Government of Ghana

Right to Information Manual University of Media, Arts and Communications UniMAC

2025

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1. Overview

This Right to Information (RTI) Manual is in pursuant to the provisions of the recently passed Act, (Act 989) by Parliament and assented to by the former President, Nana Addo Dankwa Akuffo-Addo.

The Act gives substance to the constitutional right to information provided under Article 21 (1) (f) of the Constitution, enabling citizens access to official information held by government institutions, and the qualifications and conditions under which the access may be obtained.

In accordance with Section 80, the Act applies to information which came into existence before, or which will come into existence after the commencement of the Act.

1.1 **Purpose of Manual** – To inform/assist the public on the organizational structure, responsibilities and activities of the University of Media, Arts and Communications (UniMAC) and provide the types of information and classes of information available at UniMAC including the location and contact details of its Information Officers and units.

2. Set up of the University of Media, Arts and Communication (UniMAC)

This section describes the University's vision and mission and lists the names of all Directorates, Faculties and Departments in the University, including the description of organizational structure, responsibilities, details of activities and classes and types of information accessible at a fee.

Vision

To become a first-rate university that pursues excellence in research and professional education and training in the broad fields of Communication and the Creative Arts, for societal transformation.

Mission

To deliver value-based education and training utilizing a technology-driven platform that allows academics, industry professionals, alumni, entrepreneurs, and students to work together to foster a culture that promotes distinctiveness in research, teaching, learning and practice.

Directorates, Faculties and Departments under UniMAC
1. Directorate of Public Affairs 2. Directorate of Research 3. Centre for International Relations 4. Directorate of Quality Assurance and Academic Planning 5. Directorate of Internal Audit 6. Directorate of IT Services 7. Directorate of Procurement 8. Directorate of Physical Development and Estate 9. Directorate of Human Resource 10. Directorate of General Administration and Consular Services 11. Directorate of Academic Affairs 12. Directorate of Finance 13. Directorate of Legal 14. Faculty of Journalism and Media Studies, IJ 15. Faculty of Integrated Communication Sciences, IJ 16. Faculty of Public Relations, Advertising and Marketing, IJ 17. Faculty of Applied Language Studies, IL 18. Centre for Foreign Language Learning, IL 19. Faculty of Film and Television, IFT

20. Department of Journalism, IJ
21. Department of Media Studies, IJ
22. Department of Languages
23. Department of Public Relations, IJ
24. Department of Marketing, IJ
25. Department of Advertisement, IJ
26. Department of Communication Studies, IJ
27. Department of Social Sciences, IJ
28. Department of English, IL
29. Department of French, IL
30. Department of Arabic, IL
31. Department of Translation Studies, IL
32. Department of Bilingual Studies, IL
33. Department of Film Techniques, IFT
34. Department of Film Artistic, IFT
35. Department of Broadcast Journalism, IFT
36. Department of Multimedia Production, IFT
37. Department of Production, IFT

38. School of Translators and Bilingual Business Studies, IL
39. School of Graduate Studies
40. School of Alternative learning

NB: This organizational structure can vary over time due to changes in the University's strategic direction.

Responsibilities of the University:

UniMAC is the first public University in Ghana established by an Act of Parliament (Act 1059), which merges three specialized institutions comprising the erstwhile Ghana Institute of Journalism (GIJ), Ghana Institute of Languages (GIL) and National Film and Television Institute (NAFTI).

UniMAC in Ghana has several responsibilities. As a public University, UniMAC is committed to providing a holistic education that blends creativity with technical proficiency as listed below:

1. **Academic Responsibilities:**
   UniMAC offers various Undergraduate and Graduate programmemes. It offers a PhD in Media and Communication under its School of Graduate Studies and Research. The University is responsible for providing quality education and training to its students, equipping them with hands-on skills and making them industry ready.
2. **Research and Innovation:**
   UniMAC aims to push the frontiers of innovative research to help solve the numerous challenges facing the Media, Arts, and Communication industry. The University is responsible for conducting research and fostering innovation in these fields.
3. **Community Engagement:**
   UniMAC engages with the community through partnerships, events and activities. Such partnerships include the Berlinale Spotlight Screening, which promotes cultural exchange and enthusiasm for the film industry. The University also creates awareness on social issues like cancer, Artificial Intelligence impact, among others, through events and campaigns.
4. **Governance and Administration:**
   UniMAC has a Governing Council that oversees the University's growth agenda, including developing robust 21st century programmemes, enhancing research initiatives, and cultivating a culture of academic excellence and innovation. The Governing Council is responsible for effective governance and administration, ensuring that it meets its goals and objectives.

Overall, UniMAC plays a vital role in promoting education, research, and innovation in Ghana, while also engaging with the community and fostering academic excellence.

2.1 Description of Activities of each Directorate

Directorate	Responsibilities/Activities
1. Directorate of Public Affairs	• Stakeholder Relations • Communication Strategy • Crisis Communication • Brand Management • Event Management • Social Media Management • Reputation Management • Internal Communications Overall, the Directorate of Public Affairs plays a critical role in promoting the University's image, managing its reputation, and communicating its message to various stakeholders.
2. Directorate of Research, Innovation and Development	• Research Coordination • Research Policy Development • Research Capacity Building • Thesis and Dissertation Management • Research Collaboration and Partnerships Overall, the Directorate of Research, Innovation and Development plays a critical role in promoting research excellence, innovation, and development education at UniMAC.
3. Centre for International Relations	• Centralising and Coordinating International Activities • Implementing International Strategic Goals • Key liaison for all International Partners

	Some of the specific services they provide to international students, partners, and visitors include: • Pre-Arrival Support • Airport Meet and Greet: A warm welcome to Ghana and UniMAC. • Orientation Programmemes • Information Sessions • Study Tours and Sightseeing Trips • Counseling and Welfare Services • Emergency Assistance
4. Directorate of Quality Assurance and Academic Planning	• Developing and Implementing Quality Assurance Policies • Conducting Institutional and Programmemes Accreditations • Monitoring and Evaluating Academic Programmemes • Ensuring Compliance with Regulatory Requirements • Developing and Implementing Academic Plans • Coordinating Curriculum Development and Review • Managing Academic Resource Allocation Overall, the Directorate of Quality Assurance and Academic Planning plays a critical role in ensuring the academic excellence and quality of UniMAC's programmemes and services.
5. Directorate of Internal Audit	• Auditing and Assurance • Risk Management

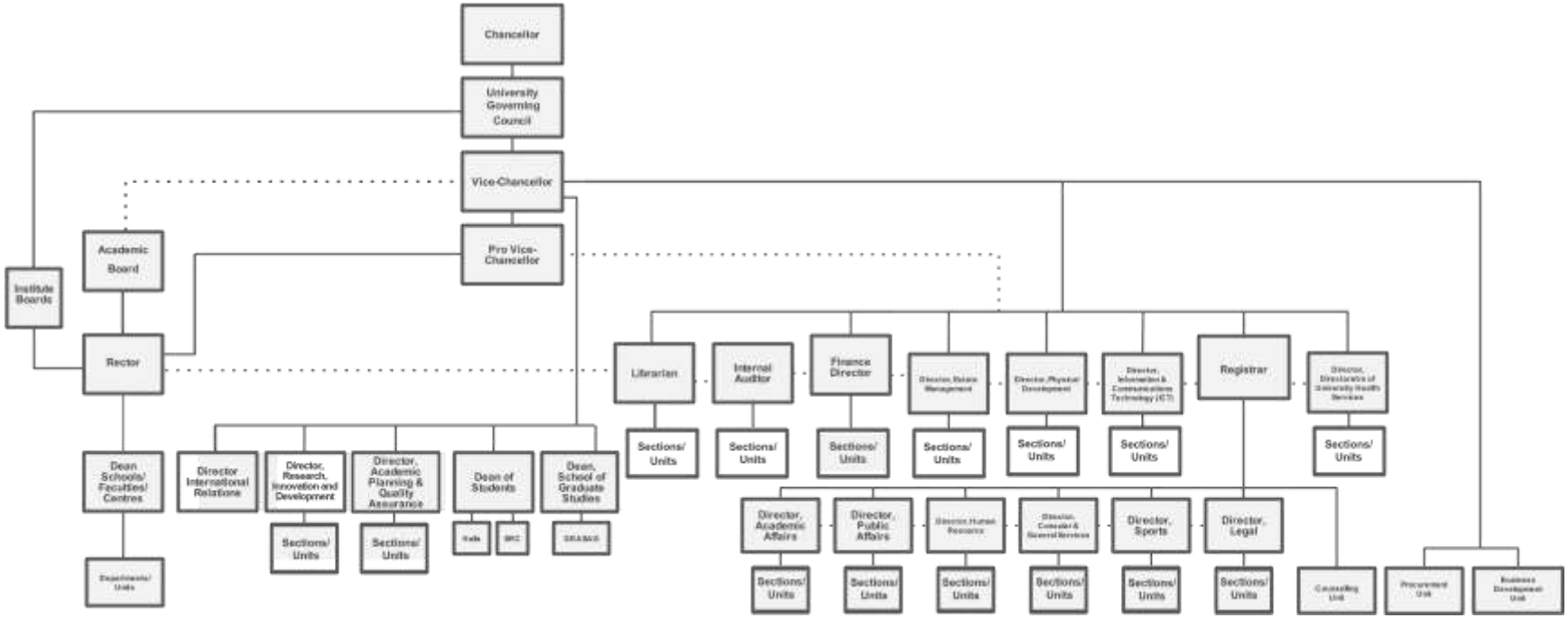
	• Compliance to procedures and Requirements • Operational Audits • Investigation and Special Audits • Reporting and Follow-up Overall, the Directorate of Internal Audit plays a critical role in ensuring the integrity, transparency, and accountability of UniMAC's operations.
6. Directorate of IT Services	• IT Infrastructure Management • Network and Cybersecurity • Software Development and Support • IT Service Desk and Support • Data Management and Analytics • IT Policy and Compliance • Digital Transformation and Innovation • Collaboration and Partnerships • IT Training and Development Overall, the Directorate of IT Services plays a critical role in supporting UniMAC's academic, administrative, and research activities through the effective use of technology.
7. Directorate of Procurement	• Promoting Good Governance • Database Management • Procurement Planning • Tendering and Contract Management • Supplier Management • Procurement Record-Keeping • Providing Procurement Advice

	The Directorate of Procurement plays a critical role in ensuring that UniMAC's procurement processes are efficient, effective, and transparent, and that the University gets value for money in its procurement activities.
8. Directorate of Physical Development and Estate	• Infrastructure Development and Maintenance • Construction Contract Management • Land Use Management • Housing Allocation • Estate Organization • Maintenance and Repairs • Environmental and Sanitation Management • Space Allocation Overall, the Directorate of Physical Development and Estate plays a critical role in ensuring the University's physical infrastructure supports its academic, administrative, and research activities.
9. Directorate of Human Resource	• Recruitment and Selection • Staff Administration • Performance Management • Training and Development • Employee Relations • Policy Development and Implementation • Strategic HR Planning Overall, the Directorate of Human Resource plays a critical role in supporting the University's mission and goals by ensuring that the institution

	has the right people with the right skills to achieve success.
10. Directorate of General Administration and Consular Services	• Assisting the Registrar in Administrative functions • Logistics and Infrastructure Management • Environmental and Sanitation Management • Transport and Security Management • Emergency Response and Planning • Health and Safety Compliance • Inventory Management • Travel planning Assistance These responsibilities are crucial in ensuring the smooth operation of the University's administration and consular services.
11. Directorate of Academic Affairs	• Academic Policy Development and Implementation • Academic Programmemes Management • Admissions and Enrolment Management • Examinations and Assessment Management • Academic Scheduling and Timetabling • Academic Records Management • Academic Advising and Support • Quality Assurance and Accreditation • Academic Staff Management • Student Conduct and Discipline Overall, the Directorate of Academic Affairs plays a critical role in ensuring the academic

	integrity and quality of UniMAC's programmemes and activities.
12. Directorate of Finance	• Financial Planning and Budgeting • Accounting and Financial Reporting • Treasury Management • Procurement and Contract Management • Grant and Fund Management • Internal Audit and Control • Compliance and Risk Management • Financial Analysis and Advice Overall, the Directorate of Finance plays a critical role in ensuring the financial sustainability and stability of UniMAC Ghana.
13. Directorate of Legal	• Providing Legal Advice • Contract Review and Management • Litigation and Dispute Resolution • Regulatory Compliance • Risk Management • Policy Development and Review • Training and Capacity Building By fulfilling these responsibilities, the Directorate of Legal Counsel helps UniMAC Ghana maintain a strong legal foundation, minimize risks, and achieve its strategic objectives.

2.2 University of Media, Arts and Communication's Organogram



2.3 Current Constituent Institutes of UniMAC

Current Constituent Institutes of UniMAC
1. Institute of Journalism 2. Institute of Languages 3. Institute of Film and Television

Institute of Journalism	
Responsibilities of the Institute: 1. Providing Higher Education 2. Research and Development 3. Training and Capacity Building 4. Community Engagement 5. Student Development	**Details of Activities:** 1. Offering Undergraduate and Graduate Degree programmemes in journalism, mass communication, and related fields. 2. Conducting research in journalism, media studies, and communication through the Directorate of Research, Innovation and Development. 3. Organizing workshops, conferences, and seminars on topics related to journalism and media, such as media freedom, press freedom, and social media protests, among others. 4. Hosting public lectures and fora on issues of national interest, like government's e-levy public engagements and civic responsibility. 5. Providing students with practical training and experience in journalism,

	including mobile reporting, newsroom practices, and online new production

Institute of Languages	
Responsibilities of the Institution:	**Details of Activities:**
1. Academic Programmemes 2. Language Training 3. Research and Development 4. Community Engagement 5. Translation and Interpretation Services 6. Language Testing and Assessment 7. Staff Development	1. Offer Undergraduate and Graduate Degree programmemes in the following languages: English, French, Spanish, German, Chinese, and Ghanaian languages. 2. Develop and implement curricula for language programmes. 3. Provide language proficiency training for students, staff, and the public. 4. Offers language certification programmemes, in the languages taught in the Institute. 5. Conduct research in language studies, linguistics, and language education and publish research findings in reputable academic journals. 6. Organize language clubs and cultural events to promote language and cultural exchange. 7. Collaborate with language institutions and organizations to promote language education. 8. Offer translation and interpretation services for individuals, organizations, and government agencies. 9. Develop and administer language proficiency tests for students as well as providing language assessment services

	for academic and professional purposes. 10. Provides professional development opportunities for language instructors.

Institute of Film and Television	
Responsibilities of the Institution:	**Details of Activities:**
1. Academic Programmes 2. Film and Television Production 3. Training and Workshops 4. Research and Development 5. Community Engagement 6. Industry Partnerships 7. Facilities and Equipment 8. Staff Development	1. Offers Undergraduate and Graduate Degree programmes in film and television production, screenwriting, directing, editing, and related fields. Develops and implements curricula in film and television programmes. 2. Produces films, television programmes, and documentaries that showcase Ghanaian culture and talent. Collaborates with industry partners to produce content for local and international markets. 3. Provides practical training and workshops in film and television production, including screenwriting, directing, cinematography, and editing. Host masterclass and seminars with industry professionals. 4. Conducts research in film and television studies, including African cinema, film history, and media studies. Publishes research findings in reputable academic journals. 5. Organizes film festivals, screenings, and exhibitions to promote Ghanaian film and culture. Collaborates with local communities to produce content that tells their stories.

	6. Partners with film and television production companies to provide internship and job opportunities for students. 7. Collaborates with industry professionals to develop curriculum and provide training. 8. Maintains state-of-the-art film and television production facilities, including studios, editing suites, and equipment. Provides students with access to industry-standard equipment and software. 9. Provides professional development opportunities for faculty and staff in film and television production. Supports staff research and publication in film and television studies.

2.4 Classes and Types of Information

List of various classes of information in the custody of the UniMAC:
1. **Marketing and Communication Records:** Promotional materials, press releases, and other marketing-related documents. 2. **Administrative Records:** Policies, procedures, and other administrative documents (subject to access restrictions). 3. **Academic Records:** Course materials, syllabi (subject to access restrictions). 4. **Library and Information Resources:** Library catalog, online databases (subject to access restrictions). 5. **Governance and Compliance Records:** Governing council minutes, audit reports (subject to access restrictions).

Types of Information Accessible at a fee:
1. **Students Records:** Academic transcript, admission documents (Available to students and authorized third parties at a fee). 2. **Financial Records:** Budgets, Financial statements 3. **Research Data:** Research proposals, Research findings 4. **Infrastructure and Facilities Records:** Building plans, maintenance records (available to authorized third parties at a fee)

3. Procedure in Applying and Processing Requests

Section 18 of the RTI Act provides specific guidelines for application for access to information kept by a public institution. It is thus important that a request for information be made in accordance with provisions under this section. The Information Officer or a designated officer is responsible for dealing with applications made to the University of Media, Arts and Communication (UniMAC). To requests for information under the RTI Act from the UniMAC, applicants are to follow these procedures:

3.1 The Application Process

Application by any person or organization who seeks access to information in the custody of University of Media, Arts and Communication must be made in writing, using the standard RTI Application Form. (See Appendix A for the Standard RTI Application Form). A copy of the form can be downloaded and submitted to the University's central Administration, addressed to the Registrar or submitted electronically to the University of Media, Arts and Communication's official email rti@unimac.edu.gh or to the Ministry of Information website.

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).
    - Brief description of information being sought. (Applicants 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.
- National ID.
- 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 understand, and the applicant appeared to have understood the content of the request."*
- The applicant must then make a thumbprint or mark on the request.

3.2 Processing the Application

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

- 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 according with the reasons and dates of transfer.

- 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).

- If the requested information is not readily accessible, the estimated time it will take to search for the information would be communicated to the applicant.

3.3 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 deferred access.

- The prescribed fee (s.24).

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

- The information requested is voluminous.
- It is necessary to search through many records.
- The information must 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 print-out, 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.

4. 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.

4.1 How to apply for an Amendment.

a. The application should be in writing indicating.
   - Name and proof of identity.
   - 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.

5. 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

6. Appendix A: Standard RTI Request Form

[Reference No.: .....]

APPLICATION FOR ACCESS TO INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2019 (ACT 989)



1.	Name of Applicant:			
2.	Date:			
3.	Public Institution:			
4.	Date of Birth:	DD	MM	YYYY
5.	Type of Applicant:	Individual ☐ Organization/Institution ☐		
6.	Tax Identification Number			
7.	If Represented, Name of Person Being Represented:			
7 (a).	Capacity of Representative:			
8.	Type of Identification: ☐ National ID ☐ Card ☐ Passport ☐ Voter's ID ☐ Driver's License			
8 (a).	Id. No.:			

9.	Description of the Information being sought (specify the type and class of information including cover dates. Kindly fill multiple applications for multiple requests):	
10.	Manner of Access:	☐ Inspection of Information ☐ Copy of Information ☐ Viewing / Listen ☐ Written Transcript ☐ Translated (specify language) ☐
10 (a).	Form of Access:	☐ Hard ☐ copy ☐ Electronic copy Braille
11.	Contact Details:	☐ Email Address_____ ☐ Postal Address_____ ☐ Tel: _____

12.	Applicant's signature/thumbprint:	
13.	Signature of Witness (where applicable) *"This request was read to the applicant in the language the applicant understands, and the applicant appeared to have understood the content of the request."*	

7. Appendix B: Contact Details of UniMAC's Information Unit

Name of Information/Designated Officers:

1. Asare-Opoku Jedidiah
2. Emma Atuabea Obinyebi
3. Hannah Amoako-Attah

Telephone/Mobile number of Information Unit:

1. 0553785251
2. 0540934276
3. 0207818089

Email Address: rti@unimac.edu.gh

Postal Address of UniMAC:

No.5 Alboran Street
South Legon (GA-194-3855)
Postal Office Box GP 667
Accra

8. Appendix C: Acronyms

Table 1 Acronyms

Acronym	Literal Translation
RTI	*Right to Information*
MDA	*Ministries, Departments and Agencies*
s.	*section*
MMDAs	*Metropolitan, Municipal and District Assemblies*
UniMAC	*University Of Media, Arts and Communications*
GIJ	*Ghana Institute of Journalism*
IFT	*Institute of Film and Television*
IL	*Institute of Languages*
DRGS	*Directorate of Research and Graduate Studies*

9. Appendix D: Glossary

This Glossary presents clear and concise definitions for terms used in this manual that may be unfamiliar to readers listed in alphabetical order. Definitions for terms are based on section 84 of the RTI Act.

Table 2 Glossary

Term	Definition
Access	*Right to Information*
Access to information	*Right to obtain information from public institutions*
Contact details	*Information by which an applicant and an Information Officer may be contacted*
Court	*A court of competent jurisdiction*
Designated officer	*An officer designated for the purposes of the Act who perform similar role as the Information Officer*
Exempt information	*Information which falls within any of the exemptions specified in sections 5 to 16 of the Act*
Function	*Powers and duties*
Government	*Any authority by which the executive authority of the Republic of Ghana is duly exercised*
Information	*Information according to the Act includes recorded matter or material regardless of form or medium in the possession or under the control or custody of a public institution whether it was created by the public institution, and in the case of a private body, relates to the performance of a public function.*
Information officer	*The Information Officer of a public institution or the officer designated to whom an application is made*
Public	*Used throughout this document to refer to a person who requires and/or has acquired access to information.*
Public institution	*Includes a private institution or organization that receives public resources or provides a public function*

Term	Definition
Right to information	*The right assigned to access information*
Section	*Different parts of the RTI Act*