GHANA COMMUNICATION TECHNOLOGY UNIVERSITY

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY'S 31ST CONGREGATION

LETTER OF PROTOCOL TO THE UNDERGRADUATE GRADUATING STUDENTS OF 2021/2022 ACADEMIC YEAR (JULY COHORT)

Dear Graduand,

We are pleased to inform you that your graduation ceremony has been scheduled as follows:

Date: Saturday, 29th July, 2023

Venue: GCTU Forecourt, Main Campus, Tesano

Time: 8:30 am

Mode: Blended (Physical and Online)

Theme: Empowering the Future: the Role of ICT in Sustainable Development

This letter serves as an invitation and letter of protocol to prepare you for the pre and post graduation processes of the Ceremony. In this respect, please note the following relevant information:

1) **Rehearsal:** Virtual rehearsal will be held for all graduands at 2.00p.m on **Friday, 28th July, 2023.** The link will be shared before the scheduled time.

2) **Dress Code:** Formal Attire

3) **Payment of graduation fees**
   Graduands are required to pay an amount of **GH¢500.00** as graduation fees as follows:

   Payment steps
   Payment should be made into the account details provided below for graduands at all locations:

   1. **Account Name: Ghana Communication Technology University**

      Bank: Ecobank

      Account Number: 1441000286803

      Branch: Tesano Branch

2. **Account Name: Ghana Communication Technology University**

   Bank: GCB Bank

   Account Number: 1391130002612

   Branch: Koforidua Branch

Graduands who opt out of the ceremony will be expected to pay the graduation fee before certificate is issued.

4) **Clearance Procedure**

   All Accra Campus graduands will be required to pick up a clearance form from their School/Faculty. The clearance Form **will have** to be endorsed by the Head of your Department, University Librarian, Director of Finance and the Director of Internal Audit.

   Graduands from the Learning Centers should pick up the clearance forms from their respective Center Administration.

   Please note that gowns shall only be given to graduands who have completed the clearance process.

5) **Alumni Registration**

   There will be a GCTU Alumni Association registration of all graduands. This will be done during the clearance process. Every graduand is expected to complete and submit the Alumni Registration Form to the University Relations Directorate. Graduands from the Learning Centers should submit their clearance forms to their respective Center Administration.

6) **Collection & Return of Academic Gowns**

   Gowns for the graduation, along with the academic cap and hood can be collected at the School/Faculty administration, Tesano/Abeka campuses as follows:

Date	Day	Time
24th - 28th July, 2023	Monday- Friday	9.00am – 5.00pm

Graduands are kindly requested **to present their fully signed clearance forms and graduation fee payment receipt** for the collection of gowns.

Kindly take note that gowns will not be issued on the day of the graduation, i.e. Saturday, 29th July, 2023.

Gowns **should** be returned immediately after the ceremony or **not later than Wednesday, 2nd August, 2023.** Graduates are expected to sign to indicate return of gowns.

7) Graduation Pictures:
Group pictures will be taken after the graduation ceremony in front of the reception; pictures will be taken according to programmes.

8) Collection of Certificates
Collection of certificates is scheduled to commence on 14th August, 2023 from the Examinations Office (Block B, Ground Floor).

Graduates will be expected to present their signed clearance forms, graduation fee payment receipts and student Identity Cards.

9) Penalty for late return of gowns
Graduates who return gowns **after Wednesday, 2nd August, 2023** will be expected **to pay a penalty of GH¢500.00** into the various Accounts listed under **Payment Steps on the first page**.

Any damage caused to the Graduation Gown will attract **a penalty of GH¢800.00** for replacement.

Please accept our congratulations on your Graduation. We look forward to seeing you!

Issued by:

Jennyakude

Jennifer Akude (Ms.)
Director of Academic Affairs
For: Registrar

Dated: Wednesday, 13th July, 2023.