

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



33RD CONGREGATION

LETTER OF PROTOCOL TO THE UNDERGRADUATE GRADUATING STUDENTS OF 2022/2023 ACADEMIC YEAR (JULY, 2024 COHORT)

Dear Graduand,

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

Date: Saturday, 13th July, 2024

Venue: GCTU Forecourt, Main Campus, Tesano

Time: 8:30 am

Mode: Blended (Physical and Online)

Theme: Student Empowerment in ICT-driven Education: Envisaging the Future Prospects in the Development of Ghana.

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:** A virtual graduation rehearsal will be held for all graduands at 2.00p.m on Friday, 12th July, 2024. The link will be shared on the GCTU website and the various student platforms.

2) **Dress Code:** Formal Attire

3) **Payment of graduation fees**

Graduands are required to pay an amount of **GHC500.00** 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 current graduation fee before their certificates would be issued to them.

4) Clearance Procedure

All graduands at the Accra Campuses (Tesano & Abeka) will be required to pick up a clearance form from their School/Faculties. The clearance Form **should** be endorsed by the Heads of their Departments, University Librarian, Director of Finance, and the Director of Internal Audit.

Graduands from the Learning Centers should pick up their 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 Directorate of University Relations. 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 as well as the certificate scroll can be collected at the School/Faculty administration, Tesano and Abeka campuses as follows:

Date	Day	Time
8 th - 12 th July, 2024	Monday- Friday	9.00am – 4.00pm

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, 13th July, 2024.

Gowns **should be returned immediately after the ceremony or not later than Wednesday, 17th July, 2024.** Graduates are expected to sign to indicate return of gowns.

7) Graduation Pictures:

Photography stand will be mounted on Tesano Campus for graduands to take photos during collection of academic gowns from Monday, 8th – Friday, 12th July, 2024. Graduands may come along with their family and friends for a pre-graduation photo shoot.

Group pictures will also be taken according to programmes, after the graduation ceremony, in front of the reception.

8) Collection of Certificates

All GCTU Diploma and Top Up students can collect their certificates right after the ceremony at the Academic Affairs Directorate (Block B, Ground Floor), after submitting their gowns.

Collection of certificates for all undergraduate (4-year degree) students is scheduled to commence on 12th August, 2024 from the Academic Affairs Directorate (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, 17th July, 2024 shall 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:



**Godwin Utuka (PhD)
AG. Director of Academic Affairs
For: Registrar.**

Dated: Tuesday, 2nd July, 2024.