



34th CONGREGATION

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

Dear Graduand,

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

Date: Saturday, 30th November, 2024

Venue: GCTU Forecourt, Main Campus, Tesano

Time: 8:30 am

Mode: Physical

Theme: Bridging Divides: Technology and Education for an Inclusive Digital Economy.

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:** Graduands are required to visit the link below to familiarize themselves with the graduation proceedings.

<https://site.gctu.edu.gh/announcements/video-34th-congregation-dress-guide>

- 2) **Dress Code:** Formal Attire

- 3) **Payment of graduation fees**

Graduands are required to pay an amount of **GHC500.00** as graduation fee 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: Consolidated Bank Ghana

Account Number: 1716672100001

Branch: Manet Towers

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 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 forms 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 form 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 as well as the certificate scroll can be collected at the School/Faculty administration, Tesano/Abeka campuses as follows:

Date	Day	Time
26 th – 29 th November, 2024	Tuesday- 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, 30th November, 2024.

Gowns should be returned immediately after the ceremony or not later than Wednesday, 4th December, 2024. 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

All GCTU students can collect their certificates from Monday 9th December, 2024 at the Academic Affairs Directorate (Block B, Ground Floor), after submitting their gowns.

KNUST undergraduate students shall be notified in due course regarding collection of their certificates.

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, 4th December, 2024 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:



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

Dated: Monday, 25th November, 2024.