



STATUTES

OF

HO TECHNICAL UNIVERSITY





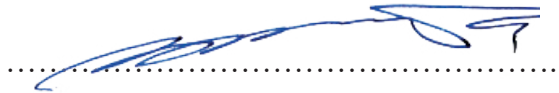
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HO TECHNICAL UNIVERSITY

AUGUST, 2018

This Statutes was enacted by the Council of
Ho Technical University on the 7th day of August, 2018, and amended on the
24th day of May, 2021.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a dotted line.

Chairperson
Council of Ho Technical University

Arrangement of Sections	Pages
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Definition of Terms	1
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STATUTES

Statute 1: Aims of the University	6
Statute 2: Power to Enact	6
Statute 3: Enactment of the University Statutes	7
Statute 4: University Property	8
Statute 5: Intellectual Property	8
Statute 6: Use of Facilities and Services of Employees of the University.....	9
Statute 7: The University Council.....	9
Statute 8: Powers and Functions of Council.....	10
Statute 9: Office Holding of Members of Council	12
Statute 10: Meetings of Council	13
Statute 11: Committees of Council	14
Statute 12: Principal and Key Officers of the University	15
Statute 13: Chancellor	15
Statute 14: Chairperson of Council.....	17
Statute 15: Vice-Chancellor	17
Statute 16: Pro-Vice-Chancellor	19
Statute 17: Registrar	20
Statute 18: University Librarian	23
Statute 19: Director of Finance	24
Statute 20: Director of Internal Audit	26
Statute 21: Director of Works and Physical Development.....	28
Statute 22: Director of Information and Communication Technology.....	30
Statute 23: Procurement Officer	32

Statute 24: Director of Academic Affairs	32
Statute 25: Director of Human Resource	34
Statute 26: Director of Planning and Quality Assurance.....	34
Statute 27: Director of Research and Innovation	37
Statute 28: Director of Career Placement and Counselling	39
Statute 29: Director of Public Affairs.....	41
Statute 30: Director of Health Services.....	42
Statute 31: Director of General Administration and Legal Services	43
Statute 32: Sports Officer	44
Statute 33: Chaplain.....	45
Statute 34: Business Development Officer.....	45
Statute 35: External Funds Officer	46
Statute 36: Dean, School of Graduate Studies.....	46
Statute 37: Dean of International Programmes and Institutional Linkages	48
Statute 38: Dean of Students Affairs.....	49
Statute 39: Academic Board	51
Statute 40: Standing Committees of the Academic Board.....	54
Statute 41: Academic Divisions.....	55
Statute 42: Faculties/Schools/Institutes	56
Statute 43: Functions and Powers of Deans	57
Statute 44: Composition of Faculty/School Boards	58
Statute 45: Powers of Faculty/School Boards	59
Statute 46: Departments and Centres.....	59
Statute 47: Non-Teaching Units.....	62
Statute 48: Convocation.....	63
Statute 49: Auditing of University Accounts.....	66
Statute 50: Matriculation	66
Statute 51: Congregation.....	67

Statute 52: Discipline in the University.....	67
Statute 53: Sanctions for Senior and Junior Staff	72
Statute 54: Disciplinary Committee for Junior Members	72
Statute 55: Appeals/Review	74
Statute 56: Industrial Action by Unionized Employees.....	75
Statute 57: Examinations	76
Statute 58: Offences and Sanctions	77
Statute 59: Appointment of Employees	81
Statute 60: University Appointments and Promotions Board	82
Statute 61: Appointments and Promotions Committee.....	82
Statute 62: Resignation, Retirement and Termination of Appointment of Staff	83
Statute 63: Acting Appointments.....	84
Statute 64: Seniority in the University.....	85
Statute 65: Conflict of Interest and Office	85
Statute 66: Student Governance	87
Statute 67: Halls of Residence and other Residential Facilities	89
Statute 68: Procedure for Enacting Statutes	90
Statute 69: Procedure for Amendment of Statutes	91
Statute 70: Post Retirement Contracts.....	91
Statute 71: Miscellaneous Provisions	92
Statute 72: Interpretation.....	92
Statute 73: Commencement	93
Statute 74: Transitional Provisions	93

SCHEDULES

Schedule A: Standing Committees of Council	95
Schedule B: Committees of Academic Board	107
Schedule C: Structure of Academic Units of the University	126
Schedule D: Rules of Discipline	128
Schedule E: Rules and Procedure for Appointment and Promotion of Senior Members	130
Schedule F: Procedure for the Appointment of Chancellor	148
Schedule G: Procedure for the Appointment of Vice-Chancellor	149
Schedule H: Procedure for the Re-Appointment of Vice-Chancellor	150
Schedule I: Procedure for the Appointment of Pro-Vice-Chancellor	151
Schedule J: Procedure for the Re-Appointment of Pro-Vice-Chancellor	152
Schedule K: Procedure for the Appointment of Registrar, Director of Finance, Director of Internal Audit, University Librarian and Director of Works and Physical Development	153
Schedule L: Procedure for the Re-Appointment of Registrar, Director of Finance, Director of Internal Audit, University Librarian and Director of Works and Physical Development	155
Schedule M: Nomination form for Elections (Convocation Members of Council)	156
Schedule N: Criteria for Satisfactory Performance	157
Schedule O: Proxy form for Elections (Convocation Members of Council)	158
Schedule P: Regulations for Conduct of Examinations	159
Schedule Q: The University Appeals Board	168
Schedule R: Procedure for the Appointment of Deans	170
Schedule S: Management of Halls of Residence and Hostels	171
Schedule T: Requirements for Staff Representation on Council	173

Definition of Terms

In these Statutes unless the context otherwise requires:

“The Act” means Technical Universities Act, 2016 (Act 922) as amended by the Technical Universities (Amendment) Act, 2018 (Act 974) and the Technical Universities (Amendment) Act, 2020 (Act 1016).

“Commencement Date” means the day on which these Statutes, enacted by Ho Technical University Council, shall be brought into effect by the Council.

“Technical University” means Technical University as established under sub-section (1) of section 1 of the Technical Universities Act, 2016 (Act 922) as amended by the Technical Universities (Amendment) Act, 2018 (Act 974) and the Technical Universities (Amendment) Act, 2020 (Act 1016) .

“The University” refers to Ho Technical University.

“Council” means Ho Technical University Council as established by the Technical Universities Act, 2016 (Act 922) as amended by the Technical Universities (Amendment) Act, 2018 (Act 974) and the Technical Universities (Amendment) Act, 2020 (Act 1016).

“Academic Board” refers to the Academic Board of Ho Technical University, as established by Section 18 of the Technical Universities Act, 2016 (Act 922) as amended by the Technical Universities (Amendment) Act, 2018 (Act 974) and the Technical Universities (Amendment) Act, 2020 (Act 1016).

“Academic Year” means the period running from August to July of the ensuing year or any other period determined by the Academic Board and as provided for in these Statutes.

“Academic Calendar/Session” means the period of the academic year within which teaching, examination and related activities take place.

“Special Meeting” means a meeting convened for the purpose of considering a single agenda item.

“Emergency Meeting” means a meeting convened for the purpose of dealing with a matter(s) that cannot ordinarily wait to be tabled at a Regular Meeting in view of its urgency.

“Lecturer” means any Senior Member holding full time teaching or research appointment in Ho Technical University.

“Vice-Chancellor” refers to Vice-Chancellor of Ho Technical University.

“Pro-Vice-Chancellor” refers to Pro-Vice-Chancellor of Ho Technical University.

“Registrar” refers to Registrar of Ho Technical University.

“Registry” refers to the Central Administration under the Registrar.

“Director of Finance” refers to Director of Finance of Ho Technical University.

“Convocation” means Principal Officers of the University and all other senior members of the University appointed by the Council and who are registered as members of the Convocation by the Registrar.

“Congregation” is a special assembly of Ho Technical University to receive reports on the University and witness the conferment of degrees, diplomas, certificates and other awards.

“Staff” means all persons in the employment of Ho Technical University. **“Professorial Status”** refers to Professors and Associate Professors. **“Senior Member”** means any member of the academic, professional or administrative staff not below the rank of Assistant Lecturer, Junior Assistant Registrar or its equivalent.

“Senior Staff” means those persons in the employment of Ho Technical University not below the rank of Administrative Assistant or its equivalent.

“Junior Staff” means those persons in the employment of Ho Technical University of the rank below that of an Administrative Assistant or its equivalent.

“Student” means any person (Junior Member of Ho Technical University) registered for a programme of studies or research in Ho Technical University.

“Faculty” means the highest academic unit that has the responsibility of teaching, research and innovation in a recognizable academic discipline which has been designated by the Academic Board.

“School” means a semi-autonomous establishment which has Faculty status and shares in one or more of the following characteristics – association with a profession, or the preparation of students by a profession for certification or which admits students for the purpose of graduate studies or research.

“Department” refers to part of a Faculty, that is concerned with teaching, research and service in recognizable academic disciplines and has been designated as such by the Academic Board.

“Centre” refers to an establishment which conducts specialized programmes normally oriented to providing services including teaching, research or advocacy.

“Institute” means an establishment with limited financial and operational autonomy as determined by the Academic Board which focuses primarily on multi-disciplinary research and or the provision of extension services.

“Management” refers to the first line managers who constitute Executive Management Committee of the University. For example, the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, and Heads of administrative Directorates.

“Competency Based Training (CBT)” means a practical approach to teaching and learning concrete skills rather than abstract and pure theoretical learning.

“He” the masculine pronoun, refers equally to female persons.

“Examination/Assessment” refers to a comprehensive form of testing for the purpose of assessing a student’s level of proficiency and competency in some combinations of the following: knowledge, aptitudes, skills, values. comprehension, application, analysis, synthesis and evaluation.

“Examiner/Assessor” refers to internal and/or external persons who are academic staff who are responsible for the mode of assessment and the grades to be granted in a course.

“Alumni” refers to:

- (a) all Graduates and Diplomates of Ho Technical University;
- (b) former students of Ho Technical Institute that was converted to Ho Polytechnic;
- (c) former students of Ho Polytechnic that was converted to Ho Technical University and all other past students of Ho Technical University deemed eligible by the Academic Board for membership of Congregation.
- (d) any other person that the Academic Board may recommend to the University Council for approval.

“Conduct” includes all forms of behaviour either adjudged as acceptable or constituting good grounds for misconduct leading to disciplinary action.

“Good cause” includes:

- (a) conviction of a person for a felony under the Laws of Ghana or for an offence outside Ghana which would have been a felony if committed in Ghana;
- (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office, or such conduct as would have, if the University were a company or a trust, rendered the person unfit to be a director or trustee;
- (c) conduct constituting failure or persistent refusal or inability or neglect to perform the duties or comply with the conditions of office;
- (d) examination malpractice;
- (e) any matter of scandalous nature occurring during the stewardship of an official for which he is responsible;
- (f) plagiarism;
- (g) conduct of member of family of household (e.g. spouse, child or ward) touching on and negatively affecting University business for which he is blamable;

- (h) awarding a mark for a course not taken;
- (i) enhancing marks for courses taken;
- (j) procuring the award of marks for courses not taken;
- (k) failing to give lectures
- (l) sexual harassment or exploitation of a member of the University;
- (m) engaging in conduct that affects the reputation of the University;
- (n) any other circumstances determined by a special resolution of Council to be of a sufficiently serious nature to constitute good cause

Statute 1: Aims of the University

- (1) The aims of the University are to provide higher education in engineering, science and technology based disciplines, technical and vocational education and training, applied arts and related disciplines as the Council of the University may, in consultation with the Ghana Tertiary Education Commission (GTEC), determine in accordance with the following principles:
 - (a) higher education shall be made equally accessible to all persons suitably qualified and capable of benefiting from education and training offered at the University;
 - (b) programmes of study shall take into consideration the multiplicity of scientific theories and methodologies;
 - (c) use competency based training (CBT) and practice oriented approach in teaching, organisation and delivery of courses;
 - (d) develop strong linkages and collaboration with relevant industries, businesses, professional bodies and technical experts in the design and delivery of programmes;
 - (e) offer programmes and courses within the mandate of the University; and
 - (f) provide opportunities for technical and professional skills development, applied research and publication of research findings.
- (2) The University, for the purpose of achieving its aims, shall have schools, faculties, institutes, departments, sections, units and centres approved and accredited by institutions responsible for tertiary education and accreditation.

Statute 2: Power to Enact

In exercise of the powers conferred on the Council of Ho Technical University by the Technical Universities Act, 2016 (Act 922) as amended by the Technical Universities (Amendment) Act, 2018 (Act 974) and the Technical Universities (Amendment) Act, 2020 (Act 1016), the Statutes of Ho Technical University is enacted this 7th day of August, 2018 and amended this 24th day of May, 2021, to promote the efficient and effective management and administration of the University.

Statute 3: Enactment of the University Statutes

- (1) By this enactment, the University Council shall carry the Technical Universities Act, 2016 (Act 922) as amended into effect and in particular to:
 - (a) regulate the:
 - i. appointment,
 - ii. scheme and conditions of service,
 - iii. termination of appointment, and
 - iv. retirement benefit of employees of the University,
 - (b) determine the persons who form the academic staff under this Act;
 - (c) determine the persons who are authorised to sign contracts, cheques and any other documents on behalf of the University and otherwise regulate the procedure in relation to transactions entered into by the University;
 - (d) fix the academic year of the University; and
 - (e) ensure that the seal of the University is kept in proper custody and is used only on the authority of the University Council.
- (2) The Statute of the University is enacted if:
 - (a) the draft of the Statute has been circulated to the members of the University Council at least fourteen days before the meeting at which it is to be considered, and
 - (b) after consideration by the meeting the draft has been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three days before the meeting,
 - (c) the Statute as provisionally approved has been circulated to the members of the University Council and where in the opinion of the Council the Statute affects academic matters, the Statute shall be circulated to the members of the Academic Board at least seven days before the meeting at which the statute is to be confirmed, and
 - (d) the Statute is confirmed without amendment at a meeting of the University Council held not later than one month or not more than six months after the meeting at which it was provisionally approved.

Statute 4: University Property

University property refers to:

- (a) All property, real or personal, of every description now or hereafter belonging to the University shall remain and be vested in the University, and all Trusts for, or to be executed by the Council of the University shall inure to the benefit of the University or in accordance with the provisions of these Statutes, be executed by the University.
- (b) The University's Property shall consist of movable and immovable Property of every description acquired by purchase or gift or whatever manner for the use or benefit of the University.

Statute 5: Intellectual Property

- (1) Subject to the Act and any existing law on intellectual property, the University may create, own and use intellectual property in the form of copyright, patents, industrial designs, trademarks and trade names.
- (2) Unless otherwise decided by a contract, the intellectual property right in a work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University shall vest in the University.
- (3) The University shall develop a copyright policy which shall take into account the statutory right of the University and fair recompense to an employee who produces literary, artistic, musical, audiovisual, choreographic and derivative works as well as sound recordings and computer software and programmes in the course of his employment or under the direction of a unit of the University.
- (4) Registered trademarks, trade names and industrial designs of the University shall be the property of the University and no person shall appropriate such trademarks or trade names for commercial or other purposes without the prior approval of Council.
- (5) The University through the Office of the Registrar shall take prompt steps to register all its copyrighted works, patents, trademarks, trade names and industrial designs to facilitate proof of its ownership in accordance with the Intellectual Property Policy of the University.

Statute 6: Use of Facilities and Services of Employees of the University

The University may enter into a contract or other arrangement with any other person or entity for the use of the University's facilities and the provision of services by employees of the University with the prior approval of the Vice-Chancellor.

Statute 7: The University Council

Subject to the provisions of the Technical Universities Act, 2016 (Act 922) as amended, there shall be a Governing Council of the University which shall be the highest decision making authority of the University.

(1) Composition:

The Council of the University shall consist of:

- (a) Chairperson;
- (b) the Vice-Chancellor of the University;
- (c) three persons nominated by the President taking into consideration
 - i. the need for gender balance;
 - ii. Scientific qualification, or professional experience relevant to the degree programmes offered by the University;
 - iii. Expertise in management and finance; and
 - iv. Expertise in skills development at the tertiary level;
- (d) one representative of the Ghana Tertiary Education Commission Education (GTEC);
- (e) one representative of the Commission for Technical and Vocational Education and Training (CTVET);
- (f) one representative of the Association of Ghana Industries;
- (g) one representative of the Conference of Heads of Assisted Senior High Schools;
- (h) two representatives of the Convocation elected by the Convocation one of whom is a non-teaching staff;
- (i) one representative of the teaching staff elected by the Teaching Staff Association;
- (j) one elected representative of the Senior Staff Association;
- (k) one elected representative of the Junior Staff Association;

- (l) one representative of the undergraduate students of the University elected by the Students' Representative Council;
- (m) one representative of the graduate students of the University elected by the Graduate Students Association;
- (n) one representative of the alumni of the University elected by the Alumni Association;
- (o) one representative of the Ghana Employers Association; and
- (p) one representative of the Association of Principals of Technical Institutes.
- (q) In attendance:
 - i. Registrar (Secretary to Council),
 - ii. Pro-Vice-Chancellor,
 - iii. Director of Finance.
- (2) All recognised Teaching, Senior and Junior Staff Associations shall elect their representation to Council guided by their respective constitutions and in accordance with **Schedule T** of these Statutes.
- (3) The Chairperson and other members of the Council shall be appointed by the President in accordance with Article 70 of the 1992 Constitution.

Statute 8: Powers and Functions of Council

- (1) Without prejudice to the generality of the powers of Council as provided for by the Technical Universities Act and these Statutes, the powers and functions of the University Council shall include the following:
 - (a) ensure the attainment of the aims of the University;
 - (b) determine the strategic direction of the University, its finances and properties and determine the allocation and proper use of funds;
 - (c) be responsible for the management and administration of finances and properties of the University and determine the allocation and proper use of funds;
 - (d) promote income generating activities as part of the programmes of the University;
 - (e) promote applied research including provision of technology

- innovations and solutions to firms and businesses as part of the outreach activities of the University;
- (f) foster linkages and collaboration with relevant national and international industries and institutions in furtherance of the mission of the University;
 - (g) ensure the conservation and augmentation of resources of the University, specifically in relation to matters affecting income or expenditure;
 - (h) ensure coherence of programmes and courses of the University with the other sub-sectors of the educational system;
 - (i) ensure relevance of the programmes and courses of the University to the employment and productive sectors of the economy;
 - (j) ensure the creation of an environment of equal opportunities for members of the University without regard to ethnicity, sex, race, religious belief or political affiliation;
 - (k) approve the terms and conditions for the admission of persons selected for courses of study on the recommendation of the Academic Board of the University;
 - (l) be responsible for discipline in the University;
 - (m) make appointments to academic, senior administrative and senior professional staff positions on the recommendations of the University Appointments and Promotions Board in accordance with the Statutes of the University;
 - (n) ensure that the academic staff have relevant industry experience;
 - (o) perform any other functions that are ancillary to the aims of the University;
- (2) Council shall have power, on the recommendation of the Academic Board, to:
- (a) Confer the title of Emeritus Professor, Honorary Doctorate or other Academic titles.
 - (b) Delegate authority to the Vice-Chancellor or any other official of the University.
 - (c) Generally enter into, carry out, vary or cancel contracts.
 - (d) Determine annually the budget necessary for capital and revenue investments, the maintenance of the property of the University, and

- the human resources for transacting the business of the University and may appropriate funds for these purposes.
- (e) Oversee the internal organization of the University, including the establishment, variation and suppression of academic divisions, departments and faculties.
- (3) The Council shall enact Statutes in accordance with the laws on intellectual property to govern the creation, ownership and use of intellectual property including copyright, patents, trade names and industrial designs by the employees of the University;
 - (4) The Council may borrow money on behalf of the University and may for this purpose use the property of the University as security;
 - (5) The Council may in enacting the Statutes under subsection (3) determine the incentives for persons who undertake any work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University to enable those persons benefit from their work, research or intellectual enterprise.

Statute 9: Office Holding of Members of Council

(1) Tenure:

The Chairperson and members of Council, other than the Vice-Chancellor shall hold office for a period of three (3) years and are eligible for re-appointment for another term only.

(2) Vacancy:

- (a) A member of Council, other than the Vice-Chancellor may at any time resign from office in writing to the appointing or institutional authority through the Chairperson of Council.
- (b) Where a member of the Council is absent for three (3) consecutive meetings, without a just cause, the office of the member shall become vacant.
- (c) Where the office of a member becomes vacant by reason of:
 - i. absence from three (3) consecutive meetings without reasonable cause, or

- ii. resignation from membership of Council, or
 - iii. loss of membership of Association, or
 - iv. participates in the deliberations of a matter before Council in which he has interest but fails to disclose his interest or request to be recused from deliberations of that matter
 - v. death of a person, another person nominated by the relevant body, shall be appointed by President for the unexpired term of office.
- (d) A member of Council may be removed for good cause by a resolution of the Council or by the Chancellor as appropriate or by the body nominating, electing or appointing.

(3) Disclosure of Interest:

A member of the Council who has an interest in a matter for consideration at

a meeting of the Council shall:

- (a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of that matter,
 - (b) request to be recused from the meeting; and
 - (c) not participate in the deliberations of the Council in respect of the matter.
- (d) A member ceases to be a member of the Council, if that member has an interest in a matter before the Council: and
- i. fails to disclose that interest, or
 - ii. fails to request to be recused and participates in the deliberations of that matter.

Statute 10: Meetings of Council

- (1) Meetings of Council shall be in accordance with the provisions of the Technical University Act, 2016 (Act 922) as amended.
- (2) Notice of a meeting of Council other than an emergency meeting and the business to be transacted thereat shall be given in writing by the Registrar to reach members of Council not later than five (5) working days before the date fixed for such a meeting.

- (3) Council shall meet at least once per quarter.
- (4) The quorum for Council meetings shall be eleven (11) including at least four of the external members.
- (5) In the absence of the Chairperson of Council from any meeting of Council, the members present shall elect one of the government nominees to preside over the meeting.
- (6) Matters before Council shall be decided by a simple majority of the members present and voting, and in the event of equality of votes, the person presiding shall have a casting vote.
- (7) The Council may co-opt a person to attend a Council meeting in an advisory capacity but the person shall not vote on a matter for decision at the meeting and the presence of that person shall not count in the constitution of a quorum.
- (8) A member of Council who has an interest in a matter for consideration at a meeting of Council shall:
 - (a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter; and
 - (b) not participate in the deliberations of the Council in that particular matter.

Statute 11: Committees of Council

- (1) For the purpose of achieving the aims of the University, the Council may establish standing or Ad Hoc Committees made up of members and/or non-members of the Council and assign to the Committee functions that the Council considers appropriate.
- (2) Council shall establish the following Committees and any others as the Council may deem fit as Standing Committees of Council;
 - (a) Finance Committee
 - (b) Development Committee
 - (c) Entity Tender Committee
 - (d) Audit Committee
 - (e) University Appointments and Promotions Board

- (3) The composition, meeting procedures and functions of the Committees shall be in accordance with **Schedule A** to these Statutes.
- (4) Council may establish such Ad Hoc Committees as and when necessary and assign such functions as it considers appropriate.
- (5) An ad-hoc Committee of Council shall be chaired by a member of the Council.

Statute 12: Principal and Key Officers of the University

- (1) The Principal Officers of the University shall be the Chancellor, the Chairperson of Council and the Vice-Chancellor.
- (2) The appointment and functions of the Principal Officers are provided for in **Schedules F** and **G** of these Statutes.
- (3) Key officers of the University include the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Director of Finance as stipulated in section 41 of Act 922 as amended.

Statute 13: Chancellor

(1) Appointment:

- (a) There shall be a Chancellor of the University as provided for by the Act, who shall be the Titular Head of the University and shall take precedence over all the other officers of the University.
- (b) The Chancellor shall be appointed in the manner as prescribed in **Schedule F** to these Statutes.
- (c) The Chancellor shall be entitled to:
 - i. make representations to the Council on any matter concerning the University and may attend its meetings; and
 - ii. be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.

(2) Functions:

The Chancellor:

- (a) Shall preside at Congregation, meetings and ceremonies of the University at which the Chancellor is present.
- (b) Shall confer on qualified persons, degrees, diplomas and certificates awarded by the University in accordance with Act 922 as amended and procedures prescribed by these Statutes.
- (c) May delegate functions under these Statutes by directions in writing to Council.
- (d) Where the integrity and welfare of the University is threatened by any matter, the Chancellor shall, in consultation with Council, intervene.

(3) Tenure:

The Chancellor shall hold office for a term of five (5) years and shall be eligible for re-election but shall not be elected for more than two terms.

(4) Vacancy:

- (a) The Office of the Chancellor shall be vacant on:
 - i. Resignation;
 - ii. Removal from office;
 - iii. Expiry of term; or
 - iv. Death.
- (b) The Chancellor may be removed from office for good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of a simple majority of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a representative.
- (c) The grounds and procedures for the removal shall be prescribed by Council which shall include but not limited to removal for good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose. The Chancellor shall be entitled to a hearing either in person or through a representative.

Statute 14: Chairperson of Council

- (1) There shall be a Chairperson of Council, who shall be appointed in accordance with the provisions of the Technical Universities Act as amended. The tenure of office shall be as provided for in the Act.
- (2) The Chairperson of Council shall preside over congregations, ceremonies and all meetings of Council in the absence of the Chancellor.
- (3) In the absence of the Chairperson of Council, from any meeting of Council, the members present shall elect one of the government nominees to preside over the meeting.
- (4) The Chairperson shall be furnished with copies of minutes of meetings of the Academic Board in addition to any other publications of the University.

Statute 15: Vice-Chancellor

- (1) There shall be a Vice-Chancellor of the University who shall be appointed by the University Council upon the recommendations of a Search Committee of Council and in accordance with the Act on such terms and conditions as Council shall determine. He shall be appointed in the manner presented in **Schedule G** to these Statutes.
- (2) The Vice-Chancellor of the University shall serve as the academic and executive head and chief disciplinary officer of the University.
- (3) The Vice-Chancellor of the University shall, by virtue of the office, be a member of Council as provided for by the Act and also of Convocation, the Academic Board, and every Committee of the Academic Board.
- (4) The Vice-Chancellor of the University shall be the Chief Executive Officer of the University and shall be responsible, in accordance with these Statutes and the decisions of Council and the Academic Board, for organising and conducting the academic, financial and administrative business of the University.
- (5) The Vice-Chancellor shall have overall authority over the academic, financial and administrative staff and shall submit annually, through the Academic Board to Council, a statement on the staff which, in the Vice Chancellor's

opinion is necessary for the transaction of University business together with an estimate of the expenditure required for the maintenance of such staff.

- (6) The Vice-Chancellor shall have the right and duty to advise Council and the Academic Board on all matters affecting policy, finance and administration of the University, and for this purpose, the Vice-Chancellor shall have unrestricted right of attendance and speech at all meetings of Council and of all University bodies, whether executive or advisory which are charged with the consideration of such matters.
- (7) The Vice-Chancellor shall, subject to the approval of Council, have the power to delegate any of the functions assigned to the Vice-Chancellor by these Statutes to a Senior Member of the University as shall seem appropriate.
- (8) The Term of office of the Vice-Chancellor shall be four (4) years and may upon application by that Vice-Chancellor be renewed for another term only or part thereof in accordance with **Schedule H** of these Statutes.
- (9) The Vice-Chancellor may resign from office by a letter addressed to the Chairperson of Council.
- (10) The Vice-Chancellor may only be removed from office for good cause.
- (11) Any member of the University may petition Council for the removal of the Vice-Chancellor. A copy of the petition shall be served on the Vice-Chancellor.
- (12) Council shall determine whether the petition merits consideration.
- (13) Where Council determines that the petition merits consideration, it shall set up a five (5) member committee to investigate the matter raised in the petition.
- (14) Both the petitioner and the Vice-Chancellor shall be given the opportunity to be heard during the deliberations of the committee either in person or through a representative and may be accompanied by a certified lawyer of his choice.
- (15) Council may in its absolute discretion determine whether the Vice-Chancellor shall be temporarily suspended or otherwise interdicted while the inquiry is pending.
- (16) Council shall have the right to accept, partially accept, or reject the recommendations of the committee, provided that no recommendation of the

committee may take effect unless it has been approved by a special resolution of Council supported by not less than two-thirds of the entire membership of Council.

- (17) Council shall constitute a Search Committee to search for a new Vice-Chancellor at least one year to the expiration of the term of office of a sitting Vice-Chancellor.

Statute 16: Pro-Vice-Chancellor

- (1) There shall be a Pro-Vice-Chancellor who shall be appointed by Council in accordance with the Act and on such terms and conditions as Council shall determine. The procedure for his appointment is stipulated in **Schedule I**.
- (2) The Pro-Vice-Chancellor shall perform the functions of the Vice-Chancellor in the absence of the Vice-Chancellor.
- (3) The Pro-Vice-Chancellor shall be assigned duties as the Council of the University or the Vice-Chancellor shall determine.
- (4) The Pro-Vice-Chancellor shall hold office for a period of three (3) years and may be eligible for re-appointment for another term only. (Refer to **Schedule J**).
- (5) Upon the expiration of the second term, the Pro-Vice-Chancellor shall not be eligible for re-appointment until after a lapse of three (3) years from the date the Pro-Vice-Chancellor ends his second term.
- (6) The Pro-Vice-Chancellor so appointed, shall vacate the post, if any, as Head of Department, or any statutory position previously held by the Pro-Vice-Chancellor and shall become a non-voting member of the University Council.
- (7) In the event of any casual vacancy in the office of the Pro-Vice-Chancellor, occurring by reason of resignation, incapacity, or death, or any other cause, Council shall on the recommendations of the Academic Board, appoint the most Senior Dean of Faculty/School to act as Pro-Vice-Chancellor for the residue of the term of office of the outgoing Pro-Vice-Chancellor.
- (8) In the event of a temporary absence of both the Vice-Chancellor and the Pro- Vice- Chancellor from the University, the most Senior

Dean of Faculty/School shall act as Pro-Vice Chancellor.

- (9) The Pro-Vice-Chancellor may resign from office by a letter addressed to the Chairperson of Council through the Vice-Chancellor.
- (10) The Pro-Vice-Chancellor may only be removed from office for good cause.
- (11) The provisions stated in Statute 15 on the removal of the Vice-Chancellor shall apply to the removal of the Pro-Vice-Chancellor.

Statute 17: Registrar

- (1) There shall be a Registrar of the University who shall be appointed by Council upon the recommendations of a Search Committee of Council and in accordance with the Act, and on such terms and conditions as Council shall determine. He shall be appointed in the manner presented in the **Schedule K** to these Statutes.
- (2) The Registrar shall be the Chief Operating Officer of the University under the Vice-Chancellor and in accordance with the policy directives of the Council.
- (3) The Registrar shall be the Chief Administrative Officer of the University and is responsible for the day to day administration of the affairs of the University.
- (4) The Registrar is the Secretary to Council. He or his representative shall serve as Secretary of all other Boards and Statutory Committees of the University.
- (5) It shall be the responsibility of the Registrar to ensure the functioning of all Boards and Standing Committees of the University.
- (6) The Registrar shall be responsible for the custody of the Seal and for affixing same to relevant documents of Council and the ~~Academic~~ Board.
- (7) The Registrar shall be responsible for the custody of all legal documents and records of the University.
- (8) Without prejudice to the generality of subsection 2 and 3 of this Statute, the duties and responsibilities of the Registrar shall include the following:
 - (a) the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and

- overseeing the process of registration;
 - (b) the preparation of the academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports;
 - (c) the initiation of final graduation plans, the tabulation of classes and the award of honours;
 - (d) the coordination of matriculation and congregation procedures and ceremonies;
 - (e) the maintenance of students' academic records on a permanent basis;
 - (f) being secretary to the Chancellor, the Council, the Academic Board, the Executive Committee and the standing committees of the Academic Board and keeping records and conducting correspondence on their behalf; and
 - (g) the preparation and presentation of an annual report to the Council and the Academic Board on the operations of the Registry during the previous year within six (6) months of the end of the year.
- (9) In the event of a vacancy, the Council shall after consideration of a report from a Search Committee of the Council appointed in the manner prescribed in the **Schedule K**, appoint a Registrar on terms and conditions determined by the Council.
- (10) For the avoidance of doubt, the Registrar shall have the right of audience in the meetings of all University bodies, whether he is a member or not.
- (11) The Registrar shall be assisted in the execution of the functions of his office by such number of officers as the University shall appoint on the recommendations of the Appointments and Promotions Board and in accordance with these Statutes. The terms and conditions of the officers as well as their specific duties and responsibilities shall be specified in the instruments of appointment.
- (12) Without prejudice to the generality of the foregoing, the following Offices, together with the Registrar constitute the Registry:
- (a) Directorate of Finance
 - (b) Directorate of Internal Audit
 - (c) Directorate of Works and Physical Development
 - (d) Directorate of Information and Communication Technology
 - (e) Directorate of Academic Affairs
 - (f) Directorate of Human Resource

- (g) Directorate of Health Services
 - (h) Directorate of Public Affairs
 - (i) Procurement Office
 - (j) Directorate of Research and Innovation
 - (k) Directorate of Planning and Quality Assurance
 - (l) Directorate of Career Placement and Counselling
 - (m) Directorate of General Administration and Legal Services
 - (n) Sports Office
 - (o) Business Development Office
 - (p) External Funds Office
 - (q) Chaplaincy
 - (r) Such other Officer(s) as the Vice-Chancellor may determine.
- (13) The Registrar shall cause to be published an annual compendium of all policy decisions of Council and the Academic Board.
- (14) The Registrar may delegate in writing to a senior member the performance of a function vested in the Registrar by the Act or these Statutes.
- (15) The Registrar shall regularly cause to be published all policy decisions of Council, the Academic Board and other Statutory Committees of the University.
- (16) The Registrar shall perform any other functions as may be assigned by Council or delegated to him by the Vice-Chancellor of the University.
- (17) The Registrar shall hold office for a term of four (4) years and may, upon application, be eligible for re-appointment for another term of up to four (4) years or part thereof in line with Schedule K provided that no part of the renewed term enters the compulsory retirement age.
- (18) In the event of any casual vacancy in the Office of the Registrar occurring by reason of resignation, incapacity or death or any other cause, Council shall, on the recommendation of the Vice-Chancellor, appoint one of the Deputy Registrars to act until Council appoints a substantive Registrar. In the absence of a Deputy Registrar, a Senior

Assistant Registrar shall be appointed to act.

- (19) The Registrar may resign from office by a letter addressed to the Chairperson of Council through the Vice-Chancellor of the University.
- (20) The Registrar may only be removed from office for good cause.
- (21) The provisions for the removal of the Vice-Chancellor from office shall apply to the removal of the Registrar.

Statute 18: University Librarian

- (1) There shall be established a University Library which shall be headed by a University Librarian who shall be of a Professorial status.
- (2) There shall be a University Librarian who shall be appointed by Council, to serve as the professional and administrative Head of the University Library. He shall be appointed in the manner presented in **Schedule K** to these Statutes.
- (3) The University Librarian shall be responsible for the provision of adequate, relevant and up-to-date reading, and audio visual materials to support the teaching, research and community service functions of the University.
- (4) The University Librarian shall ensure the maintenance of a good environment for reading and learning in all the Libraries of the University.
- (5) The University Librarian shall be responsible for maintaining linkages with local and international organisations involved in library work.
- (6) The University Librarian shall, in conjunction with the Library Committee, and subject to the approval of Academic Board, formulate policies for the maximum development and utilization of the libraries of the University.
- (7) The University Librarian shall exercise professional and administrative supervision over the staff under that University Libraries to ensure the efficient and effective functioning of the libraries of the University.

- (8) The University Librarian shall perform any other functions assigned by the Vice- Chancellor of the University.
- (9) The University Librarian shall hold office for four (4) years on first appointment and may, on application by himself/herself, be re-appointed for a further term of up to four (4) years only in line with **Schedule L**, provided that no part of the second term enters his compulsory retirement age.
- (10) In the event of any casual vacancy in the Office of the Librarian occurring by reason of resignation, incapacity or death or any other cause, Council shall, on the recommendation of the Vice-Chancellor, appoint a Deputy Librarian to act until Council appoints a substantive Librarian. In the absence of a Deputy Librarian, a Senior Assistant Librarian shall be appointed to act.
- (11) The University Librarian may resign from office by a letter addressed to the Chairperson of Council through the Vice-Chancellor of the University.
- (12) The University Librarian may only be removed from office for good cause.
- (13) The provisions for the removal of the Vice-Chancellor from office shall apply to the removal of the University Librarian.
- (14) The University Librarian shall report to the Vice-Chancellor through the Pro-Vice-Chancellor.

Statute 19: Director of Finance

- (1) There shall be established a Directorate of Finance which shall be headed by a Director of Finance.
- (2) There shall be a Director of Finance who shall be appointed by Council on the recommendations of a Search Committee of Council. He shall be appointed in the manner prescribed in **Schedule K** to these Statutes.
- (3) The Director of Finance shall be responsible to the Vice-Chancellor through the Registrar for the Financial Administration of the University in accordance with the Public Financial Management Act, 2016 (Act 921).
- (4) Without prejudice to the generality of the powers hereby conferred on the Director of Finance by these Statutes, or any other Law, the specific functions

of the Director of Finance shall include the following:

- (a) implementation of policies relating to accounting and financial control in the University;
 - (b) corporate planning with respect to budgeting and budgetary control and long term or strategic planning with regard to all the finances of the University;
 - (c) liaise with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University;
 - (d) be responsible for Treasury Management;
 - (e) be responsible for the preparation and consolidation of final accounts and commenting on management reports for external auditors;
 - (f) be responsible for ensuring, on behalf of Council, that proper records are kept of all University property, assets, stocks and valuables of all funds in a register;
 - (g) exercise oversight responsibility for the accounting functions of other self-accounting and income-generating units of the University.
- (5) The Director of Finance shall be responsible for the preparation of the annual operating budget of the University and shall, on behalf of the Vice-Chancellor, present same through the Registrar to Council for review and approval. He shall also submit periodic reports to the Council on the status of plans and projections necessary for the preparation of budgets for succeeding years.
- (6) The Director of Finance shall also:
- (a) call for and receive moneys due to the University and make authorised payments on behalf of the University;
 - (b) ensure that throughout the University proper books of accounts and records of the property of the University are kept in a manner and form required by Council;
 - (c) report to the Finance Committee a case of failure to maintain the financial and other records of the University in the form required by the Council;
 - (d) prepare consolidated accounts of the units of the University;
 - (e) afford every facility to both internal and external auditors in the performance of their functions;
 - (f) advise on or raise funds for the University;
 - (g) perform any other function assigned by the Vice-Chancellor of the

University.

- (7) The Director of Finance shall hold office for four (4) years and may, upon application, be eligible for re-appointment for a further term of up to four (4) years only in line with Schedule L, provided that no part of the second term enters the compulsory retirement age.
- (8) In the event of any casual vacancy in the Office of the Director of Finance occurring by reason of resignation, incapacity or death or any other cause, Council shall, on the recommendation of the Vice-Chancellor, appoint a Deputy Director of Finance to act until Council appoints a substantive Director. In the absence of a Deputy Director of Finance, a Senior Accountant shall be appointed to act.
- (9) The University Director of Finance may resign from office by a letter addressed to the Chairperson of Council through the Vice-Chancellor of the University.
- (10) The Council may remove the Director of Finance from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the University.
- (11) The provisions for the removal of the Vice-Chancellor from office shall apply to the removal of the Director of Finance.

Statute 20: Director of Internal Audit

- (1) There shall be established a Directorate of Internal Audit which shall be headed by a Director of Internal Audit.
- (2) There shall be a Director of Internal Audit, who shall be appointed by Council on the recommendation of a Search Committee of Council to serve as the Head of the Internal Audit Unit of the University. He shall be appointed in the manner presented in **Schedule K** of these Statutes.
- (3) The Director of Internal Audit shall 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.
- (4) The Director of Internal Audit shall, in accordance with the Internal Audit Agency Act, 2003 (Act 658) and in conformity with standards and procedures

provided by the Agency, set up under the Act, carry out periodic internal audit of the University and submit reports thereof to the Audit Committee through the Vice- Chancellor of the University.

- (5) The Director of Internal Audit shall be responsible for the internal audit of the accounts and financial transactions of the University.
- (6) Without prejudice to Internal Audit Agency Act, 2003 (Act 658), the Director of Internal Audit shall report directly to the Council through the Vice-Chancellor.
- (7) The Director of Internal Audit shall:
 - (a) ensure the establishment and operation of an efficient and effective internal financial control system;
 - (b) vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements;
 - (c) conduct periodic examination of the accounts of the University including the units with limited financial and operational autonomy;
 - (d) monitor and ensure that all expenditure incurred have been authorised and are within budgetary provisions;
 - (e) conduct periodic management audit and submit reports to the Vice- Chancellor and the Council;
 - (f) liaise with External Auditors and ensure that appropriate action is taken on reported audit findings;
 - (g) submit periodic audit reports on the activities of all Units to the Vice- Chancellor and the Council;
 - (h) generally be responsible for ensuring that the University complies with the Internal Audit Agency Act, 2003 (Act 565); and
 - (i) discharge any other assignments that the Registrar shall deem necessary.
- (8) The Director of Internal Audit shall hold office for four (4) years on first appointment and may, on application, be re-appointed for a further term of up to four (4) years only in line with Schedule L, provided that no part of the second term enters the compulsory retirement age.
- (9) In the event of any casual vacancy in the office of the Director of Internal Audit occurring by reason of resignation, incapacity or death or any other

cause, Council shall, on the recommendation of the Vice-Chancellor, appoint a Deputy Director of Internal Audit to act until Council appoints a substantive Director. In the absence of a Deputy Director of Internal Audit, a Senior Assistant Internal Auditor shall be appointed to act.

- (10) The Director of Internal Audit may resign from office by a letter addressed to the Chairperson of Council through the Registrar in accordance with the terms and conditions of appointment.
- (11) The Council may remove the Director of Internal Audit from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the University.
- (12) The provisions for the removal of the Vice-Chancellor from office shall apply to the removal of the Director of Internal Audit.
- (13) For the avoidance of doubt and without prejudice to Statute 17, the Registrar shall have only administrative responsibility for the Internal Audit Directorate.

Statute 21: Director of Works and Physical Development

- (1) There shall be established a Directorate of Works and Physical Development which shall be headed by a Director of Works and Physical Development.
- (2) Council shall appoint a Director of Works and Physical Development who shall, under the Registrar, be responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner.
- (3) Without prejudice to the generality of the foregoing, he shall be specifically responsible for:
 - (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;
 - (b) the management of construction contracts with a view to ensuring compliance and due delivery of projects;

- (c) the procurement of 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;
 - (e) the acquisition and allocation of housing for employees of the University;
 - (f) the construction and maintenance of residential facilities for students;
 - (g) 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;
 - (h) the provision of valuation services;
 - (i) the management, control and disposal of waste;
 - (j) the provision of fumigation and other pest control services;
 - (k) the discharge of any other assignments that the Registrar shall deem necessary.
- (4) In the event of any casual vacancy in the office of the Director of Works and Physical Development occurring by reason of resignation, incapacity or death or any other cause, Council shall, on the recommendation of the Vice-Chancellor, appoint the Deputy Director of Works and Physical Development to act until Council appoints a substantive Director. In the absence of a Deputy Director, a Senior Assistant Development Officer shall be appointed to act.
- (5) The Director of Works and Physical Development may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment.
- (6) The Director of Works and Physical Development may only be removed from office for good cause and in accordance with the instrument of appointment.
- (7) The Director of Works and Physical Development shall hold office for four (4) years on first appointment and may, on application, be re-appointed for a further term of up to four (4) years only in line with **Schedule L**, provided that no part of the second term enters the compulsory retirement age.
- (8) The provisions for the removal of the Vice-Chancellor from office shall apply to the removal of the Director of Works and Physical Development.

Statute 22: Director of Information and Communication Technology

- (1) There shall be established a Directorate of Information and Communication Technology which shall be headed by a Director of Information and Communication Technology.
- (2) Without prejudice to Statute 17(12), Council shall, on the recommendations of the University Appointments and Promotions Board, appoint a Director of Information and Communication Technology on terms and conditions specified in the letter of appointment, who shall, under a Pro-Vice-Chancellor be responsible for:
 - (a) directing and managing computing and information technology strategic plans, policies, programmes, and schedules for academic and finance data processing, computer services, network communications, and management information services to accomplish the goals and objectives of the University;
 - (b) designing and facilitating integrated and sound IT architecture for the University;
 - (c) improvement in teaching delivery and aided technologies;
 - (d) developing, maintaining, and facilitating implementation of a sound and integrating IT architecture;
 - (e) directing the information and data integrity of the University and its business units;
 - (f) 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;
 - (g) developing and establishing operating policies and approaches for computing and information technology;
 - (h) evaluating overall operations of computing and information technology functions and recommending enhancements;
 - (i) advising senior management on strategic systems conversions and integrations in support of institutional goals and objectives;
 - (j) preparing university IT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information;

- (k) interacting with senior academic decision makers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information;
 - (l) reviewing and approving major contracts for computing and information technology services and equipment including service level agreements;
 - (m) ensuring the security of the information systems, communication lines, and equipment;
 - (n) overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages;
 - (o) the development, review, and certification of all back-up and disaster recovery procedures and plans;
 - (p) identifying emerging information technologies to be assimilated, integrated, and introduced within the University;
 - (q) assessing new computing technologies to determine potential value for the university;
 - (r) overseeing ongoing improvements and the feasibility of system enhancements;
 - (s) establishing university infrastructure to support and guide individual divisions / faculties / departments / campuses in computing and information technology efforts;
 - (t) serving on planning and policy-making committees and;
 - (u) undertaking any other assignments that the Registrar shall deem necessary.
- (3) The Director of ICT may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of ICT from office for good cause and in accordance with the instrument of appointment.
- (4) For the avoidance of doubt and without prejudice to Statute 17, the Registrar shall have only administrative responsibility for the Director of ICT.

Statute 23: Procurement Officer

- (1) There shall be established a Procurement Office which shall be headed by a Procurement Officer
- (2) Council shall appoint a Procurement Officer on the terms and conditions specified in the letter of appointment, who shall report to the Vice-Chancellor through the Registrar. He shall be head of the Procurement Office, appointed by Council on the recommendation of the Appointments and Promotions Board.
- (3) The Procurement Officer shall:
 - (a) Ensure that the procurement activity of the University is efficient, effective and in line with the Procurement Act, 2003 (Act 663) and the Public Procurement (Amendment) Act, 2016 (Act 914);
 - (b) Perform any other related functions as may be assigned to the Office by the Vice- Chancellor.
- (4) The Procurement Officer can only be removed from office for good cause and in accordance with the instrument of appointment.
- (5) The Procurement Officer shall hold office for four (4) years on first appointment and may, on application, be re-appointed for a further term of up to four (4) years only, provided that no part of the second term enters the compulsory retirement age.

Statute 24: Director of Academic Affairs

- (1) There shall be established a Directorate of Academic Affairs within the Registry which shall be headed by a Director.
- (2) Council shall, on the recommendation of the Appointments and Promotions Board, appoint a Director of Academic Affairs who shall be at the rank of Deputy Registrar, who shall be head of the Directorate of Academic Affairs.
- (3) The Director of Academic Affairs shall assist the Registrar in:
 - (a) the preparation and implementation of teaching and examination schedules;

- (b) the 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;
 - (d) making physical arrangements for all academic functions of the University;
 - (e) the maintenance of academic facilities and the supervision of maintenance employees;
 - (f) the preparation and issuance of statements of examination results, transcripts and certificates;
 - (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 Public Affairs; and
 - (h) the discharge of any other assignments that the Registrar shall deem necessary.
- (4) Subject to these Statutes and without prejudice to the power of the Director of Academic Affairs to process admission forms, the admission of students shall be the exclusive responsibility of the Admissions Board whose membership shall include the Deans of the Faculties and Faculty representatives elected by the Academic Board in accordance with regulations for the time being in force governing admissions. The Admissions Board shall adhere at all times to the criteria for selecting applicants approved by the Academic Board.
- (5) The Director of Academic Affairs shall be responsible for coordinating the dealings of the University with all affiliated institutions.
- (6) The Director of Academic Affairs may resign from office by notice in writing to Council, through the Registrar in accordance with the terms and conditions of his appointment. Council may also remove a Director of Academic Affairs from office for good cause and in accordance with the instrument of appointment.

Statute 25: Director of Human Resource

- (1) There shall be established a Directorate of Human Resource within the Registry which shall be headed by a Director.
- (2) The Council shall, on the recommendation of the Appointments and Promotions Board, appoint a Director of Human Resource who shall be at the rank of Deputy Registrar and who shall be head of the Directorate of Human Resource.
- (3) The Director of Human Resource shall, under the Registrar:
 - (a) lead in the development and implementation of the human resource policies of the University;
 - (b) provide strategic planning with respect to the human resource needs of the University;
 - (c) ensure the timely renewal and termination of employment contracts;
 - (d) 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;
 - (e) manage and advise on the collective bargaining process and collective agreements with unionized staff;
 - (f) institute a system for continuing education and in-service training for all employees of the University; and
 - (g) discharge any other assignment that the Registrar shall deem necessary.
- (4) The Director of Human Resource may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Human Resource from office for good cause and in accordance with the instrument of appointment.

Statute 26: Director of Planning and Quality Assurance

- (1) There shall be established a Directorate of Planning and Quality Assurance comprising Planning and Quality Assurance Offices to be headed by a Director.

- (2) Council shall, on the recommendation of the University Appointments and Promotions Board, appoint a Director of Planning and Quality Assurance, on terms and conditions specified in the letter of appointment, who shall be of a Professorial rank.
- (3) The term of office of the Director of Planning and Quality Assurance shall be three (3) years renewable for another term of two (2) years upon satisfactory performance determined by the University Appointments and Promotions Board.
- (4) Where a Senior Member below the rank of professor is appointed to act, he shall hold office for two (2) years in the first instance renewable for another term of one (1) year only.
- (5) The Director of Planning and Quality Assurance shall, under the Pro-Vice-Chancellor, coordinate, manage and oversee the activities of the Planning and Quality Assurance Offices.

A. Planning Officer

- (a) Council shall, on the recommendation of the University Appointments and Promotions Board, appoint a Planning Officer who shall report to the Director of Planning and Quality Assurance and shall be head of the Planning Office.
- (b) The Planning Officer shall:
 - i. Promote the service of the Department/Unit as the Information nerve-centre of the University.
 - ii. Collect, collate, analyse and store statistical data on staff, students, equipment and structures of the University on continuous basis.
 - iii. Coordinate the development of Strategic Plans for the University, monitor and evaluate Action Plans contained in the Strategic Plans as the implementation progresses to ensure that the various milestones are attained.
 - iv. Develop, in consultation with Management, the format for annual and other strategic reports from time to time.
 - v. Prepare composite time-tables to manage the use of lecture rooms, workshops and laboratories with class sizes and

- monitor use of same to promote efficiency and effectiveness.
- vi. Compute Full-Time Equivalents (FTEs) for each Department to guide the recruitment of Faculty members in response to changes in student numbers.
- vii. Provide statistical reports for submission to relevant regulatory agencies including GTEC and CTVET.
- viii. Perform any other related functions as may be assigned to the Office by the Director of Planning and Quality Assurance.

B. Quality Assurance Officer

- (a) Council shall, on the recommendation of the Appointments and Promotions Board, appoint a Quality Assurance Officer who shall report to the Director of Planning and Quality Assurance and shall be head of the Quality Assurance Office.
- (b) The Quality Assurance Officer shall:
 - i. Maintain acceptable levels of academic, administrative and governance standards with respect to teaching, learning, research, administration and innovation;
 - ii. Conduct student evaluation of courses and teaching staff every semester;
 - iii. Conduct regular departmental reviews or at least one (1) departmental review every five (5) years;
 - iv. Facilitate the conduct of self-assessment and quality audits;
 - v. Facilitate quality audits and staff development;
 - vi. Oversee the preparation of quality audits, self-studies, quality assurance reviews, surveys, staff training and development, and graduate tracer studies.
 - vii. Ensure proper orientation of new staff both Teaching and Non-Teaching.
 - viii. Liaise with Faculties/Schools for Accreditation of new programmes and re-accreditation of existing programmes with GTEC;
 - ix. Design, implement and review academic quality control schemes;
 - x. Coordinate Affiliation activities on behalf of the

- University;
- xi. Design appropriate format for data collection and reporting in the department; and
 - xii. Any other duties that may be assigned from time to time by the Director of Planning and Quality Assurance.
- (c) Without prejudice to the generality of the functions hereby assigned to the Office, the Quality Assurance Officer in consultation with Deans of Faculty/School and the Pro-Vice-Chancellor shall:
- i. co-ordinate the activities of Departments regarding the preparation, implementation, monitoring and evaluation of strategic planning, as well as quality service delivery in respect of teaching, research, administration and the attainment of academic and service excellence.
 - ii. prepare and maintain an up-to-date database on staff and students as well as basic statistics on the University; and
 - iii. perform any other related functions as may be assigned to the Unit by the Vice-Chancellor of the University.
- (6) For the avoidance of doubt and without prejudice to Statute 17, the Registrar shall have only administrative responsibility for the Directorate of Planning and Quality Assurance.

Statute 27: Director of Research and Innovation

- (1) There shall be established a Directorate of Research and Innovation to be headed by a Director.
- (2) Council shall, on the recommendation of the University Appointments and Promotions Board, appoint a Director of Research and Innovation, on terms and conditions specified in the letter of appointment, who shall be of a Professorial rank.
- (3) The term of office of the Director of Research and Innovation shall be three (3) years renewable for another term of two (2) years upon satisfactory performance determined by the University Appointments and Promotions Board.

- (4) Where a Senior Member below the rank of professor is appointed to act, he shall hold office for two (2) years in the first instance renewal for another term of one (1) year only.
- (5) The Director of Research and Innovation shall, under the Pro-Vice-Chancellor, coordinate, manage and oversee the work of the Directorate.
- (6) Without prejudice to the generality of the foregoing, the Director of Research and Innovation shall also be responsible for:
 - (a) Be the custodian of all the meta-data and research materials generated by staff or faculty and students, the data repositories and the research data server and store them in a confidential and robust manner.
 - (b) Support any potential Researcher(s) and Innovator(s) with any institutional document (s) required in seeking funds to conduct research and innovation activities.
 - (c) Be responsible for preparing a research development plan for the University.
 - (d) Managing research data and innovation materials.
 - (e) Promote academic authorship.
 - (f) Ensure that research and innovations conform with standard and approved ethical guidelines.
 - (g) Organise regular or annual review of research and innovation protocols of the University.
 - (h) Provide periodic reports on research and innovation activities conducted by the University to the appropriate authority.
 - (i) Publicise the innovations and inventions of staff and students in collaboration with Public Affairs.
 - (j) Discharge of any other assignments that the Pro-Vice- Chancellor shall deem necessary.
- (7) The Director of Research and Innovation shall report to the Vice-Chancellor through the Pro-Vice-Chancellor.
- (8) The Director of Research and Innovation may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove the Director of Research and Innovation from office for good cause and in accordance with the instrument of appointment.

- (9) For the avoidance of doubt and without prejudice to Statute 17, the Registrar shall have only administrative responsibility for the Directorate of Research and Innovation.

Statute 28: Director of Career Placement and Counselling

- (1) There shall be established a Directorate of Career Placement and Counselling comprising Industrial Liaison and Guidance and Counselling Offices to be headed by a Director.
- (2) Council shall, on the recommendation of the University Appointments and Promotions Board, appoint a Director of Career Placement and Counselling, on terms and conditions specified in the letter of appointment, who shall be of a Deputy Registrar rank.
- (3) The Director shall coordinate, manage and oversee the functions and activities of the Offices within the Directorate.
- (4) The Director shall report to the Vice-Chancellor through the Pro-Vice-Chancellor.

A. Industrial Liaison Officer

- (a) Council shall, on the recommendation of the Appointments and Promotions Board, appoint an Industrial Liaison Officer who shall report to the Director of Career Placement and Counselling and shall be head of the Industrial Liaison Office.
- (b) The Industrial Liaison Officer shall:
 - i. Ensure that students secure industrial attachment (internship) placements;
 - ii. Facilitate industrial tours/visits for students;
 - iii. Ensure that students on industrial attachment are properly monitored;
 - iv. Ensure that good relationship is established between the University and industry;
 - v. Conduct and collate tracer studies data on graduates;
 - vi. Advise on Industrial Attachment policies;

- vii. Create linkages for industrial attachment/work place learning experience for students and Lecturers;
- viii. Liaise with industry for feedback to help develop and update curriculum to meet industry-specific courses, skills and competencies;
- ix. Organise orientation programmes for students, to promote their understanding of Practical Industrial Training;
- x. Organise workshops for both internal and external Industrial attachment supervisors;
- xi. Prepare annual reports on industrial attachment/work place learning experience to the Academic Board;
- xii. Any other duties that may be assigned by the Director of Career Placement and Counselling.

B. Guidance and Counselling Officer

- (a) Council shall, on the recommendation of the Appointments and Promotions Board, appoint a Guidance and Counselling Officer who shall report to the Director of Career Placement and Counselling and shall be head of the Guidance and Counselling Office.
- (b) The Guidance and Counselling Officershall:
 - i. provide counselling services to students and staff to ease academic and social stress;
 - ii. organise training workshops or seminars on relevant guidance and counselling, in life and career planning skills;
 - iii. initiate plans and programmes to address life challenges faced by students in academic environment;
 - iv. provide individual and group counselling to students with identified concerns and needs;
 - v. train peer educators and peer mediators in the institution;
 - vi. ensure that clients' who require special attention are given the necessary attention by the appropriate authority or expert;
 - vii. design structured lessons to help students achieve the desired competencies in learning and research;
 - viii. issue periodic reports on counselling activities to the University.

- ix. perform any other duties that may be assigned to him by the Director of Career Placement and Guidance.
- (5) For the avoidance of doubt and without prejudice to Statute 17, the Registrar shall have only administrative responsibility for the Directorate of Career Placement and Counselling.

Statute 29: Director of Public Affairs

- (1) There shall be established a Directorate of Public Affairs within the Registry which shall be headed by a Director.
- (2) Council shall, on the recommendation of the University Appointments and Promotions Board, appoint a Director of Public Affairs, on terms and conditions specified in the letter of appointment, who shall be of a Deputy Registrar rank.
- (3) The Director of Public Affairs shall report to the Registrar and be responsible for cultivating, coordinating and maintaining the University's relations with its publics, including the media.
- (4) Without prejudice to the generality of the foregoing, the Director of Public Affairs shall also be responsible for:
 - (a) overseeing University functions and events including Congregation and
 - (b) inaugural, inter-school and valedictory lectures;
 - (c) receiving guests and visitors of the University and providing the necessary courtesies;
 - (d) regulating and controlling the putting up of notices, posters, and banners;
 - (e) the maintenance of relations with the Alumni of the University;
 - (f) the production of university publications; and
 - (g) the discharge of any other assignments that the Registrar shall deem necessary.
- (5) In order to aid in the execution of his public relations duties, the Director of Public Affairs shall undertake information gathering and analysis, perception studies and the identification of various groups of the general population.

- (6) The Director of Public Affairs shall act as the spokesperson on University affairs, in consultation with the Registrar or the Vice-Chancellor.
- (7) The Director of Public Affairs may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove the Director of Public Affairs from office for good cause and in accordance with the instrument of appointment.

Statute 30: Director of Health Services

- (1) There shall be established a Directorate of Health Services within the Registry which shall be headed by a Director.
- (2) Council shall, on the recommendations of the University Appointments and Promotions Board, appoint a Director of Health Services on terms and conditions specified in the letter of appointment, who shall, under the Registrar, be responsible for the overall management of the University Health facilities and its satellite clinics.
- (3) Without prejudice to the generality of the foregoing, the Director of Health Services shall be responsible for:
 - (a) ensuring the efficient and effective delivery of health services to members of the University and their families;
 - (b) the supervision of health workers;
 - (c) advising on the procurement of drugs, hospital equipment and other goods and services needed for the efficient operation of the University Health Service;
 - (d) planning and monitoring the development of the University Health Service and its health programmes;
 - (e) ensuring that the University Health Service provides regular health extension services to the adjoining communities;
 - (f) advising, educating and monitoring health matters; and
 - (g) the discharge of any other assignments that the Registrar shall deem necessary.
- (4) The Director of Health Services may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and

conditions of his appointment. Council may also remove the Director of Health Services from office for good cause and in accordance with the instrument of appointment.

Statute 31: Director of General Administration and Legal Services

- (1) There shall be established a Directorate of General Administration and Legal Services comprising General Administration and Legal Services to be headed by a Director.
- (2) Council shall, on the recommendation of the University Appointments and Promotions Board, appoint a Director of General Administration and Legal Services, on terms and conditions specified in the letter of appointment, who shall report to the Registrar and shall be of the rank of a Deputy Registrar.
- (3) The Director shall coordinate, manage and oversee the functions and activities of the Offices within the Directorate and discharge of any other assignments that the Registrar shall deem necessary.
- (4) The Director of General Administration and Legal Services may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. Council may also remove the Director of General Administration and Legal Services from office for good cause and in accordance with the instrument of appointment.

A. General Administration

- (a) The General Administration functions shall comprise the coordination of such services as transport, security and other municipal services under the Registrar.
- (b) The Officer shall be in charge of the day-to-day administration of the Office of the Registrar.
- (c) The Officer shall be of the grade not below the rank of Senior Assistant Registrar.

B. Legal Officer

- (a) Council shall appoint a Legal Officer to be head of the Legal Office for the University on the recommendation of the University Appointments and Promotions Board on terms and conditions specified in the letter of appointment.
- (b) The Legal Officer shall be responsible for all legal matters of the University including but not limited to advising the Vice-Chancellor through the Registrar 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 by the Vice-Chancellor.

Statute 32: Sports Officer

- (1) There shall be established a Sports Office which shall be headed by a Sports Officer
- (2) Council shall appoint a Sports Officer, on terms and conditions specified in the letter of appointment, who shall report to the Registrar and be responsible for the overall management of sports within the University.
- (3) Without prejudice to the generality of the foregoing, the Sports Officer shall be responsible for:
 - (a) the development of sports and related activities;
 - (b) organisation of sporting events;
 - (c) liaising with external sports organisations;
 - (d) the management of the Sports Office;
 - (e) advising the Academic Board on matters relating to the award of academic credit for student participation in sports;
 - (f) holding sporting clinics for the members of the University;
 - (g) representing the University on external sporting bodies;
 - (h) the preparation of teams for sporting events; and
 - (i) the discharge of any other assignments that the Registrar shall deem necessary.
- (4) The Sports Officer may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and

conditions of his appointment. The Council may also remove a Sports Officer from office for good cause and in accordance with the instrument of appointment.

Statute 33: Chaplain

- (1) There shall be established a Chaplaincy in the University to be headed by a Chaplain.
- (2) The Vice-Chancellor shall appoint a Chaplain in consultation with the Chaplaincy Board for a term of two (2) years renewable for a second term of two (2) years only on terms and conditions specified in the letter of appointment.
- (3) The Chaplain shall report to the Vice-Chancellor through the Registrar and be responsible for coordinating the activities of recognised religious bodies within the University.

Statute 34: Business Development Officer

- (1) There shall be established a Business Development Office under the Office of the Registrar which shall be headed by the Business Development Officer.
- (2) Council shall, on the recommendations of the University Appointments and Promotions Board, appoint the Business Development Officer who shall not be below the grade of Senior Assistant Registrar.
- (3) The Business Development Officer shall be responsible for coordinating the activities of all businesses and production units within the University, and advising on the growth of such units as well as potential income generating opportunities.

Statute 35: External Funds Officer

- (1) There shall be established an External Funds Office under the Office of the Vice-Chancellor which shall be headed by the External Funds Officer.
- (2) The Vice-Chancellor shall, in consultation with the Pro-Vice-Chancellor, appoint an External Funds Officer not below the rank of Senior Lecturer or equivalent grades for a term of two (2) years renewable for a second term of two (2) years only on terms and conditions specified in the letter of appointment. In the case of staff of professorial or equivalent grades, the office holder shall serve a term of three (3) years renewable for a second term.
- (3) The External Funds Officer shall be responsible for developing and implementing creative, efficient and effective strategies geared towards soliciting external financial support for the University, establish and maintain formal partnerships with corporate bodies/institutions/personal sponsors, communicate and maintain such partnerships and secure financial support from potential donors in line with the University's Strategic Plan.

Statute 36: Dean, School of Graduate Studies

- (1) There shall be established a School of Graduate Studies which shall be headed by a Dean, to be assisted by a Vice-Dean.
 - (a) The Dean and the Vice-Dean shall be appointed by Council on recommendation of the Appointments and Promotions Board
 - (b) The Dean shall be of a Professorial Status and shall have the status and functions of a Dean of Faculty.
 - (c) The Dean shall hold office for a period of three (3) years if he is of a professorial status, and may be eligible, upon completion of his term of office, for re-appointment for another term of two (2) years only provided his performance is satisfactory.
 - (d) Where a suitable senior member of Professorial status cannot be found, a suitable senior academic member of Senior Lecturer Status may be appointed to act as Dean. He shall hold office for two (2) years and shall be eligible for re-appointment for another term of two (2) years.

- (e) The Dean of Graduate Studies shall be responsible to the Vice-Chancellor through the Pro-Vice-Chancellor for coordinating all graduate programmes and related activities of the University.
- (f) The Dean of Graduate Studies may resign from office by notice in writing addressed through the Vice-Chancellor to Council in accordance with the terms and conditions of his appointment. Council may also remove the Dean of Graduate Studies from office for good cause and in accordance with the instrument of appointment.

(2) Board of School of Graduate Studies

There shall be established a Board of School of Graduate Studies which shall be constituted as follows:

- (a) Dean as Chairperson
- (b) Vice- Dean; and
- (c) Two (2) members elected by each Faculty, one of whom shall be a Dean and the other a Head of Department not below the rank of Senior Lecturer or Senior Research Fellow.
- (d) One (1) representative of GRASAG

(3) In Attendance:

- (a) Senior/Assistant Registrar (Graduate School) –Secretary
- (b) The Head of Department where matters relating to the Department are to be considered.

(4) Functions:

- (a) To be responsible for regulating the delivery of all graduate programmes and related activities of the University
- (b) To give approval of candidature, supervisors, coursework, thesis topics, titles and synopses for higher qualifications based upon the recommendations from the Departmental and Faculty Boards.
- (c) To recommend the appointment of Internal and External Examiners in respect of written papers, dissertations or theses to the Academic Board based upon recommendations from the Departmental Boards.
- (d) To keep records of all graduate students.
- (e) To recommend to Academic Board for approval, graduate examination results from Departmental and Faculty Boards.
- (f) To liaise with the Heads of Department on matters relating to graduate studies in their various Departments.

- (g) In liaison with the International Programmes Office of the University, to establish and maintain links with graduate schools in other tertiary institutions and promote exchange of graduate students and staff engaged in graduate work between the University and other tertiary Institutions.

Statute 37: Dean of International Programmes and Institutional Linkages

- (1) There shall be the Office of International Programmes and Institutional Linkages headed by a Dean who shall be appointed by Council on terms and conditions as recommended by the Appointments Board.
- (2) The Dean of International Programmes and Institutional Linkages shall, under the Pro-Vice-Chancellor, be 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 organisation 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; and
 - (g) performing such other functions as shall be determined by the University Council.
- (3) The Dean shall hold office for a period of three (3) years if he is of a professorial status, and may be eligible, upon completion of his term of office, for re-appointment for another term of two (2) years only provided his performance is satisfactory.
- (4) Where a suitable senior member of Professorial status cannot be found, a suitable senior academic member of Senior Lecturer Status may be appointed

to act as Dean. He shall hold office for two (2) years and shall be eligible for re-appointment for another term of two (2) years.

- (5) The Dean of International Programmes and Institutional Linkages may resign from office by notice in writing addressed through the Vice-Chancellor to Council in accordance with the terms and conditions of his appointment. Council may also remove the Dean of International Programmes from office for good cause and in accordance with the instrument of appointment.

Statute 38: Dean of Students Affairs

- (1) There shall be established the Office of the Dean of Students Affairs.
- (a) The Office of the Dean shall be headed by a Senior Member not below the rank of Senior Lecturer to be referred to as Dean of Students Affairs appointed by Council.
 - (b) The Dean shall have the status of a Dean of Faculty/School and shall be assisted by a Vice-Dean.
 - (c) The Dean shall hold office for a period of three (3) years if he is of a professorial status, and may be eligible, upon completion of his term of office, for re-appointment for another term of two (2) years only provided
 - (d) his performance is satisfactory.
 - (e) Where a suitable senior member of Professorial status cannot be found, a suitable senior academic member of Senior Lecturer Status may be appointed to act as Dean. He shall hold office for two (2) years and shall be eligible for re-appointment for another term of two (2) years.
 - (f) There shall be established in the Office of the Dean of Students Affairs, a Students Affairs Committee which shall assist the Dean in the performance of his duties. The composition of the Committee shall be as follows:
 - i. The Dean - Chairperson
 - ii. The Vice-Dean
 - iii. Registrar or his Representative
 - iv. The Director of Career Placement and Counselling

- v. Heads of Hall
- vi. The Chaplain
- vii. One (1) SRC Representative
- viii. One (1) GRASAG Representative
- ix. One (1) Representative of the Academic Board

In Attendance:

- x. The Senior/Assistant Registrar (Student Affairs) - Secretary
- (2) The Dean of Students shall, under the Pro-Vice-Chancellor, be responsible for:
- (a) the welfare of the Junior Members and normally act in “loco parentis”.
 - (b) for them whilst they are in the University.
 - (c) overseeing and advising on the counselling and placement of students;
 - (d) overseeing the provision of chaplaincy services through the Chaplaincy Board to students and other members of the University;
 - (e) the resolution of conflict between students and halls and hostels of residence as well as conflicts involving students outside of halls and hostels;
 - (f) making representation to the University about ways of enhancing the quality of students’ life;
 - (g) ensuring the maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their University experience;
 - (h) ensuring the orderly organisation of students’ activities within the university;
 - (i) providing leadership to all bodies and activities that promote the well- being of students of the University including the Students’ Representative Council (SRC), and the graduate students of the University;
 - (j) overseeing and advising on the management of dues and other levies collected by the Students’ Representative Council (SRC)/ Graduate Students’ Association (GRASAG).
 - (k) overseeing and advising on the formation of students’ associations;
 - (l) working with student groups in developing extra-curricula

- programmes and activities of the university;
- (m) co-ordinating with the groups to encourage the participation of students in the activities that promote personal growth and development of students;
 - (n) encouraging the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the University, and responsibility for personal actions;
 - (o) ensuring that any disciplinary actions imposed on any student(s) by the recognised authority of the University are complied with.
- (3) The Dean of Student Affairs shall be a member of the Executive Committee of the Academic Board, the Residence Committee and such other committees or boards as the Vice-Chancellor may determine.
 - (4) Liaising with the Registrar, Deans of Faculties/Schools, Hall Masters, the Students Representative Council and other appropriate bodies in all matters affecting the welfare of Junior Members.
 - (5) The Dean of Student Affairs may resign from office by notice in writing addressed to Council through the Vice-Chancellor in accordance with the terms and conditions of his appointment. Council may also remove the Dean of Student Affairs from office for good cause and in accordance with the instrument of appointment.

Statute 39: Academic Board

There shall be an Academic Board as provided for by the Technical Universities Act.

- (1) Composition of Academic Board:
The membership of the Academic Board shall be as follows:
 - (a) The Vice-Chancellor (Chairperson)
 - (b) The Pro-Vice-Chancellor
 - (c) All Deans of Faculty/School/Institutes
 - (d) All Heads of Academic Departments and Centres
 - (e) Professors and Associate Professors
 - (f) The Librarian

- (g) The Registrar shall be a non-voting member and the Secretary to the Board.
 - (h) Three (3) members, two (2) of whom are non-teaching staff, elected by Convocation, in accordance with Statute 48.
 - (i) The Director of Academic Affairs shall be in attendance.
 - (j) Academic Board may co-opt a person to attend Academic Board Meeting in an advisory capacity but the person shall not vote on a matter for decision at the meeting and the presence of that person shall not count in the constitution of a quorum
- (2) Powers and Functions of the Academic Board:
- Without prejudice to the generality of the powers of the Academic Board prescribed by the Act and these Statutes, the powers and functions of the Academic Board shall be as follows:
- (a) To formulate and carry out the academic policy of the University and generally regulate and approve the programmes of instructions and examinations in the University.
 - (b) To promote quality assurance in teaching and learning, research, scholarship and community service within the University and request, at the end of every academic year, reports from the Departments on their activities.
 - (c) To approve Internal and External Examiners/Assessors/Verifiers on the recommendations of Faculty/School Boards concerned, and to determine the terms and conditions of their appointment.
 - (d) To remove or suspend Examiners/Assessors/Verifiers for negligence or inefficiency or other justifiable cause during the Examiners'/Assessors'/Verifiers' term of office and in the case of death, illness or resignation of an Examiner/ Assessor/Verifier or in the case of suspension or removal, appoint a replacement.
 - (e) To make regulations on the admission of students and arrangements for the conduct of examinations.
 - (f) To determine and where necessary admit continuing students of other University to programmes of equal or similar category to the University.
 - (g) Make regulations upon receiving reports or proposals from Faculty/ School Boards relating to programmes of study, degrees, diplomas

- (h) and other academic awards.
- (i) To award diplomas, certificates and other academic distinctions to persons who have pursued programmes of study or research approved by the Academic Board and have passed the prescribed examinations and or satisfied the Examiners.
- (j) To make recommendations to Council on the establishment of new Faculties/Schools, the abolition, change of the scope of any Faculties/Schools, into two or more Faculties/Schools or the abolition of any existing Faculties/Schools.
- (k) To determine, subject to any conditions made by donors which are accepted by Council, after reports or proposals from the Faculties/Schools concerned, the mode and conditions of competition for fellowships, scholarships, bursaries, medals and other prizes.
- (l) To make, subject to the formal approval of Council, rules and regulations guiding appointments, re-appointments, acting appointments and promotions of Senior Member of the University, to posts other than those reserved for Council by the Act and these Statutes.
- (m) To make regulations for the discipline of Students of the University and to take steps as it deems proper for controlling organisations, associations, unions and groups of the student body.
- (n) To consider, for the approval of Council, an annual statement of the estimates and accounts of the University as submitted by the Budgetary Committee.
- (o) To regulate the relationship between the University and associated institutions both national and international and other relevant industrial and commercial institutions
- (p) To refer proposals on any matter to Convocation for consideration.
- (q) To review the decisions of any of the Statutory Committees of the Academic Board, to reflect the collective wisdom of the Board and the best interest of the University.
- (r) Report back to the Council of the University on matters referred to the Board by the Council.
- (s) To determine any other academic matters in the interest of the University.

(3) Meetings of the Academic Board

- (a) The Vice-Chancellor of the University shall convene meetings of the Academic Board at least twice each Semester.
- (b) At least five (5) days' notice shall be given for any such meetings.
- (c) Emergency meetings may be convened by the Vice-Chancellor or in his absence, by the Pro-Vice-Chancellor, at any time upon giving all members of the Board at least a 48 hour written notice, unless a shorter time of notice is necessitated by the circumstance.
- (d) A special meeting of the Academic Board may be convened on the written request of at least one-third of the membership of the Board, submitted to the Vice-Chancellor with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the Vice-Chancellor shall convene a special meeting stating the matters to be discussed.
- (e) The quorum for the transaction of business of the Academic Board shall be fifty per cent (50%) of the entire membership including the Chairperson.

Statute 40: Standing Committees of the Academic Board

- (1) Subject to the powers conferred on Council by the Act, Council shall approve the formation of such Standing Committees of the Academic Board as appropriate to facilitate the efficient and effective governance of the University. The following Committees and any others that the Academic Board deems fit may also be established subject to the approval of Council:
 - (a) Executive Committee
 - (b) Academic Affairs Committee
 - (c) Academic Planning and Quality Assurance Committee
 - (d) Academic Prizes Committee
 - (e) Board of Trustees for Academic Prizes Fund
 - (f) Budget Committee
 - (g) Career Placement and Counselling Advisory Committee
 - (h) Chaplaincy Board
 - (i) Disciplinary Board/Committee

- (j) Examinations Board
 - (k) Health Services Management Committee
 - (l) Housing Committee
 - (m) ICT Committee
 - (n) Library Committee
 - (o) Management Committee for Volta Premier F.M. Station
 - (p) Research, Conference and Innovation Committee
 - (q) Residence Committee
 - (r) Security Committee
 - (s) Sports and Recreation Committee
 - (t) Staff Development and Scholarships Committee
 - (u) Transport Committee
 - (v) University Basic School Management Committee
 - (w) Works and Physical Development Committee
 - (x) Time Table Committee (Subcommittee of Academic Affairs Committee)
 - (y) Joint Admissions Committee (Subcommittee of Academic Affairs Committee)
 - (z) Examination Superintending Committee (Subcommittee of Academic Affairs Committee)
- (2) The composition, meeting procedures and functions of the committees shall be in accordance with **Schedule B** to these Statutes.

Statute 41: Academic Divisions

- (1) Subject to the provisions of Act 922 as amended, Council shall approve the creation of such Academic Divisions of the University as Faculties, Schools, Institutes, Centres, Departments and any other units of teaching and research as may be determined on the recommendations of the Academic Board.
- (2) A Faculty, School, Institute, Department and Centre shall have a Board or Committee as appropriate.
- (3) The structure, status, functions and privileges of the academic divisions shall be in accordance with these Statutes.

Statute 42: Faculties/Schools/Institutes

- (1) There shall be in the University, Faculties/Schools/Institutes and such other academic entities as Council may, on the recommendation of the Academic Board, establish.
- (2) The internal organization of the University into Faculties/Schools/Institutes/Centres shall be in accordance with Schedule C to these Statutes.
- (3) Each Faculty/School shall be headed by a Dean who will be assisted by a Vice-Dean.
- (4) Council shall appoint a Dean from amongst the academic senior members of the Faculty/School/Institute who are of professorial status on the recommendation of the University Appointments and Promotions Board.
- (5) Where there are no suitable academic senior members of professorial status in the Faculty/School the Dean may be appointed from a cognate Faculty.
- (6) A Head of Department appointed as Dean shall vacate his position as Head of Department.
- (7) A Dean shall hold office for a period of three (3) years if he is of a professorial status, and may be eligible, upon completion of his term of office, for re-appointment for another term of two (2) years only provided his performance is satisfactory in accordance with criteria specified in Schedule N.
- (8) Where there is only one suitable senior academic member of professorial status, he may be re-appointed to serve more than the normal two terms provided his performance is satisfactory.
- (9) Where a suitable senior member of Professorial status cannot be found in the faculties, a suitable senior academic member of Senior Lecturer Status may be appointed to act as Dean. He shall hold office for two (2) years and shall be eligible for re-appointment for another term of two (2) years.
- (10) The Vice-Dean shall be appointed from amongst the Heads of Departments in the Faculty. The Dean shall nominate two Heads

of Departments with his recommendations to the University Appointments and Promotions Board (UAPB) for consideration.

- (11) The Vice-Dean shall hold office for two (2) years and shall be eligible for re- appointment for another term of two (2) years.
- (12) A Head of Department appointed as Vice-Dean shall not vacate his position as Head of Department.
- (13) In the absence of the Dean, the Vice-Dean shall act as Dean. In the absence of both the Dean and the Vice-Dean, the most senior Head of Department in the Faculty shall act as Dean.
- (14) The Procedure for appointment of Deans shall be in line with **Schedule R** of these Statutes.

Statute 43: Functions and Powers of Deans

- (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 Board.
- (2) The Dean shall be the Chairperson of the Faculty/School Board and Head of the Faculty.
- (3) He shall, in consultation with the Heads of Department, promote the postgraduate training of graduates and lecturers of the Faculty.
- (4) He shall liaise with industries, professional institutions, associations and similar bodies and organise consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.
- (5) He shall liaise with other Faculties or Schools and take responsibility for the organisation of common courses.
- (6) He shall co-ordinate the work of the Departments within the Faculty.

- (7) He shall consult with, and be assisted by the Heads of Department in the execution of his duties.

Statute 44: Composition of Faculty/School Boards

- (1) There shall be in each Faculty a Board whose membership shall consist of the following:
 - (a) The Dean of the Faculty as Chairperson
 - (b) Professors and Associate Professors within the Faculty.
 - (c) All Heads of Departments within the Faculty
 - (d) One other member of each Department elected by the Academic Senior Members of the Departments
 - (e) One representative from each cognate Faculty
 - (f) Two (2) student representatives, one postgraduate and one undergraduate, (who are not in their first year) elected by the students in the Faculty, who shall be invited when the need arises.
 - (g) Subject to the approval of the Academic Board, such other persons as may be determined by the Faculty Board
 - (h) The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Board
- (2) The terms of office of members of the Faculty Boards other than Heads of Departments and Professors and Associate Professors in the Faculty shall be two years except students. Such members of the Board shall be eligible for re- election for only another term of two (2) years.
- (3) Each Faculty Board shall meet at least twice each Semester. Meetings of the Faculty Board shall be convened by the Dean by giving at least five (5) days' notice in writing to all the members of the Faculty Board. Emergency meetings of a Faculty Board may be called by the Dean at any time by giving at least 24 hours' notice to members.
- (4) A special meeting of the Faculty Board shall be called by the Dean on the written request of at least half of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at that special meeting. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.

- (5) The quorum for a meeting of a Faculty Board shall be fifty percent (50%) of the total membership.

Statute 45: Powers of Faculty/School Boards

Subject to the Act and these Statutes, the Board of each Faculty shall have the following powers and functions under the Academic Board:

- (1) To regulate, within the general policy approved by the Academic Board, the teaching and study of the programmes/courses assigned to the Faculty.
- (2) To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the Faculty.
- (3) To recommend to the Academic Board Internal and External Examiners/Assessors/Moderators/Verifiers for appointment.
- (4) To advise on regulations and syllabuses dealing with courses of study for degrees and other awards of the Faculty.
- (5) To consider and approve thesis topics/areas and supervisors for postgraduate research projects.
- (6) To constitute itself into a Board of Examiners of the Faculty and make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, University fellowships, studentships, scholarships and prizes within the Faculty.
- (7) To consider the Faculty budget and make allocation to Departments.
- (8) To deal with any matters referred to it by the Academic Board.
- (9) To appoint such sub-committees as it may consider necessary for the discharge of its functions.

Statute 46: Departments and Centres

There shall be established Departments and Centres which shall be headed by a Senior Member, appointed by the Vice-Chancellor in accordance with the provisions in these Statutes.

A. Departments

Each Faculty shall consist of Departments and Centres as specified in **Schedule C** to these Statutes.

- (1) Each Department in a Faculty shall have an appointed Head.
- (2) The Head of Department shall be of professorial status. Where there is no suitable academic senior member of Professorial status in the Department, a Senior Lecturer may be appointed as Head if he is found to be suitable. Where there is no suitable Senior Lecturer in the Department, a suitable academic senior member of professorial or senior lecturer status may be appointed from another Department of that Faculty or a cognate Faculty.
- (3) When a vacancy occurs in the Headship of an Academic Department, the Dean of the Faculty concerned shall present the names and curriculum vitae of the three (3) most senior and suitable academic members of the Department with his recommendations of their suitability to the UAPB for consideration. The UAPB shall consider and make its own recommendations to the University Council for consideration and appointment.
- (4) The appointment of a Head of an Academic Department shall be for a period of three (3) years, if he is of professorial status and may be eligible for re-appointment for another term of two (2) years only, provided his performance during the first term is satisfactory. Performance shall be measured by the criteria as specified in **Schedule N** to these Statutes.
- (5) Where a Head of an Academic Department is not of professorial status, He shall hold office for a period of two (2) years and may be eligible for re-appointment for only another term of one (1) year provided his performance during the first term is satisfactory. Performance shall be measured by the criteria as specified in **Schedule N** to these Statutes.
- (6) It shall be the responsibility of the Head of Department with the approval of the Faculty Board:
 - (a) Organise the teaching programme, to maintain acceptable standards of teaching and to ensure that adequate facilities are available for research in their respective disciplines.
 - (b) Responsible for recommending to the Faculty Board the development of programmes, syllabuses and courses as well as promotion of

research in the Department.

- (c) Have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff and maintenance of discipline.
 - (d) Liaise with other Departments, Centres, Faculties, Schools, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department.
- (7) He shall consult with the Dean in all matters affecting his Department and the Faculty.
- (8) Each Department in a Faculty shall have a Departmental Committee comprising the Head of Department as Chairperson, and all other Senior Members. Meetings shall be convened at least twice every semester to:
- (a) plan and evaluate its work;
 - (b) consider general organization and regulations of prescribed courses and research;
 - (c) consider the Departmental Budget; and
 - (d) consider matters referred to it by the Faculty Board.

B. Centres

- (1) The qualification and term of office of the Head of Centre shall be the same as that of a Head of an academic department.
- (2) When a vacancy occurs in the headship of Centre, the Pro-Vice- Chancellor shall present the names and curriculum vitae of the three (3) most senior and suitable academic members of the Centre with his recommendations of their suitability to the UAPB for consideration.
- (3) Each Centre shall have a Committee comprising the Head of Centre as the Chairperson, and all other Senior Members of the Centre and one representative from each cognate Faculty. Meetings shall be convened at least twice every semester to:
- (a) plan and evaluate its work; and
 - (b) consider general organization and regulation of programmes/courses and research activities and initiatives.

C. Meetings

- (1) Meetings of the Departmental/Centre Committee shall be convened by the Head of Department/Centre by giving at least five (5) days' notice in writing to all the Senior Members in the Department/Centre.
- (2) The Head of Department/Centre shall convene a special meeting at the written request of at least one-third of the Senior Members of the Department/Centre submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven (7) days upon receipt of the request.
- (3) Emergency meetings may be convened by the Head of Department/Centre at any time upon giving all members of the Board at least 24 hours written notice.
- (4) The quorum for the transaction of any business of the Committee shall not be less than one-half of the total number of members at post.

Statute 47: Non-Teaching Units

- (1) The Non-Teaching units of the University shall include but not limited to the following:
 - (a) Directorate of Finance
 - (b) Directorate of Internal Audit
 - (c) Directorate of Works and Physical Development
 - (d) Directorate of Information and Communication Technology
 - (e) Directorate of Academic Affairs
 - (f) Directorate of Career Placement and Counselling
 - (g) Directorate of General Administration and Legal Services
 - (h) Directorate of Health Services
 - (i) Directorate of Human Resource
 - (j) Directorate of Planning and Quality Assurance
 - (k) Directorate of Research and Innovation
 - (l) Directorate of Public Affairs
 - (m) Business Development Office
 - (n) Chaplaincy
 - (o) External Funds Office

- (p) Procurement Office
- (q) Sports Office

- (2) The Non-teaching unit shall have a Head, and relevant personnel appointed
- (3) by Council.
- (4) Council may, on the recommendations of the Academic Board, establish such other units and offices as it deems appropriate and appoint officers to occupy them.
- (5) The duties, remuneration, terms and conditions of office shall be determined by Council.

Statute 48: Convocation

There shall be Convocation of the University. The Registrar of the University shall maintain a register of Convocation which shall be published each year.

(1) Composition of Convocation:

- (a) Members of Convocation shall be the following persons holding office in the University:
 - i. The Vice-Chancellor of the University
 - ii. The Pro-Vice-Chancellor of the University
 - iii. All other Senior Members
 - iv. Any other person approved by the Academic Board for this purpose, provided that any such person(s) shall not be entitled to vote in any proceedings of Convocation.
- (b) The Vice-Chancellor of the University shall preside over meetings of Convocation.
- (c) The Registrar shall moderate proceedings of Convocation meetings.

(2) Functions of Convocation:

- (a) Convocation shall be charged with the responsibility of protecting the interest of Convocation. Without prejudice to the generality of this responsibility, Convocation shall also fulfil the following specific functions:

- i. To receive and discuss reports from the Vice-Chancellor on the state of the University;
- ii. To ensure that decisions of Convocation are duly carried out or
- iii. implemented;
- iv. To study all events of the University to ensure that matters of interest to Convocation are brought to its attention;
- v. To safeguard the interests of individual members of Convocation;
- vi. To make proposals to Convocation for the improvement and proper functioning of the University;
- vii. To advise members in the performance of their duties;
- viii. To safeguard the interest of the University; and
- ix. To elect Convocation representatives to Council, Academic Board and any other relevant committees of the University.

(3) Meetings of Convocation:

- (a) Meetings of Convocation shall be convened by the Registrar in consultation with the Vice-Chancellor of the University.
- (b) Meetings of Convocation shall be held at least once every semester.
- (c) Emergency meetings may be convened upon the request of not less than thirty (30) members of convocation in writing, stating the purpose for which the meeting is to be called.
- (d) All members of Convocation shall be given at least 48 hours written notice. The notice summoning such a meeting shall specify the business to be considered.
- (e) No special meeting of Convocation shall be called within three (3) months of the previous meeting if the purpose of the intended special meeting is the same or substantially the same as that of the previous meeting.
- (f) The Registrar shall moderate meetings and also serve as the Secretary of Convocation.
- (g) The quorum of Convocation for the transaction of business shall be one- third of its total membership.
- (h) Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by secret ballot.

(4) Election of Convocation Members for Council Boards/Committees

- (a) Convocation shall elect from among its members, two (2) Senior Members, one (1) of whom shall be Non-Teaching, to represent Convocation on the University Council and three (3) members, two (2) of whom are non-teaching to represent convocation on the Academic Board. (Form for Election found in **Schedule M** and Proxy Form in **Schedule O**).
- (b) The Returning Officer shall be the Registrar and Secretary to Council. He shall be responsible for conducting the election by secret ballot. The secretary shall be assisted by three (3) scrutineers appointed by the Academic Board.
- (c) No election shall be valid until and unless the scrutineers have unanimously certified in writing to the Vice-Chancellor of the University that the counting of the votes and declaration of results thereof have been correctly carried out.
- (d) Each candidate for election shall be proposed by one member of Convocation and endorsed by two (2) others in writing to the Secretary. The candidate so proposed must append a signature to the nomination form to signify the candidate's willingness to stand.
- (e) The term of office of a Convocation member on Council and Board(s) of the University shall be only one (1) term for the following durations/tenure in the case of:
 - i. Council - three (3) years only.
 - ii. Academic Board – two (2) years only.
 - iii. Disciplinary Board – two (2) years only.
- (f) The member shall not be eligible for re-election to Council or that Board and if previously representing Convocation on another Board, his/her representation on the previous Board shall become vacant upon election to a new Board or Council.
- (g) In the event of a vacancy in the Convocation representation on Council through death, resignation or any other cause, the Secretary shall notify the members of Convocation of such vacancy and shall conduct a bye-election to fill such a vacancy within 21 days. Such a bye-election shall be conducted in the same way as a regular election and the person so elected shall hold office for the residue of the term of the member to be

replaced.

- (h) A candidate for election as Convocation representative on Council or Academic Board shall not be below the rank of Senior Lecturer or its equivalent.

Statute 49: Auditing of University Accounts

- (1) The accounts of the University, including the accounts of its autonomous Units as well as the consolidated accounts, shall be audited annually by the Auditor-General in accordance with Clause (2) of Article 187 of the Constitution.
- (2) The Auditor-General shall appoint External Auditors to audit the accounts of the University.
 - (a) The External Auditors appointed shall conduct their business in accordance with the directives of the Auditor-General, and shall receive such remuneration as shall be determined by Council.
 - (b) The External Auditors shall have right of access to books, accounts and relevant records of the University and shall be entitled to such information and explanation as they deem necessary for the proper discharge of their responsibilities.
 - (c) The External Auditors shall submit to Council, once in each year, a report on the accounts of the University.
 - (d) The External Auditors may resign their appointment by letter addressed to the Auditor General with a copy to Council

Statute 50: Matriculation

- (1) A person enrolling in the University for the first time shall be matriculated.
- (2) A person shall not matriculate into the Faculty/School unless that person has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
- (3) The Academic Board shall determine the manner of matriculation into the University.

- (4) A person admitted to the University shall take the Matriculation Oath and sign the Matriculation Register.
- (5) A student who fails to sign the Matriculation Register shall, after repeated reminders, be prevented from graduation by the University.

Statute 51: Congregation

- (1) There shall be a Congregation of the University which shall be composed of:
 - (a) Chancellor
 - (b) Chairperson and members of Council
 - (c) Members of Convocation
 - (d) Graduands of the University
 - (e) Alumni
 - (f) Senior and Junior Staff of the University.
- (2) Congregation shall be held for the purpose of receiving reports and witnessing the ceremony for awarding degrees, diplomas and certificates of the University and for any other purposes determined by Council.
- (3) A Congregation for the conferment of regular diplomas and certificates shall be convened from time to time as determined by Council and shall be presided over by the Chairperson of Council.
- (4) The procedure for the presentation of Graduands and for the conferment of degrees, diplomas and certificates and other matters relating to Congregation shall be determined by the Academic Board for the consideration and approval of Council.

Statute 52: Discipline in the University

- (1) **Chief Disciplinary Officer**
 - (a) The Vice-Chancellor, as the Chief Disciplinary Officer, shall ensure discipline in the University in accordance with the Statutes and any other legislation.
 - (b) Subject to these statutes, the Vice-Chancellor may delegate any part of

his authority in respect of discipline to any person or body as he may deem fit or appropriate.

(2) Disciplinary Board/Committee:

- (a) There shall be disciplinary boards or committees for each of the categories of members of the University recognised by the Act and these Statutes.
- (b) A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Vice-Chancellor personally or acting through the Registrar and the Board or Committee shall make appropriate decisions on the charges including sanctions.
- (c) The Vice-Chancellor, acting personally or through the Registrar or other authorised University official shall cause to be investigated an allegation of misconduct by an ad hoc committee.
- (d) Where investigations disclose misconduct disciplinary proceedings shall be instituted by the appropriate disciplinary board or committee constituted by the Vice-Chancellor.
- (e) For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.
- (f) Where a disciplinary action concerns a person who is a member of the relevant committee, the Vice-Chancellor shall replace that person with a suitably qualified alternate.
- (g) In the event of an objection being raised against the Chairperson or any individual member of the Committee, the Vice-Chancellor shall appoint a replacement and the most Senior Dean of Faculty shall be appointed to replace the Chairperson and may also appoint any other persons that he deems fit to replace individuals against whom objections may be raised by an aggrieved staff.
- (h) The Registrar shall provide secretarial services to the Disciplinary Boards and Committees.
- (i) The Vice-Chancellor shall implement the decisions of the Disciplinary Boards or Committees in accordance with these Statutes.

(3) Membership of Disciplinary Board/Committee

There shall be constituted a Disciplinary Board for Senior Members and a Disciplinary committee for Senior and Junior Staff.

(a) Disciplinary Board for Senior Members

A Disciplinary Board constituted to deal with matters of discipline affecting Senior Members shall comprise:

- i. Pro-Vice-Chancellor - Chairperson
- ii. Two (2) members elected by the Academic Board who shall be of a rank not below Senior Lecturer.
- iii. Two (2) members elected by Convocation who shall hold appointment as Heads of Department or Unit or Centre one of whom shall be non-Teaching Staff
- iv. A representative of the Staff Union of the affected Senior Member
- v. Legal Officer or in the absence of the legal officer, a faculty or staff with legal background.
- vi. The Board may at its discretion invite any other person to be in attendance.
- vii. The Registrar shall be Member/Secretary to the Board. In the absence of the Registrar, any one appointed to serve as Secretary shall be Deputy Registrar or Senior Assistant Registrar as appropriate.
- viii. The quorum for transaction of business of the Disciplinary Board shall be five (5) members including the Chairperson and a representative of the Staff Union of the affected Senior Member.
- ix. In the event of an objection being raised against the Chairperson or any individual member of the Board, the Vice-Chancellor of the University shall appoint a replacement and the most Senior Dean of a Faculty or School shall be appointed to replace the Chairperson and may also appoint any other person that he deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

(b) Disciplinary Committee for Senior and Junior Staff

A Disciplinary Committee constituted to deal with matters of discipline affecting Senior and Junior Staff shall comprise:

- i. Chairperson to be appointed by the Vice-Chancellor
- ii. A representative of the Staff Union of the affected Staff
- iii. Legal Officer or in the absence of the legal officer, a faculty or staff with legal background.
- iv. The quorum for the transaction of business of the Disciplinary Committee shall be three, and no business shall be transacted by the Committee in the absence of the Chairperson.
- v. The Committee may at its discretion invite any other person to be in attendance.
- vi. The Registrar shall be Member/Secretary to the Committee. In the absence of the Registrar, any one appointed to serve as Secretary shall be of the rank not below that of Deputy Registrar or Senior Assistant Registrar as appropriate.
- vii. In the event of an objection being raised against the Chairperson or any individual member of the Committee, the Vice-Chancellor shall appoint a replacement and may also appoint any other persons that he deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

(c) Procedure

- i. No charge shall be laid except with the approval of the Disciplinary Board or Committee.
- ii. A charge shall be in writing, addressed to the accused, and signed by or under the authority of the Chairperson of the Disciplinary Board or Committee. It shall contain a statement of the offence or breach with sufficient detail and served on the accused with a copy filed with the Registrar.
- iii. Upon service of the charge(s) on the accused staff, he shall, within ten (10) working days furnish the Board/Committee through the Registrar with a response to the charge(s).
- iv. Upon receipt of the response, the Chairperson shall authorize the commencement of proceedings by a notice to the accused to that effect indicating appropriate date, time and place for the

- hearing. The Chairperson shall ensure that the proceedings are conducted with due dispatch.
- v. Where the Senior Member, Senior or Junior Staff fails to submit his response within the stipulated period the Disciplinary Board/Committee shall proceed with the enquiry.
 - vi. An individual against whom allegations are levelled is entitled to appear before the Disciplinary Board or Committee either alone or with a Lawyer of his own choice and at his own cost.
 - vii. Where no adverse findings have been made against a Senior Member, Senior or Junior Staff, the Vice-Chancellor shall communicate same to him upon receipt of the Disciplinary Board/Committee's report.
 - viii. Where adverse findings have been made against a Senior Member, Senior or Junior Staff, the Vice-Chancellor shall implement the recommendations of the Disciplinary Board/Committee upon receipt of the Disciplinary Board/Committee's report.
 - ix. Depending on the gravity of the offence committed by the Senior Member, Council may cause him to be interdicted pending the finality of investigations. In the case of Senior and Junior Staff, the Vice-Chancellor may cause him to be interdicted.
 - x. The Senior Member, Senior or Junior Staff who has been interdicted shall be paid two-thirds of his salary while on interdiction.
 - xi. It is the duty of the Vice-Chancellor to ensure that the case is determined as expeditiously as possible, and he shall report to Council, at its next meeting.
 - xii. Where the Senior Member, Senior or Junior Staff had been suspended, he shall be restored to his former position forthwith, and if on interdiction, arrears of salary shall be paid accordingly.
 - xiii. The Vice-Chancellor of the University may delegate any part of the Vice-Chancellor's authority in respect of discipline as shall seem appropriate.

(d) Sanctions

The following are the penalties that may be imposed for breaches of discipline and offences:

- i. Dismissal
- ii. Termination of appointment
- iii. Suspension for stated period without pay
- iv. Freeze of promotion for stated period
- v. Reduction in rank or grade
- vi. Interdiction
- vii. Forfeiture of pay for stated period
- viii. Withholding an increment
- ix. Surcharge
- x. Reprimand

Statute 53: Sanctions for Senior and Junior Staff

In the case of Senior and Junior staff, in addition to the sanctions prescribed above, the sanctions provided in the relevant Collective Bargaining Agreement are also applicable.

Statute 54: Disciplinary Committee for Junior Members

- (1) There shall be a Disciplinary Committee for Junior Members.
- (2) The Committee shall investigate matters of impropriety leveled against any member.

(3) Membership:

The Membership of the Committee shall comprise:

- (a) Chairperson to be appointed by Vice-Chancellor
- (b) Head of Department (of Junior Member concerned)- Member
- (c) Representative of SRC or Representative of the Graduate Students Association (if the student involved is a Graduate Student) - Member
- (d) Legal Officer - Member
- (e) Senior/Assistant Registrar - Member/Secretary

- (f) In the event of an objection being raised against the Chairperson or any individual member of the Committee, the Vice-Chancellor shall appoint a replacement and may also appoint any other persons that he deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

(4) Quorum:

Three (3) members including the Chairperson and the SRC representative

(5) Functions:

The Disciplinary Committee shall investigate issues relating, but not limited to, the following which shall be referred to it by the Vice-Chancellor:

- (a) Examination malpractices,
- (b) Students' misconduct,
- (c) Insubordination,
- (d) Stealing, fighting, sexual offences, homosexuality, occultism etc.
- (e) Possession and/or use of offensive weapons,
- (f) Possession and/or use of banned narcotic substances,
- (g) Any other act which is considered detrimental to the interest of the University stated in the Students' Hand Book.

(6) Procedure:

- (a) No charge shall be laid except with the approval of the Disciplinary Committee.
- (b) A charge shall be in writing, addressed to the accused, and signed by or under the authority of the Chairperson of the Disciplinary Committee. It shall contain a statement of the offence or breach with sufficient detail and served on the accused.
- (c) Upon service of the charge(s) on the accused Junior Member, he shall, within five (5) working days furnish the Chairperson of the Committee with a response to the charge(s).
- (d) Upon receipt of the response, the Chairperson shall authorize the commencement of proceedings by a notice to the accused to that effect indicating appropriate date, time and place for the hearing. The Chairperson shall ensure that the proceedings are conducted with due dispatch.

- (e) Where the Junior Member fails to submit his response within the stipulated period, the Disciplinary Committee shall proceed with the enquiry.
- (f) Where no adverse findings have been made against the Junior Member, the Vice-Chancellor shall communicate to him within seven (7) days upon receipt of the Disciplinary Committee's report.
- (g) The Disciplinary Committee proceedings in respect of a Junior Member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice against the Junior Member.

(7) Sanctions:

Where the Junior Members' disciplinary committee finds a junior member guilty of misconduct, it may recommend one or more of the following:

- (a) Dismissal or expulsion from the University;
- (b) Suspension or rustication from the University for a stated period;
- (c) Surcharge;
- (d) Reprimand in writing;
- (e) Withholding of certificate for a stated period;
- (f) Withdrawal of certificate;
- (g) Withdrawal of an academic, a University or a residential privilege, benefit, right or facility;
- (h) Recovery of the money or property, or subject of the misconduct; and
- (i) Any other penalty or sanctions prescribed under the **Handbook for Students** and this Statutes.

Statute 55: Appeals/Review

- (1) A staff or junior member of the University adversely affected by a decision of the Disciplinary Board/Committee shall have the right of appeal/ review in writing to Council through the Vice-Chancellor, within two (2) weeks of the official communication of the decision to him.
- (2) While such an appeal is pending before Council, Vice-Chancellor may be requested by Council to stay execution of any disciplinary action.

- (3) The appellant shall give a copy of the appeal/review application to the Chairperson of the Disciplinary Board/Committee against whose decision the appeal/review is made.
- (4) Council shall communicate, in writing, its decision on the appeal/review to the staff or junior member.
- (5) Where the staff or junior member disagrees with the decision of Council, he may petition the University Appeals Board in writing within seven (7) days upon receipt of the decision of Council for final determination.
- (6) The decision of the University Appeals Board shall be final.

Statute 56: Industrial Action by Unionized Employees

- (1) The University recognizes the right of every employee to freedom of association and of the right to demonstrate in order to protect his economic and social interests.
- (2) Without prejudice to Statute 56(1), and for the avoidance of conflict of interest, an employee of the University shall belong to the Staff Association commensurate with his staff category in the University.
- (3) Employees who engage in industrial action pursuant to their right to do so under any collective agreement or other labour arrangement, shall do so in strict accordance with the Labour Act, 2003 (Act 651) and must respect the rights and freedoms of other members of the University and the general public.
- (4) No industrial action taken or purported to be taken shall deliberately target the disruption of academic work and or the provision of essential services to campus.
- (5) For the purposes of this Statute essential services shall have the same meaning as in the Labour Act, 2003 (Act 651).
- (6) Where an industrial action by unionized employees results in damage or destruction to university property, the employees involved in such damage or destruction shall face disciplinary action.

Statute 57: Examinations

(1) Examinations Board:

The Academic Board shall make the necessary regulations for the establishment of an Examinations Board to regulate the conduct of examinations and/or certifications.

(a) Composition:

- | | | | |
|------|---|---|-------------|
| i. | Pro-Vice-Chancellor | - | Chairperson |
| ii. | Deans of School/Faculty | - | Members |
| iii. | Faculty Examinations Officer(s) | - | Member |
| iv. | Director of Planning and Quality Assurance | | |
| | | - | Member |
| v. | Director of Academic Affairs | - | Member |
| vi. | Senior/ Assistant Registrar (Teaching and Examinations) | | |
| | | - | Secretary |

In attendance:

- i. Chairperson, Time-Table Committee
- ii. Planning Officer
- iii. Quality Assurance Officer

(b) Functions:

The Examinations Board shall perform the following functions:

- i. Ensuring the provision of examination materials.
- ii. Approving the venue for examinations.
- iii. Conducting efficient and effective invigilation.
- iv. Handling of examination scripts.
- v. Designing regulations for the conduct of examinations to candidates.
- vi. Setting the timetable for conduct of examinations.
- vii. Recommending grading to Academic Board.
- viii. Submitting reports on the conduct of the Examinations to the Academic Board.
- ix. Carrying out any other functions as may from time to time **be** referred to them by the Academic Board or as contained in these Statutes.

(2) Examination Officers:

- (a) There shall be Faculty and Departmental Examination Officers who shall have oversight responsibility for the functions of the internal examiners.
- (b) The Examination Officers shall be appointed by the Vice-Chancellor on the recommendation of the Faculty Board
- (c) The Examinations Officer shall not be below the rank of a Lecturer who has served for not less than three (3) years.
- (d) He shall be responsible for the implementation of the decisions of the Examinations Board.
- (e) He shall submit comprehensive reports to the Examinations Board through Departmental and Faculty Boards.
- (f) Ensure the implementation of and adherence to Examinations Regulations as contained in Schedule P.

Statute 58: Offences and Sanctions

(1) Academic Offences

- (a) It shall be an offence for a student of the University:
 - i. to forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
 - ii. to use or possess an unauthorised aid or aids or obtain unauthorised assistance in any academic examination or term test or in connection with any other form of academic work;
 - iii. to impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;
 - iv. to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work;
 - v. to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for

- which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
- vi. to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
 - vii. to gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;
 - viii. to steal a colleague's assignment; or
 - ix. to steal a colleague's answer script.
- (b) It shall be an offence for a Staff of the University:
- i. to abet any of the offences described in subsection 1 of this Statute;
 - ii. to evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University;
 - iii. to evaluate academic work of a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or
 - iv. to award or enhance grades for a student or for a course not taken by a student or to procure same to be done.
- (c) It shall be an offence for a Staff or student of the University:
- i. to forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
 - ii. to engage in any form of academic cheating, dishonesty, misconduct,
 - iii. fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind; or
 - iv. to engage in the sale of unpublished academic lecture material, such as lecture notes, hand-outs, slides without authority;

- (d) A graduate of the University may be charged at any time with any of the above offences committed while he or she was an active student, if, in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

(2) Non-Academic Offences

- (a) Without prejudice to the application of the national laws by the University, no member of the University shall:
- i. assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;
 - ii. cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
 - iii. knowingly create a condition that unnecessarily endangers the health or safety of other persons;
 - iv. threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to his property;
 - v. engage in a course of vexatious conduct that is directed at one or more specific individuals, and that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals; that is known to be unwelcome; and that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;
 - vi. cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;
 - vii. steal, knowingly take, destroy or damage premises of the

- University or any physical property that is not his own;
- viii. knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;
 - ix. in any manner whatsoever, knowingly deface the inside or outside of any building of the University;
 - x. knowingly possess effects or property of the University appropriated without authorization;
 - xi. knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;
 - xii. knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorised to give such instruction, or without just cause;
 - xiii. knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;
 - xiv. knowingly or maliciously bring a false charge against any member of the University;
 - xv. counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes;
 - xvi. sexually assault or rape a person;
 - xvii. publish without authorisation or leak confidential information available to him or her in the course of work or by virtue of his or her position as staff or student of the University;
 - xviii. deface the trees on campus with advertising or other material or notices howsoever described;
 - xix. defecate outside the designated buildings or places on campus;
 - xx. produce or distribute pornographic material on the premises of the University; or
 - xxi. indecently expose himself or herself in public.

- (b) Without prejudice to the generality of sub-section 2(a) of this statute, it is an offence for a member of the University to sexually harass another

member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.

- (c) No person found by a disciplinary board to have committed an offence under these Statutes shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

Statute 59: Appointment of Employees

- (1) There shall be three (3) main categories of University employees, namely Senior Members, Senior Staff and Junior Staff.
- (2) The appointment of all employees in the University shall be the responsibility of Council.
- (3) Upon selection for appointment, a formal letter of appointment shall be written by the Registrar on behalf of the Vice-Chancellor or Council as may be appropriate.
- (4) Staff appointed shall be provided with a copy of the conditions of service pertaining to the employment at the time through the relevant Staff Association.
- (5) Concealment of any facts or the intentional provision of false statement by an applicant may be considered sufficient grounds for an applicant not being offered employment by the University.
- (6) Staff in the Senior Member and Senior Staff categories upon first appointment by the University shall be required to subject their qualifications to credential evaluation by appropriate authority as part of the recruitment process.
- (7) Existing staff in the Senior Member and Senior Staff categories who have acquired new qualifications shall subject same to credential evaluation by the appropriate authority.

Statute 60: University Appointments and Promotions Board

- (1) There shall be **University** Appointments and Promotions Board for the engagement and promotion of Senior Members of the Technical University.
- (2) In urgent cases, the **University** Appointments and Promotions Board shall approve an appointment for a period up to one year while the appointment is being regularized.
- (3) Composition, functions and rules of procedure of the University Appointments and Promotions Board are provided in **Schedules A5 & E**.
- (4) There shall be Faculty Appointments and Promotions Review Committee and the Registry Appointments and Promotions Review Committee, Sub-committees of the University Appointments and Promotions Board, constituted to review applications for appointments and promotions of both Teaching and Non-Teaching Senior Members respectively.

Statute 61: Appointments and Promotions Committee

- (1) There shall be Appointments and Promotions Committee in the University constituted for the engagement and promotion of Senior and Junior Staff of the University on behalf of the Vice-Chancellor.
- (2) The Appointments and Promotions Committee shall:
 - (a) receive and consider applications of qualified senior and junior staff reviewed by the Administrative and Professional Staff Appointments and Promotions Review Committee;
 - (b) engage all Senior and Junior Staff of the University for the transaction of the necessary functions of the University;
 - (c) review from time to time the procedures governing the recruitment and promotion of senior and junior staff and make recommendations to Council.
 - (d) perform any other functions assigned to it by Council
- (3) Composition, functions and rules of procedure of the Appointments and Promotions Committee are provided in Schedule A.
- (4) The criteria for the appointments and promotions of Senior and Junior Staff

are provided for in the Scheme of Service for Staff of Technical Universities.

Statute 62: Resignation, Retirement and Termination of Appointment of Staff

- (1) Except as may be otherwise provided by Council, a Senior Member may resign from a position of appointment and thereby terminate the engagement within the University on giving, in writing under the Senior Member's signature to the Vice-Chancellor at least six (6) calendar months' notice or in lieu pay six (6) months' salary to the University. In the case of Senior and Junior Staff, a staff may resign from appointment by giving three (3) months' notice in writing or in lieu pay three (3) months' salary to the University.
- (2) Council may terminate the appointment of any Senior Member of the University by giving six (6) months' notice of termination of appointment. The Vice-Chancellor may terminate the appointment of a Senior or Junior Staff by giving three (3) months' notice of same.
- (3) In cases of discipline, Council or the Vice-Chancellor (where applicable) may terminate the appointment of a Senior Member, Senior or Junior Staff upon recommendation by the University Disciplinary Board or Committee. The Vice-Chancellor may dispense with the required period of notice.
- (4) In all cases, the staff shall have the right to appeal to the **University** Appeals Board within fourteen (14) days' notice.
- (5) Where a staff appeals against a notice of termination of an appointment, Council shall freeze the effective date of the termination and refer the matter to the University Appeals Board for determination within a reasonable period of time.
- (6) Except as may be otherwise provided in special cases by Council, a Senior Member appointed to a full-time post in the University on a renewable contract or till retirement shall retire from his appointment and all other offices held in the University by virtue of the appointment at the end of the academic year following the date on which the Senior Member attains the retiring age as specified by the University.

- (7) A Senior or Junior Staff appointed to a full-time post in the University shall retire on the day he attains the compulsory retirement age.

Statute 63: Acting Appointments

- (1) Acting appointments may be made as an administrative arrangement that allows for the continuous performance of duties attached to a position when unpredictable and unavoidable circumstances render the incumbent
- (2) Temporarily or permanently unavailable to perform the duties of that staff, or when a substantive officer cannot be recruited immediately due to circumstance beyond the University's control.
- (3) All acting appointments shall be authorized by the Vice-Chancellor in consultation with Council in accordance with the Technical Universities Act 2016 (Act 922) as amended and the Statutes of the University.
- (4) Staff appointed in acting capacity shall serve for one year only, and may be eligible to act for a second year in exceptional cases.
- (5) An acting appointee qualifies for compensation with effect from the date of assumption of duty.
- (6) The acting appointee shall enjoy the full pay at his current rank and fringe benefits including acting allowance attached to the post.
- (7) If the acting appointee is within the University, he shall be paid the difference between the minimum salary point of the salary scale attached to the acting position and the acting appointee's own salary.
- (8) Where the salary of the acting appointee is higher than the minimum salary point attached to the position, the acting appointee shall be paid the appropriate percentage of the minimum salary point as allowance attached to the position in addition to all other fringe benefits attached to the position as may be applicable from time to time.
- (9) In the case of an acting appointee holding a substantive position two steps below the acting position, the Vice-Chancellor or the Council shall within one year take the necessary steps to appoint a substantive staff for the position in accordance with the stipulated recruitment process.

Statute 64: Seniority in the University

Seniority in the University is an administrative arrangement that will aid management in implementing merit-based decisions expected to be on seniority basis. Broadly, seniority shall be determined by rank in the University as follows:

(1) Seniority by Rank and Date of Appointment

Seniority shall be determined by Rank. Where two or more persons are on the same rank, the one appointed first to that rank shall be considered to be the most senior.

(2) Seniority by Rank, Date of Appointment and Academic Qualification.

In the event where two or more persons are on the same rank and have the same date of appointment, then the person with the highest academic qualification shall be considered to be the most senior.

(3) Determination of Seniority by Rank, Date of Appointment, and Date of Academic Qualification

Where two or more persons are on the same rank and have the same date of appointment, and the same academic qualifications, the person whose academic qualification is older shall be considered to be the most senior.

(4) Determination of Seniority by Rank, Date of Appointment, Academic Qualification and Age

Where two or more persons are on the same rank and have the same date of appointment, and the same academic qualifications, the person who is older in age shall be considered to be the most senior.

Statute 65: Conflict of Interest and Office

- (1) Any member of Council, the Academic Board, a committee established by or under the authority of Council or the Academic Board and any other body or entity of the University who is, in any way, directly or indirectly interested in any contract, transaction or other decision being considered by Council, the Academic Board, a committee of Council or the Academic Board, and such other body shall, at any meeting at which such contract, transaction or decision is being considered, declare his interest and the nature and extent thereof, and shall abstain from participating with respect to the matter, from

moving and seconding motions and from voting thereon.

- (2) A member ceases to be a member of the Council, the Academic Board, a committee established by or under the authority of Council or the Academic Board and any other body or entity of the University if that member has an interest in a matter before the Council, Board or committee and
 - (a) fails to disclose that interest; or
 - (b) fails to recuse himself or herself from the meeting at which the matter is being considered, or
 - (c) participates in the deliberations of that matter.
- (3) No employee of the University engaged in teaching shall have in his class a student who is a spouse, child, ward, or parent, unless with express permission from the Vice- Chancellor.
- (4) No decision of Council, the Academic Board or a committee established by or under the authority of Council or the Academic Board or any other duly established body shall be invalid in whole or in part by reason of the existence of a conflict of interest. Provided that the interested member shall not be allowed to benefit from the decision of Council, the Academic Board, a committee of Council or the Academic Board, the Student Representative Council, a Junior Common Room or any such body once it is discovered that that member was in any way, directly or indirectly, interested in the contract, transaction or decision.
- (5) Without prejudice to the generality of the foregoing provisions, no member of
- (6) the University shall:
 - (a) enter into a commercial contract or transaction with the University; or
 - (b) receive a benefit directly or indirectly from any contract or transaction with the University; and
 - (c) any contract or transaction which is contrary to this Statute shall for all
 - (d) purposes be null and void.
- (7) No employee of the University shall accept an appointment or engage in the provision of services outside the University without the express prior approval of the Vice- Chancellor in writing. The Vice-Chancellor may refuse to grant approval where the service to be provided is similar to the University's

mission or may diminish the esteem or reputation of the University.

- (8) No officer of the University shall hold two offices concurrently where it is established that the simultaneous performance of the duties and responsibilities of both offices will result in conflict of offices or where it is determined that one person should not carry too much of the task of governing the University.
- (9) For the avoidance of doubt, the concurrent holding of any two or more of the following offices shall be deemed to amount to a situation of conflict of offices:
 - (a) the office of Vice-Chancellor;
 - (b) the office of Pro-Vice-Chancellor;
 - (c) the office of Registrar;
 - (d) the office of the Dean or Director;
 - (e) the office of Administrative Directors;
 - (f) the Headship of a Department or School or University or Centre;
 - (g) the office of the University Librarian;
 - (h) the Head, Deputy Head or Senior Tutor of Residential Facilities; or
 - (i) Co-ordinators.
- (10) Without prejudice to the generality of (2) this Statute does not apply to internal oversight arrangements within a Faculty, School, Institute, Centre, Department, the Graduate Students Association, Student Representative Council or the Junior Common Room of a Hall of Residence whether appointment to those positions is made by the Vice-Chancellor or the Head or whether any honorarium or remuneration is paid or a function relating to the management of a project or its fund.

Statute 66: Student Governance

(1) Student Representative Council/ Graduate Students Association

There shall be a Body known as Student Representative Council (SRC) and Graduate Students Association (GRASAG) of the University, hereinafter referred to as the SRC and GRASAG in accordance with the Technical Universities Act, 2016 (Act 922) as amended.

- (a) The constitution and other governing instruments of the Student Representative Council shall:

- i. be drawn up by the students subject to the approval of the Academic Board, and
- ii. Conform to the Technical Universities Act, 2016 (Act, 922) as amended, the Statutes of this University and any other rules, regulations, directives and edicts duly issued by the University.

(b) Composition:

As prescribed in the SRC/ GRASAG Constitution of the University.

(c) Quorum:

As prescribed in the SRC/GRASAG Constitution of the University.

(d) Functions:

The SRC/ GRASAG shall be the official representative/ mouthpiece / organ of the Students of the University and shall be responsible for:

- i. Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students of the University;
- ii. Presenting the views of students to the appropriate bodies for consideration.
- iii. Establishing links and maintaining cordial relationships with students of other tertiary institutions within and outside Ghana.
- iv. Nominating students' representatives to serve on appropriate Committees.
- v. Promoting cordial relationship among all sections of the University Community and maintaining good relationship with past students of the University.
- vi. Publishing records of students' activities with prior approval of the Dean of Students Affairs.
- vii. The Student Representative Council/ Graduate Students Association may appeal to the Vice-Chancellor of the University through the Dean of Students' Affairs and ultimately to the Council, whose decision shall be final.

viii. The Constitution of Student Representative Council/ Graduate Students Association shall be subject to approval by Council through the Academic Board.

(2) Other Students' Associations

- (a) Students shall be entitled to form other associations in exercise of their right to freedom of association guaranteed under the Constitution of the Republic.
- (b) However, no student association shall be formed nor operated without the written approval of the Registrar.

Statute 67: Halls of Residence and other Residential Facilities

There shall be Halls of Residence and residential facilities as prescribed by the University Council.

- (1) A Hall of residence shall be managed by a Hall Management Committee constituted in line with **Schedule S** and chaired by the Head of Hall.
- (2) The Hall Management Committee shall report to the Vice-Chancellor through the Registrar.
- (3) A Hall of Residence and any other residential facility may consist of a number of senior and junior members of the University determined by the Academic Board in Regulations approved for the Hall or the residential facility.
- (4) A Hall of Residence and any other residential facility shall be managed in accordance with the provisions of these Statutes and the rules establishing it.
- (5) The rules relating to the existing Halls of Residence are as contained in the Schedule to these Statutes.
- (6) A Hall of Residence or a residential facility shall have the power to recommend disciplinary action for Hall-related offences to the Vice- Chancellor.
- (7) Where the disciplinary action proposed is one of dismissal or is in the opinion of the management committee of the residential facility a major breach of discipline, the disciplinary action shall be referred to the Vice- Chancellor for confirmation.

- (8) The senior members of a Hall shall be known as Fellows and shall be assigned by the Registrar on appointment.
- (9) The Tutorial Board shall be composed of the Senior Tutor and other Tutors and student representatives as may be prescribed in **Schedule S**.
- (10) The power of Council to establish a Hall of Residence or a Residential Facility may be exercised by Council or in joint venture with a private entity or individual. This Statute shall apply to such private entity or individual with such modification as may be appropriate.

Statute 68: Procedure for Enacting Statutes

The Statutes of the University shall be enacted in accordance with the Technical Universities Act, 2016 (Act, 922) as amended.

- (1) To enact the Statutes under the Act, a draft of the Statutes shall be circulated to the members of Council of the University at least fourteen (14) days before the date of the meeting at which the Statutes are to be considered.
- (2) The Council shall consider the draft Statutes and may approve the draft provisionally with or without amendments.
- (3) Where the draft Statutes have been amended, written notice of the amendment shall be circulated to members of the Council at least three (3) days before the meeting at which the Statutes are to be considered.
- (4) The Statutes, as provisionally approved, shall be circulated to members of Council and where in the opinion of Council the Statutes affect academic matters, the Statutes shall be circulated to the Academic Board of the University at least seven (7) days before the meeting at which the Statutes are intended to be confirmed
- (5) The Provisional Statutes shall, without amendment, be confirmed by the Council at a meeting of the Council which shall be held not less than one (1) month after the meeting at which the Statutes were provisionally approved.
- (6) A statute shall not be enacted if it is inconsistent with the Act establishing the Technical Universities.

Statute 69: Procedure for Amendment of Statutes

- (1) The Academic Board may seek the approval of Council to amend provisions of the Statutes of the University as and when necessary.
- (2) Upon approval by Council, the Vice-Chancellor shall seek the endorsement of the Academic Board and thereafter, be mandated by the Board to constitute an Ad Hoc Committee for that purpose.
- (3) The Vice-Chancellor shall, on behalf of the Academic Board, constitute a five (5) member Ad Hoc Committee, chaired by the Registrar of which the Legal Officer shall be member/secretary.
- (4) The report of the Ad Hoc Committee shall be referred to the Academic Board for further review and recommendation to Council.
- (5) At Council level, the reviewed report of the Academic Board circulated to members of Council at least fourteen days to the meeting at which it shall be considered by Council.
- (6) Council shall approve and authorize the proposed amendment(s) for inclusion in the Statutes of the University.
- (7) All staff of the University must be notified in writing about the amended Statutes and copies of the revised Statutes shall be made available for use.
- (8) Copies of the Revised Statutes shall be made available to relevant Regulatory Agencies of the University.

Statute 70: Post Retirement Contracts

Council shall enact such procedures for the award of post retirement contracts. Post retirement contracts may be given to Professors, Senior Lecturers and those in the analogous grades for periods as may be determined by existing policies subject to the fulfilment of such criteria as medical fitness, evidence of mentorship, etc.

Statute 71: Miscellaneous Provisions

- (1) If there is an equality of votes in respect of any decision reached at any meeting of any University body, the Chairperson of the meeting shall have, in addition to the Chairperson's original vote, a casting vote.
- (2) Subject to such regulations as may be made under these Statutes, any questions as to the procedure to be observed in respect of any matter arising at a meeting of any University body shall be determined by the Chairperson of such a meeting.
- (3) Proceedings of Council, Academic Board, Convocation and Statutory Boards and Committees of the University (and all documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to non-members of those bodies or outsiders unless by the orders of Council or a Court of competent jurisdiction.
- (4) No act or decision of the University body shall be invalid by reason of the existence of any vacancy among its members.
- (5) Any matters not expressly provided for in the Act or these Statutes or in any regulation of the University may be determined by the Vice-Chancellor of the University in consultation with the Academic Board and subject to the approval of Council.
- (6) Unless Council determines otherwise, the Academic Year of the University shall be from the first day of August each year to the thirty-first day of July the following year.

Statute 72: Interpretation

These Statutes shall be interpreted in such a manner as not to conflict with the existing Laws of Ghana. In the event of a dispute pertaining to the interpretation of these Statutes, an aggrieved party shall exhaust all local remedies available. The decision of Council shall be final.

Statute 73: Commencement

These Statutes shall be deemed to have come into force on this 7th day of August, 2018.

Statute 74: Transitional Provisions

- (1) These Statutes shall come into force on the appointed day.
- (2) All contracts, appointments, promotions and acts done or carried out by the Council of the former Ho Polytechnic before the coming into force of the Technical Universities Act, 2016 (Act 922) shall be deemed to be acts done under the Act 922. A person who immediately prior to the enactment of these Statutes held an appointment in the former Ho Polytechnic or by virtue of the terms of appointment or recognition, ceases to hold that appointment, shall continue to hold that appointment or cease to hold that appointment as if done under these Statutes. A provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who immediately prior to the enactment date was a member of the administrative or teaching staff of the University.
- (3) The persons who immediately prior to the appointed day were respectively the Rector/Interim Vice-Chancellor of Ho Polytechnic/Ho Technical University, the Vice-Rector/Interim Pro-Vice-Chancellor, Registrar/Interim Registrar, Finance Officer /Interim Director of Finance Office, Internal Auditor/Interim Director of Internal Audit, Librarian/Interim Librarian, Director of Works/ Interim Director of Works and other office holdings shall continue to hold office for the periods for and under the terms and conditions under which they were appointed. Council shall institute the necessary steps under these Statutes to appoint the Vice-Chancellor and Pro-Vice-Chancellor and other office holdings of the University.
- (4) The Academic Board, Convocation, Colleges, Faculties, Institutes, Schools and Centres and the respective governing boards as existing immediately prior to the commencement of these Statutes shall continue in existence as if constituted under these Statutes.
- (5) For the purposes of the initial steps for giving effect to these Statutes:

- (a) Where a superior body to be constituted under these Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body shall be the corresponding body operating under the Statutes or the regulations existing immediately prior to the appointed day, or where that body does not exist then a temporary body shall be constituted by the Academic Board for this purpose in the manner as near as possible to the procedure laid down in these Statutes.
 - (b) Where any other difficulty arises in the initial constitution of a body under these Statutes, or otherwise, in the initial procedure, the Vice-Chancellor shall take the measures that are reasonably necessary in order to overcome the difficulty.
- (6) The powers of each body existing in the University immediately prior to the appointed day, which are transferred under these Statutes to any other body, shall continue in force until the other body has been duly constituted.
 - (7) The Bye-laws, Regulations, Policies, Instructions, Guidelines and Standing Orders of Ho Polytechnic existing immediately prior to the enactment of these Statutes and not inconsistent with the Act or these Statutes shall remain in force until they are amended or repealed.
 - (8) If within twelve months after the appointed day, a standing or any other committee, faculty or board of an institute or school fails to make regulations regarding a matter for which the Academic Board considers necessary that Regulations are made or if within that period any of those bodies have made Regulations which the Academic Board has refused to ratify then, the Academic Board shall make the Regulations that it considers necessary regarding that matter.
 - (9) A person who immediately prior to the appointed day held an appointment in the University shall continue to hold that appointment until, under these Statutes or by virtue of the terms of appointment or recognition, that person ceases to hold that appointment.
 - (10) A provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who immediately prior to the appointed day was a member of the administrative or teaching staff of the University.

SCHEDULE A

STANDING COMMITTEES OF COUNCIL

A1. Finance Committee

(1) Membership and Tenure:

- (a) Membership of the Finance Committee shall comprise:
 - i. Chairperson of Council - Chairperson
 - ii. Vice-Chancellor
 - iii. Pro-Vice-Chancellor
 - iv. Director of Finance
 - v. Director of Internal Audit
 - vi. Two Members of Council who are not staff of the University
 - viii. Three Deans elected by Academic Board
 - vii. Registrar - Member/Secretary
- (b) The term of office of all elected or appointed members of the Finance Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election

(2) Functions:

The Finance Committee shall have power to:

- (a) Invest and otherwise manage University funds.
- (b) Incur or authorize persons or bodies to incur expenditure from the University Funds, including any income accruing to any section of the University (i.e. make recommendations to Council to commit funds).
- (c) Control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may deem fit.
- (d) Approve annual estimates for transmission to the Ghana Tertiary Education Commission (GTEC) on behalf of Council.
- (e) Consider and recommend the annual accounts of the University for approval by Council.
- (f) Perform all functions assigned to it in line with the Public Financial Management Act, 2015 (Act 921).
- (g) Carry out any other functions as may be delegated by Council.

(3) Meetings and Quorum:

- (a) The Finance Committee shall meet at least two times in a semester.
- (b) In the absence of the Chairperson, a member of Council shall preside over meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Chairperson and Vice-Chancellor.

A2. Development Committee

(1) Membership and Tenure:

- (a) Membership of the Development Committee shall comprise:
 - i. Vice-Chancellor - Chairperson
 - ii. Pro-Vice-Chancellor
 - iii. Two (2) members of Council not in the employment of the University
 - iv. Registrar - Member/Secretary
- (b) In attendance are Director of Finance, Director of Works and Physical Development and any other officer as the Vice-Chancellor may invite.
- (c) The term of office of all elected or appointed members of the Development Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election

(2) Meetings and Quorum:

- (a) The Development Committee shall meet at least two (2) times in a
- (b) semester.
- (c) In the absence of the Vice-Chancellor of the University, the Pro-Vice-Chancellor shall chair/preside over such meetings.
- (d) The quorum for meeting shall be fifty per cent (50%) including either the Vice- Chancellor or Pro-Vice-Chancellor of the University.

(3) Functions:

The Development Committee shall:

- (a) be responsible for all matters concerning the acquisition, development, maintenance and use of land, buildings, and property that fall within the functions of Council;

- (b) without prejudice to the generality of these powers, the Committee shall within the financial resources made available to it by the Finance Committee, have power to:
 - i. Determine building programmes and approve plans for the physical development of the University,
 - ii. Appoint such consultants and other professional persons as, in its view, are required for the best implementation of the plans,
 - iii. Control all design matters,
 - iv. Take all such steps as it deems fit for the development, care and maintenance of the property of the University.

A3. Entity Tender Committee

(1) Membership and Tenure

(From Schedule 1B Category C of the Public Procurement Act, 2003 (Act 663) as amended by the Public Procurement (Amendment), 2016 (Act 914)

- (a) Membership of the University Entity Tender Committee shall comprise:
 - i. Vice-Chancellor - Chairperson
 - ii. Registrar
 - iii. Director of Finance
 - iv. Lawyer appointed by Council
 - v. Three (3) Heads of Department including user Department
 - vi. One (1) Member of a Professional Body
 - vii. One (1) Member appointed by the Ghana Tertiary Education Commission
 - viii. Head of Procurement Office
- (b) The Head of Procurement Office shall serve as Secretary to the Entity Tender Committee.

(2) Meetings and Quorum

- (a) The Entity Tender Committee shall meet as and when the need arises.
- (b) In the absence of the Chairperson, a member outside the University shall chair/preside over such meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Chairperson.

(3) Functions

The **Entity** Tender Committee shall have the power to perform the following functions in accordance with the Public Procurement Act, 2003 (Act 663) as amended by the Public Procurement (Amendment) Act, 2016 (Act 914) to:

- (a) review procurement plans to ensure that they support the objectives and operations of the University;
- (b) confirm the range of acceptable costs of items to be procured and match them with available funds in the approved budget;
- (c) review the schedules of procurement and specifications and also ensure that the procurement procedures are in strict conformity with the provisions of Act 663 as amended;
- (d) ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Schedule 3 of Act 663 as amended, prior to the award of the contract;
- (e) facilitate contract administration and ensure compliance with all reporting requirements under Act 663 as amended; and
- (f) ensure that stores and equipment are disposed of in accordance with Act 663 as amended.

A4. Audit Committee

[Refer to Sections 86 to 88 of Public Financial Management Act, 2015 (Act 921)]

(1) Composition

- (a) An Audit Committee consists of five (5) members
- (b) The majority of members of an Audit Committee shall be independent
- (c) members
- (d) The Internal Audit Agency and the Institute of Chartered Accountants, Ghana shall nominate the majority of members from among persons who do not work in the covered entity to which the Audit Committee shall be nominated by the Principal Account Holder
- (e) The Chairperson of an Audit Committee shall be elected from among the independent members of the Committee
- (f) Without limiting subsection (2), an Audit Committee may, in the performance of its functions under this Act co-opt a senior management personnel to serve on the Audit Committee

- (g) The Principal Account Holder shall appoint the chairperson and members of an Audit Committee

(2) Functions

An Audit Committee shall ensure that the head of a covered entity, to which the Audit Committee relates

- (a) Pursues the implementation of any recommendation contained in
 - i. An internal audit report
 - ii. Parliament's decision on the Auditor-General's report
 - iii. Auditor-General's Management letter; and
 - iv. The report of an internal monitoring unit in the covered entity concerned particularly, in relation to financial matters raised; and
- (b) Prepares an annual statement showing the status of implementation of any recommendation contained in
 - i. An internal audit report
 - ii. Parliament's decision on the Auditor-General's report
 - iii. Auditor-General's Management letter
 - iv. The report on financial matters raised in an internal monitoring unit of a covered entity, and
 - v. Any other related directive of Parliament

(3) An annual statement required under subsection 1(a) and (b) shall

- (a) indicate the remedial action taken or proposed to be taken to avoid or minimise the recurrence of an undesirable feature in the accounts and operations of a covered entity,
- (b) indicate the period for the completion of the remedial action, and
- (c) be endorsed by the relevant sector Minister and forwarded to the Minister, Parliament, Office of the President and the Auditor-general within six (6) months after the end of each financial year.

A5. University Appointments and Promotions Board (UAPB)

There shall be a University Appointments and Promotions Board for the engagement and promotion of Senior Members and other staff of the University.

(1) Membership and Tenure

- (a) Membership of the University Appointments and Promotions Board shall comprise:
 - i. Vice-Chancellor - Chairperson;
 - ii. Pro-Vice-Chancellor of the University
 - iii. Two (2) members not below the rank of Professor elected by the Academic Board, one to represent Science, Technology and Engineering, and the other to represent Vocational, Business and Arts. For the avoidance of doubt, Science, Technology and Engineering disciplines refer to the Faculties of Applied Sciences and Technology and Engineering as well as Built Environment, while Vocational, Business and Arts disciplines refer to the Faculties of Art and Design, Applied Social Sciences and the HTU Business School.
 - iv. Dean of the Faculty/School or Institute to which appointment is being made;
 - v. Head of Department/Unit in which the appointment is being made;
 - vi. At least One External Assessor in the candidate's area of specialization.
- (b) The Registrar shall be in attendance and act as Secretary.
- (c) The term of office of all members of the Board (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election.
- (d) In the case of professorial appointments, where the status of either a Dean or a Head of Department is below the rank of the position being considered, another person of professorial status may be co-opted to the Board.

(2) Meetings and Quorum:

- (a) The University Appointments and Promotions Board (UAPB) shall meet as and when necessary.

- (b) The quorum for meeting shall be five members including the Vice-Chancellor.
- (c) External Assessors shall not be required for meetings convened for contract renewals, re-designation, and promotions from Assistant Lecturer to Lecturer and equivalent grades.

(3) Functions:

The University Appointments and Promotions Board shall:

- (a) Appoint and promote on behalf of Council, Senior Members (teaching and non-teaching) up to the level of Senior Lecturer and equivalent grades of the University;
- (b) Make visiting and sabbatical appointments on behalf of Council;
- (c) Recommend to Council, appointments and promotions in the professorial grades of the University;
- (d) Recommend to Council, the appointment of Deans, Directors of Institutes and Centres;
- (e) Determine the confirmation or extension of appointments of Senior Members on the expiration of the initial and subsequent periods of appointment in accordance with approved University policies;
- (f) Determine the point in the appropriate salary scale at which a Senior Member of the University, up to the level of Senior Lecturer and equivalent grades, shall be placed on first appointment or promotion in accordance with approved University policies;
- (g) Draw up and review the criteria for appointment/promotions from time to time.

(4) Rules and Procedures

- (a) No business shall be conducted in the absence of the Vice-Chancellor of the University or Pro-Vice-Chancellor. In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor may convene a meeting of the Board only upon the instructions of the Vice-Chancellor.
- (b) The Vice-Chancellor shall be present for appointments or promotions to Dean and equivalent grades;
- (c) The Board shall review applications received in the light of the following:
 - i. Applicant's formal qualifications, experiences and

- competencies, age, referees' confidential reports, health and authenticity of certificates
 - ii. Status of contract (short-term, long-term, post-retirement, etc.);
 - iii. Recommendations of the Departments/Units and Faculties where applicable
 - iv. Report(s) of External Assessors where applicable.
- (d) Appointment/promotion shall be made to a named department or departments/unit.
 - (e) Proceedings of the Appointment and Promotions Board shall be kept in the form of minutes on general policy matters and minutes of individual appointments.
 - (f) Information on general policy matters shall be sent to all Heads of Department/Units.
 - (g) Relevant extracts from the minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required.
 - (h) All documents in the appointment process and all discussions at the Appointment and Promotions Board shall be confidential.
 - (i) The Registrar of the University shall communicate the decision of the Appointment and Promotions Board to the applicant within three weeks, and in the case of appointments requiring prior approval by the University Council, within two (2) weeks after such approval.

A6. Faculty Appointments and Promotions Review Committee (Subcommittee of UAPB)

- (1) There shall be a Faculty Appointments and Promotions Review Committee constituted by the Faculty Board for a two-year term with the Dean as the Chairperson.
- (2) Inter-Faculty Appointments and Promotions Review Committees may be constituted where necessary.
- (3) The Faculty Appointments and Promotions Review Committee shall comprise confirmed staff, and where possible, it shall include a majority of professors including a professor from a cognate Faculty appointed by the

Board of Faculty, and a representative each from the grades of Lecturers and Senior Lecturers. The candidate's Head of Department shall be in attendance.

- (4) The Committee may co-opt others as appropriate to assist its work.
- (5) The Committee shall conduct no business unless there are, at least, three (3) members present, including the Chairperson.
- (6) The Faculty Appointments and Promotions Review Committee shall meet at least twice a semester.

A7. Registry Appointments and Promotions Review Committee (Sub-Committee of UAPB)

- (1) There shall be a Registry Appointments and Promotions Review Committee appointed by the Vice-Chancellor for two years in consultation with the Registrar, membership of which shall reflect the various grades not below the grade of Assistant Registrar.
- (2) The Registrar is the chairperson of the Registry Appointments and Promotions Review Committee, membership of which shall not exceed five, but the Committee may co-opt others as appropriate to assist its work.
- (3) The Committee shall consider the applications for appointment or promotion and forward the list to University Appointments and Promotions Board.
- (4) The Committee shall conduct no business unless there are, at least, three (3) members present, including the Chairperson.
- (5) The Registry Appointments Review Committee shall meet at least twice a semester.

A8. Appointments and Promotions Committee

(1) Membership and Tenure:

- (a) Pro-Vice-Chancellor - Chairperson
- (b) Registrar
- (c) Head of Department concerned or his representative
- (d) One person appointed by Academic Board
- (e) Head of Human Resource - Secretary

(2) Meetings and Quorum:

- (a) The Appointments and Promotions Committee shall meet as and when necessary.
- (b) The quorum for the Appointments and Promotions Committee shall be three (3) including the Chairperson and the Registrar.

(3) Functions:

- (a) To receive and consider applications from qualified Senior and Junior Staff for appointments and promotions.
- (b) To engage, on behalf of the Vice-Chancellor, Senior and Junior Staff of the University for the transaction of the necessary functions of the University.
- (c) To review from time to time, the procedures governing the recruitment and promotion of Senior and Junior staff of the University.
- (d) To perform any other functions assigned to it by the Vice-Chancellor.

(4) Rules and Procedures:

- (a) No business shall be conducted in the absence of the Chairperson and the Registrar of the University.
- (b) The Committee shall review and approve on behalf of the UAPB applications received from the Administrative and Professional Staff Appointments and Promotions Review Committee (APSAPRC) in the light of the following:
 - i. Applicant's formal qualifications, experiences and competencies, age, referees' confidential reports, health and authenticity of Certificates, all correspondence relating to the applicant as contained in his personal file (where applicable).
 - ii. Recommendations of the Heads of Department/Unit covering performance of work schedules, ability to supervise, punctuality, conduct (relationship with institution, superiors, peers and subordinates) where applicable
- (c) Appointment/promotion shall be made to a named department/unit.
- (d) Proceedings of the Appointment and Promotions Committee shall be kept in the form of minutes on general policy matters and minutes of individual appointments.
- (e) Information on general policy matters shall be sent to all Heads of

department/units.

- (f) Relevant extracts from the minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required.
- (g) All documents in the appointment process and all discussions at the Appointment and Promotions Committee shall be confidential.
- (h) In the case of an application for promotion, where the Registrar considers that the application is complete, the effective date of the promotion shall be the date on which the papers and any other documents submitted for assessment are received by the Office of the Registrar unless otherwise decided by the APC.
- (i) The effective date of all appointments and promotions, as referred to above, shall be confirmed in the minutes of the Appointments and Promotions Committee.
- (j) Applications for promotion not received at least three (3) months before the date of compulsory retirement shall not be processed.
- (k) The Registrar shall communicate the decision of the Appointment and Promotions Committee to the applicant within three weeks.
- (l) The Appointment and Promotions Committee may, on application, review its own decisions affecting appointment/ promotion. For this purpose, the full membership of the Committee shall be present.
- (m) The appeal process for appointments and promotions at the level of UAPB shall apply.

A9. Administrative and Professional Staff Appointments and Promotions Review Committee

- (a) There shall be an Administrative and Professional Staff Appointments and Promotions Review Committee to consider applications for appointments and promotions to Senior and Junior Staff positions in Non-Teaching Units in the University.
- (b) Membership of the Review Committee shall consist of:
 - i. Registrar - Chairperson
 - ii. Director of Finance
 - iii. Director of Works and Physical Development
 - iv. Librarian

- v. Director of Internal Audit
- vi. Head of the Unit of the Applicant
- vii. Head of Human Resource Unit - Secretary
- viii. The Sub-Committee may co-opt other member(s) as appropriate to assist in its work.

(c) Procedure

- i. All applications for appointments and promotions shall be forwarded to the Registrar in the first instance.
- ii. Applications for promotion not received at least six (6) months prior to the date of compulsory retirement shall not be processed.
- iii. The Registrar shall then forward each application to the Applicant's Head of Department or immediate supervisor for comments.
- iv. The Director of Human Resource shall process each application with its comments to the Administrative and Professional Staff Appointments and Promotions Review Committee for consideration.
- v. No application(s) shall be withheld from the Registrar, and the Registrar in turn shall not withhold any application(s) from the Administrative and Professional Staff Appointments and Promotions Review Committee.
- vi. The Administrative and Professional Staff Appointments and Promotions Review Committee shall consider all applications for appointments and promotions, and shall forward the papers of all applicants with its recommendations to the Appointments and Promotions Committee.

SCHEDULE B

COMMITTEES OF ACADEMIC BOARD

B1. Executive Committee

(1) Membership:

- (a) Vice-Chancellor - Chairperson
- (b) Pro-Vice-Chancellor
- (c) Librarian
- (d) All Deans
- (e) One (1) Head of Department elected by each Faculty/School Board
- (f) Registrar – Secretary

In attendance:

- (a) Director of Finance
- (b) Director of Works and Physical Development
- (c) Director of Internal Audit
- (d) Director of Planning and Quality Assurance
- (e) Director of Academic Affairs

(2) Meetings and Quorum:

- (a) The Executive Committee shall meet as and when necessary
- (b) Quorum shall be at least seven (7) members including the Chairperson.

(3) Functions:

- i. To serve as an advisory body to the Vice-Chancellor of the University and provide oversight and coordination of the development and implementation of strategic initiatives as well as other efforts and projects designed to advance the goals of the University;
- ii. To monitor progress in achieving and realizing strategic objectives of the University;
- iii. To consider and develop appropriate processes and methods for actively engaging the departments and units in a

- comprehensive and integrated strategic planning;
- iv. To identify the principles for resource allocation of departments and units;
- v. To consider any matter that it may deem fit from time to time on behalf of the Academic Board;

B2. Staff Development and Scholarships Committee

(1) Membership

- (a) Vice-Chancellor - Chairperson
- (b) Pro-Vice-Chancellor
- (c) Registrar
- (d) Librarian
- (e) Deans of Faculty/School
- (f) Two (2) members nominated by Academic Board
- (g) One (1) Senior Member (Administration) – to be nominated by Registrar
- (h) Director of Finance - In attendance
- (i) Head of Human Resource - Secretary

(2) Meetings and Quorum:

- (a) Meetings shall be held as and when necessary
- (b) Quorum shall be at least twelve (12) members including the Chairperson and the Registrar.

(3) Functions:

- (a) To formulate a staff development policy for the University.
- (b) To consider study leave applications, and recommend the granting of scholarships to appropriate staff of the University.
- (c) To recommend funding for in service training, research and conferences.

B3. Research, Conference and Innovation Committee

(1) Membership

- (a) Vice-Chancellor - Chairperson
- (b) Pro-Vice-Chancellor
- (c) Registrar
- (d) Librarian
- (e) All Academic Deans/Directors
- (f) One (1) Professor/Senior Lecturer nominated by the Academic Board
- (g) One (1) member from each Faculty/Institute/School
- (h) Two (2) students; one each nominated by SRC and GRASAG
- (i) Senior/Assistant Registrar - Secretary

(2) Meetings and Quorum

- (a) Meetings shall be held as and when necessary
- (b) Quorum shall be at least seven (7) members including the Chairperson.

(3) Functions

- (a) Formulate and publish the research policies and priorities of the
- (b) University.
- (c) Provide guidelines for the assessment of research proposals
- (d) Examine and take appropriate action on all applications for grants chargeable to the Research and Conference vote
- (e) Organise research conferences, seminars and workshops
- (f) Receive and publish reports on research and conferences from Departments and prepare annually a comprehensive report for submission to the Academic Board
- (g) Perform any other functions provided under the Research and Innovation as well as Intellectual Property Policies of the University.

B4. Planning and Quality Assurance Committee

(1) Membership

- (a) Vice-Chancellor - Chairperson
- (b) Pro-Vice-Chancellor
- (c) Registrar

- (d) Librarian
- (e) Director of Finance
- (f) Deans of Faculty/Schools
- (g) Dean of Students Affairs
- (h) Director of Planning and Quality Assurance
- (i) Senior/Assistant Registrar - Secretary

(2) Meetings and Quorum

- (a) Meetings shall be held as and when necessary
- (b) Quorum shall be at least seven (7) members including the Chairperson and the Director of Planning and Quality Assurance Officer or Planning Officer.

(3) Functions

- (a) To develop policy and standards for planning, quality assurance and
- (b) assessment.
- (c) To maintain guidelines and standards for ensuring best practices in departments and units.
- (d) To review and recommend new academic plans and new assessment
- (e) system.
- (f) Monitor and evaluate the organisation and development of ICT as a vital tool in service delivery in all departments and units.
- (g) To assist in planning new academic programmes and to direct them to the appropriate body for accreditation.
- (h) collate, analyse and disseminate relevant institutional data for policy formulation.

B5. Works and Physical Development Committee

(1) Membership

- (a) Pro-Vice-Chancellor - Chairperson
- (b) Director of Works and Physical Development
- (c) Procurement Officer
- (d) Director of Finance
- (e) Registrar
- (f) Assistant Registrar - Secretary

(2) Meetings and Quorum:

- (a) Meetings shall be held as and when necessary
- (b) Quorum shall be three (3) including the Chairperson and Director of Works and Physical Development or representative

(3) Functions:

- (a) To oversee the running of the University Estate (buildings and grounds) and carry out other functions assigned to it.
- (b) To carry out needs assessment.
- (c) To recommend appropriate measures on sanitation on the University campus.
- (d) To review the annual budget estimates of the Directorate

B6. Residence Committee

(1) Membership:

- (a) Pro-Vice-Chancellor - Chairperson
- (b) All Heads of Hall
- (c) One (1) Member nominated by the Academic Board
- (d) Dean of Students Affairs
- (e) Registrar or representative
- (f) Director of Finance or representative
- (g) Co-ordinator of Private Hostels
- (h) Two (2) students; one each nominated by GRASAG and SRC
- (i) Chaplain
- (j) Director of Works and Physical Development
- (k) Head of Security
- (l) Senior /Assistant Registrar (Secretary)

(2) Quorum:

Quorum shall be nine (9) members including the Chairperson, Dean of Students Affairs, student representative(s) and Director of Finance or representative.

(3) Functions:

- (a) To carry out needs assessment.
- (b) To monitor and ensure the effective operation of the Hall Management

system of the University.

- (c) To ensure adequate supervision and welfare of students.
- (d) To recommend fees for approval.
- (e) To advise Academic Board on matters relating to the conduct of Students in the Halls of residence.
- (f) To formulate policy on students' accommodation both in and outside the University.

B7. Housing Committee

(1) Membership:

- (a) Pro-Vice-Chancellor - Chairperson
- (b) One (1) Member nominated by the Academic Board
- (c) Registrar or representative
- (d) Director of Finance or representative
- (e) Director of Works and Physical Development or representative
- (f) One representative each of recognised Staff Associations
- (g) Head of Security
- (h) Senior /Assistant Registrar (Secretary)

In attendance:

- (a) Estate Officer

(2) Quorum:

Quorum shall be seven (7) members including the Chairperson, Director of Works and Physical Development or representative and Director of Finance or representative.

(3) Functions:

- (a) To review the Housing Policy and procedures of the University and advise Management on those needs.
- (b) To advise the Vice-Chancellor on the establishment and administration of an equitable system for allocating housing units.
- (c) To identify and allocate houses to staff.
- (d) Perform any other functions provided under the Housing Policy of the University.

B8. Library Committee

(1) Membership:

- (a) Vice-Chancellor or representative - Chairperson
- (b) Registrar or Representative
- (c) Librarian
- (d) All Deans/Directors
- (e) Two (2) students; one of each from GRASAG and SRC
- (f) One (1) Senior Member from the Library
- (g) Director of Finance or representative
- (h) Director of ICT or representative
- (i) Director of Planning and Quality Assurance
- (j) Senior/Assistant Registrar – Secretary

(2) Meetings and Quorum

- (a) Meetings shall be held as and when necessary.
- (b) Quorum shall be at least seven (7) members including the Chairperson and Librarian.

(3) Functions

- (a) Formulate policies for the efficient running of the Library
- (b) Supervise the implementation of the policies for running the Library
- (c) Review and recommend the budget estimates for the running of the Library
- (d) Deal with other related matters as may be delegated to it by the Academic Board or the Vice-Chancellor.

B9. Academic Affairs Committee

(1) Membership

- (a) Pro-Vice-Chancellor - Chairperson
- (b) Deans of Faculty/School
- (c) Librarian
- (d) Registrar
- (e) Two (2) persons nominated by Academic Board

- (f) Director of Academic Affairs
- (g) Director of Career Placement and Counselling
- (h) Director of Planning and Quality Assurance
- (i) Director of ICT
- (j) Chairperson of Time-Table Committee
- (k) Senior/Assistant Registrar – Secretary

In attendance:

- (a) Senior/Assistant Registrar (Admissions)
- (b) Senior/Assistant Registrar (Records)
- (c) Senior/Assistant Registrar (Teaching and Examinations)

(2) Meetings and Quorum:

- (a) Meetings shall be held as and when necessary.
- (b) Quorum shall be at least seven (7) members including the Chairperson and Director of Academic Affairs.

(3) Functions:

- (a) To make recommendations to Academic Board on admissions policy.
- (b) To review from time to time the admissions policy.
- (c) To approve departmental admissions.
- (d) To approve on behalf of the Academic Board, the composite time-table for teaching and examinations in consultation with Heads of Department.
- (e) To allocate lecture rooms for teaching, learning and examinations.
- (f) To advise on the organisation of internships for students.
- (g) To review the annual budget estimates of the Directorate.
- (h) To formulate policies that will improve or enhance partnership between the Faculties and Departments.

B10. ICT Committee

(1) Membership

- (a) Vice-Chancellor or representative - Chairperson
- (b) One (1) Representative from each Faculty/Institute/School
- (c) Director of ICT
- (d) Registrar
- (e) Director of Finance
- (f) Director of Planning and Quality Assurance
- (g) Librarian
- (h) Two students; one each from GRASAG and SRC
- (i) Senior/Assistant Registrar - Secretary

(2) Meetings and Quorum

- (a) Meetings shall be held as and when necessary.
- (b) Quorum shall be at least five (5) members including the Chairperson and Director of ICT.

(3) Functions

- (a) To formulate policies and guidelines for the running of the ICT Unit
- (b) To oversee the administration of the Unit
- (c) To make recommendations to the Academic Board on the use of ICT
- (d) facilities in the University
- (e) To offer advice on the development of ICT infrastructure acquisition of Computers and ICT equipment
- (f) To review and recommend the annual budget estimates of the Directorate.

B11. Budget Committee

(1) Membership

- (a) Vice-Chancellor - Chairperson
- (b) Pro-Vice-Chancellor
- (c) Registrar
- (d) Director of Finance

- (e) Director of Works and Physical Development
- (f) Deans of Faculty/School or representatives
- (g) Heads of Department (Academic)
- (h) Heads of Department (Non-Academic) who are vote control officers
- (i) Senior/Assistant Registrar - Secretary

(2) Meetings and Quorum:

- (a) The Budget Committee shall meet as and when necessary.
- (b) Quorum shall be at least fifteen (15) members including the Chairperson, Registrar, and Director of Finance.

(3) Functions:

- (a) To keep under review the finances and property of the University except where such functions have been committed by the University Council to another person or body.
- (b) To recommend to Council the allocation of subventions to all Units of
- (c) the University.
- (d) To prepare for the approval of the Academic Board, a yearly statement
- (e) of estimates and accounts of the University.
- (f) To perform such other duties as the Council or Academic Board may authorize.

B12. Joint Admissions Committee (Sub-Committee of the Academic Affairs Committee)

(1) Membership:

- (a) Pro-Vice-Chancellor - Chairperson
- (b) Registrar
- (c) Deans of Faculty/School
- (d) Dean of Students Affairs
- (e) Heads of Department
- (f) Director of ICT
- (g) Director of Academic Affairs
- (h) Senior/Assistant Registrar(Admissions) - Secretary

(2) Meetings and Quorum:

- (a) Joint Admissions Committee shall meet as and when necessary.
- (b) Quorum shall be at least nine (9) members including the Chairperson.

(3) Functions:

- (a) To approve selections recommended by the Faculty Admissions Committee
- (b) To make recommendations to the Academic Board, through the Academic Affairs Committee, on admissions policy
- (c) To review from time to time the admissions policy of the University on behalf of the Academic Affairs Committee.
- (d) Any other matters referred to it by the Academic Affairs Committee.

B13. Time-Table Committee (Sub-Committee of the Academic Affairs Committee)

(1) Membership:

- (a) Chairperson to be appointed by the Vice-Chancellor
- (b) Director of Planning and Quality Assurance
- (c) Director of Academic Affairs
- (d) Faculty Examinations Officers
- (e) Senior/Assistant Registrar
(Teaching and Examinations) - Secretary

(2) Meetings and Quorum:

- (a) The Time-Table Committee shall meet as and when necessary.
- (b) Quorum shall be at least five (5) members including the Chairperson and Director of Academic Affairs.

(3) Functions:

- (a) To draw up a central composite time-table for teaching and examinations in consultation with the Heads of Department
- (b) To allocate classroom space for teaching and learning
- (c) Any other matters referred to it by the Academic Affairs Committee

B14. Career Placement and Counselling Advisory Committee

(1) Membership:

- (a) Pro-Vice-Chancellor - Chairperson
- (b) One Representative of the Ministry of Employment and Labour Relations
- (c) One Representative of the Ghana Employers Association
- (d) One Representative of the CTVET
- (e) One Representative of Alumni Association
- (f) Two Senior Members nominated by the Vice-Chancellor, one of whom shall be female
- (g) Two student representatives; one each from GRASAG and SRC
- (h) Dean of Students Affairs
- (i) Director of Academic Affairs
- (j) Director of Health Services
- (k) Director Career Placement and Counselling
- (l) One representative of each Faculty/School
- (m) Senior/Assistant Registrar - Secretary

(2) Meetings and Quorum:

- (a) The Career Placement and Counselling Advisory Committee shall meet as and when necessary.
- (b) Quorum shall be at least nine (9) members including, including the Chairperson and the Director of Career Placement and Counselling.

(3) Functions

- (a) To advise on the organisation of industrial attachment and seminars/workshops for students in line with career-focused skills training of the University.
- (b) To formulate policies that will improve the linkage of students with industry for purposes of acquiring practical workplace experience.
- (c) To advise on strategies for fostering strong relationship with industry.
- (d) To promote training for students in self-management, product and career development.

- (e) To advise on strategies for developing a strong Alumni support in the institution.
- (f) To facilitate funding/sponsorship for industrial attachment/ workplace learning experience and career development programmes.
- (g) To advise on avenues for employment in industry/ establishments.
- (h) To perform any other function(s) assigned to it by the Academic Board or the Vice-Chancellor.

B. 15. Academic Prizes Committee

(1) Membership:

- (a) Pro-Vice-Chancellor - Chairperson
- (b) Registrar
- (c) Director of Finance
- (d) Director of Planning and Quality Assurance
- (e) Director of Academic Affairs
- (f) Two (2) members nominated by the Academic Board
- (g) An Alumnus nominated by the Vice-Chancellor
- (h) Senior/Assistant Registrar - Secretary

(2) Quorum:

- (a) The Academic Prizes Committee shall meet as and when necessary.
- (b) Quorum shall be at least three (3) members including the Chairperson.

(3) Functions:

- (a) To examine and approve offers by prospective benefactors and to determine acceptable levels of donations for academic prizes.
- (b) To advise prospective benefactors and the University in the light of its examination of terms and conditions for proposed prizes.

B. 16. Management Board for Volta Premier FM Station

(1) Membership:

- (a) Chairperson to be appointed by the Vice-Chancellor
- (b) One member nominated by Academic Board
- (c) Dean of Students
- (d) Director of Public Affairs
- (e) One (1) Representative of an external University Campus Radio Station
- (f) Two students representatives; one each of GRASAG and SRC
- (g) Legal Officer
- (h) Manager of Volta Premier FM Station
- (i) Senior/ Assistant Registrar – Secretary
- (j) Two co-opted members based on specialised skills.

(2) Quorum:

- (a) The Management Board for Volta Premier FM Station shall meet as and when necessary.
- (b) Quorum shall be at least five (5) members including the Chairperson.

(3) Functions:

- (a) To develop, determine and advise the Vice-Chancellor on policies for the regulation and management of the University's radio station.
- (b) To perform such other functions that seek to promote the University's core mandate.

B. 17. Security Committee

(1) Membership:

- (a) Chairperson to be appointed by the Vice-Chancellor
- (b) Registrar or representative
- (c) Two (2) members nominated by Academic Board
- (d) One (1) representative of the Municipal Security Services
- (e) One (1) representative of the Ghana National Fire Service
- (f) One (1) member nominated by each Junior and Senior Staff Union
- (g) Two student representatives; one each of GRASAG and SRC

- (h) Senior/ Assistant Registrar – Secretary
- (i) Head of Security
- (j) Director of Works and Physical Development

(2) Quorum

- (a) The Security Committee shall meet as and when necessary.
- (b) Quorum shall be at least five (5) members including the Chairperson and Head of Security.

(3) Functions

- (a) To formulate and/or review policies on security and safety matters for the University.
- (b) To be responsible for all security and safety matters of the University.
- (c) To ensure implementation of safety decisions on security matters at the University.
- (d) To keep under review and advise the Vice-Chancellor on the security arrangements in the University.

B18. Sports and Recreation Committee

(1) Membership:

- (a) Chairperson to be appointed by Vice-Chancellor
- (b) Dean of Students
- (c) Heads of Hall
- (d) Sports Officer
- (e) Two (2) Student representatives; **one each of GRASAG and SRC**
- (f) Assistant Registrar (Student Affairs) - Secretary

(2) Meetings and Quorum:

- (a) The Sports and Recreation Committee shall meet at least once in a
- (b) Semester
- (c) Quorum shall be at least five (5) members including the Chairperson and the Sports Officer.

(3) Functions:

- (a) To consider sporting and recreational events for students for the academic year from the SRC

- (b) To review and recommend sporting and recreational events planned for the academic year to Academic Board for approval
- (c) Any other matters that may be referred to the Committee by the Vice-Chancellor.

B19. Health Services Management Committee

(1) Membership:

- (a) Chairperson to be appointed by Vice-Chancellor
- (b) Registrar or representative
- (c) Director of Finance or representative
- (d) Two (2) members nominated by the Academic Board
- (e) Two (2) representatives nominated by the Ministry of Health/ Ghana Health Services (one from Nursing Administration and the other from Medical Administration)
- (f) Director of Health Services
- (g) One (1) member nominated by each Staff Union
- (h) Two (2) Student representatives; one each of GRASAG and SRC

In attendance:

- (a) Hospital Administrator (to act as Secretary)
- (b) Pharmacist

(2) Meetings and Quorum:

- (a) The Health Services Management Committee shall meet at least once in a Semester
- (b) Quorum shall be at least five (5) members including the Chairperson and the Director of Health Services.

(3) Functions:

- (a) Subject to the directions of the Academic Board, to be responsible for the formulation of policies for the efficient administration of the University Hospital and the execution of controls including the sanitation of the University Campus, and the maintenance of appropriate and up-to-date records on all activities of the Hospital.
- (b) To submit quarterly reports on all health and sanitation related matters to the Vice-Chancellor.

- (c) To advise the University on matters relating to the health of staff, students and the general public.

B20. Transport Committee

(1) Membership:

- (a) Chairperson to be appointed by the Vice-Chancellor
- (b) Registrar or representative
- (c) Director of Finance or representative
- (d) Head of Transport Office
- (e) One (1) representative of Academic Board
- (f) Dean of Students Affairs or representative
- (g) Head, Department of Mechanical Engineering or representative
- (h) Senior/ Assistant Registrar – Secretary

(2) Meetings and Quorum:

- (a) The Transport Committee shall meet at least once in a Semester
- (b) Quorum shall be at least three (3) members including the Chairperson and the Transport Officer.

(3) Functions:

- (a) To formulate and/or review policies on transport matters for the University.
- (b) To assist the Transport Office in the management of transport services in the University.
- (c) To advise the Vice-Chancellor on transport related matters in the University.

B21. University Basic School Management Committee

(1) Membership:

- (a) Chairperson to be appointed by the Vice-Chancellor
- (b) Registrar or representative
- (c) Director of Finance or representative
- (d) Chairperson of Parent Teacher Association
- (e) One (1) representative of Academic Board

- (f) Head of School
- (g) Municipal Director of Education or representative
- (h) Secretary to be nominated by Registrar

(2) Meetings and Quorum:

- (a) The University Basic School Management Committee shall meet at least once in a Semester.
- (b) Quorum shall be at least five (5) members including the Chairperson and the Head of School.

(3) Function:

- (a) To formulate and/or review policies on the management of the University Basic School.
- (b) To advise the Head of the University Basic School in the management of the school.
- (c) To advise the Vice-Chancellor on all matters relating to the University Basic School.

B22. Chaplaincy Board

(1) Membership:

- (a) Chaplain - Chairperson
- (b) Three (3) members nominated by the Academic Board
- (c) A student representative of each recognised religious denomination on campus
- (d) Patrons of recognised religious denominations on campus
- (e) One representative each of GRASAG and SRC
- (f) Secretary to be nominated by Registrar

(2) Meetings and Quorum:

- (a) The Chaplaincy Board shall meet at least once in a Semester.
- (b) Quorum shall be at least five (5) members including the Chairperson.

(3) Functions:

- (a) To advise on religious activities in the University.
- (b) Perform any other religious function(s) as the Academic Board may direct from time to time.

B23. Examination Superintending Committee (Sub-Committee of the Academic Affairs Committee)

(1) Membership:

- (a) Chairperson to be appointed by the Vice-Chancellor
- (b) Director of Academic Affairs
- (c) Chairperson, Time-Table Committee
- (d) Director of Health Services or representative
- (e) Director of Works and Physical Development
- (f) Assistant Registrar (Teaching and Examinations) -Secretary

(2) Meetings and Quorum:

- (a) The Examination Superintending Committee shall meet as and when necessary.
- (b) Quorum shall be at least three (3) members including the Chairperson and Director of Academic Affairs.

(3) Functions:

- (a) Responsible for monitoring the conduct of examinations on daily basis.
- (b) To review any unforeseen circumstances and make recommendations to the Pro-Vice-Chancellor.
- (c) To receive reports from Chief Invigilators on the conduct of examinations at centres.
- (d) To perform any other functions that may be necessary for the smooth conduct of examinations in the University in consultation with the Pro-Vice-Chancellor.

SCHEDULE C

STRUCTURE OF ACADEMIC UNITS OF THE UNIVERSITY

Pursuant to the powers conferred on Council by the Technical Universities Act, 2016 (Act 922) as amended such Academic Units and Centres of the University as deemed appropriate shall be established. These Units and Centres shall be created on the recommendation of the Academic Board for the consideration and approval of Council. Currently, the structure is as follows:

Faculty/School	Department	Cognate Faculties
Applied Sciences and Technology	-Hospitality and Tourism Management; -Food Science and Technology, -Computer Science, -Agro Enterprise Development -Mathematics and Statistics	-Engineering -Applied Social Sciences -Business School
Art and Design	-Fashion Design and Textiles -Industrial Art	-Applied Sciences and Technology -Applied Social Sciences
Applied Social Sciences	-Multidisciplinary -Applied Modern Languages and Communication	-Business School -Applied Sciences and Technology -Art and Design
Engineering	-Agricultural Engineering -Civil Engineering -Electrical/Electronic Engineering -Mechanical Engineering -Design, Welding & Fabrication Engineering -Environmental and Renewable Energy Engineering	-Applied Sciences and Technology -Applied Social Sciences -Business School

Business School	-Accounting and Finance -Logistics and Supply Chain Management -Management Sciences -Marketing -Organization and Human Resource Management	-Applied Sciences and Technology -Applied Social Sciences
Built and Natural Environment	-Building Technology -Architecture and Estates Development -Carpentry and Wood Processing Technology - Environmental Science	-Engineering -Business School
School of Graduate Studies		
Centre for Continuing and Distance Education (CCDE)		
Technical and Vocational Education Research Centre (TVERC)		

SCHEDULE D

RULES OF DISCIPLINE

D1. Rules of Discipline in the University

- (1) These rules shall be referred to as the Disciplinary rules and, except as provided, shall apply to all staff and students of the University.
- (2) Any act done without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in a proper manner any duty imposed on person as such, or which contravenes any regulation, instruction or directive relating to employees and or Students of the University or which is otherwise prejudicial to the efficient functioning of the University, or tends to bring the University into disrepute shall constitute a misconduct and the setting forth in Rules 3 and 4 of a particular type of misconduct shall not be taken to affect the generality of this Rule.
- (3) It is a misconduct for an employee of the University:
 - (a) to be absent from duty without leave or reasonable excuse
 - (b) to be insubordinate to employee's superiors;
 - (c) to use, without the consent of the appropriate authority, any property or facility provided for the purposes of the University for some purpose not connected with the work of the University and/or not within the scope of responsibilities, without the consent of employee's Head of Department;
 - (d) to engage in any activity which is likely to bring the University into disrepute.
- (4) It shall be misconduct for a Student of the University:
 - (a) To be absent from the University, without permission or reasonable excuse as prescribed in the Handbook for students;
 - (b) To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
 - (c) To be insubordinate to superiors; and
 - (d) To indulge in any anti-social activities while in residence or outside the campus which tend to bring the University into disrepute.
- (5) For breaches of any of the provisions of Rules 2, 3 and 4, any of the penalties, as appropriate, specified in these Statutes may be imposed in any disciplinary

proceedings.

D2. Grievance Procedure for Staff of the University

- (a) In the event of any grievances or disputes, the staff shall as a first step take the matter up with his immediate supervisor/ Head of Department. The immediate Supervisor /Head of Department shall take action on the grievance within fourteen (14) working days.
- (b) If the matter remains unresolved, the staff shall write through the immediate supervisor/Head of Department to the Dean of Faculty, with a copy to the Pro-Vice- Chancellor and the Registrar, who shall take action on the matter within fourteen (14) working days. In the case of non-teaching staff, the staff shall write through the immediate supervisor or Head of Department to the Registrar with a copy to the Vice-Chancellor and Pro-Vice-Chancellor.
- (c) If the grievance is still not resolved, the staff shall petition the Vice-Chancellor, with copies to the Head of Department, Dean of Faculty, Pro-Vice-Chancellor and the Registrar.
- (d) If the staff is not satisfied that the matter has been fully resolved by the Vice- Chancellor, the staff may petition the Chairperson of the Council through the Vice-Chancellor with copy to the Registrar.
- (e) In exceptional cases, petitions before Council shall be referred to the Appeals Board for determination.
- (f) If the staff is still dissatisfied with the decision of Council in (d) above, the staff may further petition the University Appeals Board through the Vice- Chancellor with copies to the Chairperson of Council and the Registrar.
- (g) In all cases, the decision of the University Appeals Board shall be final.

SCHEDULE E

RULES AND PROCEDURE FOR APPOINTMENT AND PROMOTION OF SENIOR MEMBERS

(1) Vacancies

- (a) Vacancies shall be announced by internal or external advertisement as appropriate.
- (b) The vacancies may be filled through:
 - i. secondment from other universities under a scheme of staff exchange;
 - ii. technical assistance between the University and another agency;
 - iii. a recommendation to the Vice-Chancellor by the Dean in consultation with the Head of Department, as appropriate; or
 - iv. application by individuals on their own initiative.
- (c) Notwithstanding subsection (1), a Senior Member of the University may apply for promotion at any time he is eligible.

(2) Submission of Application

- (a) Applications indicating the position sought and the area or discipline concerned on appropriate University application form shall be submitted to the Office of the Registrar who shall refer the application to the appropriate Head of Department for comments with copy of the forwarding letter to the Dean.
- (b) The Head of Department shall forward the application within fourteen (14) days of receipt to the Dean of Faculty.
- (c) The Dean of Faculty shall, on receipt of the application dossier from the Head of Department, with comments and recommendations, shall refer the application to the Faculty Appointments and Promotions Review Committee.
- (d) The Faculty Appointments and Promotion Review Committee shall consider the application and submit a comprehensive report with its recommendations to the Chairperson of the University Appointments and Promotions Board through the Registrar.
- (e) In the case of an application for promotion, where the Registrar considers that the application is complete, the effective date of

promotion shall be the date on which the papers and any other documents submitted for assessment are received by the Office of the Registrar unless otherwise decided by the UAPB.

- (f) The effective date of all appointments and promotions, as referred to in (e), shall be confirmed in the minutes of the University Appointments and Promotions Board.
- (g) Applications for promotion not received at least six (6) months before the date of compulsory retirement shall not be processed.

(3) Faculty Appointments and Promotions Review Committee

- (a) Applications for appointments and promotions shall be forwarded to the Head of Department in the first instance. The Head of Department shall advise on documentation and eligibility and forward each application with his comments to the Dean.
- (b) In the case of new appointments, the review process shall include a report from the Head of Department on an interactive assessment of the applicant.
- (c) On receipt of an application, the Dean shall refer it to the Faculty Appointments and Promotions Review Committee for consideration.
- (d) An application shall not be withheld from the Faculty Appointments and Promotions Review Committee.
- (e) The Committee shall consider the applications for appointments and promotions and shall forward each application dossier with its comments and recommendations to the Chairperson of the University Appointments and Promotions Board, through the Registrar.

(4) Handling of Application at the Dean's Office

- (a) Following consideration by the Faculty Appointments and Promotions Review Committee, the Dean shall, in consultation with the Head of Department, nominate persons who may be asked to undertake an assessment of an applicant's work.
- (b) The Dean shall forward the report of the Faculty Appointments and Promotions Review Committee, together with the application dossier and the list of recommended assessors, to the Chairperson of the Appointments and Promotions Board through the Registrar under confidential cover.

(5) Handling of Applications at the Registrar's Office

- (a) The Registrar shall maintain a register of applications received in the office of the Registrar indicating the dates of receipt, and shall bring the register to the attention of the UAPB at least once a semester indicating the state of processing of each application.
- (b) When the processing of an application is completed, the Registrar on being satisfied that everything is in order, shall list the application for consideration by the Appointments Board, inviting the candidate for an interview where necessary.
- (c) In each case of an appointment or promotion the Registrar shall provide the UAPB with:
 - i. the approved departmental establishment, if applicable;
 - ii. the approved criteria for appointment or promotion;
 - iii. the reports of the Faculty Appointments and Promotions Review Committee;
 - iv. the report of the assessor(s)
 - v. all correspondence relating to the applicant as contained in his personal file, if applicable; and
 - vi. the salary scale and the recommended entry point.
- (d) The Registrar shall, on behalf of the Chairperson of the **UAPB**, request each assessor to comment on each publication submitted for assessment, stating its contribution to the candidate's field and the candidate's academic standing in accordance with the University's grading or weighting system.
- (e) The request for an assessment shall be accompanied by:
 - i. a copy of the application including the curriculum vitae;
 - ii. copies of publications and any other exhibits of the applicant's work; and
 - iii. the criteria for appointment or promotion.
- (f) An assessment shall not be provided by the Head of Department on the applicant's publications.
- (g) For promotion from lecturer to senior lecturer, assessment of publications shall normally be outside the University by at least two (2) External Assessors.

- (h) An External Assessor is a person of standing in the applicant's field, normally of the status of professor or equivalent but not employed by or in any way currently connected with the University.
- (i) The External Assessor should not, however, have been associated with the applicant's formal studies at the graduate or professional level, nor should the assessor have been a collaborator.
- (j) Whether an applicant fails or passes, the Registrar shall provide the applicant with information in writing on the strengths and weaknesses of the application.

(6) Progression from one Rank to Another

- (a) Promotion shall normally proceed from one rank to the immediate next rank and that is, from lecturer to senior lecturer to associate professor to professor. This applies to progression to analogous grades in the Senior Member Non-Teaching Staff category.
- (b) Without prejudice to subsection (1), a senior member of the University may apply at any time to be promoted to a rank for which that member feels qualified.
- (c) In the case of an application for promotion from lecturer to senior lecturer the applicant shall have completed the first two years of probation before becoming eligible to apply.

6.1 Assistant Lecturer or Assistant Research Fellow

The Assistant Lecturer or Assistant Research Fellow position is a temporary one designed for prospective lecturers or research fellows. An Assistant Lecturer must hold a relevant research master's degree. Such a candidate shall be appointed for a period of two (2) years and renewable for a further period of two (2) years only. The appointment of the Assistant Lecturer may be terminated unless the candidate registers for and obtains a terminal degree to qualify for appointment as lecturer within the above mentioned period. The Assistant Lecturer must go through the relevant appointment and promotions procedure to be appointed.

6.2 Lecturer or Research Fellow

- (a) For the appointment of a lecturer or research fellow, training in research as evidenced by a higher researched degree, preferably a doctorate degree or its equivalent or higher professional qualification is required. The appointment shall be subject to satisfactory

performance in an interview conducted by the Appointments Board.

- (b) The appointment shall normally be for six (6) years, the first two (2) years of which shall be regarded as a period of probation.
- (c) The appointment shall be reviewed before the end of the sixth year and may normally be renewed for a maximum of three more years in the first instance and for a final term of not more than three years.
- (d) At the end of the twelfth year, the appointment shall terminate unless the Lecturer or equivalent can be promoted to the next grade.

6.3 Senior Lecturer or Senior Research Fellow

- (a) Appointment or promotion to the grade of senior lecturer or senior research fellow shall be considered on the basis of criteria set out in the Scheme of Service and relevant provisions of these Statutes.
- (b) The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
- (c) Applications for promotion based solely on teaching and extension work or service, or any other contributions that do not normally result in publications, shall not be considered during the first regular six-year contract.
- (d) At least two (2) external assessors shall be required to evaluate the application.
- (e) Appointment may be renewed for periods not exceeding three (3) years as may be determined by the UAPB at each renewal.
- (f) Appointment is **NOT** tenured.

6.4 Associate Professor

- (a) Appointment or promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in the candidate's field of teaching and research and contribution to university, departmental and public service. The application for appointment or promotion shall be evaluated in accordance with the criteria set out in the Scheme of Service and relevant provisions of these Statutes.
- (b) At least two external assessors shall be required.
- (c) Appointment is tenured.

6.5 Professor

- (a) Appointment or promotion to the grade of professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to university, departmental and public service. The application for appointment or promotion shall be evaluated in accordance with the criteria set out in the Scheme of Service and relevant provisions of these Statutes.
- (b) At least two external assessors shall be required.
- (c) Appointment is tenured.

(7) Adjunct Appointments

- (a) An Adjunct faculty is a person with expertise needed by the University who is qualified to provide specialised teaching services but who may otherwise be engaged elsewhere.
- (b) The person may apply on his own or may be invited by the department to apply.
- (c) The appointment shall be for a period to be determined by the Appointments Board.
- (d) The Appointments Board may recommend a person to the Council for an adjunct academic appointment.
- (e) Subject to the foregoing the normal procedures for appointment for Senior Members shall apply to Adjunct appointments.

(8) Visiting Faculty

In consultation with the Dean or Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one year, to which the designation "visiting faculty" shall apply.

(9) Emeritus Professorship

- (a) The candidates for the position of Emeritus Professor shall be active in their field and within easy reach of the University.
- (b) The title of Emeritus Professor shall be conferred only on a full
- (c) professor who has left the services of the University.
- (d) Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments Board and approved by the Council.
- (e) A stipend is not attached to the position of Emeritus Professor, but the

appointee shall have access to University facilities such as the library and secretarial support and may assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

(10) Honorary Appointments

- (a) Honorary appointments (Emeritus) may be conferred on persons who have achieved distinction in their fields.
- (b) Nominations shall be reviewed by the Faculty Appointment and Promotion Review Committee which shall submit a recommendation including curriculum vitae to the Appointments Board.
- (c) Nominations for honorary professorships shall be subject to Council's approval.

(11) Headship

- (a) Appointment to the headship of a semi-autonomous School or Institute or Centre shall be by an open advertisement, and only persons of the grade of associate professor or professor may be considered for the appointment.
- (b) Applicants who are not of the professorial grade may be considered only if they have qualified for appointment as associate professor.
- (c) Appointment shall be made for a fixed term which may be renewed.
- (d) Appointment as head shall be made by the University Council on the recommendation of the Appointments Board.

(12) Documentation required for Appointment or Promotion

- (a) For first appointments, documentation to be reviewed by the University Appointments Board shall include:
 - i. Completed Application forms;
 - ii. Curriculum Vitae;
 - iii. Copies of Certificates (with originals to be presented at interview)
 - iv. Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - v. Two interactive reports (one on applicant's demonstration teaching or seminar and one from the Dean of Faculty);
 - vi. For candidates seeking appointment to the grade of Senior Lecturer or higher – two (2) positive external assessors' reports; for Professoriate at least two (2) positive external assessors' reports.

- (b) Documentation to be reviewed by the University Appointments Board for promotion to Senior Lecturer or Associate Professor or Professor and equivalent, shall include:
 - i. Completed Application forms;
 - ii. Updated Curriculum Vitae;
 - iii. Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - iv. Summary of annual reports on staff member dating back to last appointment or promotion;
 - v. Summary of student assessment of candidate dating back five (5) years if available;
 - vi. All correspondence relating to the Applicant as contained in his/her personal file; and
 - vii. Two (2) positive external assessors' reports.
- (c) Appointment or promotion shall be made to a named department(s) in a named discipline or profession and in the broad subject area rather than to sub-area of specialisation.
- (d) Proceedings of the Faculty Appointments and Promotions Review Committee and Appointments Board shall be kept in the form of,
 - (a) Minutes of general policy matters; and
 - (b) minutes of individual appointments.
- (e) The Minutes of the Faculty Appointments and Promotions Review Committee shall be provided to the members of the Board.
- (f) Information on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board.
- (g) Information on individual appointments shall be circulated to Heads of Department and Deans or Directors of the Faculties, Schools or Institutes concerned.
- (h) The minutes on individual appointments shall be kept under security so that access to them shall require the written permission of the Vice- Chancellor.
- (i) The documents in the appointment process and the discussions at the UAPB shall be confidential.
- (j) The Registrar shall communicate the decision of the UAPB to the applicant within two weeks, and in the case of appointments requiring

prior approval by the University Council, within two (2) weeks after the approval.

(13) Criteria for Appointment or Promotion

- (a) Subject to the provisions dealing with basic qualifications, Senior Members applying for appointment or promotion will be evaluated on the basis of:
 - i. Teaching
 - ii. Research and Scholarly works
 - iii. Innovation works, etc
 - iv. University, Departmental and Public Service
 - v. Professional Activities.
- (b) Other factors that may be considered include:
 - i. the recommendations of the Faculty or Administrative and Professional Staff Appointments and Promotions Review Committee
 - ii. applicant's formal qualifications
 - iii. summary of annual reports dating to last appointment or promotion
 - iv. summary of student assessments in the last (5) five years (if holding teaching appointment).
 - v. Conduct.

(14) Teaching

- (a) Where teaching is the primary and core duty of a senior member, the candidate for promotion shall be required to demonstrate an ability to teach effectively in addition to his other responsibilities.
- (b) In judging a candidate's effectiveness in teaching, the appointing authority shall consider the candidate's command of his subject; his continuous growth in his field; his ability to organise and present his materials with clarity; his ability to excite intellectual curiosity in his students and to stimulate advanced students to original work; and the extent and skill of his participation in the general guidance and counselling of students. Council shall, on the recommendation of the Academic Board, develop an appointment instrument for implementing this provision.

- (c) The Appointing Authority is required to consider the following factors and criteria in the evaluation of teaching performance:
- i. demonstrated competence in the subject matter in the classroom and public presentations, including seminars, colloquia, conferences and inter-faculty lectures;
 - ii. effectiveness in the development and use of innovative methods in teaching;
 - iii. guidance and leadership in student activities;
 - iv. initiation and participation in curriculum development (e.g. introduction of new courses or programmes);
 - v. textbook authoring;
 - vi. effectiveness in supervising research projects and graduate students; and
 - vii. teaching load.
- (d) The Academic Board shall develop appropriate weights to be attached to each of the above criteria subject to the approval of Council and without prejudice to relevant provisions of the Statutes for the benefit of Council, the UAPB and Faculty Appointments and Promotion Review Committees.

(15) Research, Scholarly and Innovation Contributions

- (a) For purposes of appointment and promotion of senior members, the appointing authority shall take account of research and creative scholarship of demonstrable quality. Evidence of research and scholarship should be based upon the senior member's published research in refereed journals, conference proceedings, monographs, technical reports or an original professional work such as architectural or engineering designs, computer software or film or drama productions or other creative works.
- (b) In the evaluation of a candidate's research and scholarly contribution the following types of research shall be recognized:
- i. *Independent Research*: This should be based upon the candidate's own interests and needs;
 - ii. *University Sponsored Research*: This is research based on specific areas of interest of the University and may be funded with research grants and or released time of the senior member in question. The research may be either basic or applied;

- iii. *Contract Research*: This is research based upon the needs and interests of an external client who funds the research in return for access to the results; the client usually identifies the problem while the task of the researcher is solely to provide the solution and deliver the results on schedule and within the time frame set by the contract. The contract would often have a confidentiality clause and may also restrict publication of the results of the research. However, such result should be considered of high value to the University.
 - iv. *Published Text and Reference Books*: This is research aimed at publishing textbooks and reference materials and includes translation of specialized scientific and scholarly works, reviews
 - v. of rare books and published research by scientific societies approved by the Academic Board;
 - vi. *Inventions and Novelties*: This research consists mainly in scientific inventions or new discoveries which have been patented by the researcher or the University with recognized patent agencies in any part of the world
- (c) The appointing authority shall also consider the following in the evaluation of a Senior Member's research and scholarly accomplishments:
- i. Contributions in the area of coordination of knowledge such as survey articles and books reviews;
 - ii. Service on editorial boards of scholarly journals;
 - iii. Membership of technical committees of international or national conferences or symposia;
 - iv. Technical reports authored;
 - v. Prizes and awards received for scholarly achievement; and
 - vi. High level consulting work.
- (d) For purposes of this section, publication shall mean:
- i. Papers in internationally recognized refereed journals (local and external);
 - ii. Papers in refereed proceedings in international conferences and specialized symposia
 - iii. Refereed, published or accepted-for-publication technical

- reports from specialised university research centres or other internationally recognized research and policy institutions;
 - iv. Refereed textbooks and reference books;
 - v. Refereed authentication review of rare books;
 - vi. Refereed translation of specialized scientific books and other scholarly works;
 - vii. Refereed books and research reports published by scientific societies approved by the Academic Board;
 - viii. Inventions and novelties that patents from recognized patent agencies approved by the Academic Board; and
 - ix. Distinguished creative activities in accordance with criteria approved by the Academic Board.
- (e) In the evaluation of books, articles, technical reports, inventions and novelties and other scholarly works accepted under this Schedule as publication, the key ingredient should be significance not volume. The evaluator can judge the significance of a publication by examining the quality of the journals in which it appears, the use to which other researchers have made of it or by requesting testimony from distinguished scholars or authors in the candidate's field of research.

(16) University, Departmental and Public Service

- (a) The appointing authority shall give due recognition to and take account of the contribution of a Senior Member to university, departmental and public service
- (b) In the case of departmental service, account shall be taken of a senior member's contribution to the administration and development of his department, faculty or school including but not limited to effective participation in departmental, college and university committees.
- (c) Service rendered by a senior member to the local (non-university) community and the country, both in their special capacities as scholars and in areas beyond these special capacities when the work done is at a sufficiently high level and quality, shall likewise be recognized in the promotion process. These may include organizing short courses, national or international conferences, seminars, workshops, technical projects, authoring articles for the general public, translations, identifying needs and elaborating coherent training programmes in some areas of expertise, as well as establishing a link for technical

cooperation between the University and other institutions in specific areas of expertise.

(17) Professional Activities

The professional activities of a senior member shall be recognized in the evaluation of their applications for appointment and or promotion. In particular, account shall be taken of the candidate's contribution to the development of his profession through those activities where appropriate.

(18) Evaluation Method

- (a) For purposes of evaluating applications for appointment or promotion the categories of academic senior members are:
 - i. teaching staff, e.g. lecturer, with load of 75% Full Time Equivalent teaching and 25% research, innovation and invention
 - ii. research staff, e.g. research fellow; i.e. senior members with at least 75% Full Time Equivalent research load,
- (b) The applications of all candidates for promotion shall be evaluated on a 100-point scale which shall consist of the weighted average of scores on each of the criteria set out above. The 100-point shall be awarded as follows:
 - i. The weighted average scores for candidates whose core responsibility is teaching- Fifty-five-(55) points for Teaching; Twenty-five-(25) points for Research, innovation and invention and Scholarly Works; Fifteen-(15) points for University, Departmental and Public Service; Five-(5) points for Professional Activities.
 - ii. The weighted average scores for candidates whose core responsibility is research- Fifty-five-(55) points for Research and Scholarly Works; Twenty-five-(25) points for Teaching; Fifteen-(15) points for University, Departmental and Public Service; Five-(5) points for Professional Activities.
- (c) A candidate shall be promoted to the rank applied for if his total number of weighted average points is not less than seventy (70) points. In the case of a candidate whose primary or core responsibility is teaching at least thirty-five (35) points must be from Teaching and in the case of a candidate whose primary or core responsibility is research at least thirty-five (35) points must be from Research and Scientific Contribution.

- (d) The Academic Board shall make regulations regarding the points to be awarded under each of the above criteria for purposes of weighting the same in order to arrive at the final score, subject to the approval of Council.
- (e) The appointing authority shall make written findings and conclusions on each of the above stated criteria and the same shall form part of the record of proceedings of the meeting at which the decision relating to the application was made. An applicant shall be entitled to a copy of the record of the proceedings of the meeting concerning his application if he or she asks for it.
- (f) For the avoidance of doubt, for appointments or promotions to the Professoriate, the Appointments Board shall make a report to the Council. The report shall indicate whether the Board recommends or does not recommend the application with reasons. The rule shall apply to the Faculty Appointments and Promotions Review Committee.
- (g) Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Review Committee or the University's Appointments Board, as the case may be.

(19) Criteria for Appointment or Promotion to Administrative or Professional Grades

- (a) For appointment or promotion to the administrative or professional grades, demonstrated evidence or promise of continuing performance in respect of the following abilities shall be required;
 - i. grasp of administrative/professional procedures or regulations and organisational ability;
 - ii. communication skills
 - iii. leadership;
 - iv. initiative and reliability; and
 - v. a sense of responsibility.
- (b) For the purposes of assessment in respect of subsection (a), the applicant shall provide a write-up of contributions to the work of the University or any other institution, to which may be attached relevant publications comprising memoranda, administrative/ project reports, other than a confidential material, to be reviewed as appropriate

by the Registrar, Dean, Director, Chairperson of a University Board or Committee or any other person in a supervisory administrative capacity.

(20) Registry Appointments and Promotions Review Committee

The Registry Appointments and Promotions Review Committee shall consider applications for appointments and promotions of Senior Members in the administrative and professional class and submit its recommendations to the UAPB. The procedure for handling of applications shall be in accordance with the provisions in Schedule A7.

(21) Junior Assistant Registrar and Equivalent Professional Grade

The Junior Assistant Registrar or equivalent professional grade is one designed for prospective Assistant Registrars or that of equivalent professional grades. Junior Assistant Registrar or equivalent grades must hold a relevant master's degree. Such a candidate shall be eligible for promotion to the grade of Assistant Registrar or equivalent grades after serving a minimum of two (2) years based on performance and availability of vacancy. The Junior Assistant Registrar or equivalent professional grade must go through the relevant appointment and promotions procedure to be appointed as Assistant Registrar.

(22) Assistant Registrar and Equivalent Professional Grade

- (a) The requirement for the appointment of an Assistant Registrar or equivalent professional grade is:
 - i. a good first degree plus a relevant Master's Degree or equivalent professional qualification with at least one year relevant experience; or
 - ii. satisfactory performance in the grade of Junior Assistant Registrar for at least two years.
- (b) The appointment shall normally be for six (6) years, the first two (2) years of which shall be regarded as period of probation.
- (c) The appointment shall be reviewed before the end of the sixth year and may normally be renewed for a maximum of three more years in the first instance and for a final term of not more than three years.
- (d) At the end of the twelfth year, the appointment shall terminate unless the Assistant Registrar or equivalent grade can be promoted to the next grade.

(23) Senior Assistant Registrar and Equivalent Professional Grade

- (a) For appointment/promotion to the grade of Senior Assistant Registrar or equivalent professional grade, satisfactory performance in the grade of Assistant Registrar or equivalent position for at least six (6) years is required.
- (b) Two (2) positive external assessors' reports are required.
- (c) Appointment may be renewed for periods not exceeding three (3) years as may be determined by the UAPB at each renewal.
- (d) Appointment is **NOT** tenured.

(24) Deputy Registrar and Equivalent Professional Grade

- (a) For appointment/promotion to the grade of Deputy Registrar or equivalent professional grade, proven administrative ability, demonstrated by substantial and relevant working experience and written work including memoranda, reports, projects, and evidence of satisfactory performance in the grade of Senior Assistant Registrar or equivalent professional grade for at least six (6) years, is required.
- (b) At least two (2) positive external assessors' reports are required.
- (c) **Appointment is tenured.**

(25) Registrar

Appointment to the position of Registrar shall proceed as provided by the Statutes.

(26) Renewal of Contract

- (a) It is incumbent on an employee whose contract is coming to an end to apply in writing with supporting documents including an updated CV for renewal to the Registrar through the Head of Department and Dean (where applicable) six (6) months in advance.
- (b) The Registrar may write to remind an employee who has failed to do so.
- (c) For renewal of contract, the following other documents shall be required:
 - i. Letter expressing desire to have contract renewed;
 - ii. Updated curriculum vitae;
 - iii. Head of Department's assessment report;
 - iv. Annual reports on staff member since last renewal;

- v. Summary report of classroom evaluations of staff member by students (for academic staff).
- (d) Information from the employee obtained under sub-section (1) and comments by the Head of Department shall be reviewed by the Faculty or Registry Appointments and Promotions Review Committee which may recommend renewal, indicating the duration.
- (e) The UAPB shall also consider all correspondence relating to the Applicant as contained in his/her personal file.
- (f) Excepting renewal of contract beyond the compulsory retiring age which shall require the approval of Council, renewal of other contracts shall be based on the recommendations of the Faculty or Registry Appointments and Promotions Review Committee, unless otherwise decided by the UAPB.
- (g) The Faculty or Registry Appointments and Promotions Review Committee shall submit summary reports to the UAPB on each renewal application recommended for approval.
- (h) The Faculty or Registry Appointments and Promotions Review Committee shall refer all applications not recommended for renewal of contract to the UAPB for final determination.
- (i) Re-engagement on contract beyond the compulsory retiring age maybe recommended by the Faculty or Registry Appointments and Promotions Review Committee on evidence of:
 - i. continuing professional activity which may be ascertained from information provided under subsection (1).
 - ii. continuing good health
 - iii. unavailability of staff in a critical area of specialisation, there being no prospect of specialisation, or of immediate recruitment.
- (j) The recommendations of the Faculty or Registry Appointments and Promotions Review Committee in respect of renewal beyond the compulsory retiring age shall refer specifically to each of the criteria indicated in this Schedule.

(27) Appeals Relating to Appointments and Promotions

- (a) Any person who disagrees with the decision of the UAPB may petition the Chairperson of the UAPB for review within seven (7) days on receipt of the communication from the Secretary of the Board.
- (b) The UAPB may, on application, review its own decisions affecting appointment/promotion. For this purpose, the full membership of the UAPB shall be present.
- (c) Any member who still disagrees with the decisions of the UAPB may petition Council through the Vice- Chancellor within seven (7) days on receipt of the communication from the Secretary of the Board.
- (d) In considering such appeals, Council may be assisted by an expert appointed by Council.
- (e) In exceptional cases, Council may refer the matter to the University Appeals Board.
- (f) Where a person disagrees with the decision of Council, he may petition the University Appeals Board for final determination.
- (g) The decision of the University Appeals Board shall be final.

SCHEDULE F

PROCEDURE FOR THE APPOINTMENT OF CHANCELLOR

- (1) In the appointment of a Chancellor of the University, Council shall set up a Search Committee to propose a suitable person for its consideration.
- (2) The Search Committee shall be appointed by Council, and shall consist of Thirteen (13) members as follows:
 - (a) A Chairperson to be nominated by Council
 - (b) Two members of Council nominated by Council
 - (c) Two representatives of Academic Board nominated by the Board
 - (d) Two representatives of Convocation nominated by Convocation (representing teaching and non – teaching members)
 - (e) One representative of Senior Staff Association
 - (f) One representative of Junior Staff Association
 - (g) One representative each of the
 - i. Graduate Students Association of Ghana (HTU Chapter)
 - ii. Student Representative Council
 - (h) One representative of Alumni Association nominated by the Association
 - (i) The Registrar shall be Secretary to the Search Committee.
- (3) The Search Committee shall cause a notice to be published inviting nominations from the University Community and the Alumni Association. Ghanaians of good standing in public life may be nominated for the consideration of the Search Committee.
- (4) **Eligibility criteria:** Persons who meet the following criteria may be nominated for the consideration of the Search Committee:
 - (a) Ghanaians of good standing in public life (within or outside the Country)
 - (b) must have distinguished themselves in their chosen discipline
 - (c) must be person (s) of high moral character, fit and proper to be Chancellor.
- (5) The Search Committee shall, by secret ballot, elect three (3) candidates from the short-listed candidates and present their names in a report to Council which shall then elect one of them for appointment as Chancellor.

SCHEDULE G

PROCEDURE FOR THE APPOINTMENT OF VICE-CHANCELLOR

- (1)
 - (a) In the appointment of the Vice-Chancellor, Council shall set up a Search Committee to propose a suitable candidate(s) for its consideration.
 - (b) The Search Committee shall consist of at least five (5) members, at least two (2) of whom shall be members of Council, one (1) nominee of the Academic Board, and at least one (1) person with high expertise in tertiary education.
 - (c) Council shall appoint a person who is not in the employment of the University and who shall be a person with extensive experience in university administration and management as Chairperson for the Committee. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
 - (d) The Search Committee shall have power to co-opt any person with special technical and industrial expertise to assist in the determination of the candidate.
 - (e) The Search Committee shall determine its own procedure; they may make personal contacts; receive applications from within and outside the University; prepare shortlists; conduct personal interviews of those short-listed, and make a report thereof to Council, including recommendation(s) for appointment.
 - (f) The Search Committee shall conduct its work confidentially and maintain its independence.
 - (g) Except where only one person is found to be eligible, the Search Committee shall propose two eligible persons for the consideration of Council.
- (2) Council shall accordingly consider the report of the Search Committee and thereupon appoint a suitable person who then shall take up the appointment upon terms and conditions as set out by Council.

SCHEDULE H

PROCEDURE FOR THE RE-APPOINTMENT OF VICE-CHANCELLOR

- (1)
 - (a) The Vice-Chancellor shall submit an application addressed to the Chairperson of Council expressing interest in a second term of office.
 - (b) In considering the appointment of the Vice-Chancellor, Council shall appoint a Committee to evaluate his performance.
 - (c) The Committee shall consist of five (5) members, two (2) of whom shall be members of the Academic Board.
 - (d) Council shall appoint one of the members of the Committee as Chairperson. The Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
 - (e) The Committee shall evaluate the performance as per his duties and vision statement.
 - (f) Council shall conduct its work confidentially and maintain its independence.
- (2) Council shall accordingly consider the Report of the Committee and appoint or otherwise.

SCHEDULE I

PROCEDURE FOR THE APPOINTMENT OF PRO-VICE-CHANCELLOR

- (1) The position for the appointment of a Pro-Vice-Chancellor shall be advertised within the University.
- (2) The applicant shall be a teaching staff and shall be of Professorial status who can provide academic leadership and be abreast with policies and good practices in a tertiary institution.
- (3) Council shall constitute a Search Committee to evaluate the Curriculum Vitae and Vision Statement(s) and interview the applicant(s) and shall submit a report to Council with recommendations for appointment of Pro-Vice-Chancellor.
- (4) The Search Committee shall consist of at least five (5) members, at least two (2) of whom shall be members of Council, one (1) nominee of the Academic Board and at least one (1) person with high expertise in tertiary education.
- (5) Council shall appoint one (1) member of the Committee who is not in the employment of the University as Chairperson. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- (6) The Search Committee shall have power to co-opt any person with special technical and industrial expertise to assist in the determination of the Candidate.
- (7) The Search Committee shall determine its own procedures, they may make personal contact, receive applications from within and outside the University, prepare shortlists, conduct personal interviews of those shortlisted and make a report thereof to Council including recommendations for appointment.
- (8) The Search Committee shall conduct its work confidentially and maintain its independence.
- (9) Except where one (1) person is found to be eligible, the Search Committee shall propose three (3) eligible candidates for consideration of Council.
- (10) Council shall accordingly consider the report of the Search Committee for appoint or otherwise.

SCHEDULE J
PROCEDURE FOR THE RE-APPOINTMENT OF
PRO-VICE-CHANCELLOR

- (1) The incumbent Pro-Vice-Chancellor shall submit an application addressed to the Chairperson of Council through the Vice-Chancellor at least six (6) months to the end of his first tenure of office.
- (2) The applicant shall inform the Council of his/her achievements and reasons for seeking re-appointment.
- (3) In considering the appointment of the Pro-Vice-Chancellor, Council shall appoint a Committee to evaluate his/her performance.
- (4) The Committee shall consist of five (5) members, two (2) of whom shall be members of the Academic Board.
- (5) Council shall appoint one (1) of the members of the Committee as Chairperson. The Committee shall be liberty to appoint its own Secretary either from within or outside the University.
- (6) The Committee shall evaluate the performance as per his/her duties and vision statement.
- (7) The Committee shall conduct its work confidentially and maintain its independence and submit a report with its recommendations to Council.
- (8) Council shall accordingly consider the report of the Committee for re-appointment or otherwise.

SCHEDULE K
PROCEDURE FOR THE APPOINTMENT OF REGISTRAR, DIRECTOR
OF FINANCE, DIRECTOR OF INTERNAL AUDIT, UNIVERSITY
LIBRARIAN AND DIRECTOR OF WORKS AND PHYSICAL
DEVELOPMENT

- (1) In the appointment of each of the above officers, Council shall set up a Search Committee to propose a suitable candidate for its consideration.
- (2) The Search Committee shall consist of at least five (5) members, at least two (2) of whom shall be members of Council, at least one (1) of the Academic Board, and a renowned citizen of the candidate's profession.
- (3) Council shall appoint one of the members of the Committee as Chairperson. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- (4) The Search Committee shall advertise the fact of the vacancy within the University, and as well as within and outside the country in terms of criteria set out or prescribed by Council.
- (5) The Search Committee shall determine its own procedure; they may make personal contacts; receive applications from within and outside the University; prepare shortlists; conduct personal interviews of those short-listed, and make a report thereof to Council, including recommendation(s) for appointment.
- (6) The Search Committee shall conduct its work confidentially and maintain its independence.
- (7) No person shall be recommended for appointment by Council to any of the aforesaid positions who has not been interviewed and reported on by a Search Committee set up by Council for that purpose.
- (8) Except where only one (1) person is found to be eligible, the Search Committee shall propose two eligible persons for the consideration of Council.
- (9) Council shall accordingly consider the report of the Search Committee and thereupon appoint a suitable person who then

shall take up the appointment upon terms and conditions as set out by Council.

- (10) For the avoidance of doubt, all other officers not listed in this Schedule shall be appointed by Council through the University Appointments and Promotions Board.

SCHEDULE L
PROCEDURE FOR THE RE-APPOINTMENT OF REGISTRAR,
DIRECTOR OF FINANCE, DIRECTOR OF INTERNAL AUDIT,
UNIVERSITY LIBRARIAN AND DIRECTOR OF WORKS AND
PHYSICAL DEVELOPMENT

- (1) (a) In considering the re-appointment of any of the above officers, Council shall appoint a committee to evaluate the performance of the officer.
 - (b) The Committee shall consist of five (5) members; two (2) shall be members of Council, two (2) of the Academic Board, and a renowned citizen of the candidate's profession.
 - (c) Council shall appoint one (1) of the members of the Committee as Chairperson. The Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
 - (d) The Committee shall determine its own procedure; it may make personal contacts with persons within and outside the University.
 - (e) The Committee shall conduct its work confidentially and maintain its independence.
-
- (2) Council shall accordingly consider the report of the Committee and re-appoint or otherwise.

SCHEDULE M
NOMINATION FORM FOR ELECTIONS
(CONVOCATION MEMBERS OF COUNCIL)

- (1) Position being contested for:.....
- (2) Name of candidate being proposed:.....
- (3) Name & Signature of proposer:.....
- (4) (4) Name & Signature of 1st Seconder:.....
- (5) (5) Name & Signature of 2nd Seconder:
- (6) Signature of candidate (as consent):.....

SCHEDULE N

CRITERIA FOR SATISFACTORY PERFORMANCE

- (1) In considering the appointment of a Dean or Head of Department, the candidate nominated shall be required to satisfy the following criteria for satisfactory performance:
 - (a) Ability to improve teaching, research and service of staff under his control.
 - (b) Ability to make substantial contribution for the advancement of the Faculty, School, Department/Centre.
 - (c) Implementation of a shared vision for the Faculty, School, Department/Centre.
 - (d) Substantial improvements in administrative procedures.
 - (e) Mentorship and human resource development.
 - (f) Quality of participation on Boards/Committees.
 - (g) Quality of decision-making.
 - (h) Good human relations.
 - (i) Prudent financial management.
 - (j) Satisfactory conduct

SCHEDULE O
PROXY FORM FOR ELECTIONS
(CONVOCATION MEMBERS OF COUNCIL)

- (1) Position being contested for:.....
- (2) Name of Senior Member:.....
- (3) Signature of Senior Member:OR.
- (4) Notice of Authorisaion:.....
- (5) Name of Proxy:
- (6) Signature of Proxy:.....
- (7) Name of Returning Officer:
- (8) Signature of the Returning Officer:.....
- (9) Date:.....

SCHEDULE P

REGULATIONS FOR CONDUCT OF EXAMINATIONS

(1) University Examinations

- (a) A University examination shall be:
 - i. set to curricula and syllabuses approved previously by the Academic Board;
 - ii. taken at the times prescribed previously by the Academic Board.
 - iii. Assessed by examiners approved previously by the Academic Board.
- (b) A programme indicating period of examination and arrangement for the examination shall be indicated at the beginning of each Semester.

(2) Appointment of Examiners/Assessors/Moderators/Verifiers

- (a) Examinations shall be conducted by University Examiners comprising internal and external examiners/assessors/moderators/verifiers where appropriate.
- (b) An Internal Examiner must be a teaching staff of senior member status appointed by the Appointments Board of the University.
- (c) An External Examiners/Assessors/Moderators/Verifiers must be an experienced scholar from a recognized academic institution which is not part of, or affiliated to the University.
- (d) Lists of internal and External Examiners/Assessors/Moderators/ Verifiers shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.
- (e) In nominating an External Examiner/Assessor/Moderator/Verifiers for the first time a brief indication of the background of the examiner shall be provided to the Faculty Board.
- (f) An External Examiner/Assessor/Moderator/Verifiers may serve for three (3) consecutive years after which the examiner/assessor/ moderator shall not be engaged again till a period of three (3) years has lapsed.
- (g) A person who has retired or resigned from the University may not be appointed external examiner until a period of three (3) years has elapsed since leaving the service of the University.

(3) The Setting of Papers

- (a) The draft examination papers shall be reviewed and approved by the Department and the Head of Department shall countersign each question paper to signify endorsement by the Department.
- (b) The External Examiner/Assessor/Moderator/Verifiers shall review the draft questions submitted, providing comments as appropriate and the internal examiner shall be invited through the Head of Department to review the external Examiner's/Assessor's/Moderator's/Verifier's comments and approve the draft.
- (c) Each Department shall designate one senior member as the Examination Officer for the Department and his duty shall be to assist the Head of Department in examination matters.

(4) Venue of Examinations

- (a) Examinations shall be taken only at approved premises. Practical or oral examination will normally be conducted in the Departments concerned.
- (b) Approval by the Academic Board may be given for examinations to be taken outside the University for the benefit of a student in hospital or others who cannot report at the University.

(5) Time-tables

- (a) The draft examination time-tables shall be put up on the University Notice Board not later than the seventh week of every Semester.
- (b) Suggestions for amendment may be made through the Head of Department.
- (c) The final time-tables indicating day and hour of each examination shall be posted on the University Notice Board normally at least four weeks before the commencement of the end of semester examinations.
- (d) From the duration of the examinations, a daily time-table indicating day, hour and venue of each examination will be issued at least twenty-four hours in advance.
- (e) Notice of at least forty-eight hours shall be given if the time and hour given on the general time-table have to be changed on the daily time-table.

(6) Invigilation

- (a) Examinations shall be held under the supervision of appointed invigilators.
- (b) A chief invigilator, who is a senior member with considerable experience of the administration of the examinations, shall be appointed for each examination centre.
- (c) A chief invigilator is expected to submit a daily report through the Chairperson of the Superintending Committee to the Director of Academic Affairs on the examinations written at the examination centre under the charge of the Chief Invigilator.
- (d) An Invigilator, who is a Senior Member, shall be appointed for each examination room and shall be required to:
 - i. ensure that candidates are properly seated;
 - ii. ensure that candidates have the materials required for each examination including the correct question papers and answer books;
 - iii. invite candidates to start work allowing a 15-minute preview of the questions; but in the objective structured questions no time shall be allowed for preview;
 - iv. check the attendance register indicating those absent;
 - v. see to it that candidates stop work at the appointed time;
 - vi. see to it that answer books are collected back, and the total agrees with the number that took the examination;
- (e) The invigilator is responsible for ensuring that a candidate does not have unfair assistance in the course of the examination, for which purpose, the invigilator:
 - i. will need to walk round the examination hall periodically;
 - ii. should be personally satisfied that a candidate who needs to leave the examination room temporarily does not carry any notes to which the candidate can refer while outside the hall;
 - iii. will designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily;
 - iv. without stopping a suspect from completing the examination, shall submit a report on an instance of cheating to the Chief Invigilator;

- v. shall report any other unusual incidents that come to attention.
- (f) An invigilating assistant who may be a national serviceman or teaching assistant or any other person approved by the Dean shall be appointed to assist the invigilator.
- (g) For the avoidance of doubt, it is the responsibility of all academic senior members to provide invigilation services, when so required by the University.

(7) Handling of Examination Scripts

- (a) The Head of Department shall ensure the collection of scripts from the examination room for marking.
- (b) The scripts collected for marking shall be kept under security.
- (c) The marked scripts showing the marks may be passed directly to the External Examiner, if visiting, or mailed to the External Examiner through the Head of Academic Affairs.

(8) Assessment

- (a) Assessment of candidate's work in an Examination shall include continuous or interim assessment wherever provided for.
- (b) Marks from continuous or interim assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.
- (c) The overall assessment reflecting marks earned from continuous or interim assessment and from the main examination, paper by paper, shall be approved by the Department and signed by the examiners before they are entered on the consolidated mark sheet for submission together with the individual mark sheet to the Office of the Head of Academic Affairs.
- (d) A print-out of details of candidates' performance indicating averages, appropriately weighted, the grade point average and provisional classification wherever applicable shall be made available to each Department at least twenty-four hours before the meeting of the Board of Examiners, the details of which shall be kept under the strictest confidentiality.

(9) Board of Examiners

- (a) There shall be a Faculty Examiners Board consisting of all examiners chaired by the Dean of the Faculty.
- (b) The Academic Board shall publish a time-table for Examiners' Board meetings.

- (c) The Board is responsible for determining the results of Examinations in accordance with the Regulations passed by the Academic Board.
- (d) Internal Examiners may be in attendance. If present the External Examiner may also attend.
- (e) While retaining the final word the Board of Examiners shall give due right to the views of an External Examiner.
- (f) The quorum of a Board of Examiners shall be one-half of the membership of the Board. If however all departments are represented business may proceed.
- (g) A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

(10) Instructions to Candidates

- (a) A candidate for the University examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.
- (b) Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Head of Academic Affairs not later than six weeks before the commencement of the semester examination.
- (c) The final list of registered students compiled by the Office of the Registrar shall be the basis for admitting students into an examination.
- (d) A candidate shall not be admitted to an examination if:
 - i. the candidate has not been entered for it as is required under subsection (2).
 - ii. the subject of the examination has merely been audited, unless the course had been followed previously,
 - iii. the candidate owes fees to the University, or
 - iv. the candidate is under suspension or has been dismissed from the University.
- (e) It is the duty of the candidate to consult the time-table on daily basis to ascertain the papers to be written before the examination.
- (f) A candidate may be refused admission to the University examination if the candidate reports to the examination more than half an hour after the commencement of the examination..

- (g) It is the responsibility of the candidate to provide appropriate stationary items and to ensure that the right question paper and any other material needed for the examination are given to the candidate.
- (h) A candidate attending at an examination shall sign his or her name in the register of candidates for the examination.
- (i) A candidate shall not bring to the examination centre or to the washroom of the examination centre any notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorised material.
- (j) The material shall not be deposited at the entrance to the examination room or the washroom.
- (k) A candidate shall not enter the examination room until the candidate is invited or called or requested to enter the examination room.
- (l) A candidate who is seen with notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorised material in the examination centre shall be banned from the examination and awarded a grade X.
- (m) A candidate who is suspected of hiding unauthorised material on the candidate's person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
- (n) A candidate shall, for the purpose of identification by the invigilator, place the student identity card on the examination table to enable the invigilator to ascertain the identity of the person writing the examination.
- (o) Communication between candidates is not permitted in the examination hall; and
 - i. a candidate shall not pass or attempt to pass information or an instrument from one to another during an examination;
 - ii. a candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;
 - iii. a candidate shall not disturb or distract any other candidate
 - iv. during an examination; and
 - v. a candidate may attract the attention of the invigilator by raising his or her hand.
- (p) Smoking or drinking of alcoholic beverages is not allowed in the

examination room.

- (q) Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In which case the invigilator shall be satisfied personally that a candidate does not carry on his or her person an unauthorised material.
- (r) A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the invigilator.
- (s) A candidate who finishes an examination ahead of time may leave the examination room after surrendering his or her answer books. But the candidate shall not be allowed to return to the examination room.
- (t) At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the hall.
- (u) Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.
- (v) A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X.
- (w) The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
 - i. mis-reading the time-table;
 - ii. forgetting the date or time of examination;
 - iii. inability to locate the examination hall;
 - iv. inability to rouse oneself from sleep in time for the examination;
 - v. failure to find transport;
 - vi. loss of a relation;
 - vii. religious reasons; or
 - viii. pregnancy.
- (x) A breach of a provision of the Regulations made for the conduct of University examinations may attract one or more of the following sanctions:
 - i. a reprimand;
 - ii. loss of marks;
 - iii. cancellation of a paper in which case zero shall be substituted

- for the mark earned;
 - iv. withholding of results for a period;
 - v. award of grade X
 - vi. such other offences and applicable sanctions stipulated in the Handbook for Students and other existing Regulations.
- (y) In a case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.
- (z) Further to subsection (25) a grade Z leading to failure in a University examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper.
- (aa) Further sanctions may include:
- i. being barred from a University examination for a stated period,
 - ii. being barred from a University examination indefinitely;
 - iii. suspension from the University, or
 - iv. expulsion from the University.
- (ab) The results of University examinations shall be posted on the University Notice Board for the result of an examination taken; but, alternatively, the candidate may write to the Head of Academic Affairs to enquire about the results or request details of the results for which purpose the candidate may provide a stamped addressed envelope.
- (ac) A candidate who is not satisfied with the results of a University examination affecting the candidate may request a review by submission of an application to the Registrar and on payment of a review fee which shall be determined at not less than three (3) times the normal examination fee.
- (ad) An application for a review shall be submitted to the Registrar not later than twenty-one days after release of the results and shall state the grounds for review.
- (ae) An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
- (af) An action shall not be taken on an application which is submitted outside the time stipulated in subsection (30), and a review shall not proceed unless the review fee is fully paid.
- (ag) The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.

- (ah) Where it emerges that a complaint is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking a University examination for a stated period or an indefinite period.

(11) Examination Malpractices or Offences

- (a) Examination offences include an attempt on the part of a candidate to gain an unfair advantage, and a breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the Invigilator, or refusal to follow instructions.
- (b) The chief invigilator or an examiner shall report to the Registrar as soon as practicable an instance of a breach of Examination Regulations.
- (c) In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable.
- (d) The Academic Board may review all the reported cases and may vary the sanctions as it thinks fit.
- (e) The Registrar shall cause such examination malpractices to be investigated and initiate the disciplinary process in consultation with the Vice-Chancellor as stipulated in the Statutes.

SCHEDULE Q THE UNIVERSITY APPEALS BOARD

Dispute Settlement

- (1) There is established in accordance with these Statutes, a body to be known as the University Appeals Board.
- (2) The Appeals Board shall hear and determine on appeal matters on:
 - (a) acts or omissions in contravention of the Act or the Statutes enacted by the Council;
 - (b) breach of employment contracts by the University;
 - (c) the promotion of persons duly employed by the University;
 - (d) grievances by students and staff against the University on matters related to welfare and discipline; or
 - (e) any other matter or dispute referred to the Board by the Council.
- (3) The University Appeals Board consists of:
 - (a) A Chairperson who is a retired justice of the Superior Court of Judicature or a lawyer qualified to be so appointed;
 - (b) Two lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom is a woman; and
 - (c) Two persons who are not legal practitioners or employees of the University who are persons of high moral integrity one of whom is a woman.
- (4) The Chairperson of the Board or the Chairperson's alternate and two other members constitute a panel for the hearing and determination of a case or matter before the Board.
- (5) The Chairperson's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the Chairperson of the Appeals Board and the Chairperson's alternate shall have the same qualification as the Chairperson.
- (6) The Council shall establish the rules and procedures which govern:
 - (a) the operations of the Board;
 - (b) the appointment and remuneration of its members;

- (c) the functions of the Chairperson's alternate;
- (d) the establishment of the Secretariat of the Board;
- (e) the co-opting of members to the Appeals Board; and
- (f) any other relevant matter.

SCHEDULE R

PROCEDURE FOR THE APPOINTMENT OF DEANS

- (1) When a vacancy occurs in the deanship of a Faculty/School or any other deanship position, the Registrar shall, on behalf of Council, advertise the vacant positions internally, stating the qualifications, requirements and duties of the office holder and soliciting applications from interested faculty members of the University.
- (2) The applications shall be submitted to the Registrar who shall forward them to the Chairperson of the University Appointments and Promotions Board for consideration by the Board.
- (3) The UAPB shall review the applications and submit a report to Council with recommendations on two (2) most qualified applicants for approval by Council.
- (4) The candidate approved by Council shall be appointed as Dean.

SCHEDULE S

MANAGEMENT OF HALLS OF RESIDENCE AND HOSTELS

- (1) Each Hall of Residence shall be headed by a Hall Master/Warden, who shall be appointed by the Vice-Chancellor, for a term of two (2) years, renewable for another term of two (2) yearsonly.
- (2) The Hall Master/Warden shall report to the Vice-Chancellor, through the Registrar, and be responsible for ensuring welfare of junior members in their halls of residence and for the management of the Hall in accordance with approved rules and regulations governing student life in the Halls.
- (3) There shall be constituted for each Hall of Residence, a Hall Management Committee, which shall be responsible for the management of the Hall.
- (4) Membership of the Hall Management Committee shall be as follows:
 - i. Hall Master/Warden (Chairperson)
 - ii. Vice Hall Master/Warden
 - iii. Senior Hall Tutor and Tutors
 - iv. Hall Accounts Officer
 - v. Hall President
 - vi. Representative of the Director of Works and Physical Development
 - vii. Representative of Dean of Student Affairs
 - viii. Representative of the Registrar
 - ix. Hall Administrator (Secretary)
- (5) Hall Management Committees shall meet at least twice in a Semester, and submit the minutes of its meetings to the Vice-Chancellor through the Pro-Vice-Chancellor and copy to the Registrar.
- (6) The quorum for Hall Management Committee Meetings shall be five (5) including the Hall Master/Warden and the Senior Tutor.
- (7) Recommendations or Proposals of the Hall Management Committee shall be referred to the Chairperson of the Residence Committee for consideration and advice to the Vice-Chancellor.

- (8) There shall be constituted a Tutorial Committee for each Hall comprising a Senior Tutor as Chairperson, all Tutors, the Junior Common Room (JCR) President, and the Hall Administrator as Secretary.
- (9) The quorum for Tutorial Committee Meetings shall be Seven (7) members including the Chairperson.
- (10) The Tutorial Committee shall receive and consider reports from the Hall Tutors and the JCR President on the day-to-day activities of the Hall and welfare of students and make recommendations to the Hall Master/Warden.
- (11) The Vice-Chancellor shall appoint a Co-ordinator of Hostels acquired or registered by the University, who shall be responsible for the welfare of junior members living in such officially recognized hostels.
- (12) The Hostel Co-ordinator shall be of the same status as a Hall Master/ Warden and shall be assisted by a Vice HostelCo-ordinator.
- (13) There shall be a Hostels Management Committee which shall be constituted as follows:
 - i. Hostel Coordinator (Chairperson)
 - ii. Vice Hostel Coordinator
 - iii. Representative of each officially recognized Hostel
 - iv. Guidance and Counselling Officer
 - v. Vice-Dean of Students
 - vi. SRC President or representative
 - vii. Head of Security
 - viii. Representative of Hostel Managers
 - ix. Assistant Registrar (Student Affairs) –Member/Secretary
- (14) The Hostel Coordinator shall be responsible to the Pro-Vice-Chancellor through the Dean of Students for ensuring the welfare of students in the officially recognized hostels of the University.
- (15) All other provisions regarding appointment and tenure of Hall Masters/ Warden as well as meetings of Hall Management Committee shall apply in the case of Hostels.

SCHEDULE T

REQUIREMENTS FOR STAFF REPRESENTATION ON COUNCIL

Staff representation on the University Council shall meet the following requirements:

(1) Teaching Staff:

- (a) Must have served the University for at least six (6) years as a member of staff; and
- (b) Must be on the rank of at least Senior Lecturer.

(2) Senior Staff:

- (a) Must have served the University for at least six (6) years as a member of staff; and
- (b) Must be on the rank of at least Principal Administrative Assistant or its equivalent.

(3) Junior Staff:

Must have served the University for at least six (6) years as a member of staff.