

**STATUTES OF
KOFORIDUA TECHNICAL UNIVERSITY**

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STATUTE 1: DEFINITIONS

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.

"Academic Board" the Academic Board of the Technical University, as established by Section 18 of the Technical Universities Act, 2016 (Act 922) amended by the Technical Universities (Amendment) Act (2018) Act 974.

"Academic Member" means a Senior Member holding a full-time teaching or research appointment in the University, the University Librarian, Deputy Librarian, and such other persons as may be declared by Council.

"Academic Department" means a part of a Faculty or School that is concerned with teaching and research in a recognized academic discipline and has been so designated by the Academic Board and Council.

"Administration/Non-Academic" means the Administrative/Professional set-up—offices of Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Finance Directorate, Planning, Development, Internal Audit, Procurement and any such office as may be determined by Council.

"Alumni" refers to:

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

"Calendar" refers to the official programme of activities of the University with dates.

“Centre” means an establishment which provides specialized services relating to or including the following: teaching for extension purposes or for the award of University degrees, diplomas or certificates; multi-disciplinary research; advocacy or consultancy.

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

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

“Convocation” refers to special assembly of Senior Members of the Technical University.

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

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

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

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

“Good Cause” includes:

- i. 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;
- ii. 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;
- iii. Conduct constituting failure or persistent refusal or inability or neglect to perform the duties or comply with the conditions of office;
- iv. examination malpractice;
- v. Any matter of a scandalous nature occurring during the stewardship of an official for which he is responsible;

- vi. Plagiarism;
- vii. Conduct of a member of family or household (e.g. spouse, child or ward) touching on and negatively affecting University business for which he is blameable;
- viii. Awarding a mark for courses not taken;
- ix. Enhancing marks for courses taken;
- x. Procuring the award of marks for courses not taken
- xi. Failing to give lectures;
- xii. Sexual harassment or exploitation of a member of the University;
- xiii. Any other circumstances determined by a special resolution of Council to be of a sufficiently serious nature to constitute good cause.

"He" refers also to female persons. Words in the singular include the plural and vice versa.

"**Institute**" means a semi-autonomous establishment whose primary focus is multi-disciplinary research or extension services, and in furtherance of which it may undertake training or teaching of persons who are associated with institutions that are outside the University.

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

"**Key Officers**" includes the Vice Chancellor, the Pro Vice Chancellor, the Registrar and the Director of Finance.

"**Lecturer**" means any Senior Member holding full time teaching or research appointment in the University.

"**Members**" means "senior members" and "junior members" as defined in the *Statutes*, and such other persons who Council, on the recommendation of Academic Board, may, by resolution, confer membership of the University on, including but not limited to the following:

- (a) Adjunct Professors of the University,
- (b) Emeritus Professors of the University,
- (c) Former Rectors/Vice-Chancellor of the University
- (d) Persons who have served the University for a period of not less than 10 years at a rank not lower than Senior Lecturer or analogous grade.

“Plagiarism”: This is the act of “wrong appropriation”, “close imitation” or “purloining and publication” of another person’s language, thoughts, ideas or expressions, and the representation of them as one’s own original work

“President” refers to the president of the republic of Ghana

“Pro Vice Chancellor” refers to Pro Vice Chancellor of the Technical University.

“Professorial Status” refers to Professors and Associate Professors.

“Registrar” refers to Registrar of the Technical University.

“Staff” means all persons in the employment of the Technical University.

‘Section’ means a part of the administrative division that is lower than a directorate and higher than a Unit.

“Scheme of Service” means a policy document outlining staffing positions, the duties and responsibilities at each level or designated post, the qualifications required for the post and the requirements for appointment or promotion to each post.

“Senior Member” means any member of the academic, professional or administrative staff not below the rank of Assistant Lecturer, Assistant Registrar or its equivalent.

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

“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.

“Special Meeting” A Special Meeting may be conveyed on the written request of at least one third (1/3) of the membership of the body holding such a meeting. The written request should be submitted to the Chairman with a statement of the matters to be discussed at such a special meeting. In the event of such a request been made, the Chairman shall convene a special meeting.

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

“Technical University” means Technical University as established under sub-section (1) of Section 1 of the Technical Universities Act, 2016 (Act 922) as amended.

“Vice Chancellor” refers to Vice Chancellor of the Technical University.

“Unit” means the part of an academic division lower than a department or a part of an administrative division lower than a section and headed by a Coordinator intended to render a specialized, coordinating or support service.

“University Property” consists of any property, movable or immovable, which belongs to the University as well as any property which the University shall acquire by way of gift or purchase.

“University” means Koforidua Technical University as established by the Law.

STATUTE 2: AIMS OF THE UNIVERSITY

- (1) The aims of Koforidua Technical 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 National Council for Tertiary Education 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 and practice-oriented approach in teaching, organization 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;
 - (f) Provide opportunities for technical and professional skills development, applied research and publication of research finding.
 - (g) Provide facilities for and engage in teaching and research for the purpose of promoting the advancement and dissemination of learning and knowledge with

particular reference to the needs and aspirations of the people of Ghana and the furtherance of co-operation between African States.

- (2) For the purpose of achieving its aims, the University shall have Schools, faculties, Institutes, Departments and Centres approved and accredited by institutions responsible for tertiary education and accreditation.

STATUTE 3: FUNCTIONS AND POWERS OF THE UNIVERSITY

- (1) The University may:
- (a) Award degrees including honorary degree, diplomas, certificates and other qualifications agreed upon by the Council established under Section 5 of the Act.
 - (b) Offer Higher National Diploma (HND) programmes
 - i. approved by the National Council for Tertiary Education;
 - ii. accredited by the National Accreditation Board; and
 - iii. examined and certified by the National Board for Professional and Technician Examinations
 - (c) Provide for the general welfare, recreational and social needs of staff and students of University;
 - (d) Enter into an agreement or relationship with other institutions whether teaching or non-teaching; in or outside Ghana and may incorporate within the University other liabilities of that institution or body,
 - (e) Exercise powers that are incidental to the achievement of the aims of the University.
- (2) The University may withdraw a degree, diploma or certificate it has awarded if it has evidence that proves that:
- (a) The degree, diploma or certificate was obtained through fraud, academic malpractice; or
 - (b) The process of acquiring the degree, diploma or certificate was tainted by an act that in the opinion of the University undermines the integrity of the award.
- (3) The University may subject to Section 31 of Act 922 as amended:

- (a) Acquire properties by purchase
- (b) Hold and manage movable and immovable properties
- (c) Sell, lease and mortgage properties
- (d) Enter into other transactions which are necessary or expedient for the furtherance of its aims.

STATUTE 4: MANAGEMENT AND ADMINISTRATION OF THE UNIVERSITY

- (1) The University shall be managed and administered in accordance with sound and internationally acceptable practices, benchmarks, principles and ideas on University Management and Administration including the principles of academic and financial integrity, confidentiality, accountability, transparency, fairness and equality of opportunity.
- (2) All officers and University bodies, whether permanent or adhoc shall in accordance with the policy directions of the Council, manage and administer the affairs of the University in their various capacities in strict adherence to these principles.

STATUTE 5: TECHNICAL UNIVERSITY COUNCIL

Subject to the provisions of the Technical Universities Act, 2016 (Act 922), as amended by Technical Universities (Amendment) Act 2018, Act 974), there shall be a Governing Council of the University which shall be the highest decision-making authority of the Technical 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 National Council for Tertiary Education;
- (e) one representative of the Council for Technical and Vocational Education and Training;
- (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 in accordance with their respective constitutions.
 - (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 6: POWERS AND FUNCTIONS OF COUNCIL

- (1) Without prejudice to the generality of the powers of Council as provided for by the Technical Universities Act as amended and this Statute, the powers and functions of the Koforidua Technical University Council shall include the following:
 - (a) ensure the attainment of the aims of the University;
 - (b) determine the strategic direction of the University, finances and properties of the University 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; and
 - (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 confer the title of Emeritus Professor, Honorary Professor or other Academic titles.
- (a) Delegate authority to the Vice Chancellor or any other official of the University.
 - (b) Generally, enter into, carry out, vary or cancel contracts.
 - (c) 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.
 - (d) Oversee the internal organization of the University, including the establishment, variation and supervision 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 that University to enable those persons benefit from their work, research or intellectual enterprise.
- (6) Safeguard the good name and values of the University;
- (7) Appoint or dismiss the Vice-Chancellor, the Pro-Vice-Chancellor, the Deans, Directors, Registrar, Deputy Registrars and Professors of the University in accordance to laid down procedures;
- (8) For the avoidance of doubt, Council shall have power to create new establishments or merge or abolish existing establishments.
- (9) Without prejudice to the foregoing, the Council shall act as trustee for any property, legacy, endowment, bequest, devise or gift made to or belonging to the University or any establishment of the University.

STATUTE 7: 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 one 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 from 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. death of a person;

another person nominated by the relevant body shall be appointed by the President for the unexpired term of the office.

(3) Disclosure of Interest:

A member of the Council who has an interest in a matter for consideration at a meeting of that 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 that 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 8: 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 meeting.
- (3) Council shall meet at least once per quarter.

- (4) The quorum for Council meetings shall be eleven (11) including at least four (4) of the external members.
- (5) The Chairperson shall preside at meetings of the Council and in the absence of the Chairperson, members of that Council present shall elect one external member to preside.
- (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 approve of any person(s) to attend Council meetings as ex-officio member(s) without voting rights.
- (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.
- (9) The proceedings of the Council shall not be invalidated by reason of a vacancy among the members or by a defect in the appointment or qualification of a member.
 - (a) Council shall have the following types of meetings:
 - i. Regular
 - ii. Emergency
 - iii. Special
 - (b) A Regular and Emergency meeting may be convened by the Chairman of the Council.
 - (c) Special meetings of the Council may be convened on the written request of at least one-third of the Council members, submitted to the Chairman with a statement of the matters to be discussed at such a special meeting. In the event of a request being made, the Council Chairman shall convene a special meeting stating the matters to be discussed.

- (d) The business of the Council at any of its meetings shall be classified either as Ordinary or Reserved business. Reserved business includes a business dealing with matters concerning individual members of the University which does not relate to students;
- (e) The representatives of the students Representative Council and the University Branch of the Graduate Students Association of Ghana shall withdraw from discussions concerning reserved business and shall not receive papers and minutes to these items.

STATUTE 9: COMMITTEES OF COUNCIL

- (1) For the purpose of achieving the aims of the University, the Council shall establish Standing or ad-hoc Committees for effective and efficient governance;
- (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) 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 standing or 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 10: PRINCIPAL 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.

STATUTE 11: THE CHANCELLOR

There shall be a Chancellor of the University as provided for by the Act, who shall be the Head of the University. He shall be appointed in the manner as prescribed in **Schedule F** to these Statutes.

- (1) In accordance with section 14 of the Act 922 as amended, the Chancellor shall be the head of the University and shall take precedence over all the other officers of the University.
- (2) The Chancellor shall be entitled to:
 - (a) make representations to the Council on any matter concerning the University and may attend its meetings;
 - (b) be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.

Functions:

- (1) The Chancellor shall preside at Congregation, meetings and ceremonies of the University at which the Chancellor is present.
- (2) The Chancellor 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.
- (3) The Chancellor may delegate functions under these Statutes by directions in writing to Council.

(4) Where the integrity and welfare of the University are threatened by any matter, the Chancellor shall, in consultation with Council, intervene.

Tenure:

(1) 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.

Vacancy:

(1) The office of the Chancellor shall be vacant on:

(a) Resignation;

(b) Removal from office;

(c) Expiry of term; or

(d) Death.

(2) 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.

(3) 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 12: 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 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.
- (5) The chairperson may resign in writing from office addressed to the President.
- (6) The Chairperson shall be removed for good cause by the President upon the recommendation of Council which shall be by a special resolution of Council supported by the votes of not less 2/3 of the entire membership of Council.

STATUTE 13: VICE CHANCELLOR

- (1) There shall be a Vice Chancellor of the University who shall be of a professorial status and 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 organizing 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 this Statute to a Senior Member of the University as shall seem appropriate.
- (8) The Vice Chancellor shall present to Council, Academic Board and Convocation on all matters affecting policy, finance and administration of the University.
- (9) 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.
- (10) The Vice Chancellor may resign from office by a letter addressed to the Chairperson of Council.
- (11) The Vice Chancellor may only be removed from office for good cause.
- (12) 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.
- (13) Council shall determine whether the petition merits consideration.
- (14) 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.
- (15) 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.
- (16) Council may in its absolute discretion determine whether the Vice Chancellor shall be temporarily suspended or otherwise interdicted while the inquiry is pending.
- (17) 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 members of Council.

- (18) The Vice Chancellor shall not leave Ghana without notification in writing signed by him and addressed to the Chairperson of Council specifying the period of his absence.
- (19) A person shall not be appointed Vice-Chancellor who has not been recommended by the search party or committee.

STATUTE 14: PRO VICE CHANCELLOR

- (1) There shall be a Pro Vice Chancellor who shall be of a professorial status 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 who is a Key Officer shall hold office for a period of three (3) years and is eligible for re-appointment for another term only. (Refer to **Schedule J**).
- (3) 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 has held that office.
- (4) 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.
- (5) 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.
- (6) 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.
- (7) The Pro Vice Chancellor may resign from office by a letter addressed to the Chairperson of Council through the Vice Chancellor.
- (8) The Pro Vice Chancellor may only be removed from office for good cause.

- (9) The provisions stated on Statute 13 on the removal of the Vice Chancellor shall apply to the removal of the Pro Vice Chancellor.

STATUTE 15: 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 and a Key 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 the 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 Business and 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 joint committee of the Council and the Academic Board appointed in the manner prescribed in the Statute 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 Officers shall operate under and be responsible to the Registrar in the performance of their duties and responsibilities and together with the Registrar shall constitute the Registry:
- (a) Academic Affairs Officer
 - (b) Human Resource Officer
 - (c) General, Legal and Counsellor Services Officer
 - (d) Public Relations Officer
 - (e) Procurement Officer

- (f) Estate Officer
 - (g) Industrial Liaison Officer
 - (h) Career Guidance and Counseling Officer
 - (i) Sports Officer
 - (j) Information and Communication Technology Officer
 - (k) Legal Officer
 - (l) Such Other Officer as the Vice Chancellor may determine.
- (13) 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.
- (14) The Registrar shall regularly cause to be published all policy decisions of Council, the Academic Board and other Statutory Committees of the University.
- (15) The Registrar shall perform any other functions as may be assigned by Council or delegated to him/her by the Vice Chancellor of the University.
- (16) The Registrar shall hold office for a term of four (4) years and is eligible for re-appointment for another term only, provided that no part of the renewed term enters the compulsory retirement age.
- (17) The Registrar may resign from office by a letter addressed to the Chairperson of Council through the Vice Chancellor of the University.
- (18) The Registrar may only be removed from office for good cause.
- (19) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the Registrar.

STATUTE 16: DIRECTOR OF FINANCE

- (1) There shall be 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 presented in the **Schedule K** to these Statutes.

(1) The University Director of Finance who is a Key Officer shall be responsible to the Vice Chancellor for the Financial Administration of the University in accordance with the Public Financial Management Act, 2016 (Act 921).

(2) 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 University 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.

(4) 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 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.

(5) The Director of Finance shall also:

- (a) call for and receive monies 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 and General Purposes 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.
- (6) The Director of Finance shall hold office for four (4) years and may, upon application, be eligible for re-appointment for a further term only, provided that no part of the second term enters the compulsory retirement age.
- (7) The Director of Finance may resign from office by a letter addressed to the Chairperson of Council through the Vice Chancellor of the University.
- (8) 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.
- (9) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the Director of Finance.

STATUTE 17: INTERNAL AUDITOR

- (1) There shall be an Internal Auditor, 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 Internal Auditor shall exercise professional and administrative supervision over staff under the Internal Audit Unit to ensure that the internal control systems of the University are efficient and effective.
- (4) The Internal Auditor 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 Internal Auditor 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 Internal Auditor 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.

- (7) The Internal Auditor 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.
- (8) The Internal Auditor 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.
- (9) The Council may remove the Internal Auditor from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the University.
- (10) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the Internal Auditor.

STATUTE 18: UNIVERSITY LIBRARIAN

- (1) The Council shall appoint a University Librarian who shall be of professorial status, and shall serve as the professional and administrative Head of University Library. He shall be appointed in the manner presented in the **Schedule K** to these Statutes.
- (2) 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.
- (3) The University Librarian shall ensure the maintenance of a good environment for reading and learning in all the Libraries of the University.
- (4) The University Librarian shall be responsible for maintaining linkages with local and international organizations involved in library work.
- (5) 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.

- (6) The University Librarian shall exercise professional and administrative supervision over the staff under that University Library to ensure the efficient and effective functioning of the libraries of the University.
- (7) The University Librarian shall perform any other functions assigned by the Vice Chancellor of the University.
- (8) The University Librarian shall hold office for four (4) years on first appointment and is eligible for another term only, provided that no part of the second term enters his compulsory retirement age.
- (9) The University Librarian may resign from office by a letter addressed to the Chairperson of Council through the Vice Chancellor of the University.
- (10) The University Librarian may only be removed from office for good cause.
- (11) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the University Librarian.
- (12) The University Librarian shall report to the Vice Chancellor through the Pro Vice Chancellor.

STATUTE 19: DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

- (1) There shall be a Director of Works and Physical Development who shall be appointed by Council. He shall under the Vice Chancellor 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.
- (2) 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 cognisance 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.
- (3) The Director of Works and Physical Development may resign from office by notice in writing to the Council through the Vice Chancellor in accordance with the terms and conditions of his appointment.
- (4) The Director of Works and Physical Development shall hold office for four (4) years on first appointment and is eligible for another term only, provided that no part of the second term enters his compulsory retirement age.
- (5) The Director of Works and Physical Development may only be removed from office for good cause and in accordance with the instrument of appointment.
- (6) 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 20: ESTATE OFFICER

- (1) There shall be an Estate Officer who shall be appointed by Council on the recommendation of the Appointments and Promotions Board. He shall be responsible to the Director of Works and Physical Development and be head of the Estate unit.

(1) The Estate Officer shall:

- (a) Be responsible to the Director of Works and Physical Development for the efficient running of the estate facilities including buildings, grounds and gardens;
- (b) Perform any other related functions as may be assigned to the Office by the Vice- Chancellor.

(3) The Estate Officer may resign from office by notice in writing to the Council through the Vice Chancellor in accordance with the terms and conditions of his appointment. The Council may also remove the Estate Officer from office for good cause and in accordance with the instrument of appointment.

STATUTE 21: DIRECTOR OF HEALTH SERVICES

- (1) The Council shall appoint a Director of Health Services who shall, under the Vice Chancellor be responsible for the overall management of the University Health facilities.
- (2) 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 Hospital;
 - (d) planning and monitoring the development of the University Hospital and its health programmes;
 - (e) ensuring that the University Hospital 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 Vice Chancellor shall deem necessary.
- (3) The Director of Health Services may resign from office by notice in writing to the Council through the Vice Chancellor in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Health Services from office for good cause and in accordance with the instrument of appointment.
 - (4) The Director of Health shall hold office for four (4) years on first appointment and is eligible for another term only, provided that no part of the second term enters his compulsory retirement age.
 - (5) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the Director of Health Services.

STATUTE 22: ACADEMIC OFFICER

- (1) There shall on the recommendation of the Appointments and Promotions Board appoint an Academic Affairs Officer, who shall be head of the Academic Affairs Office.
- (2) The Academic Affairs Officer 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;

(c) 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

(d) the discharge of any other assignments that the Registrar shall deem necessary.

(3) Subject to these Statutes and without prejudice to the power of the Academic Officer 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.

(4) The Academic Affairs Officer shall be responsible for coordinating the dealings of the University with all affiliated institutions.

(5) The Academic Affairs Officer 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 Head of Academic Affairs from office for good cause and in accordance with the instrument of appointment.

STATUTE 23: HUMAN RESOURCE OFFICER

(1) The Council shall on the recommendation of the Appointments and Promotions Board appoint a Human Resource Officer who shall be head of the Human Resource Office.

(2) The Human Resource Officer 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.
- (3) The Human Resource 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 Human Resource Officer from office for good cause and in accordance with the instrument of appointment.

STATUTE 24: GENERAL, LEGAL AND CONSULAR SERVICES OFFICER

- (1) Council shall on the recommendation of the Appointments and Promotions Board appoint a Deputy Registrar for General, Legal and Consular Services and shall be responsible to the Registrar.
- (2) The General, Legal and Consular Services Officer shall assist the Registrar in:
 - (a) the day-to-day running and managing of the registry;
 - (b) the preparation of meetings and organization of functions on behalf of the University
 - (c) the maintenance of the administrative systems and supervise the working environment of employees;
 - (d) the preparation of minutes, reports and presentations on behalf of the University;
 - (e) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) He shall be responsible for building and maintaining the University's archival records and managing information and communication within University community.

- (1) The General, Legal and Consular Services Officer shall be responsible for all legal matters of the University including but not limited to advising the Vice Chancellor on contracts being entered into by the University, handling legal suits against the University in the Courts of Justice and any other matters that may be referred to him by the Vice Chancellor.
- (2) The General, Legal and Consular Service 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 Deputy Registrar for Administration and Consular from office for good cause and in accordance with the instrument of appointment.

STATUTE 25: PUBLIC RELATIONS OFFICER

- (1) There shall be a Public Relations Officer who shall be appointed by Council on the recommendation of the Appointments and Promotions Board. He shall be a Deputy Registrar and shall be responsible to the Registrar.
- (2) The Public Relations Officer shall be responsible for building and maintaining the University's corporate image and relationship with the public, managing events and communicating with the University's stakeholders.
- (3) When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Committee, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
- (4) The Public Relations 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 Public Relations Officer from office for good cause and in accordance with the instrument of appointment.

STATUTE 26: PROCUREMENT OFFICER

- (1) There shall be Procurement Officer who shall be appointed by Council. He shall under the Registrar, be head of the Procurement unit, appointed by Council on the recommendation of the Appointments and Promotions Board.
- (2) 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.
- (3). The Procurement 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 Procurement Officer from office for good cause and in accordance with the instrument of appointment.

STATUTE 27: DIRECTOR - QUALITY ASSURANCE AND PLANNING

- (1) There shall be a Director of Quality Assurance who shall be of a professorial status and on the recommendation of the Appointments and Promotions Board be appointed by the Council.
- (2) The Quality Assurance Director shall:
 - (a) Maintain acceptable levels of academic standards with respect to teaching, learning, research and innovation;
 - (b) Conduct student evaluation of courses and teaching staff every semester;
 - (c) Conduct regular departmental reviews or at least one (1) departmental review every five (5) years;
 - (d) Facilitate the conduct of self-assessment and quality audits;
 - (e) Facilitate quality audits and staff development;
 - (f) Oversee the preparation of quality audits, self-studies, quality assurance reviews, surveys, staff training and development;

- (g) Graduate tracer studies;
- (h) Ensure proper orientation of new staff both Teaching and Non-Teaching;
- (i) Liaise with Faculties/Schools for Accreditation of new programmes and re-accreditation of existing programmes with NAB;
- (j) Design, implement and review academic quality control schemes;
- (k) Coordinate Affiliation activities on behalf of the University;
- (l) Design appropriate format for data collection and reporting in the department;
- (m) Any other duties that may be assigned from time to time by the Vice Chancellor

(1) Without prejudice to the generality of the functions hereby assigned to the Unit in Clause (1) above, the Quality Assurance Director in consultation with the Dean of Faculty/School and the University Administration shall:

- (a) co-ordinate the activities of the 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.
 - (b) prepare and maintain an up-to-date database on staff and students as well as basic statistics on the University; and
 - (c) perform any other related functions as may be assigned to the Unit by the Vice Chancellor of the University.
- (4) The term of office of the Quality Assurance Director shall be three (3) years renewable for another term of three (3) years upon satisfactory performance determined by the Appointments and Promotions Board on the recommendations of the Academic Board.
- (5) The Quality Assurance Director shall report to the Vice Chancellor through the Pro Vice Chancellor in the management of the Quality Assurance Directorate.
- (6) The Quality Assurance Director 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 Quality Assurance Director from office for good cause and in accordance with the instrument of appointment.

STATUTE 28: PLANNING OFFICER

- (1) There shall be a Planning Officer who shall, under the Director of Quality Assurance, be head of the Planning Office, on the recommendation of the Appointments and Promotions Board.
- (2) The Planning Officer shall:
 - (a) Promote the service of the Department/Unit as the Information nerve-centre of the University.
 - (b) Collect, collate, analyse and store statistical data on staff, students, equipment and structures of the University on continuous basis.
 - (c) Coordinate the development of Strategic Plans for the University.
 - (d) Monitor and evaluate Action Plans contained in the Strategic Plans as the implementation progresses to ensure that the various milestones are attained.
 - (e) Develop, in consultation with Management, the format for annual and other strategic reports from time to time.
 - (f) 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.
 - (g) Compute Full-Time Equivalents (FTEs) for each Department to guide the recruitment of Faculty members in response to changes in student numbers.
 - (h) Provide statistical reports to the regulatory agencies - NCTE, NAB, and NABPTEX, COTVET, etc.
 - (i) Perform any other related functions as may be assigned to the Department/Unit by the Vice Chancellor and the Academic Board.
- (3) The Planning 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 Planning Officer from office for good cause and in accordance with the instrument of appointment.

ARTICLE 29: INDUSTRIAL LIAISON OFFICER

- (1) There shall be an Industrial Liaison Officer who shall be appointed by Council on the recommendations of the Appointments and Promotions Board and shall be the Head of the Industrial Liaison Office.
- (2) The Liaison Officer shall be responsible to the Pro Vice Chancellor in the management of the Liaison Office.
- (3) The Industrial Liaison Office shall:
 - (a) Ensure that students secure industrial attachment (internship) placements in the appropriate area of study;
 - (b) Facilitate industrial tours/visits for students;
 - (c) Ensure that students on industrial attachment are properly monitored;
 - (d) Ensure that good relationship is established between the University and industry;
 - (e) Conduct and collates tracer studies data on graduates;
 - (f) Advises on Industrial Attachment policies;
 - (g) Create linkages for industrial attachment/work place learning experience for students and Lecturers;
 - (h) Liaise with industry for feedback to help develop and update curriculum to meet industry-specific courses, skills and competencies;
 - (i) Organize orientation programmes for students, to promote their understanding of Practical Industrial Training;
 - (j) Organize workshops for both internal and external Industrial attachment supervisors;
 - (k) Prepare annual reports on industrial attachment/work place learning experience to the Academic Board;
 - (l) Any other duties that may be assigned by the Pro Vice Chancellor.
- (4) The Industrial Liaison 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 Industrial Liaison Officer from office for good cause and in accordance with the instrument of appointment.

STATUTE 30: CAREER GUIDANCE AND COUNSELLING OFFICER

- (1) There shall be a Career Guidance and Counselling Officer who shall be head of the Career Guidance and Counselling Office and shall be appointed by Council on the recommendation of the Appointments and Promotions Board.
- (2) The Career Guidance and Counselling Officer shall be responsible to the Dean of Students in the management of the Career Guidance and Counselling Office.
- (3) The Career Guidance and Counselling Officer shall:
 - (a) Provide counselling services to students and staff to ease academic and social stress;
 - (b) Organise training workshops or seminars on relevant guidance and counselling, in life and career planning skills;
 - (c) The Career Guidance and Counselling Officer initiates plans and programmes to address life challenges faced by students in academic environment;
 - (d) Provide individual and group counselling to students with identified concerns and needs;
 - (e) Train peer educators and peer mediators in the institution;
 - (f) Ensure that students' who require special attention are given the necessary attention by the appropriate authority or expert;
 - (g) Design structured lessons to help students achieve the desired competencies in learning and research;
 - (h) Issue periodic reports on counselling activities to the University.
 - (i) Perform any other duties that may be assigned to him by the Vice Chancellor.
- (j) The Career Guidance And Counselling 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 the Career Guidance

And Counselling Officer from office for good cause and in accordance with the instrument of appointment.

STATUTE 31: SPORTS OFFICER

- (1) There shall be a Sports Officer who shall be appointed by the Council, under the Registrar, be responsible for the overall management of sports within the University.
- (2) 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.
- (3) 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 32: UNIVERSITY INFORMATION AND COMMUNICATION
TECHNOLOGY OFFICER

- (1) Council shall appoint an Information and Communication Technology Officer who shall, under a Registrar 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 and 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 the University infrastructure to support and guide individual divisions/faculties/departments/campuses in computing and information technology efforts;
 - (t) establishing and implementing short and long-range departmental goals, objectives, policies, and operating procedures;
 - (u) serving on planning and policy-making committees;
 - (v) recruiting, training, supervising, and evaluating department staff and
 - (w) undertake any other assignments that the Registrar shall deem necessary.
- (2) The ICT 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 an ICT Officer, from office for good cause and in accordance with the instrument of appointment.

STATUTE 33: DEAN OF INTERNATIONAL PROGRAMMES AND INSTITUTIONAL LINKAGES (IPIL)

There shall be the Office of International Programmes and Institutional Linkages headed by a Dean who shall be of a professorial status appointed by Council on terms and conditions as recommended by the Appointments Board. The Dean shall be eligible for re-appointment.

- (1) The Dean of International Programmes and Institutional Linkages shall, under the 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.
- (2) The Dean shall hold office for a term of two (2) Academic years and may be eligible for re-appointment for another term only subject to satisfactory performance.
- (3) The Dean of International Programmes and Institutional Linkages may resign from office by notice in writing addressed to the Vice Chancellor 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 34: OFFICE OF THE DEAN OF STUDENTS

There shall be established the Office of the Dean of Students. There shall be the Office of the Dean of Students headed by a Dean who shall be appointed by Council on terms and conditions as recommended by the Appointments Board. The Dean shall be eligible for re-appointment.

- (a) The Office of the Dean shall be headed by a Senior Academic Member of a professorial status.
- (b) The Dean shall have the status of a Dean of a Faculty/School.
- (c) The Dean shall hold office for a term of two (2) Academic years and may be eligible for re-appointment for another term of two (2) Academic years only subject to satisfactory performance.
- (d) There shall be established in the Office of Dean of Students 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 Hall Masters
 - iii. The Guidance and Counseling Officer
 - iv. The Chaplain/Imam
 - v. Two (2) SRC Representatives (a male and a female)
 - vi. One (1) Representative from the Academic Board

In Attendance:

The Senior Assistant Registrar in the Office of the Dean of Students shall be the Secretary to the Committee.

Functions

- (a) The Dean shall primarily be responsible for the welfare of the Junior Members and normally act in "loco parentis" for them whilst they are in the University.

(b) He shall liaise 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.

(c) He shall be responsible to the Vice Chancellor in the exercise of his functions.

(d) The Dean of Students may resign from office by notice in writing addressed to the Vice Chancellor in accordance with the terms and conditions of his appointment. Council may also remove the Dean of Students from office for good cause and in accordance with the instrument of appointment.

STATUTE 35: ACADEMIC BOARD

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

(2) Composition of Academic Board:

The membership of the Academic Board shall be as follows:

(a) The Vice Chancellor

(b) The Pro Vice Chancellor

(c) All Deans/Directors of Schools, Faculties, Institutes, Departments and Centres

(d) All Heads of Academic Departments and Centres

(e) Professors and Associate Professors

(f) The Librarian

(g) The Registrar shall be the Member/Secretary to the Board.

(h) Three (3) members, two (2) of whom are non-teaching staff, elected by Convocation, in accordance with laid down procedures.

(3) Powers and Functions of Academic Board:

(a) 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:

- (b) To formulate and carry out the academic policy of the College and generally regulate and approve the programmes of instructions and examinations in the University.
- (c) To promote quality assurance in teaching, research and community service within the University and request, at the end of every academic year, reports from the Departments on their activities.
- (d) To approve Internal and External Examiners on the recommendations of Faculty/School Boards concerned, and to determine the terms and conditions of their appointment.
- (e) To remove or suspend examiners for negligence or inefficiency or other justifiable cause during the examiners term of office and in the case of death, illness or resignation of an Examiner or in the case of suspension or removal, appoint a replacement.
- (f) To make regulations on the admission of students and arrangements for the conduct of examinations.
- (g) To determine and where necessary admit continuing students of other University to programmes of equal or similar category to the University.
- (h) Make regulations upon receiving reports or proposals from Faculty/School Boards relating to programmes of study, degrees, diplomas 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.
- (t) Perform any other functions as may be determined by the Council.

(4) Meetings of Academic Board

- (a) The Vice Chancellor of the University shall convene Regular 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 at any time upon giving all members of the Board at least 48 hours written notice.
- (d) A Special meeting of the Academic Board may be convened on the written request of at least one-third (1/3) 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.

STATUTE 36: 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 may be established by the Academic Board:

- (a) Executive Committee
- (b) Staff Development and Scholarships Committee
- (c) Research, Conference and Innovation Committee
- (d) Academic Planning and Quality Assurance Committee
- (e) Works and Physical Development Committee
- (f) Residence and Housing Committee
- (g) Examination Board
- (h) Library Committee
- (i) Academic Affairs Committee
- (j) ICT Committee
- (k) University Appointments and Promotions Board

(2) The composition, meeting procedures and functions of the committees shall be in accordance with **Schedule B** to these Statutes.

(3) The following Committees and any others that the Academic Board deems fit may also be established subject to the approval of Council:

- (a) Welfare Services Committee

(b) Budget Committee

(c) Industrial Liaison Committee

(d) Health, Sports and Recreation Committee

STATUTE 37: ACADEMIC UNITS

- (1) Subject to the provisions of Act 922, as amended by Act 974
- (2) Council shall approve the creation of such Academic Divisions of the University as Faculties, Schools, Departments and any other units of teaching and research as may be determined on the recommendations of the Academic Board.
- (3) A Faculty/School shall have a Board and a Dean appointed by Council.
- (4) The structure, status, functions and privileges of the academic divisions shall be in accordance with these Statute.

STATUTE 38: 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 organisation of the University into Faculties/Schools/Institutes 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) The Dean shall be appointed from amongst the academic senior members of the Faculty/School who are of professorial status.
- (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) 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 Appointments and Promotions Board (APB) for consideration.

(8) A Head of Department appointed as Dean shall vacate his position as Head of Department.

(9) A Dean shall hold office for a period of two 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 only provided his performance is satisfactory.

(10) 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.

(11) 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 one (1) year and shall be eligible for re-appointment for another year.

(12) 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.

(13) When a vacancy occurs in the Deanship of a Faculty, the Vice Chancellor shall present the names and curriculum vitae of the three most senior and suitable academic members of the Faculty with his evaluation and recommendation(s) to the Appointments and Promotions Committee (APC) for consideration. The APC shall consider the Vice Chancellor's report and make its own recommendation(s). The APC's recommendations shall be forwarded to APB and further to Council for consideration and appointment.

STATUTE 39: FUNCTIONS AND POWERS OF DEANS

- (1) The Dean of a Faculty/School shall be responsible to 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 by Council, the Academic Board and the Faculty Board.
- (2) The Dean shall be the Chairperson of the Faculty Board and Head of the Faculty.
- (3) He shall, in consultation with the Heads of Departments, have the responsibility for the postgraduate training of the Faculty's own graduates and lecturers on study leave.
- (4) He shall liaise with industries, professional institutions, associations and similar bodies and organize consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.
- (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.
- (8) The Dean may resign from office by notice in writing addressed to the Vice Chancellor in accordance with the terms and conditions of his appointment. Council may also remove the Dean from office for good cause and in accordance with the instrument of appointment.

STATUTE 40: 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 members of the Academic Board elected by 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 students representatives, one postgraduate and one undergraduate, (who are not in their first year) elected by the students in the Faculty
 - (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 member of the Board is eligible for re-election for another term only.
- (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 41: 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 subjects/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 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 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 42: DEPARTMENTS AND CENTRES

Each Faculty shall consist of Departments 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 (with PhD) 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 most senior and suitable academic members of the Department with his recommendations of their suitability to the APC for consideration. The APC shall consider and make its own recommendations to the APB and further to the University Council for consideration and appointment.
- (4) The appointment of a Head of an Academic Department shall be for a period of two years, if he is of professorial status and may be eligible for re-appointment for another term 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 one year and may be eligible for re-appointment for another term 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.
- (6) It shall be the responsibility of the Head of Department with the approval of the Faculty Board, to organize the teaching programme, to maintain acceptable standards of teaching and to ensure that adequate facilities are available for research in their respective disciplines.
- (7) The Head of Department shall, in consultation with members of the Department, be responsible for recommending to the Faculty Board the development of syllabuses and courses as well as promotion of research in the Department.
- (8) He shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff and, subject to this Statutes, for maintenance of discipline.
- (9) He shall liaise with other Departments, Centres, Faculties, Schools, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department.

- (10) He shall consult with the Dean in all matters affecting his Department and the Faculty.
- (11) The qualification and term of office of the Head of a Centre shall be the same as that of a Head of an academic department as in (2) and (4) above.
- (12) When a vacancy occurs in the headship of a 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 APB for consideration. The APB shall consider and make its own recommendations to the University Council for consideration and appointment.
- (13) 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 organisation and regulations of prescribed courses and research;
 - (c) consider the Departmental Budget; and
 - (d) consider matters referred to it by the Faculty Board.
- (14) 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;
 - (b) consider general organisation and regulation of courses and research;

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.

- (b) 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 43: NON-TEACHING UNITS

- (1) The Non-Teaching units of the University shall include but not be limited to the following:

- (a) Finance Directorate
- (b) Internal Audit Unit
- (c) Academic Affairs Office
- (d) Public Relations Officer
- (e) Human Resource Office
- (f) Procurement Office
- (g) Development Office
- (h) Guidance and Counseling Office
- (i) University Sports Office
- (j) University Health Services
- (k) University Information and Communication Technology Centre
- (l) General, Legal and Counsellor Services Officer

- (2) Non-Teaching Unit shall have a Head and relevant personnel appointed by Council.

- (3) 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.

- (4) The duties, remuneration, terms and conditions of office shall be determined by Council.

STATUTE 44: COUNCIL OF CONVOCATION

- (1) There shall be a Council of Convocation which shall comprise of 8 members elected by convocation whose chairman shall be a full professor. Where there is no full professor a person of professorial rank may be appointed.
- (2) Members of the Council of Convocation shall hold office for a term of two years and is eligible for reelection for another term only
- (3) The Registrar shall be the electoral officer for the election of convocation members to the Council of Convocation.
- (4) Members of the Council of Convocation shall appoint their own secretary who shall be a Deputy Registrar's status

STATUTE 45: CONVOCATION

- (1) There shall be Convocation of the University.
- (2) The Registrar of the University shall maintain a register of Convocation which shall be published each year.
- (3) **Composition of Convocation:**
Members of Convocation shall be the following persons holding office in the University:
 - b. The Chancellor
 - c. Council Chairman
 - d. The Vice Chancellor of the University
 - e. The Pro Vice Chancellor of the University
 - f. All other Senior Members
 - g. 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.

(4) The Chairperson of Council of Convocation of the University shall preside over meetings of Convocation.

(5) The Registrar shall moderate proceedings of Convocation meetings.

Functions of Convocation:

Convocation shall be charged with the responsibility of protecting the interest of Convocation. Without prejudice to the generality of this responsibility, Convocation shall also fulfill the following specific functions:

- (a) To ensure that decisions of Convocation are duly carried out or implemented.
- (b) To study all events of the University to ensure that matters of interest to Convocation are brought to its attention.
- (c) To safeguard the interests of individual members of Convocation.
- (d) To make proposals to Convocation for the improvement and proper functioning of the University.
- (e) To advise members in the performance of their duties.
- (f) To safeguard the interest of the University.

(6) Meetings of Convocation:

- (a) Meetings of Convocation shall be convened by the Chairman of the Council of Convocation 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 1/3 of members of convocation in writing to the Chairperson, stating the purpose of which the meeting is to be called; 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.

- (d) 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.
- (e) The Registrar shall moderate meetings and also serve as the secretary of Convocation.
- (f) The quorum of Convocation for the transaction of business shall be one-third (1/3) of its total membership.
- (g) 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.

Election of Convocation Members for Council/Academic Board

- (a) Convocation shall elect from among its members, two (2) Senior Members, one (1) of whom is 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 of Council shall be three (3) years.

- (f) A Convocation member on Council shall be eligible for election for a second term only.
- (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.

STATUTE 46: EXTERNAL AUDITORS OF THE UNIVERSITY

- (1) The Auditor-General shall appoint External Auditors to audit the accounts of the University.
- (2) 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.
- (3) 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.
- (4) The External Auditors shall submit to Council, once in each year, a report on the accounts of the University.
- (5) The External Auditors may resign their appointment by letter addressed to Council.

STATUTE 47: AUDITING OF UNIVERSITY ACCOUNTS

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.

STATUTE 48: ENTITY TENDER COMMITTEE

- (1) There shall be Entity Tender Committee which shall be constituted in accordance with the Public Procurement (Amendment) Act, 2016 (Act 914).
- (2) The composition of the University Tender Committee is as shown in Schedule A to these Statutes.

STATUTE 49: 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) The Vice-Chancellor shall preside over the Matriculation ceremony. The matriculation oath and solemn declaration shall be administered by the Registrar. All prospective matriculants shall be present, and members of Convocation shall be in attendance.
- (5) A student who fails to sign the Matriculation Register may be prevented by the University from graduating.

STATUTE 50: CONGREGATION

- (1) The Chancellor shall preside at congregations, meetings and ceremonies at which the Chancellor is present. In the absence of the Chancellor, the Council Chairman shall preside over congregations and in the absence of Council Chairman the Vice Chancellor, in consultation with the National Council for Tertiary Education may constitute Congregation.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) 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 51: AEGROTAT DEGREES

- (1) The University may confer an Aegrotat Bachelor's degree in a programme on any person who has been unable to complete all the requirements for graduation on account of substantial or long-term ill-health or incapacity provided that the person has satisfactorily completed at least three quarters of the coursework to be done and where the cumulative grade point average at that time indicates that, but for the substantial or long-term illness or incapacity, the person is more likely than not to have successfully completed the programme and graduated.

An aegrotat degree shall not have any class or distinction ascribed to it.

STATUTE 52: DISCIPLINE IN THE UNIVERSITY

- (1) The Vice Chancellor, as the Chief Disciplinary Officer, shall ensure discipline in the University in accordance with the Statutes and any other legislation.

- (2) Subject to these statutes, the Vice Chancellors may delegate any part of his authority in respect of discipline to any person or body as he may deem fit or appropriate.
- (3) Except as otherwise provided the disciplinary rules under **Schedule D** to these Statutes shall apply to discipline in the University.
- (4) Any person affected by any decision of the Vice Chancellor, or the person or body to whom he has delegated authority, shall have the right of appeal to the Appeals Board as prescribed in **Schedule Q**.

STATUTE 53: DISCIPLINE OF SENIOR MEMBERS/SENIOR STAFF/JUNIOR STAFF

Disciplinary Board:

- (1) There shall be a Disciplinary Board/Committees established under these Statutes. The composition and functions of the Board/Committees are specified in **Schedule D** of these Statutes.

Procedure:

- (1) When a Senior Member/Senior Staff is served with notice to appear before a Disciplinary Board/Committee, he shall, within ten (10) working days after the service of the said notice on him, furnish the Board with his defence to the allegations leveled against him.
- (2) Where the Senior Member/Senior Staff fails to submit his response within the stipulated period the Disciplinary Board/Committee shall proceed with the enquiry.
- (3) Where no adverse findings have been made against a Senior Member/Senior Staff, the Vice Chancellor shall communicate to him within seven (7) days upon receipt of the Disciplinary Board/Committee's report.
- (4) Where the Senior Member/Senior Staff had been suspended, he shall be restored to his former position forthwith, and if on interdiction, arrears of salary shall be paid accordingly.

- (6) Depending on the gravity of the offence committed by the Senior Member/Senior Staff Council may cause him to be interdicted pending the finality of investigations.
- (6) The Senior Member/Senior Staff whilst on interdicted shall be paid two-thirds (2/3) of his salary.
- (7) 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.
- (8) The Vice Chancellor of the University may delegate any part of the Vice Chancellor's authority in respect of discipline as shall seem appropriate.
- (9) The following are the penalties that may be imposed for breaches of discipline:
- (a) Dismissal.
 - (b) Termination of appointment.
 - (c) Suspension for stated period without pay.
 - (d) Reduction in rank or grade.
 - (e) Interdiction.
 - (f) Stoppage of increment.
 - (g) Forfeiture of pay for stated period.
 - (h) Withholding an increment.
 - (i) Reprimand.
 - (j) Warning.
- (10) For the purpose of these Statutes, these penalties shall be treated as major penalties which shall be imposed only by the Vice Chancellor of the University in consultation with Council. This applies only in the case of Senior Members. For Senior Staff and Junior Staff the Vice Chancellor shall be responsible for administering both major and minor penalties.
- (11) The Rules of Discipline are provided in **Schedule D** of the Statutes.

STATUTE 54: 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 and the Code of Conduct are also applicable.

Discipline of Junior Staff:

- (a) It shall be the responsibility of the Vice Chancellor, on the advice of, and in consultation with the Head of Human Resource and Head of Department, to provide for the discipline of staff;
- (b) The Vice Chancellor may delegate his authority in relation to disciplinary processes as he deem fit and appropriate.
- (c) The Vice Chancellor shall appoint an ad hoc committee on which a representative of the junior staff association shall serve.
- (d) The offending staff concerned must be given:
- (e) Notice in writing stating the grounds on which disciplinary action is being taken against him;
- (f) Reasonable opportunity to defend himself.
- (g) The provisions relating to interdiction, as applied to Senior Members shall also apply to the Junior Staff.

STATUTE 55: OFFENCES

- (1) Without prejudice to the application of the national laws by the University, no member of the University shall:
 - (a) assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;
 - (b) cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
 - (c) knowingly/unknowingly create a condition that unnecessarily endangers the health or safety of other persons;
 - (d) threaten any other person with damage to such person's property, or

knowingly/unknowingly cause any other person to fear damage to his property;

- (e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and
 - i. 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;
 - ii. that is known to be unwelcome; and
 - iii. 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;
- (f) Cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organized 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;
- (g) steal, knowingly/unknowingly take, destroy or damage premises of the University or any physical property that is not his own;
- (h) knowingly/unknowingly destroy or damage information or intellectual property belonging to the University or to any of its members;
- (i) in any manner whatsoever, knowingly/unknowingly deface the inside or outside of any building of the University;
- (j) knowingly/unknowingly possess effects or property of the University appropriated without authorization;
- (k) knowingly/unknowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;
- (l) knowingly/unknowingly 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;

- (m) knowingly/unknowingly 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;
 - (n) knowingly/unknowingly or maliciously bring a false charge against any of the University;
 - (o) counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes;
 - (p) deface the trees on campus with advertising or other material or notices howsoever described;
 - (q) sexually assault or rape a person;
 - (r) defecate outside the designated buildings or places on campus;
 - (s) produce or distribute pornographic material on the premises of the University;
 - (t) Indecently expose himself in public.
- (2) Without prejudice to the generality of sub-section 1(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.
- (3) 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.

Academic Offences

It shall be an offence for a student knowingly:

- (a) 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;
- (b) to use or possess an unauthorized aid or aids or obtain unauthorized assistance in any academic examination or term test or in connection with any other form of academic work;
 - i. 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;
 - ii. 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;
 - iii. 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;
 - iv. to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
 - v. to engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, slides without authority;
 - vi. 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;
 - vii. to steal a colleague's assignment; or
 - viii. to steal a colleague's answer script.

iv. It shall be an offence for a Senior Member knowingly/Unknowingly:

- (a) to abet any of the offences described in subsection 1 of this Statute;
- (b) 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;

- (c) to evaluate academic work by 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
 - (d) to award or enhance grades for a student or for a course not taken by a student or to procure same to be done.
- (5) It shall be an offence for a Senior Member or student knowingly/unknowingly:
- (a) 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
 - (b) to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
- (6) A graduate of the University may be charged at any time with any of the above offences committed knowingly 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.

STATUTE 56: APPEALS/REVIEW

- (1) An employee 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/her.
- (2) While such an appeal is pending before Council, Management 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 investigating Committee or Body against whose decision the appeal/review is made.

STATUTE 57: SANCTIONS FOR JUNIOR MEMBERS

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

(3) **Membership:**

The Membership of the Disciplinary Committee shall comprise:

- | | | |
|---|---|------------------|
| (a) Dean of Students | - | Chairperson |
| (b) Head of Department (of Junior Member concerned) | - | Member |
| (c) Representative of SRC | - | Member |
| (d) Solicitor | - | Member |
| (e) Deputy Registrar (Academic) | - | Member/Secretary |

(4) **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.

(5) **Quorum:**

The quorum for meetings of the committee shall be two thirds (2/3) of the membership.

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

- (a) Expulsion or suspension from the University;
 - (b) A fine;
 - (c) Censor or reprimand in writing;
 - (d) Withholding of certificate for a stated period;
 - (e) Withdrawal of certificate;
 - (f) Withdrawal of an academic, a University or a residential privilege, benefit, right or facility;
 - (g) Recovery of the money or property, or subject of the misconduct; and
 - (h) Any other penalty or sanctions prescribed by these Statutes.
- (7) 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.

STATUTE 58: EXAMINATIONS

Examinations Board:

The Academic Board shall make the necessary regulations for the establishment of an Examiners Board to regulate the conduct and/or certification of examination.

Composition:

- | | | |
|--|---|------------------|
| (a) ProVice Chancellor | - | Chairperson |
| (b) Deans of School/Faculty | - | Members |
| (c) Examinations Officer(s) | - | Member |
| (d) Head of Planning and Quality Assurance | - | Member |
| (e) Deputy Registrar-Academic | - | Member/Secretary |

Functions:

The Examination Board shall perform the following functions:

- (a) Ensuring the provision of examination materials.
- (b) Approving the venue for examinations.

- (c) Conducting efficient and effective invigilation.
- (d) Handling of examination scripts.
- (e) Designing regulations for the conduct of examinations to candidates.
- (f) Setting the timetable for conduct of examinations.
- (g) Recommending grading to Academic Board.
- (h) Submitting reports on the conduct of the Examinations to the Academic Board.
- (i) 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.

Examinations Officer:

- (a) There shall be an Examinations Officer who shall have oversight responsibility for the functions of the internal examination.
 - (b) The Examinations Officer shall be appointed by the Vice Chancellor in consultation with the Dean.
 - (c) The Examinations Officer shall not be below the rank of a Lecturer who has served for not less than five (5) 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.
- Examinations Regulations are as contained in **Schedule P**.

STATUTE 59: INDUSTRIAL ACTION BY UNIONISED EMPLOYEES

- (1) The University recognises 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) 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.

- (3) 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.
- (4) For the purpose of this Statute, essential services shall have the same meaning as in the Labour Act, 2003 (Act 651).

STATUTE 60: APPOINTMENTS AND PROMOTIONS

- (1) There shall be Appointments and Promotions Board for the engagement of the services of Senior Members and Senior Staff of the University.
- (2) The Appointments and Promotions Board shall:
 - (a) recommend to Council for appointments to the Vice Chancellor of the University, Deans and equivalent grades;
 - (b) engage and promote on behalf of Council other Senior Staff;
 - (c) in urgent cases, 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 Appointments and Promotions Board are provided in **Schedule B10**
- (4) The Criteria for the Appointments and Promotions of Senior and Junior Staff are provided for in the *Harmonised Scheme of Service for the Technical Universities*.

STATUTE 61: RESIGNATION/RETIREMENT AND TERMINATION OF APPOINTMENT

- (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.
- (2) 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.

- (3) Council may terminate the appointment of any Senior Member of the University by giving six (6) months' notice of termination of appointment. The person shall have the right to appeal to the Appeals Board within one month of notice.
- (4) Where a person appeals against a notice of termination of an appointment, Council shall freeze the effective date of the termination, refer the appeal to the Appeals Board which shall make its recommendations to Council within one month of receipt of the appeal for consideration. The appellant may be given opportunity to address the Council viva voca on the substance and not the form of the appeal.

STATUTE 62: STUDENTS GOVERNANCE

(1) Students' Representative Council

There shall be a Body known as the Students' Representative Council of the University, hereinafter referred to as the SRC in accordance with the Universities Act, 2016 (Act 922 as amended by Act 974).

Composition:

As prescribed in the SRC Constitution of the University.

Quorum:

As prescribed in the SRC Constitution of the University.

Functions:

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

- (a) Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students of the University;
- (b) Presenting the views of students to the appropriate bodies for consideration.

- (c) Establishing links and maintaining cordial relationships with students of other tertiary institutions within and outside Ghana.
- (d) Nominating students' representatives to serve on appropriate Committees.
- (e) Promoting cordial relationship among all sections of the University Community and maintaining good relationship with past students of the University.
- (f) Publishing records of students' activities.
- (g) The SRC may appeal to the Vice Chancellor of the University through the Dean of Students and ultimately to the Council, whose decision shall be final.

(2) Other Students' Associations

Students shall be entitled to form other associations in exercise of their right to freedom of association guaranteed under the 1992 Constitution of the Republic of Ghana. However, no student association shall be formed nor operated without the written approval of the Dean of Students.

STATUTE 63: ENACTMENT OF 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 authorized 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) A 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 64: TECHNICAL UNIVERSITY PROPERTY

REFERS TO:

- (1) 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.
- (2) 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 65: PROCEDURE FOR ENACTING STATUTES

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

- (a) To enact Statutes under the Act, a draft of the Statutes shall be circulated to the members of the Council of the University at least fourteen (14) days before the date of the meeting at which the Statutes are to be considered.
- (b) The Council shall consider the draft Statutes and may approve the draft provisionally with or without amendments.
- (c) 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.
- (d) 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
- (e) 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.
- (f) A Statute shall not be enacted if it is inconsistent with the Act establishing the Universities.

STATUTE 66: PROCEDURE FOR AMENDMENT OF STATUTES

- (1) A Statute of a University is amended if:
 - (a) a draft of the proposed statute to be amended including the draft proposal have been circulated to the members of the Council of the University at least fourteen days before the meeting at which the proposed statute to be amended is to be considered;
 - (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 (3) days before the meeting;
 - (c) the statute as provisionally approved has been circulated to the members of the Council of the University 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 (7) 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 Council of the University held not less than one month and not more than six months after the date of the meeting at which the statute was provisionally approved.
- (2) The Council or Academic Board may propose any amendments to the Statutes.
- (3) Where the proposal for amendment is made by the Academic Board such proposal shall be forwarded to Council for consideration.
- (4) Where the draft has been amended, written notices of the amendment shall be circulated to members of the Council at least three (3) days before the meeting at which it is to be considered.
- (5) A provisional statute shall without amendment be confirmed by the Council at a meeting of the Council which shall be held not less than one (1) month or more than six (6) months after the meeting at which the statute was provisionally approved.
- (6) A special meeting shall be attended by at least one-third (1/3) of the membership of the Board.
- (7) The quorum for the transaction of any business of the aforementioned shall be two-thirds of the total number of the members of Council at a scheduled meeting called for that purpose.
- (8) No amendment shall be valid unless adopted by an affirmative vote of two-thirds (2/3) of the members of the Council present and voting.

STATUTE 67: AMENDMENT TO SCHEDULES

- (1) The Academic Board shall have power to recommend to Council amendments of any of the **Schedules** to these Statutes.
- (2) Upon the approval of any such proposal for amendment which shall be by a two-thirds (2/3) majority vote of the Academic Board at its regular meeting, the Board shall report same to Council in writing at the next meeting of Council.

- (3) Unless Council expresses its disapproval of the amendment at the said meeting, the approval of Council shall be deemed to have been given.

STATUTE 68: POST RETIREMENT CONTRACTS

Council shall enact such procedures for the award of post retirement contracts. Post retirement contracts shall be given to Professors, Senior Lecturers and those in the analogous grades for periods of between five (5) years and ten (10) years subject to the fulfillment of such criteria as medical fitness, evidence of mentorship, etc.

STATUTE 69: MISCELLANEOUS PROVISIONS

- (1) Unless otherwise provided by the Act, these Statutes or regulations adopted pursuant thereto, or the Schedules appended, the quorum for transactions of business of any Technical University body shall be not less than one-half ($\frac{1}{2}$) of the total membership of that body, or if such half is not a whole number, then the next higher whole number, except Council and Convocation meetings. If any Committee is unable to raise a quorum for two consecutive meetings, the Chairperson of that Committee shall report to the Executive Committee of the Academic Board for advice.
- (2) No decision reached at a meeting of any University body shall be valid unless it has received the approval of not less than one-half ($\frac{1}{2}$) of the members present and voting at that meeting.
- (3) If there is an equality of votes in respect of any decision reached at any meeting of a University body, the Chairperson of the meeting shall have, in addition to the Chairperson's original vote, a casting vote.
- (4) 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.
- (5) 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.

- (6) No act or decision of a University body shall be invalid by reason of the existence of any vacancy among its members.
- (7) 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.
- (8) Unless Council determines otherwise, the Academic Year of the University shall be from the first day of September each year to the thirty-first day of August the following year.
- (9) A Senior Member shall normally retire from the services of the University at the end of the Academic Year in which he attains the retirement age.

STATUTE 70: COMMENCEMENT

These Statutes shall be deemed to have come into force on this ... day of *22nd March*
20...*19*

STATUTE 71 : POWER TO ENACT

In exercise of the powers conferred on the Council of the University by the Technical Universities Act, 2016 (Act 922), as amended these Statutes are enacted thisday of ... 2019. These Statutes of the Koforidua Technical University are enacted to promote the efficient and effective management and administration of the University.

STATUTE 72: 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 Polytechnic before the coming into force of the Universities Act, 2016

Act 922 as amended shall be deemed to be acts done under the Technical University Act. A person who immediately prior to the enactment of these Statutes held an appointment in the former Polytechnic or by virtue of the terms of appointment or recognition, that person ceases to hold that appointment, that person 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 the University, the Vice Rector/ Interim Pro Vice Chancellor Registrar/Interim Registrar, Finance Office/Interim Finance Officer, Internal Auditor/Interim Internal Auditor, 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, 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) A person in the employment of a Polytechnic in existence immediately before the coming into force of this Act, shall, subject to the requirements of the standardised Statutes and Scheme of Service for the University, be deemed to have been duly employed by the respective University established under the Act.
- a. Despite subsection (6), a Key Officer of a Polytechnic whose appointment is based on the Statutes of the Polytechnic shall be deemed to be an employee, subject to the;
 - b. Standardised Statutes for the Technical University and;
 - c. Appointment of substantive officers by the Council of the University in accordance with the standardised statutes.
- (7) The Bye-laws, Regulations, Policies, Instructions, Guidelines and Standing Orders of the 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. Registrar
- v. Director of Finance
- vi. Internal Auditor
- vii. Two Members of Council not staff of the University
- viii. Three Deans elected by Academic Board

(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 authorise persons or bodies to incur expenditure from University Funds, including any income accruing to any Section of the University. (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 National Council for Tertiary Education (NCTE) on behalf of Council.
- (e) Prepare the annual accounts of the University for approval by Council.
- (f) Perform all functions assigned to it by the University's Financial and Stores Regulations.
- (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

Membership of the Development Committee shall comprise:

- a. Vice Chancellor – Chairperson
- b. Pro Vice Chancellor
- c. Two (2) members of Council not in the employment of the University
- d. Two (2) Deans elected by Academic Board.
- e. In attendance are Registrar, Director of Finance, Director Works and Physical Development and any other officer as the Vice Chancellor may invite.

- f. 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 semester.
- (b) In the absence of the Vice Chancellor of the University, the Pro Vice Chancellor shall chair/preside over such meetings.
- (c) 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 Standing and Finance Committee, have power to:
- c. Determine building programmes and approve plans for the physical development of the University.
- d. Appoint such consultants and other professional persons as, in its view, are required for the best implementation of the plans,
- e. Control all design matters,
- f. 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 Act 914 (2016) i.e. Schedule 1B CATEGORY

C)

(a) Membership of the University 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 National Council for Tertiary Education
- viii. Head of Procurement Unit

(b) The Head of Procurement Unit shall serve as Secretary to the Entity Committee.

2. Meetings and Quorum

- (a) The 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 and Vice Chancellor.

3. Functions

The Tender Committee shall have the power to perform the following functions in accordance with the Public Procurement Acts (Act 663, 2003; and Act 914, 2016) 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;

- (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, prior to the award of the contract;
- (e) facilitate contract administration and ensure compliance with all reporting requirements under Act 663; and
- (f) ensure that stores and equipment are disposed of in accordance with Act 663.

A4. Audit Committee (refer to Sections 86 to 88 of Act 921)

1. Composition of Audit Committee

- (1) An Audit Committee consists of five (5) members
- (2) The majority of members of an Audit Committee shall be independent members
- (3) 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
- (4) The Chairperson of an Audit Committee shall be elected from among the independent members of the Committee
- (5) 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
- (6) The Principal Account Holder shall appoint the chairperson and members of an Audit Committee

2. Functions of Audit Committee

- (1) 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
- (2) A annual statement required under subsection (1a)(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. Appointments and Promotions Committee

There shall be an Appointments and Promotions Committee for the engagement of the services of Senior Members and other staff of the University.

1. Membership and Tenure

- (a) Membership of the Appointments and Promotions Committee shall comprise:
 - (i) External Academic Council Member - Chairperson;
 - (ii) Vice Chancellor
 - (vi) At least One External Assessor in the candidate's area of specialisation.
 - (vii) And any other person Council may determine
- (b) The Registrar shall be in attendance and act as Secretary.
- (c) The term of office of all members of the Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election.

2. Meetings and Quorum

- (a) The Appointments and Promotions Committee shall meet as and when necessary.
- (b) The quorum for meeting shall be five members including the Vice Chancellor.

3. Functions

The Appointments and Promotions Committee shall:

- (a) Evaluate recommendations and reports submitted by the Appointment and Promotions Board;
- (b) Evaluate any human resource issues that may be brought to Council by Management.
- (c) Any other human resource issue that Council may determine.

SCHEDULE B

COMMITTEES OF ACADEMIC BOARD

B1. Executive Committee

1. Membership

- (a) Vice Chancellor - Chairperson
- (b) Pro Vice Chancellor
- (c) Registrar - Secretary
- (d) Librarian
- (e) Director of Finance
- (f) Development Officer
- (g) All Deans/Directors
- (h) Internal Auditor
- (i) Director of Quality Assurance and Planning Unit
- (j) One (1) Head of Department elected by each Faculty/School Board

2. Meetings and Quorum

Fifty percent (50%) including the Vice Chancellor of the University or Pro Vice Chancellor of the University.

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) All Deans/Directors
- (f) Two (2) members elected by Academic Board
- (g) One (1) Senior Member (Administration)
- (h) Deputy Registrar (Human Resource) -Secretary (In attendance)

2. Meetings and Quorum

Fifty percent (50%) of the membership

3. Functions

- (a) To formulate a Staff Development Policy for the University.
- (b) To receive and study applications, and recommend the granting of scholarships to appropriate persons
- (c) To support funding for in service training, research and conferences.

B3. Research, Conference and Innovation Committee

1. Membership

- 1. Vice Chancellor - Chairperson
- 2. Pro Vice Chancellor
- 3. Registrar
- 4. Librarian
- 5. All Academic Deans/Directors
- 6. Industrial Liaison Officer
- 7. One (1) Professor/Senior Lecturer appointed by the Academic Board

8. One (1) member from each Faculty/Institute/School
9. Two (2) students appointed by the SRC
10. Deputy Registrar. - Secretary (In Attendance)

2. Meetings and Quorum

Fifty percent (50%) of the membership

3. Functions

- (a) Formulate and publish the research policies and priorities of the University.
- (b) Provide guidelines for the assessment of research proposals
- (c) Examine and take appropriate action on all applications for grants chargeable to the Research and Conference vote
- (d) Organize research conferences, seminars and workshops
- (e) Receive and publish reports on research and conferences from Departments and prepare annually a comprehensive report for submission to the Academic Board
- (f) Foster strong relationship with industry
- (g) Create linkages for industrial attachment/workplace learning experience for students and Lecturers
- (h) Provide training for students in self-management and career development
- (i) Develop a strong Alumni support in the institution
- (j) Source for funding to support industrial attachment/workplace learning experience and career development programmes
- (k) Seek avenues for employment in industry/establishments
- (l) Coordinate the organisation of industrial attachment/workplace learning experience seminars/workshops for students

B4. Quality Assurance and Planning Committee

1. Membership

- a) Vice Chancellor – Chairperson
- b) Pro Vice Chancellor
- c) Deans of Faculty and Schools

- d) Head of Planning and Quality Assurance
- e) Dean of Students
- f) Librarian
- g) Examinations Officer
- h) Director of Finance
- i) Registrar

2. Meetings and Quorum

Fifty percent (50%) of the membership

3. Functions

- i. To develop policy and standards for planning, quality assurance and assessment.
- ii. To maintain guidelines and standards for ensuring best practices in departments and units.
- iii. To review and recommend new academic plans and new assessment system.
- iv. To develop policy and standards for planning quality assurance and needs assessment.
- v. Oversee the organisation and development of ICT as a vital tool in service delivery in all departments and units.
- vi. To plan new academic programmes and to direct them to the appropriate body for accreditation.

B5. Works and Physical Development Committee

1. Membership

- (a) Pro Vice Chancellor
- (b) Development Officer
- (c) Procurement Officer
- (d) Director of Finance

- (e) Estate Officer
- (f) Registrar

2. Meetings and Quorum

Fifty percent (50%) of the membership

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 security and safety measures to the Academic Board.
- (d) To be responsible for all security and safety matters of the University.
- (e) To advise the University on matters relating to the health of staff, students and all service providers.
- (f) To recommend appropriate measures on sanitation, security and safety on all College premises.
- (g) To ensure implementation of safety decisions on maintenance, health, security and sanitation matters at the University.

B6. Residence and Housing Committee

1. Membership

- (a) Pro Vice Chancellor - Chairperson
- (b) All Hall Masters
- (c) One (1) Member appointed by the Academic Board
- (d) Dean of Students
- (e) A Representative of the Registrar
- (f) A Representative of the Director of Finance
- (g) Co-ordinator of Private Hostels
- (h) Two (2) Students appointed by the SRC
- (i) The Chaplain/Imam
- (j) Estate Officer

- (k) One representative each of recognised Staff Associations
- (l) Head of Security
- (m) Senior Assistant Registrar (General) – Secretary (In attendance)

2. Quorum

Fifty per cent (50%) of the entire membership including the Chairperson

3. Functions

- (a) To carry out needs assessment.
- (b) To identify and allocate houses to staff.
- (c) To review the housing/accommodation policy and procedures of the University.
- (d) To monitor and ensure the effective operation of the Hall Management system of the University.
- (e) To ensure adequate supervision and welfare of students.
- (f) To advise Academic Board on matters relating to the conduct of Students in the Halls of residence.
- (g) To formulate policy on students' accommodation both in and outside the University.

B7. Library Committee

1. Membership

- (a) Vice Chancellor or his representative - Chairperson
- (b) Registrar
- (c) Librarian
- (d) All Deans/Directors
- (e) Two (2) SRC Representatives
- (f) One (1) Senior Member from the Library
- (g) The Director of Finance or his representative
- (h) The Head of ICT or his Representative
- (i) The Head of Planning and Quality Assurance

- (j) The Head of Procurement Unit
- (k) Senior Assistant Registrar - Secretary (In Attendance)

2. Meetings and Quorum

Fifty per cent (50%) of the entire membership including the Chairperson

3. Functions

- (a) Formulate policies for the efficient running of the Library
- (b) Supervise the implementation of the policies for running the Library
- (c) Administer funds provided for servicing the Library
- (d) Deal with other related matters as may be delegated to it by the Academic Board

B8. Academic Affairs Committee

1. Membership

- (a) Pro Vice Chancellor - Chairperson
- (b) Deans of Faculties/Schools
- (c) Librarian
- (d) Registrar
- (e) Industrial Liaison Officer
- (f) Head of Planning and Quality Assurance
- (g) Two (2) persons nominated by Academic Board

2. Meetings and Quorum

Fifty per cent (50%) of the entire membership including the Chairperson.

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 draw up a composite time-table for teaching and examinations in consultation with Heads of Department and to allocate lecture rooms for

teaching, learning and examinations.

- (e) To advise on the organisation of internships for students.
- (f) To formulate policies that will improve or enhance partnership between the Colleges and schools.

B9. ICT Committee

1. Membership

- (a) Vice Chancellor or his representative - Chairperson
- (b) One (1) Representative from each Faculty/Institute/School
- (c) Head, ICT Unit
- (d) Registrar
- (e) Director of Finance
- (f) Head of Planning and Quality Assurance
- (g) Librarian
- (h) SRC Representative

2. Meetings and Quorum

Fifty per cent (50%) of the entire membership including the Chairperson

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 facilities in the University
- (d) To offer advice on the development of ICT infrastructure and acquisition of Computers and ICT equipment.

B10. University Appointments and Promotions Board

There shall be an Appointments and Promotions Board for the engagement of the services of Senior Members and other staff of the Technical University.

1. Membership and Tenure

- (a) Membership of the Appointments and Promotions Board shall comprise:
- (i) Vice Chancellor of the University - 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 and Technology, and the other to represent the Technical and Vocational;
 - (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 specialisation.
- (b) The Registrar shall be in attendance and act as Secretary.
- (c) The term of office of all members of the Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election.

2. Meetings and Quorum

- (a) The Appointments and Promotions Board shall meet as and when necessary.
- (b) The quorum for meeting shall be five members including the Vice Chancellor.

3. Functions

The Appointments and Promotions Board shall:

- (a) Recommend to Council for the appointment of Senior Members (teaching and non-teaching e.g. Assistant Lecturer, Lecturer, Lecturer and above and equivalent grades).
- (b) Recommend the appointment and promotion of senior and junior staff.
- (c) Engage and promote other Senior Members on behalf of Council.

- (d) Approve an appointment for a period of up to one (1) year in urgent cases, pending the regularisation of the appointment.
- (e) To recommend to Council the appointment of Academic and Administrative staff where appropriate.
- (f) 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 Technical University or the Pro Vice Chancellor of the Technical University.
- (b) The Vice Chancellor shall be present for appointments or promotions to Dean and equivalent grades
- (c) The Committee shall review applications received in the light of the following:
 - (i) Applicant's formal qualifications, experience and age;
 - (ii) Status of contract (short-term, long-term, post-retirement, etc.);
 - (iii) Recommendations of the Departments/Units 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) Minutes 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 Technical University Council, within two (2) weeks after such approval.
- (j) The Appointment and Promotions Board may, on application, review its own decisions affecting appointment/promotion. For this purpose, the full membership of the Appointment and Promotions Board shall be present.
- (k) Appeals shall lie from the Appointment and Promotions Board to the Technical University Council. In considering such appeals, Council may be assisted by an expert appointed by Council.
- (l) Any member who disagrees with the decisions of the Appointment and Promotions Committee may petition Council within the seven (7) days on receipt of the communication from the Secretary of the Technical University. Council's decision on any appeal is final.

B10 (a). Faculty Appointments and Promotions Committee

Teaching Appointments and Promotions:

- (a) There shall be a Faculty Appointments and Promotions Committee as a sub-committee of the University Appointments and Promotions Board.
- (b) There shall be in each Faculty, a Faculty Appointments and Promotions Sub-Committee to consider applications for appointments and promotions to Senior Member positions in the Academic Departments in the University. The Dean of the Faculty shall be the Chairperson of the Sub-Committee. Where the Dean is below the rank of the position being considered, all the papers of the candidate shall be forwarded to the University Appointments and Promotions Committee. The membership shall be all persons of professorial status and all Heads of Departments within the Faculty, provided always that a Head of Department shall not be below the rank of the position to which the candidate is seeking to be

appointed or promoted. The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Committee.

- (c) Applications for appointments and promotions shall be forwarded to the Head of Department in the first instance. The Head of Department shall then forward each application with his/her comments to the Dean. Upon receipt of the application, the Dean shall refer it to the Faculty Appointments and Promotions Sub-Committee for consideration. No application shall be withheld from the Faculty Appointments and Promotions Sub-Committee. The Sub-Committee shall consider all applications for Appointments and Promotions and shall forward the papers of all applicants with its comments and recommendations to the University Appointments and Promotions Board. Where any member of the Sub-Committee is being considered for promotion, he shall not participate in the discussions.
- (d) The Sub-Committee shall conduct no business unless there are, at least, three members present.
- (e) If in the observation of the provisions of Sections (b) and/or (f) of this Schedule, the membership of the Sub-Committee is less than three, then the papers of the candidate shall be forwarded directly to the University Appointments and Promotions Committee for its consideration.

B.10 (b) Administration Appointments and Promotions Sub-Committee:

- (a) There shall be an Administration Appointments and Promotions Sub-Committee to consider applications for appointments and promotions to Senior Staff and Junior Staff positions in Non-Teaching Units in the University.
- (b) Membership of the Sub-Committee shall consist of:
 - (c) Pro Vice Chancellor - Chairperson
 - (d) The Registrar
 - (e) The Finance Officer
 - (f) The Librarian
 - (g) Internal Auditor
 - (h) Head of the Unit of the Applicant
 - (i) Head of Human Resource Unit-Secretary

- (j) The Sub-Committee may co-opt other member(s) as appropriate to assist in its work.
- (k) All applications for appointments and promotions shall be forwarded to the Registrar in the first instance. The Registrar shall then forward each application with his comments to the Administration Appointments and Promotions Sub-Committee for consideration. No applications shall be withheld from the Registrar, and the Registrar in turn shall not withhold any application(s) from the Administration Appointments and Promotions Sub-Committee.
- (l) The Sub-Committee shall consider all applications for appointments and promotions and shall forward the papers of all applicants with its recommendations to the University Appointments and Promotions Board.

B.11 Appeals Relating to Appointments and Promotions:

- (a) The Appointments and Promotions Board may, upon petition by a Senior Member, review its own decisions affecting the appointment or promotion of the Senior Members.
- (b) If the Senior Member is still dissatisfied with the outcome of his petition to the Appointments and Promotions Board, he may appeal to Council.
- (c) In considering such appeals, Council may be assisted by an expert or experts invited by Council.

SCHEDULE C

STRUCTURE OF ACADEMIC UNITS OF THE TECHNICAL UNIVERSITY

Pursuant to the powers conferred on Council by the Technical Universities Act, 2016 (Act 922 as amended by Act 974) such Academic Units of the University as are deemed appropriate shall be established. These Units shall be created on the recommendation of the Academic Board for the consideration and approval of Council.

SCHEDULE D

RULES OF DISCIPLINE

D1. Rules of Discipline in the Technical 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 Faculty, 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:
 1. To be absent from the campus, without permission or reasonable excuse;
 2. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
 3. To be insubordinate to superiors; and
 4. 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.
6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
7. Where in the opinion of the Vice Chancellor of the University, a major penalty should be imposed in any disciplinary proceedings, the Vice Chancellor shall appoint officer(s) within the University to conduct an enquiry into the charges and make appropriate recommendations.
 - (a) In the case of Junior Staff, the Vice Chancellor of the University shall appoint an Ad hoc Committee on which a representative of the Junior or Staff Association shall serve;
 - (b) In the case of Senior Staff, the Vice Chancellor shall appoint an Ad hoc Committee on which a representative of the Senior Staff Association shall serve; and
 - (c) In the case of Students, the Vice Chancellor of the University shall appoint an Ad hoc Committee on which a representative of the Students Representative Council shall serve;
 - (d) In the case of Senior Member, the Vice Chancellor of the University shall refer the matter to the Disciplinary Committee established under these Statutes to conduct an enquiry into the charges and make appropriate recommendations.

D2. Disciplinary/Grievance Committee

1. There shall be established a Disciplinary/Grievance Committee composed of the Pro Vice Chancellor of the University as Chairperson and four members elected by Convocation, two (2) of whom shall be Heads of Department and two shall be at least of the rank of Lecturer. The Registrar shall serve as Secretary to the Committee and the quorum for transaction of business shall be half the number of members. The Committee may, at its discretion, invite any other person(s) to be in attendance.

2.
 - (a) In every case where a disciplinary or grievance enquiry is to be conducted under Rule 7, the person concerned shall be served with written charges and be given the opportunity to state the grounds for exculpation. The person shall also be entitled to be accompanied to the inquiry by a friend and to all witnesses on that person's behalf and to hear the evidence of any witnesses against him.
 - (b) If no reply is received within the time specified in the notice, the Disciplinary/Grievance Committee will proceed against the person, in the person's presence or absence.
 - (c) The provisions will apply in every case against any offender whether the person is within or outside the country.
3. The provisions of Rule 7 shall, however, not apply to Junior Members of the University.
4. A person, other than a Student of University adversely affected by any decision of the Vice Chancellor shall be entitled to appeal, within seven (7) days of notification of the decision, to the University Council whose decision shall be final. In the case of minor penalties any aggrieved person adversely affected by a decision may within seven days appeal to the Vice Chancellor of the University whose decision shall be final.
5. All major penalties imposed on Students shall be subject to approval by the Vice Chancellor of the University.
6. In all disciplinary proceedings which might result in the imposition of major penalties, except in the case of Students, the Vice Chancellor of the University may, on advice or in the Vice Chancellor's own discretion, interdict the persons affected until the final determination of the cases against them. During interdiction a person may be paid such salary as the Vice Chancellor may prescribe, but shall not be less than two-thirds (2/3) of the persons gross salary.
 - (a) Notwithstanding the provisions of these rules, any member of staff who shall be absent from duty without leave or reasonable cause shall not be entitled to any salary for the period that he stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against the person.

- (b) Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause, where an employee is absent from duty without leave or reasonable cause for more than 10 consecutive working days, the employee may be regarded as having resigned from employment without notice. If the employee's whereabouts are known that employee must be informed in writing that his absence from duty has been thus regarded.

D3. Disciplinary Committee (Senior Members)

5. Membership

- (a) Pro Vice Chancellor - Chairperson
- (b) Two (2) members elected by the Academic Board who shall be of professorial status
- (c) Two (2) members elected by Convocation who shall hold appointment as Heads of Department or Unit or Centre.
- (d) A legal Officer
- (e) A representative of the Staff Union of the affected Senior Member
- (f) 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 Pro Vice Chancellor. The Committee may at its discretion invite any other person to be in attendance.
- (g) 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.

6. Quorum

- i. Fifty per cent (50%) of the entire membership including the Chairperson.
- ii. In the event of an objection being raised against the Chairperson or any individual member of the Committee, 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 whilst the Vice Chancellor of the University may appoint any other person that Vice Chancellor of the University

deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

7. Functions

- (a) To charge the member concerned with the cases of misconduct or breaches levelled against that member.
- (b) To provide that member with an opportunity to defend himself against the charges of misconduct or breaches of disciplinary rules and regulations.
- (c) To make recommendations on the necessary sanctions to the Vice Chancellor for the consideration of Council.

D4. Disciplinary Committee (Senior Staff and Junior Staff)

1. Membership

- a) Chairperson to be appointed by Vice Chancellor.
- b) Head of Department of the affected staff.
- c) Legal Officer.
- d) Representative of the affected staff's Union.
- e) Deputy Registrar - Secretary.

2. Quorum

- a) Fifty per cent (50%) of the entire membership including the Chairperson.
- b) 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 Head of Department shall be appointed to replace the Chairperson whilst the Vice Chancellor may appoint any other persons that Vice Chancellor deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

(3) **Functions**

- (a) To charge the member concerned with the cases of misconduct or breaches leveled against him.
- (b) To provide the member concerned with an opportunity to defend himself against the charges of misconduct or breaches of disciplinary rules and regulations.
- (c) To make recommendations for the necessary sanctions to be imposed to the Vice Chancellor of the University for the consideration of Council.

D5. Disciplinary Committee (Students)

1. Membership

- i. Chairperson — to be appointed by Vice Chancellor
- ii. Hall Master/Warden of the affected student
- iii. Head of Guidance and Counseling
- iv. Dean of Students
- v. One representative nominated by the Students Representative Council
- vi. Senior Staff appointed by the Vice Chancellor taking into account the subject matter of offence under consideration.

2. Quorum

- i. Fifty per cent (50%) of the entire membership including the Chairperson.
- ii. In the event of an objection being raised against the Chairperson or any individual member of the Committee, the Vice Chancellor of the University shall appoint a replacement — and the most Senior Member shall be appointed to replace the Chairperson whilst the Vice Chancellor of the University may appoint any other person that Vice Chancellor of the University deems fit to replace individuals against whom objections may be raised by an aggrieved student.

3. Functions

- i. To charge the student concerned with the cases of misconduct or breaches leveled against that student.
- ii. To provide the student with an opportunity to defend himself against the charges of misconduct or breaches of disciplinary rules and regulations.
- iii. To make recommendations to the Vice Chancellor for the necessary sanctions to be imposed for the consideration of Council.

SCHEDULE E

RULES AND PROCEDURE FOR APPOINTMENT AND PROMOTION OF SENIOR MEMBERS

Vacancies

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

Submission of Application

- (1) 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.
- (2) The Head of Department shall forward the application within fourteen (14) days of receipt to the Dean of Faculty.
- (3) The Dean of Faculty shall, on receipt of the application dossier from the Head of Department, with comments and recommendations, refer the application to the Faculty Appointments and Promotions Review Committee.
- (4) The Faculty Appointments and Promotion Review Committee shall consider the application and submit a comprehensive report with its recommendations to the Chairman of the Appointments and Promotions Board through the Registrar.
- (5) 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.

- (6) The effective date of all appointments and promotions shall be confirmed in the minutes of the Faculty Appointments and Promotions Review Committee and the Appointments and Promotions Board.

Faculty Appointments and Promotions Review Committee

- (1) There shall be a Faculty Appointments and Promotions Review Committee appointed by the Faculty Board for a two-year term with the Dean as the chairperson.
- (2) Inter-Faculty Appointments and Promotions Review Committees maybe 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.
- (4) The Committee may co-opt others as appropriate to assist its work.
- (5) The Faculty Appointments and Promotions Review Committee shall meet at least twice a semester.
- (6) On receipt of an application the Dean shall refer it to the Faculty Appointments and Promotions Review Committee for consideration.
- (7) The review process shall include a report from the Head of Department on an interactive assessment of the applicant.
- (8) An application shall not be withheld from the Faculty Appointments and Promotions Review Committee.
- (9) The Committee shall consider the applications for appointments and promotions and shall forward each application dossier with its comments and recommendations to the Chairman of the University Appointments and Promotions Board.

Handling of Application at the Dean's Office

- (1) 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.
- (2) The Dean shall 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.

- (3) The request for an assessment shall be accompanied by:
 - (a) a copy of the application including the curriculum vitae;
 - (b) copies of publications and any other exhibits of the applicant's work; and
 - (c) The criteria for appointment or promotion.
- (4) An assessment shall not be provided by the Head of Department on the applicant's publications.
- (5) For promotion from lecturer to senior lecturer, assessment of publications shall normally be outside the University by at least two (2) external assessor.
- (6) An external assessor is a person of good 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.
- (7) The 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.
- (8) All correspondence between the Dean and the assessor shall be copied to the Registrar.
- (9) Whether an applicant fails or passes, the Dean and Head of Department shall provide the applicant with information in writing on the strengths and weaknesses of the application.

Progression from one Rank to Another

- (1) 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.
- (2) 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.
- (3) 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.

Handling of Applications at the Registry

- (1) 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 Appointments Board at least once a semester indicating the state of processing of each application.
- (2) 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.

- (3) In each case of an appointment or promotion the Registrar shall provide the Appointments Board with:
 - (a) The approved departmental establishment, if applicable;
 - (b) The approved criteria for appointment or promotion;
 - (c) The reports of the Faculty Appointments and Promotions Committee;
 - (d) The report of the assessor(s); and
 - (e) The salary scale and the recommended entry point.

Assistant Lecturer or Assistant Research Fellow

An applicant who does not hold a minimum researched master's degree maybe appointed to the grade of assistant lecturer for two (2) years, and exceptionally for a third year, but the applicant must have registered for a Doctor of Philosophy (PhD) or a terminal professional degree or shall be expected to do so on appointment.

Lecturer or Research Fellow

- (1) 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.
- (2) The appointment shall normally be for six (6) years, the first two (2) years of which shall be regarded as a period of probation.
- (3) The appointment shall be reviewed before the end of the sixth year and may be renewed for such periods as may be determined by the Council.

Senior Lecturer or Senior Research Fellow

- (1) 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.
- (2) The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
- (3) 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.
- (4) At least two (2) external assessor shall be required to evaluate the application.

Associate Professor

- (1) 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.
- (2) At least two external assessors shall be required.
- (3) Appointment is tenured.

Professor

- (1) 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.
- (2) At least two external assessors shall be required.
- (3) Appointment is tenured.

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.

Head

- (1) 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.
- (2) Applicants who are not of the professorial grade may be considered only if they have qualified for appointment as associate professor.
- (3) Appointment shall be made for a fixed term which may be renewed.
- (4) Appointment as head shall be made by the University Council on the recommendation of the Appointments Board.

Adjunct Appointments

- (1) 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.
- (2) The person may apply on his own or may be invited by the department to apply.
- (3) The appointment shall be for a period to be determined by the Appointments Board.
- (4) The Appointments Board may recommend a person to the Council for an adjunct academic appointment.
- (5) Subject to the foregoing the normal procedures for appointment for Senior Members shall apply to Adjunct appointments.

Emeritus Professorship

- (1) The candidates for the position of Emeritus Professor shall be active in their field and within easy reach of the University.
- (2) The title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.
- (3) Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments Board and approved by the Council.
- (4) 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.

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.

Documentation required for Appointment or Promotion

- (1) For first appointments, documentation to be reviewed by the University Appointments Board shall include:
 - (a) Completed Application forms;
 - (b) Curriculum Vitae;
 - (c) Copies of Certificates (with originals to be presented at interview)
 - (d) Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - (e) Two interactive reports (one on applicant's demonstration teaching or seminar and one from the Dean of Faculty);
 - (f) For candidates seeking appointment to the grade of Senior Lecturer or higher - at least one external assessor's report; for Professoriate two external assessors' reports.
- (2) For promotion to Senior Lecturer or Associate Professor or Professor and equivalent, documentation to be reviewed by the University Appointments Board shall include:
 - (a) Completed Application forms;
 - (b) Updated Curriculum Vitae;
 - (c) Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - (d) Summary of annual reports on staff member dating back to last appointment or promotion;
 - (e) Summary of student assessment of candidate dating back five (5) years if available; and
 - (f) Two external assessors' reports.
- (3) Appointment or promotion shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-area of specialization.
- (4) 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.
- (5) The minutes of the Appointments Board shall be provided to the members of the Board.
- (5) Minutes on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board.

- (6) Minutes on individual appointments shall be circulated to Heads of Department and Deans or Directors of the Faculties, Schools or Institutes concerned.
- (7) Minutes covering the proceedings of the Appointments Board shall be deposited at the University Library/Archive.
- (8) The minutes on individual appointments shall be kept under security so that access to them shall require the written permission of the Vice Chancellor.
- (9) The documents in the appointment process and the discussions at the Appointments Board shall be confidential.
- (10) The Registrar shall communicate the decision of the Appointments Board 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.

Criteria for Appointment or Promotion

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

Teaching

- (1) 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.

- (2) 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 organize 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 counseling of students. Council shall, on the recommendation of the Academic Board, develop an appointment instrument for implementing this provision.
- (3) The Appointing Authority is required to consider the following factors and criteria in the evaluation of teaching performance:
- (a) demonstrated competence in the subject matter in the classroom and public presentations, including seminars, colloquia, conferences and inter-faculty lectures;
 - (b) effectiveness in the development and use of innovative methods in teaching
 - (c) guidance and leadership in student activities;
 - (d) initiation and participation in curriculum development (e.g. introduction of new courses or programmes);
 - (e) textbook authoring;
 - (f) effectiveness in supervising research projects and graduate students; and
 - (g) teaching load.

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 the statutes for the benefit of Council, the Appointments Boards and Faculty Appointments and Promotion Review Committees.

Research, Scholarly and Innovation Contributions

- (1) 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.
- (2) In the evaluation of a candidate's research and scholarly contribution the following types of research shall be recognized:

- (a) *Independent Research*: This should be based upon the candidate's own interests and needs;
 - (b) *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;
 - (c) *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.
 - (d) *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 of rare books and published research by scientific societies approved by the Academic Board;
 - (e) *Inventions and Novelties*: This research consists mainly in scientific inventions or new discoveries which have been patented by the researcher or the University with recognised patent agencies in any part of the world
- (3) The appointing authority shall also consider the following in the evaluation of a senior member's research and scholarly accomplishments:
- (a) Contributions in the area of coordination of knowledge such as survey articles and books reviews;
 - (b) Service on editorial boards of scholarly journals;
 - (c) Membership of technical committees of international or national conferences or symposia;
 - (d) Technical reports authored;
 - (e) Prizes and awards received for scholarly achievement; and
 - (f) High level consulting work.
- (4) For purposes of this section, publication shall mean:
- (a) Papers in internationally recognized refereed journals (local and external);
 - (b) Papers in refereed proceedings in international conferences and specialized symposia

- (c) Refereed, published or accepted-for-publication technical reports from specialised university research centres or other internationally recognized research and policy institutions;
 - (d) Refereed textbooks and reference books;
 - (e) Refereed authentication review of rare books;
 - (f) Refereed translation of specialized scientific books and other scholarly works;
 - (g) Refereed books and research reports published by scientific societies approved by the Academic Board;
 - (h) Inventions and novelties that patents from recognized patent agencies approved by the Academic Board; and
 - (i) Distinguished creative activities in accordance with criteria approved by the Academic Board.
- (5) 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.

University, Departmental and Public Service

- (1) The appointing authority shall give due recognition to and take account of the contribution of a Senior Member to university, departmental and public service
- (2) 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 college including but not limited to effective participation in departmental, college and university committees.
- (3) 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.

Professional Activities

- (1) 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.

Evaluation Method

- (1) For purposes of evaluating applications for appointment or promotion the categories of academic senior members are:
 - (a) teaching staff, e.g. lecturer, with load of 75% Full Time Equivalent teaching and 25% research, innovation and invention
 - (b) research staff, e.g. research fellow; i.e. senior members with at least 75% Full Time Equivalent research load,
 - (c) resident tutor.
- (2) 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:
 - (a) 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.
 - (b) 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.
- (3) 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.

- (4) 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.
- (5) 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.
- (6) 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.

Miscellaneous

- (1) 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.

Review

- (1) The Appointments Board or Council, as the case may be, may, on application, review its own decisions affecting an appointment or a promotion.
- (2) Appeal lies from the Appointments Board or the University Council to the Appeals Board.

Criteria for Appointment or Promotion to Administrative or Professional Grades

- (1) 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:
 - (a) grasp of administrative procedures or regulations and organisational ability;
 - (b) leadership;
 - (c) initiative and reliability; and
 - (d) a sense of responsibility.

(2) For the purposes of assessment in respect of subsection (1), the applicant shall furnish evidence of the applicant's contribution to the work of the University or any other institution, to which may be attached relevant research publications, 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.

Registry Appointments Review Committee

- (1) There shall be a Registry Appointments 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 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 of the applicants with its comments and recommendations to the Appointments Board.
- (4) The Registry Appointments Committee shall meet at least twice a semester.

Assistant Registrar and Equivalent Professional Grade

- (1) The requirement for the appointment of an Assistant Registrar or equivalent professional grade is:
 - (a) a good first degree plus an advanced degree or equivalent professional qualification with at least two years' relevant experience; or
 - (b) satisfactory performance in the grade of Junior Assistant Registrar for at least two years.
- (2) The appointment shall normally be for six (6) years, the two one (2) year of which shall be regarded as period of probation.
- (3) The appointment shall be reviewed before the end of the sixth year and may normally be renewed for no longer than three more years.
- (4) At the end of the ninth year the appointment shall terminate unless the Assistant Registrar or equivalent can be promoted to the next grade.
- (5) In exceptional circumstances, the Appointments Board may, on the recommendation of the Registry Appointments Review Committee, extend the appointment for a further period

not exceeding two more years, at the end of which the appointment shall terminate unless the appointee can be promoted to the next grade.

Senior Assistant Registrar and Equivalent Professional Grade

- (1) 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 years is required.
- (2) Two external assessors are required.

Deputy Registrar and Equivalent Professional Grade

- (1) 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, are required.
- (2) Two external assessors are required.
- (3) Appointment is tenured.

Registrar

Appointment to the position of Registrar shall proceed as provided by the Statutes and the Scheme of Service for Staff of the University.

Renewal of Contract

(1) An employee whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide an updated curriculum vitae to the Dean through the Head of Department. It is equally incumbent on a member of staff to take steps to have his contract renewed. For renewal of contract, the following other documents shall be required:

- (a) Letter expressing desire to have contract renewed;
- (b) Head of Department's assessment report;
- (c) Annual reports on staff member since last renewal;
- (d) Summary report of classroom evaluations of staff member by students (for academic staff);

- (2) 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 Review Committee which may recommend renewal, indicating the duration.
- (3) Excepting renewal of contract beyond the compulsory retiring age which shall require the approval of Council, renewal of other contracts shall devolve on the Faculty Appointments and Promotions Review Committee or the Registry Appointments and Review Committee.
- (4) The Faculty Appointments and Promotions Review Committee shall submit summary reports to the Appointments Board on each renewal application approved.
- (5) The Faculty Appointments and Promotions Review Committee shall refer all unsuccessful applications for renewal of contract to the Appointments Board for final determination.
- (6) Re-engagement on contract beyond the compulsory retiring age maybe recommended by the Faculty Appointments Review Committee on evidence of:
 - (a) continuing professional activity which may be ascertained from information provided under subsection (1).
 - (b) continuing good health
 - (c) unavailability of staff in a critical area of specialisation, there being no prospect of specialisation, or of immediate recruitment.
- (7) The recommendations of the Faculty or Registry Appointments Review Committee in respect of renewal beyond the compulsory retiring age shall refer specifically to each of the criteria indicated in this Schedule.

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 consist of nine (9) members composed as follows:

- (a) A Chairperson to be appointed by Council
- (b) Two (2) members of Council appointed by Council;
- (c) Two Alumni, one of who is a woman
- (d) 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) 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 one of the members 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.
 - (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 II

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 1

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) The Appointments and Promotions Board (APB) shall evaluate the CVs and Vision Statement(s) and interview the nominee(s) and shall submit a report to Council with recommendations for appointment of Pro Vice Chancellor.

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 application shall inform the Council of his achievements and reasons for seeking reappointment.
- (3) The Registrar shall forward same to the Appointments and Promotions Board.
- (4) The Appointments and Promotions Board shall evaluate the performance of the Pro Vice Chancellor and make appropriate recommendations to Council.

SCHEDULE K

PROCEDURE FOR THE APPOINTMENT OF REGISTRAR, DIRECTOR OF FINANCE, INTERNAL AUDITOR, 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.

SCHEDULE I.

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

- (1) In considering the re-appointment of any of the above officers, Council shall appoint a committee to evaluate the performance of the officer.
- (2) 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.
- (3) 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.
- (4) The committee shall determine its own procedure; it may make personal contacts with persons within and outside the University.
- (5) The Committee shall conduct its work confidentially and maintain its independence.
- (6) Council shall accordingly consider the report of the Committee and reappoint or otherwise.

SCHEDULE M

NOMINATION FORM FOR ELECTIONS (CONVOCATION MEMBERS OF COUNCIL)

Position being contested for:.....

Name of candidate being proposed:.....

Name & Signature of proposer:

Name & Signature of 1st Seconder:

Name & Signature of 2nd Seconder:

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.

SCHEDULE O

PROXY FORM FOR ELECTIONS (CONVOCATION MEMBERS OF COUNCIL)

Position being contested for:.....

Name of Senior Member:.....

Signature of Senior Member:.....OR.....

Notice of Authorisation.....

Name of Proxy:.....

Signature of Proxy:.....

Name of Returning Officer:.....

Signature of the Returning Officer.....

Date:.....

SCHEDULE P

REGULATIONS FOR CONDUCT OF EXAMINATIONS

University Examinations

- (1) A University examination shall be:
 - (a) set to curricula and syllabuses approved previously by the Academic Board;
 - (b) taken at the times prescribed previously by the Academic Board, normally December for the First Semester and May for the Second Semester Examinations.
 - (c) Assessed by examiners approved previously by the Academic Board.
- (2) A programme indicating period of examination and arrangement for the examination shall be indicated at the beginning of each Semester.

Appointment of Examiners/Moderators

- (1) Examinations shall be conducted by University Examiners comprising internal examiners/moderators and by external examiners where appropriate.
- (2) An Internal Examiner must be a teaching staff of senior member status appointed by the Appointments Board of the University.
- (3) An External Examiner/Moderator must be an experienced teaching staff member of a recognised academic institution which is not part of the University.
- (4) An experienced professional or consultant may also be engaged as an external examiner.
- (5) List of internal and external examiners shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.
- (6) In nominating an External Examiner/Moderator for the first time a brief indication of the background of the examiner shall be provided to the Faculty Board.
- (7) An External Examiner/Moderator may serve for three (3) consecutive years after which the examiner shall not be engaged again till a period of three (3) years has lapsed.
- (8) 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.

The Setting of Papers

- (1) 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.
- (2) The External Examiner/Moderator 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 comments and approve the draft.
- (3) 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.

Venue of Examinations

- (1) Examinations shall be taken only at approved premises. Practical or oral examination will normally be conducted in the Departments concerned.
- (2) 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.

Time-tables

- (1) The draft examination time-tables shall be put up on the University Notice Board not later than the seventh week of every Semester.
- (2) Suggestions for amendment may be made through the Head of Department.
- (3) 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.
- (4) 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.
- (5) 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.

Invigilation

- (1) Examinations shall be held under the supervision of appointed invigilators.
- (2) A chief invigilator, who is a senior member with considerable experience of the administration of the examinations, shall be appointed for each examination centre.
- (3) A chief invigilator is expected to submit a daily report to the Office of the Director of Academic Affairs on the examinations written at the examination centre under the charge of the Chief Invigilator.
- (4) An Invigilator, who is a Senior Member, shall be appointed for each examination room and shall be required to:
 - (a) ensure that candidates are properly seated;
 - (b) ensure that candidates have the materials required for each examination including the correct question papers and answer books;
 - (c) 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;
 - (d) check the attendance register indicating those absent;
 - (e) see to it that candidates stop work at the appointed time;
 - (f) see to it that answer books are collected back, and the total agrees with the number that took the examination;
- (5) 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:
 - (a) will need to walk round the examination hall periodically;
 - (b) 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;
 - (c) will designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily;
 - (d) without stopping a suspect from completing the examination, shall submit a report on an instance of cheating to the Director of Academic Affairs through the Chief Invigilator;
 - (e) shall report any other unusual incidents that come to attention.
- (6) 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

- (7) For the avoidance of doubt, it is the responsibility of all academic senior members to provide invigilation services, when so required by the University.

Handling of Examination Scripts

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

Assessment

- (1) Assessment of candidate's work in an Examination shall include continuous or interim assessment wherever provided for.
- (2) Marks from continuous or interim assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.
- (3) 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.
- (4) 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.

Board of Examiners

- (1) There shall be a Faculty Examiners Board consisting of all examiners chaired by the Dean of the Faculty.
- (2) The Academic Board shall publish a time-table for Examiners' Board meetings.
- (3) The Board is responsible for determining the results of Examinations in accordance with the Regulations passed by the Academic Board.

- (4) Internal Examiners may be in attendance. If present the External Examiner may also attend.
- (5) While retaining the final word the Board of Examiners shall give due right to the views of an External Examiner.
- (6) 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.
- (7) A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

Instructions to Candidates

- (1) 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.
- (2) 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.
- (3) The modalities of endorsement to be advised by a committee shall include a Dean, two Heads of Department and the Head of Academic Affairs.
- (4) A candidate shall not be admitted to an examination if:
 - (a) the candidate has not been entered for it as is required under subsection (2).
 - (b) the subject of the examination has merely been audited, unless the course had been followed previously,
 - (c) the candidate owes fees to the University, or
 - (d) the candidate is under suspension or has been dismissed from the University.
- (5) It is the duty of the candidate to consult the daily time-table (to be made available at least twenty-four hours ahead of time) to ascertain the papers one-half hour before the examination.
- (6) 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.
- (7) It is the responsibility of the candidate to provide a pen, pencil and an eraser as needed, and to ensure that the right question paper and any other material needed for the examination are given to the candidate.

- (8) A candidate attending at an examination shall sign his or her name in the register of candidates for the examination.
- (9) 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 unauthorized material.
- (10) The material shall not be deposited at the entrance to the examination room or the washroom.
- (11) A candidate shall not enter the examination room until the candidate is invited or called or requested to enter the examination room.
- (12) 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.
- (13) 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.
- (14) 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.
- (15) Communication between candidates is not permitted in the examination hall; and
 - (a) a candidate shall not pass or attempt to pass information or an instrument from one to another during an examination;
 - (b) a candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;
 - (c) a candidate shall not disturb or distract any other candidate during an examination; and
 - (d) a candidate may attract the attention of the invigilator by raising his or her hand.
- (16) Smoking or drinking of alcoholic beverages is not allowed in the examination room.
- (17) 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 unauthorized material.
- (18) 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.

- (19) 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.
- (20) 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.
- (21) 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.
- (22) A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X.
- (23) The award of grade X in a required paper means a failure not just in that paper but in the examination as a whole.
- (24) The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
- (a) mis-reading the time-table;
 - (b) forgetting the date or time of examination;
 - (c) inability to locate the examination hall;
 - (d) inability to rouse oneself from sleep in time for the examination;
 - (e) failure to find transport;
 - (f) loss of a relation; or
 - (g) pregnancy.
- (25) A breach of a provision of the Regulations made for the conduct of University examinations may attract one or more of the following sanctions:
- (a) a reprimand;
 - (b) loss of marks;
 - (c) cancellation of a paper in which case zero shall be substituted for the mark earned;
 - (d) withholding of results for a period;
 - (e) award of grade X.
- (26) In a case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.
- (27) 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.

- (28) Further sanctions may include:
- (a) being barred from a University examination for a stated period,
 - (b) being barred from a University examination indefinitely;
 - (c) suspension from the University, or
 - (d) expulsion from the University.
- (28) 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.
- (29) 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.
- (30) 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.
- (31) An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
- (32) An action shall not be taken on an application which is submitted outside the time stipulated in subsection (31), and a review shall not proceed unless the review fee is fully paid.
- (33) The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.
- (34) 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.

Examination Malpractices or Offences

- (1) 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.

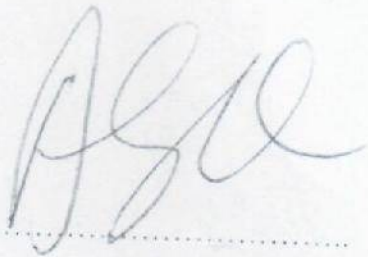
- (2) The chief invigilator or an examiner shall report to the Registrar as soon as practicable an instance of a breach of Examination Regulations, and in respect of offences occurring outside the precincts of an examination room, the Dean shall cause an enquiry to be made into the reports that reach the Dean who shall submit the findings on the report to the Registrar.
- (3) The Board of Examiners shall review the reports received in connection with an examination malpractice or an offence.
- (4) On the basis of its review, the Board of Examiners may impose a sanction involving loss of marks in a particular paper.
- (5) A grade Z shall be awarded where 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 and the candidate may be debarred from taking a University examination for a stated period or indefinitely or expelled from the University.
- (6) In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable.
- (7) The Academic Board may review all the reported cases and may vary the sanctions as it thinks fit.

SCHEDULE Q

THE UNIVERSITY APPEALS BOARD

Dispute Settlement

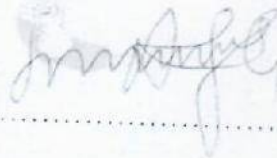
- (1) There is established in accordance with these Statutes, a body to be known as the University Appeals Board.
- (2) The Appeals Board shall hear and determine on appeal matters on
 - (a) acts or omissions in contravention of the Act or the Statutes enacted by the Council;
 - (b) breach of employment 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 President 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 President of the Board or the President's alternate and two other members constitute a panel for the hearing and determination of a case or matter before the Board.
- (5) The President's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board and the President's alternate shall have the same qualification as the President.
- (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 President'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.



COUNCIL CHAIRMAN

(PROFESSOR SAMUEL OBENG APORI)

22/03/2019



VICE CHANCELLOR

(PROFESSOR MRS. SMILE DZISI)

22nd March, 2019