



RIGHT TO INFORMATION MANUAL

(ACT 2019, ACT 989)



August 23, 2023.

GHANA COMMUNICATION TECHNOLOGY UNIVERSITY



RIGHT TO INFORMATION MANUAL (ACT 2019, ACT 989)

August 23, 2023

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ESTABLISHMENT OF THE LAW

ACT 989 OF THE PARLIAMENT OF THE REPUBLIC OF GHANA

ENTITLED RIGHT TO INFORMATION ACT 2019

AN ACT to provide for the Implementation of the constitutional right to information held by a public subject to the exemptions that are necessary and consistent with the protection of the public interest in a democratic society, to foster culture of transparency and accountability in public affairs and provide related matters.

PASSED by Parliament and assented to by the President on 21st May 2019.

1. Overview of the Law

The Right to Information Law (RTIL) offers a platform for members of the public to access information from public offices and organizations working for and on behalf of the Government of Ghana including the Ghana Communication Technology University (GCTU). Under the Law, members of the public have the right to seek information on any matters of concern at any time from GCTU, dependent on whether the information requested is classified or not.

2. Objective of the RTIL

The objective of the RTIL is to enable the public, including members of the University Community to have access to public or governmental information in order to hold public officers and government departments and organizations responsible and accountable to Ghanaians.

3. Directorates/Faculties/Departments in GCTU and their Functions

GCTU is made up of the following Directorates/Faculties and Departments who perform various functions for the smooth running of the University and from where members of the University Community and the public can source information:

| S/N | DIRECTORATE/ FACULTY/DEPT. | FUNCTIONS/ACTIVITIES |
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| 1. | Directorate of Finance | <p>1) The Directorate is responsible for the financial administration of the University in accordance with the Public Financial Management Regulatory Framework, Financial and Stores Regulations and other relevant policies.</p> <p>2) Responsible for the preparation of the annual operating budget of the University and Submit periodic reports to the Finance Committee on the status of plans and projections necessary for the preparation of budgets for succeeding years.</p> <p>3) Without prejudice to the Finance Committee's powers:</p> <ul style="list-style-type: none">a) Ensure that the University's accounting system has been approved by the Controller and Accountant General in consultation with the Auditor-General;b) Manage and operate the University's accounting system, so as to ensure the accountability of all officers transacting the business of the University, and facilitate the efficient discharge of such business;c) Exercise oversight responsibility for the accounting functions of other self-accounting and income-generating units of the Universityd) Prepare monthly accounts in a form prescribed and time set by the Controller and Accountant General in the Accounting Manuale) Prepare financial statements in accordance with appropriate financial reporting standards and submit same to Council through the Finance Committeef) Ensure the efficient and effective use of appropriations under the University's control, |

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| | | <p>within the ambit of government policy and in compliance with any enactment, Regulations or instructions issued under the authority of any enactment;</p> <p>g) Ensure the due and proper collection of government revenue collectable by the University within the terms of any enactment or of instructions issued or approved by the Controller and Accountant General or Council;</p> <p>h) Make payments for works, goods and services within the funds appropriated to the University, and in accordance with Public Financial Management Regulations, the Financial and Stores Regulations and any other enactment;</p> <p>i) Implement policies relating to accounting and financial control in the University;</p> <p>j) Liaise with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University;</p> <p>k) Receive and order the disbursement of any trust moneys for which the University has been appointed as administering authority by or under any enactment or agreement;</p> <p>l) Manage and reconcile the bank accounts authorized for the University by the Controller and Accountant General or Council;</p> <p>m) Preserve in good order and secure the economical use of all equipment and stores used by the University;</p> <p>n) Ensure, on behalf of Council, that proper records are kept of all University property, assets, stocks and valuables of all funds in a register;</p> <p>o) Transact any other financial business for which the Vice-Chancellor is made responsible, by or under any enactment in accordance with the requirement of such authority, or of instructions issued or approved by the University Council;</p> <p>p) Answer such questions as are raised by the Auditor-General in respect of the financial transactions and accounts of the University;</p> <p>q) Afford every facility to both internal and external auditors in the performance of their functions;</p> <p>r) Appear before the appropriate committee to make such explanations, as required by the Committee, in respect of the annual University accounts;</p> <p>s) Advise the Vice-Chancellor and other officers of the University on matters relating to the accounts and funds of the University and invest University funds as directed by Council or the Vice-Chancellor, as the case may be;</p> <p>t) Perform such other functions relating to accounting, financial and treasury services as may be prescribed by Council, the Vice-Chancellor or the Academic Board.</p> |
| 2. | Directorate of Internal Audit | <ol style="list-style-type: none"> 1) Responsible for enhancing and protecting corporate value through the provision of risk-based and objective assurance, advice and insight. 2) Exercise professional and administrative supervision over staff under the Internal Audit Directorate to ensure that the internal control systems of the University are efficient and effective. 3) Responsible for the management of the internal audit activities of the University in accordance with the Public Financial Management Act 2016 (Act 921), the Internal Audit Agency Act 2003 (Act 658) and relevant standards. 4) Responsible for the internal audit of the accounts and financial transactions of the University. |

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| | | <p>Others</p> <ul style="list-style-type: none"> a) Review and appraise, where necessary, the adequacy, soundness and applications of accounting, financial and operational controls in the University; b) Ensure the establishment and operation of an efficient and effective internal financial control system; c) Evaluate the effectiveness of the risk management and governance process of the University and contribute to the improvement of that risk management d) Provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of the University; e) Ascertain the extent of compliance with established policies, plans and procedures, and appraise the quality of performance of those carrying out assigned f) Ascertain the extent to which assets are accounted for and safeguarded against losses of all kinds; g) Ascertain the reliability of accounting and other data developed or generated within the University; h) Provide assurance to the Vice-Chancellor, and for that matter, the University Council, that there is an adequate system of internal controls; i) Ensure that policies and procedures are appropriate and not wasteful; j) Ensure that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making; k) Vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements; l) Conduct periodic examination of the accounts of the University including the units with limited financial and operational autonomy; m) Monitor and ensure that all expenditure incurred have been authorized and are within budgetary provisions; n) Conduct periodic management audit and submit reports to the Vice-Chancellor and the Council; o) Liaise with External Auditors and ensure that appropriate action is taken on reported audit findings; p) Submit periodic audit reports on the activities of all Units to the Vice-Chancellor, the Audit Committee and the Council; q) generally, be responsible for ensuring that the University complies with the provisions of the Internal Audit Agency Act, 2003 (Act 565) and Public Financial Management Act, 2016 (Act 921); and r) Discharge any other assignments that the Vice-Chancellor shall deem necessary. |
| 3. | Directorate of Academic Affairs | <ul style="list-style-type: none"> 1) Responsible for implementing the academic policies and managing the general academic programmes of the University. Specifically assist the Registrar in the following: <ul style="list-style-type: none"> a) Preparation and implementation of teaching and examination schedules; b) Processing of admission applications including advertisements for such applications; c) The allocation of lecture rooms and examination centres as well as other logistical matters relating to the academic agenda of the University; |

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| | | <p>d) Making physical arrangements for all academic functions of the University;</p> <p>e) The maintenance of academic facilities and the supervision of employees;</p> <p>f) The preparation and issuance of statements of examination results, transcripts and certificates;</p> <p>g) the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for Junior members in consultation with the Director of University Relations;</p> <p>h) Collaborating with faculties and departments to provide effective student services; And the discharge of any other assignments that the Registrar shall deem necessary.</p> <p>2) The Director of Academic Affairs shall be responsible for coordinating the dealings of the University with all affiliated institutions.</p> |
| 4. | Directorate of Human Resources & Organizational Development | <p>1) Responsible for the strategic management and development of the University's human capital. Specifically assist the Registrar in the following:</p> <p>a) Lead in the development and implementation of the human resource policies of the University;</p> <p>b) Provide strategic planning with respect to the human resource needs of the University;</p> <p>c) Coordinate all appointment and promotion processes in the University;</p> <p>d) Oversee recruitment process in close coordination with Heads of Departments;</p> <p>e) Keep, maintain and update records of Staff;</p> <p>f) Plan and ensure execution of staff orientation and career development programmes;</p> <p>g) Provide general support services and recreational activities to Staff;</p> <p>h) Ensure the timely renewal and termination of employment contracts;</p> <p>i) Manage Staff compensation and benefits in conjunction with the Directorate of Finance;</p> <p>j) Institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice-Chancellor and the Council;</p> <p>k) Manage and advise on the collective bargaining process and collective agreements with unionized staff;</p> <p>l) Draw and maintain an effective succession plan;</p> <p>m) Coordinate employee activities in compliance with national and international laws;</p> <p>n) Institute a system for continuing education and in-service training for all employees of the University;</p> <p>o) Discharge any other assignment that the Registrar shall deem necessary.</p> |
| 5. | Directorate of General Administration & Operations | <p>(1) The Directorate of General Administration and Operations is responsible for coordinating municipal and management services of the University. Specifically assist the Registrar in the following:</p> <p>a) Managing time and space for meetings of University Boards and Committees by developing annual Schedule of Meetings;</p> |

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| | | <ul style="list-style-type: none"> b) Keep leadership archives of the University; assist the Registrar in monitoring the term of Committee members and initiating the constitution/reconstitution of membership of University Boards/Committees in due course; c) Ensure that appropriate logistics are made available to Management and Staff; d) Ensure the efficient use of the University’s physical infrastructure and utility services through routine inspection and reporting; e) Investigate availability and suitability of options for new premises or land for expansion purposes; f) Ensure environmental cleanliness and good sanitary conditions on all campuses through routine inspection and reporting; g) Ensure that agreed work by Staff or Contractors have been completed satisfactorily and on time and follow up on any deficiencies thereafter, for timely corrective measures to be implemented; h) Superintend over the Transport Unit and ensure effective management of the University’s fleet of vehicles; i) Superintend over the Security Unit and ensure the provision of quality security services; j) Establish early warning systems that identify and provide warning about safety and security of buildings, sites, locations, events and activities; k) Respond in a timely manner to emergencies or urgent issues as they arise; l) Direct, plan and implement essential central services such as security, estate, cleaning, catering, waste disposal and recycling; m) Superintend over labelling of structures; n) Ensure that buildings meet health and safety requirements; o) Keep an up-to-date inventory of all buildings, equipment, vehicles and other valuable properties with their respective service, maintenance and insurance renewals schedules; p) Manage space allocation for official gatherings by staff or external bodies; q) Offer various student and staff municipal services; r) Perform any other emerging activities outside the schedules of any other administrative directorate. |
| 6. | Directorate of University Relations | <ul style="list-style-type: none"> 1) Responsible for building and maintaining the University’s corporate image and relationship with its publics, managing events and communicating with the University’s stakeholders. 2) Without prejudice to the generality of the foregoing, the Directorate of University Relations shall also be responsible for: <ul style="list-style-type: none"> a) Coordinating and overseeing the organization of all major or special events and ceremonies including matriculation, congregation, investiture, public lectures and inaugural, inter-faculty and valedictory lectures; b) Receiving guests and visitors of the University and providing the necessary courtesies and protocols; c) Regulating and controlling the putting up of notices, posters, and banners; d) Marketing, branding and communications; e) The maintenance of relations with the Alumni of the University; f) Dissemination of information to internal and external stakeholders; g) The production of university publications; |

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| | | h) The discharge of any other assignments that the Registrar shall deem necessary. |
| 7. | Directorate of Works and Physical Development | <p>1) Responsible for providing and maintaining the physical infrastructure, including, buildings, plant, machinery, utilities, roads, byways, grounds and gardens of the University, whether owned, leased or otherwise controlled or possessed by the University, wherever situated.</p> <p>2) Responsible for the overall development and maintenance of the physical and infrastructural works of the University in an efficient and effective manner.</p> <p>3) Without prejudice to the generality of the foregoing, subject to the approval of the Development Committee, the Directorate of Works and Physical Development shall handle or deal with:</p> <p>a) The supervision of works and contracts to ensure that construction and renovations are in consonance with prevailing industry standards and specifications, taking due cognizance of the needs and requirements of the University;</p> <p>b) The management of construction contracts with a view to ensuring compliance and due delivery of projects;</p> <p>c) The procurement of designs and drawings, works and consultancy services relating to the provision of technical advice on construction in compliance with national law and these Statutes;(d) the management and maintenance of the buildings, roads, drains, parks and gardens of the University and their designs and drawings;</p> <p>e) Exercising oversight responsibility over the operations of the Maintenance Unit;</p> <p>f) The general landscaping of campuses and properties of the University;</p> <p>g) The acquisition and allocation of housing for employees of the University;</p> <p>h) The construction and maintenance of residential facilities for students;</p> <p>i) The management and control of land use and the maintenance of records on all land transactions entered into by and on behalf of the University;</p> <p>j) The provision of valuation services;</p> <p>k) The management, control and disposal of waste;</p> <p>l) The provision of fumigation and other pest control services; and</p> <p>m) The discharge of any other assignments that the Vice-Chancellor shall deem necessary.</p> |
| 8. | Directorate of Information Communication Technology | <p>1) Responsible for providing and maintaining the ICT infrastructure of the University wherever situated.</p> <p>2) Specifically responsible for:</p> <p>a) Providing leadership for the development of a progressive ICT environment within the University and all distance learning centres;</p> <p>b) Overseeing the design and facilitating the integration of sound ICT architecture, technology standards and best practices for the University;</p> <p>c) Developing programmes and schedules that include privacy and security oversight for academic and administrative information processes, and computer services to meet the goals and objectives of the University;</p> <p>d) Developing strategic plans and implementing the objectives of the information technology needs of the university to ensure the computer capabilities are responsive to the needs of the university's growth and objectives;</p> |

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| | | <ul style="list-style-type: none"> e) Overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages; f) Developing, reviewing and certificating all back-up and disaster recovery procedures and plans; g) Developing, directing and managing all computing and ICT strategic plans of the University; h) Establishing university infrastructure to support and guide individual divisions, faculties, departments, or campuses in computing and information technology efforts; i) Ensuring the identification and installation of appropriate and progressive IT infrastructure that can support administration, and enhance teaching and research; j) Providing leadership in the formulation and implementation of effective online teaching and learning; k) Advising on the acquisition of digital academic resources to support virtual teaching and learning; l) Planning and executing training programmes in ICT for staff and students; m) Improvement in teaching delivery and aided technologies; n) Developing and maintaining, and facilitating implementation of a sound and Integrated ICT architecture; o) Directing the information and data integrity of the university and its business units; p) Developing and establishing operating policies and approaches for computing and information technology; q) Evaluating overall operations of computing and information technology functions and recommending enhancements; r) Advising senior management on strategic systems conversions and integrations in support of institutional goals and objectives; s) Preparing university ICT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information; t) Interacting with senior academic decision makers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information; u) Reviewing and approving major contracts for computing and information technology services and equipment including service level agreements; ensuring the security of the information systems, communication lines, and equipment; w) Identifying emerging information technologies to be assimilated, integrated, and introduced within the University; x) Assessing new computing technologies to determine potential value for the university; y) Recruiting, training, supervising, and evaluating department staff; and z) Undertaking any other assignments that the Vice-Chancellor or Registrar shall deem necessary. |
| 9. | Directorate of University Health Services | 1) In collaboration with the Vice-Chancellor and the Registrar, he or she shall exercise oversight responsibility over the operations of all hospitals, clinics and other health units of the University. |

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| | | 2) The Director of University Health Services shall perform any other functions as may be assigned to him or her by the Vice-Chancellor through the Registrar. <i>*This directorate is yet to be constituted.</i> |
| 10. | Directorate of Strategic Business & Professional Development | Responsible for: a) The revenue generating units of the University; b) The management of the hostels of the University; c) The management of the Printing/ Reprographic Unit; d) The management of the Technical Education and Training Unit; e) The management of the University bookshop; f) The management of other commercial activities; g) Adding value to the existing service lines and also rolling out new product/service lines for business growth; h) Negotiating business contracts; i) Initiating, encouraging, promoting, facilitating and coordinating the University's business enterprise; j) Customer engagement practices such as frequent interactions, understanding requirements, collecting feedback on implementation and taking corrective measures, where required; k) Establishing standard systems and procedures in the Unit for high quality service delivery to clientele and ensure higher profitability through effective utilization of resources; l) Promoting strategic partnerships between the University and industries and business community; and m) Perform any other related functions as may be assigned by the Vice-Chancellor. |
| 11. | Directorate of Quality Assurance & Promotion | 1) The Directorate of Quality Assurance and Promotion is responsible for coordinating, planning and monitoring academic programmes of the University. 2) The Directorate of Quality Assurance and Promotion shall be the university wide body with the responsibility of spearheading the quality assurance system of the University including all sections and the various mechanisms designed to maintain high performance standards. |
| 12. | University Library | 1) Responsible for the management of all libraries and related information and communication materials and resources of the University in accordance with the rules and regulations approved by the Academic Board. 2) Implement decisions of the Library Board approved by the Academic Board. |
| 13. | Directorate of International Programmes & Institutional Advancement | 1) Responsible for: a) the management of all agreements establishing links between the University and foreign institutions of learning; b) The promotion and advertisement of the programmes of the University to International students and Researchers; c) The organization of summer schools and orientation programmes for foreign students; d) The provision of guidance and counselling services for international students; e) the coordination of staff and student exchange and external staff training programmes; f) Creating and maintaining a comprehensive database of students and external assistance programmes; |

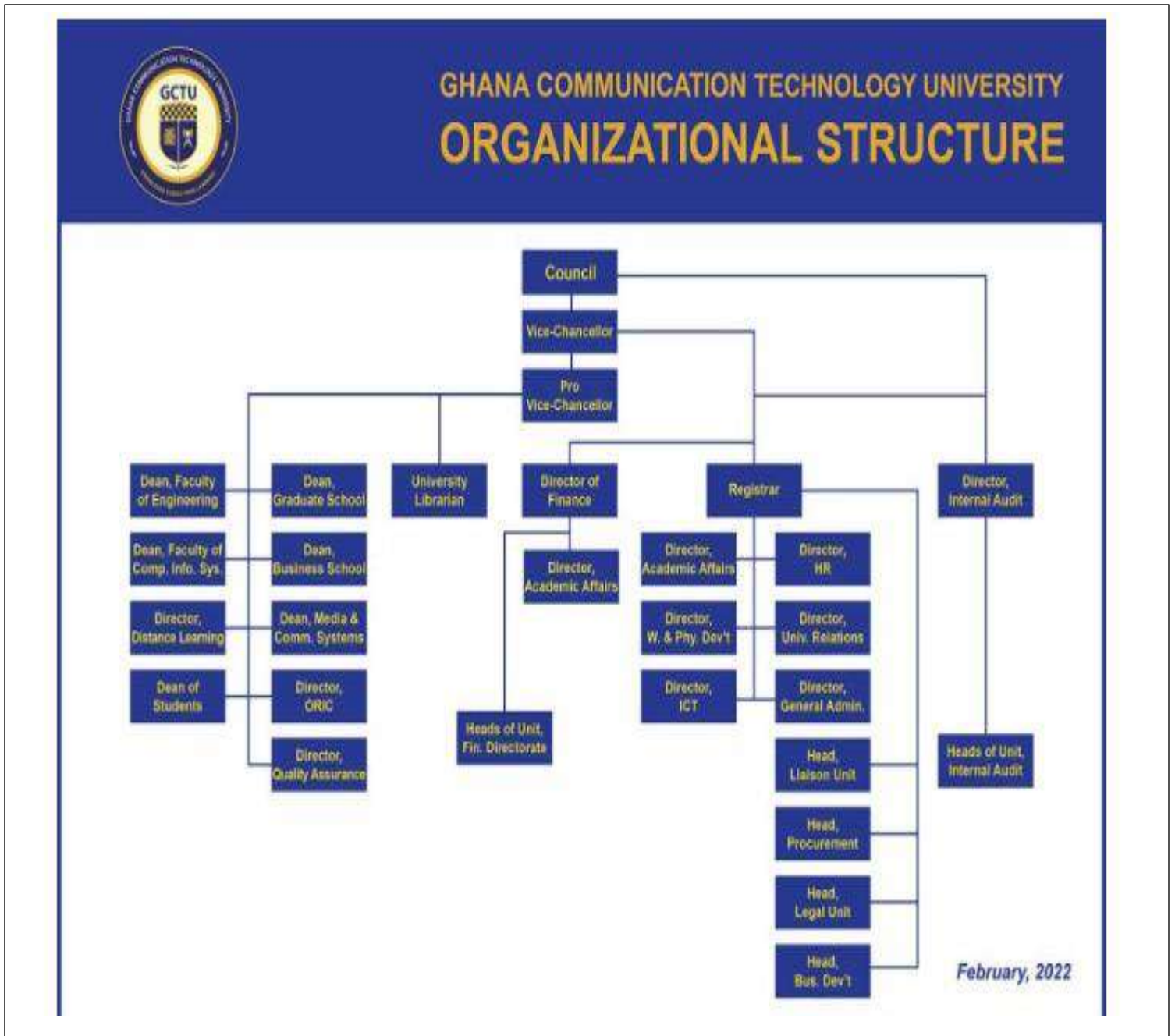
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| | | <p>g) Performing such other functions as shall be determined by the Vice-Chancellor or University Council.</p> <p>2) The Directorate of International Programmes and Institutional Advancement is responsible for the following development-related functions, which include but not limited to:</p> <p>a) Assisting the Vice-Chancellor, the Management, the Faculty, and the Staff in advancing the mission of the University;</p> <p>b) Fundraising (including major gifts, special project or capital campaigns, deferred/planned donations; corporate and foundation grants; with a special focus on cultivating, soliciting and stewarding support from Alumni, individuals, corporations, foundations, and other constituencies);</p> <p>c) Managing a portfolio of donors and prospects for which s/he cultivates, solicits and stewards in their relationship to the University;</p> <p>d) Developing and implementing a comprehensive fundraising plan that addresses the needs and strengths of all the constituent units of the University;</p> <p>e) developing and implementing workable, practical, and sustainable systems and processes that enhance and reward productivity in all areas of Institutional Advancement;</p> <p>f) Developing and implementing strategies to identify, cultivate, and steward new funding sources;</p> <p>g) Working closely with the Vice-Chancellor to determine fundraising priorities, including measurable goals and benchmarks of short and long-term objectives;</p> <p>h) Measuring the success of Institutional Advancement and report to the Vice-Chancellor once every semester and as and when appropriate;</p> <p>i) Remaining current on national policies and procedures that are relevant to fundraising programmes; and attend fundraising and donor cultivation events as necessary;</p> |
| 14. | Procurement Unit | <p>1) Ensure that the procurement activities of the University are efficient, effective and in line with the Procurement Act, 2003 (Act 663) and the Public Procurement (Amendment) Act, 2016 (Act 914);</p> <p>2) The Head of Procurement shall manage the stores;</p> <p>3) Perform any other related functions as may be assigned to by the Vice-Chancellor or the Registrar.</p> |
| 15. | Legal Unit | <p>1) Responsible for all legal matters of the University including but not limited to advising the Vice-Chancellor on contracts being entered into by the University, handling legal suits against the University at the Courts of Justice and any other matters that may be referred to him/her by the Vice-Chancellor.</p> |
| 16. | Directorate of Research, Innovation and Consultancy | <p>1) Responsible for:</p> <p>a) The development and implementation of the University's research policy and guidelines;</p> <p>b) Guide consultancy/research teams in carrying out assignments/studies and preparation of detailed project reports;</p> <p>c) The promotion, facilitation and co-ordination of research activities in the University as a whole;</p> <p>d) Establishing operational systems for ethical clearance, as well as their monitoring and evaluation;</p> |

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| | | <ul style="list-style-type: none"> e) Representing the interests of the University in contractual applications and reporting; f) Setting standards and ensuring effective dissemination of high-quality research output; g) Administering contract research; h) Promoting the development of faculty capability and capacity to deliver high quality research output; i) Ensuring effective distribution and efficient use of research funds, in line with priority areas identified in the University's strategic plan and national needs; j) The development of a fundraising strategy and to raise funds for research; k) Providing liaison between the University and funding agencies and broker strategic partnerships between such agencies and the University; l) The registration, protection, patenting and commercialization of intellectual property; m) Any other functions as shall be assigned by the Vice-Chancellor. |
| 17. | Directorate of Institute of Continuing & Distance Education | <ul style="list-style-type: none"> 1) Responsible for providing leadership and supervise the academic and administrative activities of the Institute of Continuing and Distance Education, and shall: <ul style="list-style-type: none"> a) Ensure that only qualified students are admitted into and remain on the Continuing and Distance Education programme; b) Provide accurate and timely information to prospective students, faculty and administrators concerning the Continuing and Distance Education programme; c) Counsel Continuing and Distance Education students with academic challenges; and d) Recommend for approval by the responsible faculty or school, the award of Continuing and Distance Education degrees. |
| 18. | Dean's Office, Students Affairs | <ul style="list-style-type: none"> 1) Liaise with the Pro Vice-Chancellor, Registrar, Deans of Faculties/Schools, the Student Representative Council and other appropriate bodies in all matters affecting the welfare of Junior Members. 2) Responsible to the Pro Vice-Chancellor for: <ul style="list-style-type: none"> a) Counselling and placement of students; b) The provision of chaplaincy services through the Chaplaincy Board to students and other members of the University; c) The resolution of conflict between students and halls and hostels of residence as well as conflicts involving students outside of halls and hostels; d) Making representation to the University about ways of enhancing the quality of students' life; e) Ensuring the maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefits from their university experience; f) Ensuring the orderly organization of students' activities within the University; g) Providing leadership to all bodies and activities that promote the well-being of students of the University including the Students' Representative Council (SRC), the GCTU branch of Graduate Students' Association of Ghana (GRASAG) and the Counselling Unit; |
| 19. | Business School | <ul style="list-style-type: none"> 1) The Dean of a Faculty/School shall be responsible to the Vice-Chancellor through the Pro Vice-Chancellor for providing leadership to the faculty and maintaining and |

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| | | <p>promoting the efficiency and good order of the Faculty in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty/School Board.</p> <p>2) The Dean shall be the Chairperson of the Faculty/School Board and Head of the Faculty/School.</p> <p>3) The Dean shall, in consultation with the Heads of Departments, have the responsibility for the postgraduate training of the faculty's own graduates and lecturers on study leave.</p> <p>4) The Dean shall liaise with industries, professional institutions, associations and similar bodies and organize consultative meetings of Faculty members and industrial experts in the various professional fields within the faculty.</p> <p>5) The Dean shall liaise with other Faculties or Schools and take responsibility for the organization of common courses.</p> <p>6) The Dean shall co-ordinate the work of the Departments within the Faculty.</p> <p>7) The Dean shall consult with and be assisted by the Heads of Departments in the execution of his/her duties.</p> |
| 20. | Faculty of Engineering | <p>1) The Dean of a Faculty/School shall be responsible to the Vice-Chancellor through the Pro Vice-Chancellor for providing leadership to the faculty and maintaining and promoting the efficiency and good order of the Faculty in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty/School Board.</p> <p>2) The Dean shall be the Chairperson of the Faculty/School Board and Head of the Faculty/School.</p> <p>3) The Dean shall, in consultation with the Heads of Departments, have the responsibility for the postgraduate training of the faculty's own graduates and lecturers on study leave.</p> <p>4) The Dean shall liaise with industries, professional institutions, associations and similar bodies and organize consultative meetings of Faculty members and industrial experts in the various professional fields within the faculty.</p> <p>5) The Dean shall liaise with other Faculties or Schools and take responsibility for the organization of common courses.</p> <p>6) The Dean shall co-ordinate the work of the Departments within the Faculty.</p> <p>7) The Dean shall consult with and be assisted by the Heads of Departments in the execution of his/her duties.</p> |
| 21. | Faculty of Computing & Information Systems | <p>1) The Dean of a Faculty/School shall be responsible to the Vice-Chancellor through the Pro Vice-Chancellor for providing leadership to the faculty and maintaining and promoting the efficiency and good order of the Faculty in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty/School Board.</p> <p>2) The Dean shall be the Chairperson of the Faculty/School Board and Head of the Faculty/School.</p> <p>3) The Dean shall, in consultation with the Heads of Departments, have the responsibility for the postgraduate training of the faculty's own graduates and lecturers on study leave.</p> |

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| | | <p>4) The Dean shall liaise with industries, professional institutions, associations and similar bodies and organize consultative meetings of Faculty members and industrial experts in the various professional fields within the faculty.</p> <p>5) The Dean shall liaise with other Faculties or Schools and take responsibility for the organization of common courses.</p> <p>6) The Dean shall co-ordinate the work of the Departments within the Faculty.</p> <p>7) The Dean shall consult with and be assisted by the Heads of Departments in the execution of his/her duties.</p> |
| 22. | School of Graduate Studies & Research | <p>1) The Dean of a Faculty/School shall be responsible to the Vice-Chancellor through the Pro Vice-Chancellor for providing leadership to the faculty and maintaining and promoting the efficiency and good order of the Faculty in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty/School Board.</p> <p>2) The Dean shall be the Chairperson of the Faculty/School Board and Head of the Faculty/School.</p> <p>3) The Dean shall, in consultation with the Heads of Departments, have the responsibility for the postgraduate training of the faculty's own graduates and lecturers on study leave.</p> <p>4) The Dean shall liaise with industries, professional institutions, associations and similar bodies and organize consultative meetings of Faculty members and industrial experts in the various professional fields within the faculty.</p> <p>5) The Dean shall liaise with other Faculties or Schools and take responsibility for the organization of common courses.</p> <p>6) The Dean shall co-ordinate the work of the Departments within the Faculty.</p> <p>7) The Dean shall consult with and be assisted by the Heads of Departments in the execution of his/her duties.</p> |
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4. The GCTU Organogram



5. Categories of Accessible Information

The public may access the following information from the University based on the intents and purposes presented by an individual/organization in a completed application form:

- a) **Academic**
- b) **Administrative**
- c) **Financial**
- d) **Technical**

6. Access to Information

Right of Access to Information

- a) A person has the right to access information from GCTU subject to the provisions of the Law.
- b) The right may be exercised through an application made in accordance with Section 18 of the RTI Law.
- c) A person may apply for information without giving a reason for the application.
- d) If an applicant requests that the application be treated as urgent, the applicant shall state the reason for the urgency.

7. Application of the RTI Law

a) Procedures for Handling Client Information Requests

The RTI Law offers a platform for members of the public to access information from public offices and organizations working for and on behalf of the Government of Ghana including the Ghana Communication Technology University (GCTU). Under the Law, members of the public have the right to seek information on any matters of concern and public interest at any time from GCTU.

b) In making the request, the following information must be provided:

- Date of the Application.
- Name of the applicant or the person on whose behalf an application is being made.
- Name of the organization represented by the applicant.
- Available contact details of the applicant or address of the person/organization on whose behalf an application is being made (Telephone Number, Email, Postal Address, Fax).
- Brief description of information being sought. (Applicant are to specify the class and type of information including cover dates).
- Payment of relevant fee if applicable.
- Signature/ thumbprint.

c) Provision of identification

The applicant must present at least one (1) of the following valid identification cards (IDs) to serve as proof of identity:

- Driver's License.
- Passport.
- Ghana Card.
- Voter's ID.

d) The applicant should state the format of information being requested and the mode of transmission. Example (do you need certified true copy, normal photocopy or electronic copies. Would you want to receive it through a postal address, e-mail, courier services, fax etc.)

e) Where an applicant cannot write due to illiteracy or a disability, he/she may make the request orally. However, oral request must conform to the following guidelines;

- The Information Officer must reduce the oral request into writing and give a copy of the written request as recorded for the applicant to authenticate. (s. 18) (3).
- The Information Officer shall clearly and correctly read and explain the written request to the understanding of the applicant.
- A witness must endorse the face of the request with the writing; "the request was read to the applicant in the language the applicant understands and the applicant appeared to have understood the content of the request."
- The applicant must then make a thumbprint or mark on the request.

8. Processing the Application

a) Applications would be treated on a priority basis. The Information Officer is responsible for handling requests to ensure that statutory deadlines are met.

b) He reviews and identifies which part is exempt based on Section 5 to 16 of the RTI Act and determines which of the units in the institution have the records or is responsible for the subject matter of the request.

c) Provision is made under Section 20 for the transfer of an application within a period of not more than **ten days** of receipt where the public institution to which the application was initially made is unable to deal with the application. In such situations, applicants would be notified accordingly with the reasons and dates of transfer.

- d) For information readily available in official publications, the Information Officer shall direct the applicant to the institution having custody of that publication and notify the public institution of the request. (s.21).
- e) If a requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

9. Response to Applicants

a) The Information Officer is required under Section 23 of the RTI Act to notify applicants within fourteen (14) days from the date of receipt. Applicant should however note that the time limit does not apply to applications transferred to another public institution or which has been refused due to failure to pay prescribed deposit or fee. (s.23) (6) The notice should state:

- Whether or not full access to the requested information will be granted or only a part can be given and the reason.
- The format and mode of the access.
- The expected publication or submission day of the information in the case of a deferred access.
- The prescribed fee (s.24).

b) The Information Officer can request an extension to the deadline if:

- Information requested is voluminous.
- It is necessary to search through a large number of records.
- The information has to be gathered from more than one source.
- Consultation with someone outside the institution is required.

c) The Information Officer would in such situations notify applicants of an extension as well as the period and reason for the extension. An extension should not be more than seven days.

d) In giving applicants access to information, the applicant would be given the opportunity to inspect the information or receive a copy physically or any other form required such as electronic, magnetic, optical or otherwise, including a computer printout, various computer storage devices and web portals.

- Where access cannot be given in the form specified by the applicant, access can be given in some other form. In such cases, the applicant shall be provided with a reason why access cannot be given in the specified form.

10. Amendment of Personal Record

A person given access to information contained in records of a public institution may apply for an amendment of the information if the information represents the personal records of that person and in the person's opinion, the information is incorrect, misleading, incomplete or out of date.

11. How to apply for an Amendment

a) The application should be in writing indicating;

- Name and proof of identity.
- Particulars that will enable the records of the public institution identify the applicant.
- The incorrect, misleading, incomplete or the out-of-date information in the record.
- Signature of the applicant.

b) For incomplete information claimed or out of date records, the application should be accompanied with the relevant information which the applicant considers necessary to complete the records.

c) The address to which a notice shall be sent should be indicated.

d) The application can then be submitted at the office of the public institution.

e) A statutory declaration must be attached.

12. Procedure for Personal Record Amendment

A University staff who wishes to make amendment(s) to his/her personal records

13. Fees and Charges for Access to Information

The Act mandates Parliament in Section 75 to approve a fee that public institutions can charge. However, fees shall apply to only the three circumstances stated below:

- Request for information in a language other than the language in which the information is held. (s.75) (3).
- When request is made for a written transcript of the information, the information officer may request a reasonable transcription cost. (s.75) (4).
- Cost of media conversion or reformatting. (s.75) (5). Under Section 75 (2), fees are not payable for:
 - reproduction of personal information
 - information in the public interest
 - information that should be provided within stipulated time under the Act
 - an applicant who is poor or has a disability
 - time spent by the information officer to examine and ensure the information is not exempt.
 - preparing the information.

14. Exempt Information

Internal working information of public institutions

- 1) Information is exempt from disclosure where the disclosure of the information will reveal
 - a) opinion of an advice given, or
 - b) a recommendation, consultation or deliberation made to the public institution and is likely to undermine the deliberative process-in that public institution,
- 2) Information which
 - a) merely contains that which has been publicly mentioned as the basis of a public policy or for Formulating public policy, or
 - b) contains only factual or statistical data, is exempt from disclosure.

15. Fees

The fees and charges approved by Parliament presented under Fees and Charges (Miscellaneous Provisions) Act, 2022, (Act 1080) is to cover the cost associated with application for, or access to information.

Below are the details of the approved fees:

| S/N | REVENUE ITEM | APPROVED FEE & CHARGES |
|-----|--|------------------------|
| 1. | For every photocopy of an A4 size page or part thereof. | Gh¢0.27 |
| 2. | For every printed copy of an A4 size page or part thereof held by on a computer or in electronic or machine-readable form. | Gh¢0.38 |
| 3. | For a copy in a computer readable form on an external storage device. | Gh¢0.29 |
| 4. | For a transcription of a visual images for an A4 size page or a part thereof. | Gh¢1.28 |
| 5. | For a copy of visual images. | Gh¢3.50 |
| 6. | For a transcription of an audio record for an A4 size page or part thereof | Gh¢0.70 |
| 7. | For a copy of audio record | Gh¢1.00 |

16. Exemptions

Indigenous of the organization within which the University is situated and the physically-challenged are exempted from paying the cost of information requested.

17. Annual Report

- 1) A public institution shall, within sixty days after the 31st of December each year, submit a written report on the activities of the public institution under this Act during the preceding year to the Commission.
- 2) The report shall include:
 - a) the number of applications for information during the reporting period.
 - b) the number of applications approved and the number rejected together with the reasons for the rejection.
 - c) the number of reviews requested, the number granted and the number dismissed together with reasons; and
 - d) the number of applications to the Court for judicial review and the results of the reviews, if any.
- 3) The Minister may in writing request for any other information which the Minister considers necessary for the purposes of submitting a comprehensive report to Parliament.
- 4) The Minister shall by the 30th of June each year, lay before Parliament, an annual report on the activities of public institutions and the Commission in respect of the preceding year based on the annual reports of the public institutions.

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Appendix "A"

RTI Application Form

RTI Application Form
FORM 'A'
See Rule 3(1)

I. D. No.
(For Office Use Only)

To
The Public Information Officer/
Assistant Public Information Officer

- 1. Full Name of The Applicant : _____
- 2. Father Name/Spouse Name : _____
- 3. Permanent Address : _____
: _____
: _____
- 4. Correspondence Address : _____
: _____
: _____
- 5. Particulars of The Information Solicited
 - a) Subject Matter of Information (*) : _____
 - b) The period to which information relates (**): _____
 - c) Specific Details of Information required (***): _____
: _____
: _____
: _____
: _____
 - d) Whether information is required by Post : _____
or in person (the actual postal fees shall be : _____
included in additional fee in providing the information)
 - e) In case by Post (ordinary/registered : _____
or speed post)
- 6. Is this information not made available by : _____
public authority under voluntary disclosure?
- 7. Do you agree to pay the required fee? : _____
- 8. Have you deposited application fee? : _____
(If Yes, Details of such deposit) : _____
- 9. Whether belongs to below Poverty Line category? : _____
(If yes, you furnished the proof of the same with : _____
application?)

Place:
Date:

Signature of Applicant

(*) Broad Category of the subject to be indicated (such as grant of government service matters/Licenses etc.)
(**) Relevant period for which information is required to be indicated.
(***) Specific details of the information are required to be indicated.



GHANA COMMUNICATION
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GCTU-RTI Manual | DUR

August 23, 2023.