**UNIVERSITY OF CAPE COAST**

**COLLEGE OF HUMANITIES AND LEGAL STUDIES**

**SCHOOL OF ECONOMICS**

**DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**



**COURSE INSTRUCTOR: DR. RAYMOND E. KOFINTI**

**COURSE TITLE: DATA CURATION AND MANAGEMENT**

**COURSE CODE: DMA 820S**

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**REGISTRATION NUMBER: SE/DMD/24/0018**

**FIRST ASSIGNMENT**

**(A.)** Produce two pages commentary on Data Policy of your respective organizations covering the following areas:

1. Structure of Data Dissemination
2. Format of Data Dissemination
3. Data Sharing Protocols and Procedures if any
4. Data Visibility (Website/social media handles)

**(B.)** Suggest ways by which the mentioned areas of data curation can be improved/implemented in your organization.

Regent University College of Science and Technology is a private tertiary institution, offering undergraduate and postgraduate programmes across disciplines. The university aims to equip students with academic knowledge, professional skills, and ethical values to thrive in the global marketplace. Regent University collects, manages, and stores large volumes of data across different departments. Proper curation and management of this information are essential for smooth operations, informed decision-making, and compliance with regulatory requirements.

**Part A: Commentary on Data Policy**

1. Structure of Data Dissemination

The University’s Admission office collects data on fee payment and policies, the programmes offered, admission requirements, application guidelines, and applicant statistics which is sent to the Public Affairs Office for publication on the university website and social media for prospective students to have access to it. The Finance department collects financial data on revenue, expenses, and liabilities to prepare financial statement which is then communicated to management and external regulators. They also handle fees payment data and share with students to know amount paid and any outstanding arrears.

2. Format of Data Dissemination

Programme descriptions, fee structures, admission requirements, academic calendar, student handbook, and application procedures are presented in text, tables, and downloadable PDFs on university’s website. Brochures, flyers, and posters for programme promotion and admissions campaigns. Excel sheets, PDFs, and database exports for finance, admissions, and exam records. Posts and videos highlighting academic programmes, admission deadlines, and student achievements on social media platforms.

3. Data Sharing Protocols and Procedures

Public information such as fee structures, programme lists, and application forms is freely accessible via the website and social media. Restricted data, such as student payment histories, exam results, and liabilities, is accessible only to authorised staff through secure systems. Requests from external bodies, such as government agencies or researchers, go through formal channels through the Registrar’s Office and may require official approval before release.

4. Data Visibility

The university’s official website serves as the primary source of up-to-date information on programmes, fees, academic calendars, and events. Social media platforms are used to advertise new programmes, promote admission periods, and share academic achievements. Some institutional data, such as annual reports and performance statistics, may be available upon request but are not openly published online.

**PART B**

Regent University College currently makes use of **Cyber Campus** as its main online platform for virtual learning and academic content delivery It covers only academic purposes, therefore, to strengthen data curation across the entire institution, I recommend that the university introduce **iCampus** as an integrated data management system which can connect multiple departments within a single platform to run their day to day activities. For example, with iCampus, the **Finance Department** can record students’ fees, display individual student balances, and provide downloadable receipts, the **Admissions Office** can manage students’ admissions, the **Examinations Unit** can manage examination process. **Academic Departments** can manage students’ academic records, the **Registry** can store official student records securely, and the **Audit Unit** can also have controlled access to financial and operational data for review purposes all in a single platform.

All staff and students should receive regular training on how to use institutional platforms. This training should cover proper data entry practices, and security protocols. This will help maintain accurate, complete, and secure records. The university’s website and social media handles should be updated frequently to ensure that prospective and current students always have access to accurate information all the time. An updated website improves transparency and increase data visibility.

The university should implement a schedule for reviewing its databases to remove outdated, duplicate, or incorrect records. This will help maintain data accuracy and reliability for decision‑making. Access to sensitive data should be restricted based on departmental roles. For example, financial records should only be accessible to authorised finance staff, while academic results should be limited to relevant academic and examination officers. This reduces the risk of data breaches and ensures compliance with privacy regulations.