budgets, ensuring fiscal discipline);
- create Account Holders (initiating request for payments in line with approved guidelines);

- each Department with programme(s) on DL mode shall prepare a budget;

- the budget shall have estimates for each semester;

- all budgets shall be approved by (i) the Departmental Board and (ii) the IDL Board;

- The Institute Finance Officer shall be the Budget Officer for all departmental and IDL-own programmes; and

- all budgets shall be approved before the start of the semester.

14.1 The Vote System

A Vote Book is an accounts book which is used to record and monitor expenditure in the public sector. The vote system is mostly used in the public sector to ensure that there is no extra-budgetary spending, ensure the balance available to the Institution can keep it on top of its finances and ensure that sufficient funds are available for future payments.

14.1.1 Operation of the VAS

The VAS shall operate as follows:

- all funds generated on IDL programmes shall be lodged in IDL-designated bank accounts;

- Vote Accounts shall be opened at IDL for each Department that has a programme on the platform of the Institute;

- all agreed transactions for each Department shall be charged to their respective Votes; and

- Heads of Department shall be allowed access to information about their respective Departmental Vote Accounts to ensure transparency.

14.1.2 Authorisation for Payment

- Request for payment from a Department shall be endorsed by the Head of Department or Dean as the case may be;

- approved requests shall be addressed to the Director of IDL for approval;

- payment shall then be made in line with University rules, regulations and practices; and

- IDL own transactions shall be processed in line with existing practices

14.1.3 Departmental Costs

The following cost elements shall be borne by the Department or charged against the Department's vote:

- Facilitation costs (i.e., part-time tuition, T&T)

- Departmental meeting costs (i.e., sitting allowance, snack, lunch).

- Cost of Ad-Hoc Committees

- Examination (i.e., setting of questions, marking, oral defense, etc)

- Seminars

- Teaching Aid (i.e., markers, dusters, etc)

- Admission and registration

14.1.4 IDL Costs

The following shall constitute costs that would be borne by the Institute:

- Co-ordination and Monitoring

- Provision of teaching space (i.e., renting and/or building)

- Maintenance of buildings

- Teaching materials (i.e., study guides, videos, etc)

- · Examination (invigilation, printing of questions, exams materials, etc)

- · Administration

- · Accreditation

- · Orientation, Matriculation and Graduation

- · Advertisements/Outreach

- · Staff costs

14.1.5 Approved Fund Allocations

This is approved by the Academic Board and based on tuition fees component of the School Fees:

Table 1: Sharing Formular for Departmental Programmes

SN	UNIT	SHARING RATIO	
1	University	20%	
2	Maintenance of IDL Buildings and Facilities	10%	
3	IDL	28%	(40% of 70%)
4	Department	42%	(60% of 70%)

For affiliated programmes:

Table 2: Sharing Formular for Non-Affiliated (IDL-owned) Programmes

SN	UNIT	SHARING RATIO	
1	University	20%	
2	Maintenance of IDL Buildings and Facilities	10%	
3	IDL	42%	(60% of 70%)
4	Department	28%	(40% of 70%)

The sharing formula shall be renewed as when necessary with the approval of the Academic Board on the recommendation of the Institute Board.

14.1.6 Surplus Sharing Formula

Where a Department closes the year with savings on its share:

- 20% of the surplus would be carried forward by IDL to the following year to service the Department in the early parts of the subsequent academic year.

- 70% would be paid to the Department (or in the case of KSB, School) for teaching and learning support but NOT to be shared to staff.

- 10% to the College to which the Department belong.

15.0 SCHEDULES OF THE POLICY

SCHEDULE A: DEVELOPMENT OF NEW ACADEMIC PROGRAMMES

1. Relationship between Programme Developers and IDL

The administration and management of all programmes shall be the responsibility of IDL and the respective Department.

a) Internal Stakeholder Participation

Where a programme is submitted to IDL by a College, Faculty, Department or Unit within KNUST, the Department concerned shall be deemed as the Programme Co-ordinator, and the financial relationship between IDL and the Department shall be as indicated in the IDL Payment Manual.

b) External Stakeholder Participation

i. Where the external stakeholder is an accredited institution or an establishment recognised by law, the relationship between IDL and the said external stakeholder shall be governed by a Memorandum of Understanding (MoU) with terms and conditions mutually agreed on between IDL/ KNUST and the other party.

ii. Where the external stakeholder is not an accredited institution or an establishment recognised by law, the stakeholder shall be deemed as, and dealt with as an individual stakeholder.

c) Individual Stakeholder Participation

Where a programme submitted by an individual is accepted to be run at IDL, that individual shall receive a one-time payment for the programme in accordance with the approved payment manual for IDL.

d) IDL Proposed Programmes

Where IDL develops a demand-driven programme, it may affiliate the programme to an appropriate Department within the University where circumstances permit or own and run the programme.

e) Joint Programmes

IDL may jointly develop a programme of study with only accredited institutions or establishments recognised by law. Such joint programmes shall be governed by a Memorandum of Understanding which shall be agreed on by IDL/KNUST and the other party.

SCHEDULE B: MANAGEMENT OF ACADEMIC PROGRAMMES

1. Co-ordination of Programmes from Departments/Faculties within KNUST

a) Departmental Co-ordinating Team

i. Programmes run from Departments within KNUST will have a Co-ordinating Team, comprising: the Head of Department, Departmental Co-ordinator and Departmental Examinations Officer.

ii. For effective collaboration between IDL and all stakeholders and for efficient administration of programmes, the Deputy Director will work with the departmental co-ordinating team for and on behalf of IDL and report to the Director accordingly.

b) The Head of Department (HoD)

   i. The Head of Department (HoD) shall provide strategic leadership to the Department and be responsible for the overall supervision of the programme(s) as provided for by the Statutes of the University with the assistance from the Departmental Co-ordinating Team.

   ii. The HoD shall liaise with the Departmental Co-ordinating Team in the performance of their functions but shall report to the Director of IDL through the Deputy Director on issues of interest or concern. The specific responsibilities of the Head of collaborating Department shall include but not limited to the following:

   ·   Represent the Department at IDL Heads of Departments' meeting;

   ·   Assist in establishing a consensus on the mission and direction of the programme(s) consistent with IDL's mission, as well as with faculty and student interests;

   ·   Facilitate the incorporation of Distance Learning into departmental strategic plans;

   ·   Oversee the academic interest of distance learners in the programme(s) on offer;

   ·   Identify and recommend to the IDL, appropriate materials developers, academics, researchers and professionals (internal, local and foreign) to assist in developing course materials and course guides as well as for the review of such materials;

   ·   Facilitate the appointment of Facilitators, Departmental Co-ordinator and Departmental Examination Officer by the Department Board;

   ·   Constantly apprise the Provost of the College and the Dean of Faculty on the state of affairs regarding the programme(s) at IDL; and

- Monitor the programme to ensure that activities are carried out satisfactorily.

c) Departmental Co-ordinator

i. The Departmental Co-ordinator shall be a Senior Member of the Department concerned and shall be appointed by the Departmental Board for a term of two (2) years, renewable for another two (2) years only. The Departmental Co-ordinator shall report to the Head of Department.

ii. The general responsibilities of the Departmental Coordinator shall include but not limited to the following:

- Assist in the overall day-to-day administration of the programme;

- Assist in designing and implementing Students' Orientation programmes for fresh students and ensuring smooth integration of fresh students into the programme/Department;

- Assist in developing facilitation timetable and planning the activities of the programme including Seminars, Fieldtrips Laboratory Works, etc., where applicable;

- Assist in the co-ordination of students' research activities;

- Assist in assigning students to supervisors; and

- Assist in the organisation of thesis seminars and final oral examinations.

d) The Departmental Examination Officer

i. The Examination Officer shall be a Senior Member of the Department concerned appointed by the Departmental Board for a term of two (2) years, renewable for another two (2) years only to co-ordinate all departmental examination matters.

ii. The Examination Officer shall report and be responsible to the Head of Department and the IDL Examination Officer.

iii. The general responsibilities of the Departmental Examination Officer shall include but not limited to the following:

- Assist in developing effective timetable for facilitation and examinations;

- Assist in the co-ordination of all examinations pertaining to the programme;

- Counselling students whose CWA fall below the expected minimum;

- Assist in the registration of students and setting up courses online for the semester at the beginning of each semester to enable students to register on time;

- Assist in co-ordination of invigilators and supervision of examinations;

- Assist in the consideration and vetting of examination results; and

- Assist in any other duties that would be assigned by the Head of Department.

2. Co-ordination of IDL's Programmes Developed in conjunction with other Departments

i. Except for Internal Stakeholder participation as provided for in this Policy, all other programmes run at IDL shall be classified as IDL branded programmes (i.e., Certificate, Diploma, Undergraduate and Postgraduate programmes).

ii. IDL branded programmes shall be managed by IDL and affiliated to related Departments (where possible) within the University and shall have a Programme Co-ordinating Team, comprising:

- the Director of IDL;

- the Deputy Director of IDL;

- the Head of the Affiliate Department (if programme has been affiliated);
- Examinations Officer of the affiliate Department; and
- Institute Registrar (or his appointed representative) as Secretary.

a) The IDL Programmes Co-ordinator

i. IDL shall appoint a Programme Co-ordinator for all IDL branded programmes.

ii. The IDL Programme Co-ordinator shall be of the rank of a Lecturer or its equivalent who shall be appointed by the University on the recommendations of IDL Board.

iii. The Programme Co-ordinator shall be a permanent staff of the University.

iv. The Programme Co-ordinator shall report to the Deputy Director of IDL.

v. The responsibilities of the Programme Co-ordinator shall include but not limited to the following:

- Assist in the overall day-to-day administration of the programme by working hand in hand with appropriate offices and Committees of IDL;
- Assist in effective co-ordination of the programme by keeping close links with Zonal Co-ordinators, Centre Co-ordinators and Facilitators;
- Assist in monitoring and evaluating Facilitators' performance
- Ensure that the registration database is duly activated at the beginning of each semester; and
- Provide an effective link between students and the IDL Office by being in constant touch with class representatives.

b) The Programme Examination Officer

   i. The Programme Examination Officer shall be a Senior Member (Teaching), appointed by the Director of IDL for a three (3) year term renewable for another term only to provide leadership in all examination matters.

   ii. The Examination Officer shall report and be responsible to the IDL Examinations Officer.

   iii. The general responsibilities of the Programme Examination Officer shall include but not limited to the following:

   · Assist in developing effective timetable for facilitation and examinations;

   · Assist in the co-ordination of all examinations pertaining to the programme;

   · Counselling students whose CWA fall below the expected minimum;

   · Assist with the registration of students and setting up of courses for each semester at the beginning of each semester to enable students to register on time;

   · Assist in co-ordination of invigilators and supervision of examinations;

   · Assist in the consideration and vetting of examination results;

   · Assist in any other duties that would be assigned by the Deputy Director of IDL;

   · Prepare results for auditing by the University Audit Team; and

   · Effect all corrections in line with the Auditor's comments.

3. Course Facilitator

i. IDL's policy on facilitation is to identify experts in both academia and industry with the requisite and relevant qualification, experience and background in the various courses to facilitate course(s) at IDL in the centres within and outside Kumasi (KNUST).

ii. The Facilitator shall be nominated by the Head of Department from within or outside the Department and approved by the Departmental Board. The approved list shall be forwarded to the Director of IDL. The IDL Board shall further vet and forward its recommendations to the Vice-Chancellor for appointment.

iii. All prospective facilitators external to any Department within KNUST shall be interviewed by a Committee appointed by the University.

iv. The general responsibilities of the Facilitator shall include but not limited to the following:

·   To recommend appropriate textbooks and supplementary reading materials that may be necessary for the course;

·   To design and grade student projects, assignments, and tests in accordance with a schedule which has been communicated to students;

·   To implement processes to ensure the integrity of student work;

·   To provide for and maintain regular appropriate interaction with distance learning students; and

·   To teach and facilitate courses assigned to him.

4. Lead Facilitator

i.   Lead Facilitator shall be nominated by the Head of Department and appointed by the Director of IDL for courses offered in more than one centre.

ii. There shall be a lead facilitator only when course facilitation is carried out in more than one (1) study centre by more than one (1) facilitator.

iii. In cases where one Facilitator does the facilitation across all the study centres for a course, there shall be no Lead Facilitator.

iv. The general responsibilities of the Lead Facilitator shall include but not limited to the following:

· To ensure uniformity in the delivery at all centres;

· To co-ordinate continuous assessments at all centres and receive the marks from facilitators;

· To co-ordinate setting of final examination questions;

· To co-ordinate the marking of final examination scripts and compile examination results;

· Serve as resource person for facilitators' workshop; and

· To develop teaching slides for the delivery of face-to-face sessions and video recordings for delivery via the e-learning mode.

SCHEDULE C: COMMITTEES

The following shall constitute the Standing Committees and IDL may constitute such ad hoc committees as it may deem necessary from time to time:

· Quality Assurance Sub-Committee;

· Procurement Sub-Committee

· Examinations Malpractice Committee;

· Examinations and Timetable Committee; and

·   Theses and Online Activities Monitoring Committee

The Institute Registrar or his appointed representative shall be the Secretary to all Committees.

a) Quality Assurance Sub-Committee

   i.   There shall be a Quality Assurance Sub-Committee (QASC) of IDL. This committee shall be a sub-committee of the University's Quality Assurance and Planning Office (QAPO).

   ii. The QAC shall be a five-member committee appointed by the Director of IDL with approval from the IDL Board. Members of the committee shall be appointed for a two (2) year renewable term only.

   iii. The QAC shall be in charge of all monitoring and evaluation of activities within IDL.

   iv. The QAC shall ensure quality of facilitation and delivery of courses, by ensuring the regular conduct of monitoring and evaluation of all facilitators at all learning centres, by following the IDL monitoring schedule and using the IDL evaluation forms.

   v.   QAC shall ensure that assessment and evaluation of facilitators is carried out by students at the end of every semester and that these evaluation forms are duly analysed and feedback sent to each facilitator.

   vi. QAC shall review IDL programmes periodically and such reviews shall be consistent with KNUST procedures and processes for review of programmes as well as the procedures set out by GTEC.

   vii. QAC shall in conjunction with the relevant academic departments conduct periodic review of academic programmes as prescribed by GTEC and recommended by KNUST, to ensure continuous improvements and market relevance of all IDL programmes.

viii.   The QAC shall report to the Director and QAPO through the Deputy Director.

ix. The QAC shall constitute a three-member Committee from its membership to be known as the Internal Accreditation Team (IAT) to deal with all accreditation issues of IDL and report to the QAC accordingly.

x. The specific responsibility of the IAT shall include:

- Collaborating with the relevant bodies both within and outside KNUST to ensure the accreditation and reaccreditation of all programmes run at IDL;

- Formatting all new curriculum to suit KNUST curriculum format and that of GTEC;

- Ensuring the validation of all new programmes approved by the IDL Board as part of the processes for the accreditation of new programmes;

- Ensuring that all programmes go through the necessary KNUST internal processes and receive all the necessary approvals; and

- The IAC shall meet as and when deemed necessary.

b) Procurement Sub-Committee (PSC)

i. There shall be a five-member Procurement Sub-Committee (PSC) of IDL made up of:

- The Director of IDL or his representative as Chairman;

- Institute Finance Officer;

- Institute Registrar;

- IDL Internal Auditor;

- IDL Procurement Officer (in attendance); and

- Institute Registrar or his representative as Secretary;

ii. The Committee may co-opt other members with requisite knowledge and expertise to assist the Committee as and when the need arises.

iii. The PSC shall be in charge of the co-ordination of all procurement functions within IDL.

iv. The Procurement Sub-Committee shall promote the exchange of best practices and knowledge in support of procurement functions and shall coordinate IDL procurement contracts.

c) Examination Malpractice Committee

i. There shall be an Examinations Malpractice Committee appointed by the IDL Board with membership as approved by the Academic Board.

ii. The Examinations Malpractice Committee shall receive and investigate all examination malpractice issues in the Institute in accordance with laid down procedure as prescribed by the Statutes of the University and Academic Board from time to time.

iii. It shall be guided by the rule of natural justice in its work and submit its report, including recommendations and exhibits (annexures/attachments) to the Vice-Chancellor through the Director of the Institute

iv. Depending on the number of cases before it, the Committee may constitute a sub-committee that reflects its membership to investigate and submit reports for its consideration

v. Perform any other function assigned to it by the Director

vi. The Registrar or his appointed representative shall be the Secretary of this Committee.

d) Examinations and Timetable Committee

i. There shall be a seven (7) member Examinations and Timetable Committee of the Institute made up of:

- · a Professor outside the Institute with in-depth experience in the conduct of University examinations as Chairman;

- · the Deputy Director of IDL as member;

- · two persons who are knowledgeable in university examinations (at least past Faculty Examination Officers) nominated by IDL Management as members;

- · the Institute Examinations Officer as member;

- · the Assistant Institute Examinations Officer as member; and

- · Institute Registrar or his representative as Secretary

ii. It will plan the academic calendar of the Institute by drawing up time table for face-to-face and online sessions as well as professional add-ons;

iii. prepare examination time tables (mid and end of semester);

iv. ensure that examination questions are submitted, printed and packaged before the start of examinations in consultation with Heads of Department, Examinations Officers and Programme Co-ordinators;

v. conduct Institute examinations in accordance with rules formulated by the Academic Board;

vi. schedule invigilators and appropriate venues for examinations, taking into consideration, class sizes and the need to eliminate examination malpractices;

vii. making arrangements for meetings with the Examination Audit Team;

viii. co-ordinating the processing of all examination results for submission to the Institute Board and Academic Board;

ix. ensure that examination results are processed, approved and published on time;

x. ensure that all issues relating to examinations, results and all other issues incidental to the conduct of examinations at IDL are well catered for;

xi. Members of the Committee shall be appointed for a three-year renewable term only;

xii. any other assignment that the Institute may assign to the Committee from time to time.

e) Theses and Online Activities Monitoring Committee

There shall be a five (5) member Theses and Online Activities Monitoring Committee of the Institute made up of:

· a Professor with knowledge in the management of theses as Chairman;

· the Deputy Director as member;

· Institute Examinations Officer or his representative as member;

· Staff of the University with knowledge in the management of the virtual/online platform as member; and

· Institute Registrar or his representative as Secretary

The functions of the Theses and Online Activities Monitoring Committee will be:

i. to co-ordinate all Theses Seminars;

ii. to co-ordinate and monitor all theses supervision activities;

iii. to organise oral theses defense;

iv. to co-ordinate all online activities;

v. to ensure that materials/videos are ready online early enough before the commencement of a Semester;

vi. to co-ordinate and monitor all programmes to ensure that approved elective limits are not exceeded;

vii. to come out with innovative and professional add-on activities that can enhance students' experiences and improve the image of IDL; and

viii. any other duties that may be assigned to the Committee by the Director

ix. Membership of the Committee shall be nominated by IDL Management and appointed by the Institute Board

x. Members of the Committee shall be appointed for a two (2) year renewable term only

xi. The Registrar or his appointed representative shall be the Secretary of this Committee.

SCHEDULE D: MODALITIES FOR THE CONDUCT OF THE VALUE-ADDED SERVICES

The following constitute the guidelines for the realisation of the value-added services provided by the Institute.

1. Orientation for Fresh Students

Orientation shall be organised for all fresh students at the beginning of the programme across all centres. The aim of the Orientation is to educate fresh students on key issues centring on philosophy of KNUST/ IDL; strategic requirements of the programme, ethical responsibilities, financial commitments, future prospects, perceived challenges and other information relevant for student success on the programme.

2. Seminars

a) Professional Add-on Seminars

i. The Professional Add-On Seminar is a strategic value creation and value-added innovation service intended to prepare and transform the mind-set of students in furtherance of their professional and career prospects.

ii. The Professional Add-On Seminar shall consist of series of interactive and inspiring presentations administered by seasoned professionals or industry experts (Resource Persons).

iii. The guiding philosophy of the Professional Add-On Seminar is to "bring the students' attention from the classroom to the workplace"; emphasising on series of learning activities such as experience sharing, special engagement, special career opportunity sessions, brainstorming sessions, etc.

iv. The Professional Add-On Seminar shall focus on specific themes relevant to the holistic development of students and compliment their learning experience.

v.   The Theses and Online Activities Monitoring Committee shall be responsible for organising this as and when possible within an academic year.

b) Research Management/Theses Seminar

i.   The Research Management Seminar (RMS) is a strategic value creation and value-added innovation targeted at preparing graduate students for their research project (theses).

ii. The guiding philosophy of the RMS is to enhance the research skills of students, towards their respective research projects.

iii. The Head of Department in collaboration with the Director of IDL shall recommend a seasoned researcher from within or outside the University community to administer the RMS.

iv. The RMS shall focus on specific themes relevant to the holistic development of students' research and writing skills.

v.   There shall be one Research Management Seminar which shall take place before the students begin their research work.

vi. Thesis Seminars shall be organised for both graduate and undergraduate students to guide them in the course of their research work

vii. There shall be two (2) thesis seminars for all undergraduate students for the duration of their programme.

viii. MPhil students shall have a total of three (3) thesis seminar presentations for the duration of the programme.

ix. MSc/MBA/CEMBA/CEMPA students shall have a total of two (2) thesis seminar presentations.

3. Workshops

a) Facilitators' Workshop shall be organised for all Facilitators at the beginning of every semester across all centres. The aim of the facilitators' workshop is to discuss and address pertinent issues affecting the success of the programme. The Director of IDL or his representative and the Institute Registrar in collaboration with the relevant persons or Committee(s) of the Institute shall be responsible for the Facilitators' Workshop.

b) Supervisors' Workshop shall be organised for all research supervisors once every academic year across all centres. The aim of the supervisors' workshop is to discuss tenets of research supervision and the supervisors' workshop shall focus on issues including effective research supervision, the KNUST format for presenting thesis, supervisor-student relationship during supervision, publishing with your students, and mentoring. The Director of IDL or his representative and the Institute Registrar in collaboration with the relevant persons or Committee(s) of the Institute shall be responsible for the Supervisors' Workshop.

16.0 EDUCATION, IMPLEMENTATION AND MONITORING

i.   The University through the Institute of Distance Learning (IDL) shall develop training programmes for all IDL staff to ensure understanding and effective implementation of this Policy.

ii. The IDL shall be directed by the Vice-Chancellor to sensitise, monitor, and evaluate the effectiveness of this Policy.

iii. The IDL shall submit annual or periodic reports on the implementation of this Policy to the Vice-Chancellor.

iv. The IDL shall set the performance standards of its operations and bench marked against internal and international best practices in the delivery of higher education, particularly in distance learning education within the University community.

17.0 POLICY ALIGNMENT, VALIDITY, EFFECTIVE DATE AND REVIEW

17.1 Alignment with Other Policies

The Quality Assurance and Planning Office (QAPO) shall be responsible for monitoring the implementation of this Policy to ensure that it is in alignment with other policies and strategies of the University. Actions and strategies of this Policy should not conflict with other policies of the University.

17.2 Validity of Policy Provisions

This Policy does not seek to replace other provisions in the KNUST statutes. In the event of conflict, appropriate measures shall be taken by the Academic Board to address them. The Policy becomes operational after approval by the University Academic Board.

17.3 Effective Date

This Policy was approved at the 403rd (Regular) Meeting of Academic Board held on 5th April, 2022

17.4 Review of the Policy

Taking due cognisance of the current global trends of higher education delivery, particularly in distance learning education, it is recommended that the IDL Guidance Policy document be reviewed every five (5) years to address changes in its operations.

The Quality Assurance and Planning Office (QAPO) shall liaise with the appropriate Units for such reviews.

Appendix I: IDL Administrative Structure (Organogram)

IDL BOARD

DIRECTOR

REGISTRAR — DEPUTY DIRECTOR — FINANCE OFFICER — INTERNAL AUDITOR — LIBRARIAN

EXAMS OFFICER — HEADS OF UNITS

ZC – SOUTHERN ZONE — ZC – WESTERN ZONE — ZC – MIDLAND ZONE — ZC – NORTHERN ZONE