

STATUTES OF GARDEN CITY UNIVERSITY COLLEGE



KENYASE-KUMASI

2018

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STATUTE 1: DEFINITION OF TERMS

In the construction of these Statutes, unless the context otherwise requires:-

- i. “Operative Date”, means the day on which, the Statutes enacted by the University College Council shall be brought into effect by Council.
- ii. “University College” means the Garden City University College, Kenyase-Kumasi.
- iii. “Council” unless the context otherwise admits, means the University College Council.
- iv. The “Academic Board” means Academic Board established by the Statutes of the University College.
- v. “Professorial Status” means Professors and Associate Professors and their equivalent.
- vi. “Senior Members” means all academic, professional and administrative personnel who by appointment become members of Convocation.
- vii. “Junior Members” means all students enrolled for the time being in the University College.
- viii. “Senior Staff” means persons in the employment of the University College of a rank not lower than that of an Administrative Assistant or its equivalent, and not above the Chief Administrative Assistant.
- ix. “Junior Staff” means those persons in the employment of the University College of the rank below that of an Administrative Assistant or its equivalent.
- x. “University College Property” means of any property movable, or immovable, which belongs to the University College, as well as any property, which the University College shall acquire by way of gift or purchase.
- xi. “Faculty” means a collection of related academic departments.
- xii. “School” means a semi-autonomous establishment of the status of faculty, which trains students in professional programmes/studies.
- xiii. “Department” means a unit of a Faculty that is responsible for teaching and research in a recognizable academic discipline, and has been so designated by the Academic Board.
- xiv. “Academic year” for purposes of appointment, retirement and related matters is normally presumed to end on the 30th day of September and for teaching purposes is normally presumed to begin in August and end in July.
- xv. “He” the masculine pronoun refers equally to both male and female persons.
- xvi. ‘Retiring age’ means the statutory age for retirement as stipulated by the Constitution of Ghana.
- xvii. ‘Contract Appointment’ means appointment offered after the statutory retiring age as stipulated by the Constitution of Ghana for a period determined by Council.

xviii. "Alumni" means all holders of degrees, diplomas and certificates of the University College.

STATUTE 2: BOARD OF DIRECTORS

The College shall have a Board of Directors with the following membership:

- i. Founder – Chairman
- ii. Members – appointed by the Founder

STATUTE 3: POWERS AND FUNCTIONS OF THE BOARD OF DIRECTORS

The Powers and Functions of the Board of Directors shall include the following:

- i. Confirm the appointment of the Senior Management (The Principal, Finance Officer and the Registrar) on the recommendation of the University Council.
- ii. Approve all matters of policy relating to the welfare of staff, including salary scales and other conditions of service.
- iii. Approve all matters concerning the acquisition, development, and maintenance of buildings and other property of the College on the recommendation of the Council.
- iv. Approve the annual budget on the recommendation of Council.

STATUTE 4: GUIDING PRINCIPLE

These Statutes and any Regulations made there under shall be construed in every way or manner to give effect to the following guiding principles, that is to say:

- a) To ensure that staff have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges;
- b) To enable the University College to provide education, promote learning and engage in research efficiently and economically; and to apply the principle of justice and fairness

STATUTE 5: PRINCIPAL OFFICERS

The Principal Officers of the University College shall be the Founder, the Chairman of the University College Council and the President.

STATUTE 6: COUNCIL

There shall be constituted a Garden City University College Council (hereafter referred to as Council) which shall be the governing, as well as policy-making body of the University College responsible to the Board of Directors.

1. Membership

The membership of the University College Council shall be as follows:

- i. Chairman appointed by the Board of Directors
- ii. President
- iii. Two persons appointed by the Board of Directors
- iv. A representative each of University College's affiliate institution(s)
- v. One Convocation representative (elected)
- vi. One Academic Board representative (elected)
- vii. The President or a representative of the Students Representative Council (SRC)
- viii. Two professionals, a legal expert and an accounting expert from outside the University College to be appointed by the Board of Directors.
- ix. The President or a Representative of the Students Representative Council (SRC) representative of Alumni Association
- x. One representative of Senior Staff
- xi. One representative of Junior Staff

2. In Attendance

- i. The Vice-President
- ii. Registrar as Secretary to the Council
- iii. Finance Officer

STATUTE 7: TERMS OF OFFICE OF COUNCIL MEMBERS

1. Members of Council shall serve a three-year period, but may be eligible for reappointment for a period to be determined by the Board of Directors but not exceeding three years at a time.
2. Any casual vacancy on Council occurring by reason of resignation, incapacity or death or any other cause among the elected or nominated members shall be filled as soon as convenient by the person who or body which appointed or elected the member whose place has become vacant, and the person so appointed or elected to fill a casual vacancy shall hold office for the residue of the term for which the member whom he replaces was elected or appointed.

STATUTE 8: POWERS AND FUNCTIONS OF COUNCIL

Without prejudice to the generality of the powers of Council as provided for by these Statutes, the powers and functions of Council shall include the following. Council shall:

- i. Ensure the availability of adequate resources, financial, human and material resources.
- ii. Be responsible for all measures necessary or desirable University College and may for this purpose specify any matter affecting the income or expenditure of the University College
- iii. Enter in, carry out, vary, or abrogate contracts, subject to approval by the Board of Directors.
- iv. Source for funds on behalf of the University College with/without security of the property of the University College.
- v. Control the finances of the University College and finally determine any questions on finance arising out of the administration of the University College or the execution of its policy or in the execution of any trust by the University College subject to approval by the Board of Directors.
- vi. Ensure annual determination of the expenditure necessary for the maintenance of:
 - a) The property of the University College; and
 - b) An adequate staff for transacting the academic, financial and administrative business of the University College, and shall, in its discretion, appropriate monies for these purposes.
- vii. Establish, on the recommendation of the Academic Board, such other offices as it considers necessary and assign them duties and remuneration and terms and conditions as Council shall determine, except that no appointment of a Senior Member of the University College shall be made by Council except upon the recommendation by the Appointments and Promotions Committee.

STATUTE 9: MEETINGS OF UNIVERSITY COLLEGE COUNCIL

- i. Meetings of Council shall be in accordance with the Statutes of the University College.
- ii. Council shall meet at least three times in every academic year.
- iii. Notice of a meeting of Council, other than an emergency meeting, and the business to be transacted thereat shall be given in writing to each member of Council by the Registrar not later than 7 days before the date fixed for such a meeting.

- iv. A special meeting of Council may be convened by the Chairman of Council or, in his absence or incapacity, by the President. A special meeting of Council shall also be convened if five members of Council sign a request to that effect.
- v. The quorum of a meeting of Council shall be 50% of the total membership of Council, including the Chairman and the President. Questions shall be decided by consensus or a simple majority of votes cast.
- vi. If the Chancellor is present at a meeting of Council, he shall act as Chairman.
- vii. Where the Chairman of Council is absent or incapacitated, members present shall elect the Chairman from amongst them, who is not a member of the University College.
- viii. The Chairman shall have an original vote and a casting vote

STATUTE 10: STATUTORY COMMITTEES OF COUNCIL

The Council shall set up the following Committees to facilitate its work

- i. Finance and Development Committee
- ii. Appointments and Promotions Committee
- iii. Tender Board/Procurement Committee
- iv. Other Committees from time to time as Council finds necessary

Committee members shall hold office for three years

1. FINANCE AND DEVELOPMENT COMMITTEE

There shall be a Finance and Development Committee of Council, which shall be composed as follows:

(A) Membership

- i. Council Chairman – Chairman
- ii. President – Member
- iii. Two Council Members – Members
- iv. One Representative each of Deans of Faculty – Member
- v. One Representative of Heads of Academic Department who is not serving on another committee of Council – Member
- vi. Finance Officer - Member
- vii. Registrar - Member
- viii. One representative of the SRC - Member

In Attendance

An Assistant Registrar appointed by the Registrar – Secretary

Quorum

The quorum shall be five including the President, and one of the two members of Council.

(B) Powers and Functions of the Finance and Development Committee

The Finance and Development Committee shall be responsible for all matters concerning the acquisition, development, and maintenance of buildings and other property of the University College subject to general policy guidelines, control, guidance, and approval of Council.

The Committee shall, within the available financial resources of the University College, and subject to approval of Council, have power to:

- i) Strategize, facilitate and oversee generation of funds to support approved programmes, projects and activities of the University College.
- ii) Invest and manage the University College funds.
- iii) Take appropriate and necessary steps for the development, care and maintenance of University College property.
- iv) Examine annual budgetary estimates for consideration and approval by Council.
- v) Incur or authorize officials and bodies to incur expenditure on behalf of the institution from University College funds, including any funds generated by a department, faculty or school, within an approved budget and in accordance with the Financial and Stores Regulations.
- vi) Control and regulate expenditure within the University College's approved annual budget, and in accordance with the Stores and Financial Regulations.
- vii) Perform any other functions assigned to it in the University College's Financial and Stores Regulations, subject to any conditions that Council might determine, and carry out any other functions that may be delegated to it by Council.

Additionally, the Committee will be responsible for the following development functions:

- viii) Initiate or consider physical development programmes and projects of the University College for approval by Council.
- ix) Recommend for the approval of Council building programmes as well as any plans required for the physical development of the University College.
- x) Appoint architects, consultants and other professional persons or bodies required for the best implementation of the physical development programmes and projects of the University College.
- xi) Oversee all estate matters.

- xii) Carry out any other functions related to physical development that may be delegated to it by Council.

2. TENDER BOARD/PROCUREMENT COMMITTEE

There shall be a Tender Board/Procurement Committee, which shall be a Committee of the University Council.

(A). Membership

- i. President
- ii. Vice-President
- iii. One Representative of Deans of Faculty
- iv. One Representative of each Heads of Academic Department who is not serving on another Council Committee
- v. Two elected members representing Council
- vi. Two elected members of the Academic Board elected
- vii. One representative of the SRC

In Attendance

- i. Registrar or his representative – Secretary
- ii. Finance Officer
- iii. Director of Works

Quorum

Four including the President and the two representatives of the Board of Directors.

(B) Powers and Functions

The Tender Board/Procurement Committee shall consider contract awards and report to the Finance and Development Committee. As far as possible, award of contract should be in accordance with the Procurement Act.

3. APPOINTMENTS AND PROMOTIONS BOARD FOR SENIOR MEMBERS

There shall be Appointments and Promotions Committee that shall advise the Council on matters of engagement, promotion and discipline of senior members of staff, both academic and administrative.

(A) Membership

i. President	-	-	-	-	-	-	Chairman
ii. Registrar	-	-	-	-	-	-	Member/Secretary
iii. Librarian	-	-	-	-	-	-	Member
iv. Finance Officer	-	-	-	-	-	-	Member
v. Deans	-	-	-	-	-	-	Member
vi. Head of relevant Department	-	-	-	-	-	-	Member
vii. One other Head as appropriate	-	-	-	-	-	-	Member
viii. Representative of Mentoring Institution (If applicable)	-	-	-	-	-	-	Member

(B) Powers and Functions of the Appointments and Promotions Board

Subject to the Statutes of the University College and guidance of the University College Council, the Appointments and Promotions Committee shall perform the following specific functions:

- i. Recommend to the Academic Board the appointment and promotion of academic staff including Professors, Honorary and Visiting Academic Staff.
- ii. Recommend to the University College Council, the engagement and promotion of administrative staff of senior member status of the University College.

In performing these functions, the Committee shall observe the following rules:

- i. Where the substantive rank of the Dean/Head is lower than that of the post being considered, he shall be represented by a Professor or a person of a higher rank than the Dean/Head to chosen by the President.
- ii. In the case of non-teaching Departments where the substantive rank of Acting Head is lower than that of the post being considered the Head shall be represented by the Head of a similar or a cognate Department within or outside the University College.
- iii. Appointment of visiting personnel shall normally be made against departmental or other vacancies.

4. EFFICIENCY MONITORING COMMITTEE

(A) Membership

- i. President - Chairman
- ii. Registrar - Member
- iii. Council Member who is an Accounting expert - Member
- iii. Deans of Faculty – Members
- v. One representative of Senior Staff - Member
- vi. One representative of Junior staff - Member

(B) Functions

- i. To see to implementation of policy of the University College on efficient utilization of resources of the University College.
- ii. To recommend to the Council ways of containing cost of all academic and non-academic activities of the University College.
- iii. To monitor activities of all Sections and Units of the University College to identify any occurrence of waste, and to take steps with a view to eliminating it.
- iv. To, in the performance of its functions, give due cognizance to and avoid duplication of the function of the Finance and Development Committee to “Control and regulate expenditure within the University College’s approved annual budget, and in accordance with the Stores and Financial Regulations.”

STATUTE 11: THE ACADEMIC BOARD

There shall be an Academic Board of the University College as established by this Statute.

(A) Membership

- i. President – Chairman
- ii. The Vice-President
- iii. University College Librarian
- iv. Deans of Faculty/Directors
- v. Dean of Students
- vi. Heads of Academic Department/Schools/Institutes/Centers
- vii. A Representative of the SRC
- viii. A Representative of a Mentoring Institution

- ix. Professorial Status
- x. Registrar: Non-voting Member/Secretary

Quorum:

The quorum shall not be less than half of the members including the Chairman. If a quorum is not obtained within one hour after the time appointed for the meeting, the meeting shall stand adjourned to a date to be determined by the Chairman.

(B) Powers and Functions of the Academic Board

The Academic Board shall:

- i. Formulate and carry out the Academic Policy of the University College.
- ii. Promote research within the University College and request, every year, reports from Departments on research being done.
- iii. Approve regulations for the admission of students to programmes of the University College.
- iv. Approve arrangements for the conduct of examinations and determine dates for holding them.
- v. Receive reports on the conduct of examinations from Faculty/Departmental Boards, and take appropriate measures, where necessary, to improve the quality of examinations.
- vi. Approve regulations on programmes of study and for the award of degrees and other academic distinctions upon recommendation by Departments and Faculty Boards.
- vii. Appoint External Examiners on the recommendations of Faculty/Departmental Boards concerned, and determine the terms and conditions of the appointment.
- viii. Suspend or remove examiners for abuse of office or any other sufficient cause during their term of office and in the case of death, illness or resignation of the Examiner or in the case of his suspension or removal, appoint a substitute.
- ix. In consultation with the affiliate institution, recommend for the award of Degrees, Diplomas, Certificates and other academic distinctions to persons who have pursued in the University College a course of study or research approved by the Academic Board and have satisfied all the prescribed requirements.
- x. Make recommendations to Council on the establishment, combination, abolition, or any changes to a School/Faculty, academic or administrative Department or Section of the University College.
- xi. Recommend to Council the affiliation of other institutions to the University College on such terms and conditions as it may think appropriate.
- xii. Determine the mode and conditions of competitions for fellowships, scholarships, bursaries, medals and other prizes.

- xiii. Review annually the academic organization and programmes of the University College with a view to making the University College education more responsive to the social, economic, health, scientific and technological needs of Ghana.
- xiv. Regulate all matters relating to content and methods of teaching, and student assessment through examinations or otherwise, as the bases for the award of degrees, diplomas and other academic distinctions.
- xv. Determine and control the terms and conditions of research or other academic activities conducted in the University College for which payments are made by the institution or outside bodies.
- xvi. Make regulations for the discipline of Junior Members of the University College as well as for controlling the activities of student organisations
- xvii. Regulate the relationships between the University College and associated institutions especially, overseas and local institutions with which the University College has special links.
- xviii. Consider recommendations from the Appointments and Promotions Committee for appointments and promotions of staff of senior member status for approval by Council
- xix. Make recommendations to Council for appointment of professors and other staff of professorial rank.
- xx. Set up special Boards to supervise the functions of any Institute, School/Faculty, Centre or Department, where appropriate or necessary.
- xxi. Determine whether the period of study, content of courses of study and the standard of examinations passed at another institution and requirements are equivalent and acceptable to those at the University College.
- xxii. Determine an academic calendar to cover the major academic activities for each semester.
- xxiii. Withhold or cancel the certificate of a graduate of the University College for examination malpractice or any justifiable cause.
- xxiv. Order the closure of the University College where normal academic or social life is disrupted for three continuous days, or where other conditions exist to justify the close down.
- xxv. Review the decisions of any of its statutory committees, where necessary or appropriate.
- xxvi. Refer proposals on any matter where, necessary or appropriate, to Convocation for consideration.
- xxvii. Carry out such other functions as may be delegated to it by Council.

STATUTE 12: STANDING COMMITTEES OF ACADEMIC BOARD

Subject to the approval of Council, there shall be such statutory committees of the Academic Board as the Board may from time to time constitute.

The terms of all elected members of Committees and Boards shall be two years at a time, the period to terminate at the end of an academic year.

Elections where necessary/required shall be held as near as can be the beginning of the Second Semester of the Academic year preceding that in which the appointee or person elected is begin his term.

The Standing Committees of the Academic Board shall include the following:

- i. Executive Committee
- ii. Planning and Resource Committee
- iii. Library Committee
- iv. Research, Conferences and Staff Development Committee
- v. Time-Table Committee
- vi. Residence Committee/Housing Committee
- vii. Internal Quality Assurance Committee
- viii. Joint Admissions Board
- ix. Appointments and Promotions Committee (Senior and Junior Staff)
- x. Board of School of Research and Graduate Studies
- xi. Administrative Committee
- xii. Students-Staff Consultative Committee
- xiii. Transport Committee

1. EXECUTIVE COMMITTEE

There shall be an Executive Committee of the Academic Board.

(A). Membership:

The membership of the Executive Committee shall be:

- i. President - Chairman
- ii. Vice-President – Member

- iii. Deans - Members
- iv. Three (3) elected Academic Board Members – Members
- v. Librarian
- vi. Registrar – Member/Secretary

(B). Powers and functions of the Executive Committee

- i. To take such decisions and actions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other functions as may from time to time be delegated to it by the Academic Board.
- ii. To act on behalf of the Academic Board in times of emergency and report to the Academic Board later.

2. PLANNING AND RESOURCE COMMITTEE

There shall be a Planning and Resource Committee of the Academic Board.

(A). Membership:

- i. President - Chairman
- ii. Vice-President – Member
- iii. One representative of the Council - Member
- iv. Deans - Members
- v. Finance Officer - Member
- vi. Registrar – Member/Secretary
- vii. Director of Works – Member
- viii. One co-opted member.

Quorum:

Half the total membership including the President or Vice-President, the representative of the Council, Finance Officer or his Deputy, Director of Works, Registrar or his Deputy is required for Committee to transact business.

(B). Powers and Functions of the Planning and Resource Committee

The Committee shall:

- i. Advise the Academic Board on the future development of the University College on matters regarding academic, physical, financial, and human resource development.
- ii. Advise the Academic Board on appropriate planning models and strategies covering all aspects of the University College's activities.
- iii. Give the general guidelines and directions necessary for the operation of the Planning Unit.
- iv. Advise the Academic Board on matters related to the establishment of new departments as proposed by faculties.
- v. Consider the immediate and long term academic needs of the University College and design appropriate strategies and plans.
- vi. Advise on new courses of study for the University College taking in consideration, the manpower needs of the nation and goals set for the University College.

3. LIBRARY COMMITTEE

(A) Membership

- i. Vice-President - Chairman
- ii. Deans - Member
- iii. Librarian – Member
- iv. A Representative of the SRC - member

In Attendance

Finance Officer

Registrar

Quorum

50% of the membership including the President

(B). Powers and Functions of the Library Committee

Subject to the directions of the Academic Board, the committee shall:

- i. Initiate and formulate policies for the effective and efficient administration of the library.

- ii. Ensure adequate supply and maintenance of books, journals and other library resources to support the academic activities of the University College.
- iii. Administer funds provided for library services.
- iv. Formulate policies for maintaining discipline among staff, students and other users of the library.

4. RESEARCH, CONFERENCES & STAFF DEVELOPMENT COMMITTEE

(A) Membership

- i) President – chairman
- ii) Registrar – member
- iii) One (1) representative from each faculty – members
- iv) Two (2) members elected by the Academic Board – members
- v) Deans – members
- vi) Librarian – Member
- vii) Finance Officer – member

(B) Functions and Powers of the Research, Conferences & Staff Development Committee

- i. To take appropriate actions on grants for research, conferences and scholarships as may be approved by the Academic Board from time to time.
- ii. To keep under regular review staff development policies.

5. TIME-TABLE COMMITTEE

(A) Membership

- i. Chairman – Appointed by the President
- ii. Representatives from the Faculties– Members
- iii. Representative of the Registrar - Member
- iv. One SRC representative – Member
- v. Examinations Coordinator – Member/Secretary

(B) Functions

- i. To draw up a composite time-table each for teaching, examinations, clinical, laboratory and other practical works as appropriate.
- ii. To ensure dissemination to appropriate Departments, Sections and individual officers or staff members.

6. RESIDENCE COMMITTEE

There shall be a Residence Committee with the following:

(A) Membership

- i) Vice-president – chairman
- ii) Dean of Students – member
- iii) Staff Heads of University College Hostels/Halls – members
- iv) Student Presidents of University College Hostels/Halls
- v) President of the SRC
- vi) Estate Officer
- vii) Registrar/Representative

Quorum

50% of membership including the Vice-president

(B) Functions

- i) Select suitable hostels for students and recommend appropriate hostel fees.
- ii) Supervise the allocation of students to hostels.
- iii) Promote the welfare of students, especially those in residence.
- iv) Provide accreditation to private hostels
- v) Enforce the relevant rules and regulations as provided in the Student Handbook.
- vi) Assess private hostels periodically and publish assessment report to inform student selection of private hostels
- vii) To advise Academic Board on matters relating to the conduct of Junior members in the Halls of Residence

7. INTERNAL QUALITY ASSURANCE COMMITTEE

Membership

The Vice President	-	Chairperson
Deans/Director		
Director of Quality Assurance		
SRC Representative		
Assistant Registrar (Academic)	-	Secretary

Functions:

The functions of the Committee include:

- i. Ensuring the organisation of periodic review of programmes and courses within Faculties and Departments.
- ii. Ensuring that quality assurance procedures and practices within Faculties and Departments meet the needs of the University College and the requirements of outside bodies including the National Accreditation Board.
- iii. Overseeing the external examiner system of the University College
- iv. Monitoring the use of feedback from students within Faculties and Departments
- v. Approving systems used by Faculties and Departments for establishing appropriate standards of courses and programmes and the validation of new courses and programmes.
- vi. Disseminating good practices in quality assurance, as identified through the work of the Committee.
- vii. Overseeing and monitoring the effective implementation of internal and external review recommendations and dissemination of enhancements identified in reviews

8. JOINT ADMISSIONS BOARD

A) Membership

President - Chairperson
Deans of Faculty /Directors
Registrar

Functions:

- i. To approve selection of candidates recommended by Faculty Admissions Board
- ii. To make recommendations to the Academic Board on admission policy

9. APPOINTMENT AND PROMOTIONS COMMITTEE FOR SENIOR/JUNIOR STAFF

(A) Membership

- i. Vice-President - Chairman
- ii. Registrar - Member
- iii. Finance Officer - Member
- iv. One person (elected by the Academic Board)
- v. One external assessor (nominated by the Registrar)

vi. Head of the Department concerned

(B) Powers and Functions of the Appointments and Promotions Committee for Senior/Junior Staff

- i. To make recommendations for the appointment and Promotion of Senior and Junior Staff

10. BOARD OF SCHOOL OF RESEARCH AND GRADUATE STUDIES

A) Membership

Dean - Chairperson

Director of Research

Deans of Academic Faculties

One Representative of each Faculty not below Professorial rank (elected by each Faculty)

Two Professors (elected by the Academic Board from its membership)

Librarian

Faculty Officer - Secretary

(B) Functions:

- i. To formulate rules and regulations for the conduct of higher degrees and graduate diplomas.
- ii. To receive and approve graduate programmes submitted by Faculty Graduate Committees.
- iii. To approve admission of candidates for graduate studies.
- iv. To approve results of higher degrees and graduate diploma examinations and recommend same to the Academic Board for the award of degrees and diplomas.
- v. To liaise with the International Relations Office to establish academic linkages with institutions of higher learning.
- vi. To organize workshops on research skills and proposal writing for Senior members and graduate students.
- vii. To liaise with Faculty/Departments in the promotion of inter-faculty research.
- viii. To keep a register of national and international research funding agencies.
- ix. To source funding for research.

11) ADMINISTRATIVE COMMITTEE

(A). Membership

The President- Chairperson
Registrar

Finance Officer
Librarian
Deans/Director
Internal Auditor
Assistant Registrar (Human Resource)
Assistant Registrar (Academic)
Director of Quality Assurance
Estate Officer/Manager

(B) Functions:

To serve as an advisory body to Management

12) STUDENT – STAFF CONSULTATIVE COMMITTEE

(A) Membership

President- Chairman
Registrar
Finance Officer
Deans/Directors
Librarian
Internal Auditor
Assistant Registrar (Academic/HR/Operations)
Executive of SRC

(B) Functions

- i. To receive reports from the Faculty/Departmental Staff and Student Consultative Committees, and make appropriate recommendations to the Academic Board

13) TRANSPORT COMMITTEE

(A)Membership

President Chairman
Registrar
Finance Officer
Transport Officer/Chief driver
A Representative of the Internal Auditor
One Representative (elected by each Faculty Board)

(B) Functions

- i. To undertake needs assessment
- ii. To recommend to the Academic Board policy guidelines for operating an efficient transportation system
- iii. To monitor and ensure the implementation of the transportation policy

STATUTE 13: THE PRESIDENT

- i. There shall be a President of the University College to be appointed in the manner provided by the statutes to serve under the Council as the Chief Executive, i.e. the chief academic and administrative head, and the chief disciplinary officer of the University College. The Principal shall by virtue of his office be a member of the Council, Congregation, Convocation, Academic Board and of every standing committee of Council and of the Academic Board.
- ii. The President shall, under the Council, be responsible for organizing and conducting the academic, financial and administrative business of the University College, and for promoting efficiency and order in the University College in accordance with these statutes, Council, and Academic Board decisions.
- iii. The President shall have overall authority over the financial and administrative staff and shall submit annually through the Academic Board to the Council a statement of staff requirements and positions, which in his opinion, are necessary for the efficient transaction of University College business, together with an estimate of the expenditure required for the maintenance of such staff.
- iv. It shall be the right and duty of the President to advise Council and the Academic Board on all matters affecting policy, finance, governance and administration of the University College, and for this purpose he shall have unrestricted rights of attendance and speech at all meetings of the Council and of all University College bodies, whether executive or advisory, which are charged with the consideration of such matters.
- v. The President shall keep the Academic Board informed of decisions of Council and shall also keep Council informed of all major decisions of the Academic Board.
- vi. The President shall appoint all employees of the University College, other than Senior Members, in accordance with the procedures and terms laid down by Council.
- vii. The President shall have the power to delegate any of the functions assigned to him by these statutes to such office holders or senior members of the University College as shall seem appropriate to him.
- viii. During a vacancy in the office of the President through resignation or death, or any cause which incapacitates him in the performance of his functions and duties, the Vice-President shall act as President until a new President is appointed.
- ix. When a vacancy occurs or is about to occur in the office of the President, a Search Committee shall be constituted as follows:
 - a) A chairman appointed by Council.
 - b) Two non-Academic Board and non-student members of Council to be appointed by Council.
 - c) Two members of the Academic Board to be elected by the Academic Board.
 - d) The Registrar shall act as Secretary.

- x. The Search Committee, after making such enquiries as it thinks fit, shall propose to Council the names of not more than two candidates for one to be appointed by Council.
- xi. The tenure of the President shall be for an initial period of four years, subject to renewal on approval by Council.

OTHER OFFICERS

STATUTE 14: VICE-PRESIDENT

- i. There shall be a Vice-President of the University College.
- ii. In the appointment of the Vice-President, the President shall nominate three academic members of professorial or senior member status to be voted on by Convocation. The names of the two persons with the highest number of votes shall be submitted to Council, which shall appoint one as the Vice-President.
- iii. The Vice-President shall not hold any other administrative post.
- iv. The Vice-President shall hold office for a period of two years and shall be eligible for re-appointment to a second term only.
- v. The President may delegate some of his responsibilities to the Vice- President to handle.
- vi. In the event of a temporary absence of the President by incapacity or absence from the University College, the Vice-President shall perform the functions and duties of the President.
- vii. In the event of a temporary absence from the University College of both the President and the Vice-President, or during a simultaneous vacancy in both offices, the most senior Dean shall act as President unless otherwise determined by Council. The seniority shall be determined by academic standing, length of service as Dean and, in the event of equality in both respects, by age.
- viii. During a vacancy in the office of the President through resignation, death or any other cause which incapacitates him to perform his functions and duties, the Vice-President shall act as President until a substantive President has been appointed.
- ix. The Vice-President may resign his office by letter addressed to the Council Chairman through the President.

STATUTE 15: REGISTRAR

- i. There shall be a Registrar of the University College, who shall be appointed by Council to act as Secretary to Council as non-voting member.
- ii. The Registrar's appointment shall be by tenure for an initial period of four years subject to renewal by Council.

- iii. The Registrar shall be the Chief Administrative Officer of the President and the University College and shall be responsible for the general administration of the University College.
- iv. The Registrar's department shall be responsible for providing secretarial services for all Boards and Committees of Council and the Academic Board and its sub-committees.
- v. He shall be an ex-officio member of all major Boards and Committees of Council and the Academic Board with non-voting rights.
- vi. The Registrar shall be responsible for the custody of the University College seal and for affixing it to documents in accordance with the directions of Council or Academic Board.
- vii. The Registrar shall cause to be published at the end of each semester all the policy decisions of Council and the Academic Board.
- viii. Where a vacancy occurs or is about to occur in the office of the Registrar, a Search Committee shall be constituted by Council as follows:
 - a. Chairman of the Committee to be appointed by Council, not necessarily from its membership.
 - b. Two members of Council appointed by Council.
 - c. Two members of the Academic Board who shall be of professorial status. Where there are no members of professorial status two Deans of Faculty shall be appointed.
- ix. The Search Committee, after making such inquiries as it thinks fit, shall recommend not more than three (3) candidates to Council, one of whom shall be selected for appointment by Council.

STATUTE 16: FINANCE OFFICER

- i. There shall be a Finance Officer who shall be appointed by Council on the recommendation of the Appointments and Promotions Committee.
- ii. He must be a member of a recognized professional accounting body.
- iii. He must have considerable post-qualification experience in a tertiary institution, practicing firm, industry or public service.
- iv. He shall be responsible to the President for the management and administration of the finances of the University College in accordance with the Financial and Stores Regulations and any other accounting principles and practices.
- v. He shall be required to inform and advise the President on the state of the finances of the University College on request.

- vi. He shall ensure that proper books of accounts and records of assets and liabilities of the University College are kept in accordance with the Financial and Stores Regulations and any other accounting principles and practices.
- vii. He shall prepare quarterly financial statements for the consideration of Council, and any other statements as Council may request.
- viii. He shall receive revenue and contributions to the University College from various sources including fees paid by students, charges, and fees in respect of services rendered by or through the University College.
- ix. He shall offer any professional assistance to both internal and external auditors in the discharge of their duties.
- x. He shall be responsible for preparing a draft budget for the University College.
- xi. He shall prepare quarterly management accounts for the consideration of the President.
- xii. He shall prepare annual accounts for the consideration of Council.
- xiii. He shall afford every facility to both Internal and External Auditors in the performance of their functions.
- xiv. The Finance Officer's appointment shall be four (4) years in the first instance, and may be renewed subject to a report of satisfactory performance from the President.

STATUTE 17: INTERNAL AUDITOR

- i. There shall be an Internal Auditor who shall be responsible to the President in the discharge of his duties.
- ii. He must be a member of a recognized professional accounting body.
- iii. He must have considerable post-qualification experience in a practicing firm, tertiary educational institution, industry, or public service.
- iv. He shall perform general and specific auditing of accounts of the University College.
- v. His duties shall include the following:
 - a) Ensuring adherence to the provisions in the Financial and Stores Regulations of the University College.
 - b) Provision of monitoring service for the President in terms of staff compliance with established general accounting policies and procedures.
 - c) Ensuring accuracy and reliability of financial records and information needed for decision-making.

- d) Enforcement of internal controls for enhancing performance, prevention of errors, waste, fraud and for protecting the assets of the University College.
- vi. The Internal Auditor may hold office for four (4) years in the first instance, subject renewal based on satisfactory report from the President.

STATUTE 18: THE LIBRARIAN

- i. The Librarian shall be appointed by Council on the advice of the Appointments and Promotions Committee.
- ii. He would be directly responsible to the President.
- iii. He shall manage the Library Staff effectively to support the teaching and research objectives of the University College.
- iv. He shall ensure the organization and maintenance of a well-equipped Library to promote the academic activities of the University College.
- v. He shall maintain discipline among staff, students and users of the library and its resources.
- vi. He shall have regular consultations with the Heads of Academic Departments /Faculties to determine their requirements of books, periodicals and equipment for the University College Library.
- vii. The period of appointment is four years in the first instance but renewable upon satisfactory performance confirmed by the President.

STATUTE 19: DEAN OF STUDENTS

- i. There shall be a Dean of Students of a professorial or other senior Lecturer status who shall be appointed by Council on the recommendation of the Academic Board acting on the advice of the Executive Committee.
- ii. The Dean of Students shall have responsibility for the welfare of Junior Members of the University College in relation to academic, residential and social matters.
- iii. He shall exercise his responsibilities through the Vice-President under the direction of the following:
 - a) Academic Board
 - b) Executive Committee
 - c) Residence Committee
- iv. In the performance of his duties and functions, he shall liaise with Heads of Department/Faculty, the Registrar, Hall/Hostel Managers, and the Students Representative Council.

STATUTE 20: STRUCTURE OF FACULTIES AND DEPARTMENTS

There shall be in the University College such Faculties and Departments and such other academic units as Council may establish on the recommendation of the Academic Board.

A: Composition of Board of Faculty

There shall be in each Faculty a Board whose membership shall consist of the following:

- i. The Dean of Faculty as Chairman.
- ii. Professors and Associate Professors within the Faculty.
- iii. Faculty members of the Academic Board elected by the Faculty.
- iv. All Heads of Department within the Faculty.
- v. One other member of each Department elected by the academic senior members of the Department.
- vi. One representative from each other Faculty.
- vii. One representative of students selected by students of the faculty
- viii. Subject to the approval of the Academic Board such other persons as may be determined by the Faculty Board.
- ix. The School/Faculty Officer shall be the Secretary.
- x. The terms of office of members of the School/Faculty Boards other than Heads of Departments, Professors and Associate Professors in the Faculty shall be two years. Such members of the Board shall be eligible for re-election.
- xi. Each School/Faculty Board shall meet at least twice each semester. Emergency meetings of a Faculty or School Board may be called by the Dean at any time by giving at least 24 hours' written notice to members.
- xii. A special meeting of the 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 be considered at the special meeting. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.
- xiii. The quorum for a meeting or a Faculty Board shall be fifty percent (50%) of the total membership.
- xiv. In the absence of the Dean, the Board meeting shall be chaired by the most senior Head of Department.

B: Powers and Functions of Faculty Board

Subject to this statute and resolutions of the Academic Board, the powers and functions of each School or Faculty Board shall include the following:

- i. Determine all matters relating to teaching and research in the programmes offered in the School or Faculty.

- ii. Recommend, subject to the approval of the Academic Board, the syllabi, schemes of instruction and the regulations for examinations in the courses of the School or Faculty.
- iii. Determine all matters relating to the academic progress of students following schemes of instruction, study and research within the Faculty or School and to keep appropriate records on them.
- iv. Ensure the provision of adequate facilities for research in the course areas assigned to the School or Faculty and to co-ordinate the teaching and research programmes of the various Departments of the School or Faculty.
- v. Hold examinations and organise any activities required for assessing student academic performance for purposes of progression or graduation.
- vi. Recommend to the Academic Board, External Examiners for appointment.
- vii. Make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees), diplomas, certificates, fellowships, scholarships, prizes and other academic distinctions within the Faculty.
- viii. Submit proposals to the Academic Board for the academic development of the Faculty or School.
- ix. Discuss any matters relating to the work of the Faculty or School and express an opinion, where necessary, to the Academic Board.
- x. Deal with any and, if requested, to report on any matter referred to it by the Academic Board.
- xi. Constitute such other sub-committees as it may consider necessary in the discharge of its functions.
- xii. Appoint Examiners of the Faculty to constitute the Board of Examiners of the Faculty which shall consider and recommend the faculty's examinations results for approval.

STATUTE

21 OFFICE OF DEAN OF FACULTY

- i. Each Faculty shall be headed by a Dean who shall be elected from among senior members of professorial status.
- ii. A Dean shall normally hold only one administrative post. Where a Head of Department position in the faculty is vacant for any reason, the Dean shall act as a Head of Department until a substantive head is appointed.
- iii. Where there are no academic senior members of professorial status in the Faculty, the Dean shall be elected from amongst the most senior members of the Faculty.
- iv. Where there is only one academic senior member of professorial status, he shall obtain at least 50% of the votes cast. If he fails to obtain 50% of the votes cast, then the provision of Section (iii) above shall apply.

- v. Where a Faculty has been unable to elect a Dean, the President in consultation with the Executive Committee shall recommend to Council a suitable person preferably in the Faculty or School for appointment as Dean for the academic year.
- vi. All academic senior members of a Faculty, except cognate members, are eligible to vote in the election of the Dean of the Faculty as the case may be.
- vii. A person elected as Dean shall be formally appointed by Council on the recommendation of the Academic Board.
- viii. A Dean shall hold office for a period of three years if he is of professorial status, and shall be eligible, upon completion of his term of office, for re-election and re-appointment.

He shall not be re-elected for a third term of office unless at least two years have elapsed from the date he last held office.

- ix. Where a Dean is not of Professorial status, he shall hold office for two years and shall be eligible for re-election and re-appointment. He shall not be re-elected for a third term of office unless at least two years have elapsed from the date he last held that office.
- x. The Dean of Faculty or School shall be responsible to the President for providing leadership in the Faculty or School and for maintaining and promoting the efficiency and good order of the Faculty or School in accordance with these Statutes or as may be determined from time to time by Council, the Academic Board and Faculty or School Board.
- xi. The Dean shall be the Chairman of the Faculty or School Board and Head of the Faculty or School.
- xii. He shall, in consultation with the Heads of Department, have responsibility for the postgraduate training of the Faculty's or School's own graduates and lecturers on study leave.
- xiii. He shall co-ordinate the work of the Departments within the Faculty or School.
- xiv. He shall consult with the Heads of Department in the Faculty or School in the execution of his duties.
- xv. Council may, acting on the advice of the Academic Board, withdraw its approval of the appointment of a Dean for good cause, such as incompetence, abuse of office, or for any action, which in the opinion of Council, seeks to bring that office in disrepute.

STATUTE 22: DEPARTMENTAL BOARDS

- i. Each Academic Department shall have a Board of Department composed of all senior members of the Department. The Board shall meet at least twice each semester in order to:
 - a) Plan and evaluate its work.

- b) Consider the general organization and regulation of courses and research in the Department.
- c) Consider the Departmental budget.
- d) Consider matters referred to it by the Faculty or School Board.
- ii. Meetings of the Departmental Board shall be convened by the Head of Department at such times as he may decide, but he shall convene a special meeting at the written request of at least one-third of the senior members of the Department submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven days of receipt of the request.
- iii. A Departmental Board may be constituted into a Board of Graduate Studies for the purpose of considering matters relating to higher Degrees in the disciplines of the Department and for this purpose, members from cognate Departments may serve on it.
- iv. Copies of minutes of the Departmental Board meetings shall be sent to the Dean of the Faculty, the Registrar, and the President for their information.

STATUTE 23: APPOINTMENT AND FUNCTIONS OF HEADS OF ACADEMIC DEPARTMENT

(A) Appointment

- i. Each Department in a Faculty or School shall have a Head who shall be appointed by the President in consultation with the Dean of the Faculty or School.
- ii. The appointment of a Head of an Academic Department who is of a professorial rank shall be for a period of three years at a time and he shall be eligible for a second term only. A Head of Department of a non-professorial rank shall be appointed for two years at a time. The title "Head of Department" shall be used whether the incumbent is of professorial rank or not.
- iii. When a vacancy occurs in the Headship of an Academic Department, the Dean of the Faculty or School concerned shall present the names and the curriculum vitae of the three most senior academic members of the Department with his recommendation(s) to the President for consideration after the necessary consultations with the Department concerned. The President shall then appoint one of them as the Head.
- iv. The appointment of an Academic Head of Department of a professorial status shall not be renewed after he has served the maximum number of terms. The Academic Head of Department shall be eligible for re-appointment only after three years have elapsed from the date he last held that office unless there are exceptional circumstances.
- v. The appointment of an Academic Head of Department of a Professorial status shall not be renewed after he has served the maximum number of terms. He shall

be eligible for re-appointment only after three years have elapsed from the date he last held that office unless there are exceptional circumstances.

(B) Functions:

- vi. It shall be the responsibility of the Head of Department with the approval of the Academic Board to organize the teaching programme, maintain acceptable standards of teaching, provide for the examination of students, ensure that practical training is carried out, where applicable, and ensure that adequate facilities are available for research
- vii. The Head of Department shall, in consultation with members of Department, be responsible for recommending to the Faculty Board the development of syllabi and courses as well as promotion of research in the Department.
- viii. The Head of Department shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff, and subject to the statutes, for the maintenance of discipline in the department.
- ix. He shall liaise with other Departments, Faculties, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department after consultation with the Departmental Board.
- x. He shall consult with the Dean on matters affecting his Department and the Faculty or School.
- xi. In the absence of a Head of Department for a period exceeding three months the President shall in consultation with the Dean of the Faculty appoint another member of the Department to act.

STATUTE 24: TERMS OF APPOINTMENT OF SENIOR MEMBERS

- i. The terms of appointment of Senior Members shall be specified in their letters of appointment. In addition, the following provisions shall be observed:
- ii. Each Academic Senior Member shall conform to such directives and regulations as have been or shall be given and adopted by the Academic Board and approved by Council as his duties.
- iii. Each Academic Senior Member shall give to the work of the Department and to its units, such time and labour as shall be sufficient. He shall not engage in any other gainful employment, which interferes with his normal duties except with the President's approval.
- iv. Consultancy services may be rendered provided that:
 - a) Such projects are integrated in the research and teaching programmes of the various Faculties and Departments and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his official duties.

- b) The Senior Member has obtained the written permission of the President through his Head of Department before engaging in consultancy work.
- c) The Head of Department ensures that a Senior Member does not undertake any outside work if his normal duties would be disrupted.
- d) Where abuses of the facility are proved, appropriate disciplinary action under the statutes shall be taken by the President.

STATUTE 25: RESIGNATION, RETIREMENT, AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS

- i. Except as may otherwise be provided by Council, a Senior Member may resign his appointment and thereby terminate his engagement with the University College on giving, in writing under his signature the President, at least, six months' notice terminating on the last day of the academic year.
- ii. Except as may be otherwise provided in special cases by Council, a Senior Member appointed to a full-time post in the University College on a renewable contract or till retirement shall retire from his appointment and all other offices at the end of the academic year following the date on which he attains the retiring age as specified by the Constitution of Ghana. For the purposes of this clause, the academic year is normally presumed to end on the 30th day of September.
- iii. Council may terminate the appointment of any Senior Member of the University College by giving notice of termination of the appointment the length of which shall not be less than the minimum period by which the person is required by his contract with the University College to give notice of resignation. Council, however, reserves the right to terminate the appointment of a Senior Member on a shorter notice on grounds of proven incompetence or serious misconduct.
- iv. The person concerned shall, before the termination of his appointment becomes effective, have the right to appeal to Council within one month of receipt of the notice.
- v. Where a person appeals against a notice of termination of his appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect, and Council's decision shall not be subject to further appeals within the University College.

STATUTE 26: DISMISSAL OF SENIOR MEMBERS AND VACATION OF POST

(A) Dismissal

- i. Any Senior Member of the University College may be removed from office for good cause by Council, but he shall not be dismissed unless:
 - a. There has been an investigation relating to his case by a Disciplinary Committee as provided for in these statutes and the person concerned has

been permitted to appear to defend himself in person and the report of the Disciplinary Committee has been considered by Council.

- b. He has been notified in writing of the grounds for his dismissal.
- c. The decision of Council shall not be subject to further appeal within the University College.
- d. For the purpose of this Statute, the interpretation of “good cause” shall include but not restricted to:
 - ii. Conviction by a court of law for any offence which Council considers to be such as to render the person concerned unfit for the discharge of his official duties.
 - iii. Conduct of a scandalous or disgraceful nature, which is incompatible with his position as a senior member of the University College.
 - iv. Any conduct which is likely to bring a senior member’s office or the University College into disrepute.
 - v. Conduct, which Council considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his office or to comply with the terms of appointment.

(B) Vacation of Post

A Senior Member who absents himself from duty for a period of more than ten consecutive days without written permission or any reasonable explanation shall be deemed to have vacated his post and his appointment may forthwith be terminated.

STATUTE 27: TERMS OF APPOINTMENT OF STAFF OTHER THAN SENIOR MEMBERS

- i. The terms of appointment of staff other than Senior Members shall be specified in their letters of appointment. In addition, the following provisions shall be observed:
- ii. Each Staff Member shall conform to such directives and regulations as have been or shall be given and adopted by the Academic Board and approved by Council as his duties.
- iii. Each Staff Member shall give to the work of the Department and to its units, such time and labour as shall be sufficient. He shall not engage in any other gainful employment, which interferes with his normal duties except with the President’s approval.

STATUTE 28. DISCIPLINE OF STAFF OTHER THAN SENIOR MEMBERS

Any member of staff of the University College being a Senior or Junior Staff as defined in this Statute may be disciplined for good cause by the President, provided that:

- i. The President may be advised by, or shall consult with, the relevant Dean, or Head of Department to discipline the staff.
- ii. The person concerned has been notified in writing of the grounds on which consideration is being given for the disciplinary action, and has been given a reasonable opportunity to defend himself before a Disciplinary Committee constituted by the President.

STATUTE 29: DISCIPLINE OF JUNIOR MEMBERS (STUDENTS)

Any individual or collective action which threatens to disrupt or does disrupt the academic and/or normal life on campus or which brings the University College into disrepute shall be a major offence for which the appropriate major penalties shall be imposed.

- i. It shall be the responsibility of the President in consultation with the relevant Dean of Faculty/School and Head of Department or the Dean of Students and the relevant Hall Council, and subject to the Statutes and regulations to institute appropriate measures for the discipline of Junior Members of the University College.
- ii. The President may delegate such authority as shall seem appropriate to him.
- iii. Where a breach might result in dismissal, such matter shall be referred to the President, who shall refer same to the Academic Board for decision.
- iv. The person concerned must be notified in writing of grounds on which disciplinary action is being taken against him and must be given reasonable opportunity to defend himself before a disciplinary committee set up by the Academic Board.

STATUTE 30 FUNCTIONS AND PROCEDURES OF THE DISCIPLINARY COMMITTEE FOR SENIOR MEMBERS

- i. There shall be a Disciplinary Committee responsible to the Council through the Academic Board to determine cases of disciplinary offences referred to it. Disciplinary offences shall include but are not limited to those listed in statutes 26 and 27.
- ii. The Disciplinary Committee shall be constituted as follows:
 - a) Vice-President/ someone appointed by the President - Chairman
 - b) Deans of Faculties – Members.

- d) Two representatives of the Academic Board - Members
 - e) Head of Department concerned - Member
 - f) Registrar – Member/Secretary
 - g) Quorum: Fifty percent of the membership
- iii. In all proceedings of the Disciplinary Committee, the Senior Member affected shall be entitled to written notice stating the disciplinary offences against him for the purpose of enabling him to explain and defend his conduct. The Senior Member concerned shall be entitled to call witnesses on his behalf and the Disciplinary Committee shall similarly be entitled to call and to hear witnesses.
 - iv. A Senior Member appearing before a Disciplinary Committee shall, if he so wishes, be represented by Counsel provided he notifies the Committee in writing at least two days before the first sitting of the Committee. If the request is made for the first time during a sitting of the Committee, proceedings for that day shall be adjourned. Where the suspect requires legal representation, the membership of the Disciplinary Committee should be expanded to include a Legal Counsel for the University College. **S**
 - v. When a Senior Member has been charged with a disciplinary offence which in the opinion of the President is serious or prejudicial to the proper discharge of the duties of his duties, the President as the Chief Disciplinary Officer of the University College, may suspend him, in pursuance of his powers, from his duties and all other functions in the University College pending the determination of his case by the Disciplinary Committee. His salary, however, shall not be altered until the matter is determined by the Disciplinary Committee, and if an appeal follows, by Council. The Principal shall report the circumstances leading to such an action to the Academic Board and Council at their next meeting.
 - vi. The report of the Disciplinary Board shall be communicated to the Academic Board at its next meeting by the President for its consideration and recommendations to Council.
 - vii. A Senior Member adversely affected by any decision of Council may appeal to Council for a review of the decision, stating the grounds for the appeal.
 - viii. The decision of Council after review of its original decision shall be final so far as the University College is concerned.

STATUTE 31: FUNCTIONS AND PROCEDURES OF THE DISCIPLINARY COMMITTEE FOR STAFF OTHER THAN SENIOR MEMBERS

- i. There shall be a Disciplinary Committee responsible to the Council through the Academic Board to determine cases of disciplinary offences referred to it. Disciplinary offences shall include but are not limited to those listed in statutes 43 and 44.
- ii. The Disciplinary Committee shall be constituted as follows:
 - a) A Dean appointed by the President - Chairman
 - b) Two representatives of the Academic Board who are senior staff - Members
 - c) Head of Department concerned - Member
 - d) Deputy Registrar/Senior/Assistant Registrar – Member/Secretary
 - e) Quorum: Fifty percent of the membership
- iii. In all proceedings of the Disciplinary Committee, the Staff affected shall be entitled to written notice stating the disciplinary offences against him for the purpose of enabling him to explain and defend his conduct.

The staff concerned shall be entitled to call witnesses on his behalf and the Disciplinary Committee shall similarly be entitled to call and to hear witnesses.
- iv. A staff appearing before a Disciplinary Committee shall, if he so wishes, be represented by Counsel provided he notifies the Committee in writing at least two days before the first sitting of the Committee. If the request is made for the first time during a sitting of the Committee, proceedings for that day shall be adjourned. Where the suspect requires legal representation, the membership of the Disciplinary Committee should be expanded to include a Legal Counsel for the University College.
- v. When a staff has been charged with a disciplinary offence which in the opinion of the President is serious or prejudicial to the proper discharge of the duties of his duties, the President as the Chief Disciplinary Officer of the University College, may suspend him, in pursuance of his powers, from his duties and all other functions in the University College pending the determination of his case by the Disciplinary Committee. His salary, however, shall not be altered until the matter is determined by the Disciplinary Committee, and if an appeal follows, by Council. The President shall report the circumstances leading to such an action to the Academic Board and Council at their next meeting.
- vi. The report of the Disciplinary Board shall be communicated to the Academic Board at its next meeting by the President for its consideration and recommendations to Council.

- vii. A staff adversely affected by any decision of Council may appeal to Council for a review of the decision, stating the grounds for the appeal.
- viii. The decision of Council after review of its original decision shall be final so far as the University College is concerned.

STATUTE 32: DISCIPLINARY RULES

- i. These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and students of the University College.
- ii. 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 a duty imposed on him, or which contravenes any regulation, instruction, or directive relating to senior members, senior staff or Junior Members of the University College or which is otherwise prejudicial to the efficient functioning of the University College or tends to bring the University College in disrepute shall constitute a misconduct.
- iii. Without prejudice to the generality of statutes 26 and 27, it shall also be a misconduct for a senior member, senior staff or junior staff of the University College to:
 - a) Be absent from duty without leave or reasonable excuse.
 - b) Be insubordinate.
 - c) Use, without the consent of the appropriate authority, any property of the University College for a purpose not connected with the work of the University College or not within the scope of the person's responsibilities.
 - d) Engage in any activity which is likely to bring the University College into disrepute or cause disorder in the University College.
 - e) Engage in any gainful occupation outside the University College without the written consent of the President.
 - f) Reveal confidential information to anyone not entitled to such information.
 - g) Verbally or physically assault any member of staff of the University College.
 - h) Travel outside the country without written permission of the President during the period when University College is in session.
- iv. It shall be misconduct for a junior member of the University College to:
 - a) Be absent from lectures, or fail to participate in other prescribed assignments without permission or reasonable excuse.

- b) Be insubordinate.
- c) Address senior members of the University College or other officials or staff of the University College in insulting or disrespectful language or manner.
 - d) Indulge in any anti social activities while in residence or outside the campus which tend to bring the University College in disrepute.
 - e) Engage in any form of examination malpractice.
- v. For breaches of any of the provisions of Rules ii, iii, and iv of this statute, any of the following penalties, as appropriate, may be imposed through disciplinary proceedings:
 - a) Dismissal.
 - b) Termination of appointment.
 - c) Suspension for a stated period with or without pay.
 - d) Reduction in rank.
 - e) Deferment of increment, that is, postponement of date on which the next increment is due, with corresponding postponement in subsequent years.
 - f) Stoppage of increment, i.e. non-payment of increment otherwise due for a specified period.
 - g) Loss of pay for the period the member of staff absents himself from work without permission or reasonable cause.
 - h) Rustication.
 - i) Withholding of certificate for a period of time not exceeding three academic years.
 - j) Cancellation of certificate and banishment from writing University College examination for a period of three academic years.
 - k) Reprimand.
 - l) Warning.
- vi. For the purpose of this rule penalties (a) to (j) shall be treated as major penalties and shall be imposed only by the President, the Academic Board or Council as the case may be. The other penalties shall be treated as minor ones, which could be imposed by the appropriate authority. Only Council has the power to dismiss or terminate the appointment of Senior Members.

- vii. Any person affected by any decision of the President or the person or body to whom he has delegated authority shall have the right of appeal as prescribed by the rules of this statute.
- viii. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
- ix. Where the circumstances show that a major penalty should be imposed in any disciplinary proceedings, he shall appoint officers of the University College above the rank of the person who is the subject of the disciplinary proceedings to conduct an inquiry into the charges and make appropriate recommendations to him as follows:
 - a) In the case of Junior Staff the President shall appoint an ad hoc committee on which a Junior Staff shall serve.
 - b) In the case of Senior Staff, the President shall appoint an ad hoc committee on which a Senior Staff shall serve.
 - c) In the case of a Senior Member, the President shall refer the matter to the Disciplinary Committee established under statute 47 to conduct an inquiry in the charges and make appropriate recommendations to Council after consideration by the Academic Board.
- ix. In every case where a disciplinary enquiry is to be conducted under Rule 9 of this statute, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he proposes to defend himself. He shall also be entitled to be accompanied to the inquiry by a friend and to call witnesses on his behalf and to hear witnesses against him.
- x. If no reply is received within the time specified in the notice Disciplinary Board or Committee will proceed against him, with or without him.
- xi. A person, other than a Junior Member of the University College, adversely affected by any decision of the President shall be entitled to appeal, within fourteen days of notification to him of the decision, to the University College Council whose decision shall be final. In the case of minor penalties, any person adversely affected by a disciplinary decision may within fourteen days, appeal to the President.
- xii. All major penalties imposed on Junior Members shall be subject to ratification by the Academic Board.

STATUTE 33: CONVOCATION

(A) Membership

There shall be Convocation of the University College with the following membership:

- i. Chairman elected by Convocation

- ii. The President
- iii. The Vice-President
- iv. The Registrar
- v. Deans of Faculty/Schools; Heads of Department
- vi. Dean of Students Affairs
- vii. All Senior Members (Academic)
- viii. All Senior Members (Administrative)
- ix. Two elected representatives from the Alumni Association
- x. Any other persons holding Senior Member positions in the University College who are approved by the Academic Board for Convocation membership. Persons in the foregoing categories, other than Heads of Department, whose appointments are for a year or less, shall not be entitled to vote in any proceedings of Convocation.
- xi. A register containing the names of all persons who are members of Convocation as prescribed above shall be kept by the Registrar of the University College and the Registrar shall give prescriptive evidence that a person whose name appears in it is a member of Convocation, and is entitled to vote at Convocation, unless he is not qualified by reason of Statute 28 (vi).

(B) Functions of Convocation

- i. In addition to any other powers or functions granted by these Statutes to Convocation, it shall be the function of Convocation to appoint scrutineers for any statutory elections.
- ii. Express its opinion on any matters affecting the University College and petition the Council and/or the Academic Board to reconsider any matter that in its opinion affects the welfare of the University College.
- iii. Receive an Annual Report from the President on the state of the University College.
- iv. Elect Convocation representative(s) on Council.

(C) Meetings of Convocation

- i. The Chairman of Convocation shall convene a regular meeting of convocation at least once each semester. At one of such meetings, the President shall report on the state of the University College and his future plans.
- ii. The regular meetings of Convocation shall take place at such time as the chairman shall determine.

- iii. Upon the request in writing of not less than twenty members of Convocation stating the purpose for which the meeting is to be called, the Chairman shall within seven days summon an extraordinary meeting of Convocation and the notice summoning the meeting shall specify the business to be considered.
- iv. No special meeting shall be called within three months of the last foregoing meeting if the purpose of the intended special meeting is the same or substantially the same as that of the last foregoing meeting.
- v. If any question shall arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Chairman shall be final.
- vi. Decisions of Convocation shall be arrived at by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by secret ballot.
- vii. The quorum of Convocation for the despatch of business shall be not less than 20% of the total registered members.
- viii. Copies of minutes of Convocation meetings shall be deposited in the University College Library and in the offices of Deans of School/Faculty and Heads of School for reference by interested members of Convocation.

(D) Board of Convocation

- i. There shall be a Board of Convocation consisting of the Chairman, the Vice-Chairman, two representatives each from academic and administrative members, and a Secretary.
- ii. Convocation shall at its first regular meeting elect its own Chairman by secret ballot, and he shall serve for two years, and be eligible for one more term only.
- iii. The Chairman of Convocation shall be the Chairman of the Board.
- iv. The term of office of members of the Board shall also be two years, and they shall be eligible for one more term only.
- v. Other members of the Board shall be elected by Convocation by secret ballot at its first regular meeting.
- vi. Rules for the Board of Convocation shall be determined by Convocation.

STATUTE 34: CONGREGATION

- i. There shall be a Congregation of the University College, which shall be composed as follows:
 - a. The Chairman of Council
 - b. Founder/Chancellor
 - c. Members of Council

- d. All graduating students of the University College
- e. Members of Convocation
- ii. The Congregation shall be summoned by the Chairman of Council for the purposes of receiving the President's report and for the public award of degrees, diplomas and certificates to successful students of the University College and honorary degrees distinguished individuals.
- iii. Congregation shall be convened at least once every year at such time and place as shall be determined by the Council in consultation with the President and shall be presided over by the Chairman of Council. In the absence of the Council Chairman, council shall elect one of its members to act as Chairman to preside.

STATUTE 35: MATRICULATION

- i. There shall be a ceremony to formally admit students into the University College as Junior Members.
- ii. No one shall be matriculated in the University College unless he/she has fully satisfied all the University College and departmental requirements for admission, has completed the process of registration, including payment of tuition and other fees, and has fulfilled any other conditions prescribed by the Academic Board.

STATUTE 36: STUDENT REPRESENTATIVE COUNCIL

- i. There shall be a Student Representative Council (hereafter referred to as the SRC elected by and representing the Junior Members of the University College. The Membership of the SRC is as set out in this statute and the *Students' Handbook*.
- ii. The Constitution of the SRC shall be considered and approved by the Academic Board.
- iii. The SRC shall be the official organ of the Junior Members of this University College 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 in the University College.
 - b) Presentation of the views of the students of the University College to the appropriate body or bodies, depending upon the nature of the matter, for the appropriate actions.
 - c) In case of conflict or misunderstanding with Management, the SRC shall have the right to appeal to the Academic Board and ultimately to Council whose decision shall be final.
 - d) Establishing links and maintaining cordial relationships with students of other University Colleges and Universities, educational and voluntary institutions within and outside Ghana.

- e) Nomination of student representatives to serve on appropriate statutory committees of the University College as provided in these statutes, and ad hoc committees set up to consider matters related to the welfare or discipline of students of the University College.
 - f) Promoting cordial relationship among all sections of the University College community and maintaining good relationship with past students of the University College.
 - g) Organise or participate in activities that promote the good image of the University College
- iv. The membership of the SRC shall consist of the President, Vice-President, General Secretary, Treasurer, Financial Secretary, and any other members as provided in the SRC Constitution.
- v. The SRC or any of its members shall not enter into any contractual agreement with any person that binds the University College to any obligation whatsoever without prior approval of the University College management.

STATUTE 37: REGULATIONS AND POLICIES

- i. Subject to these Statutes, the Academic Board may make regulations for its procedures and for the exercise of its powers under these statutes. The policies may include the following:
 - a. Inclusion and gender policy
 - b. Sexual harassment policy
 - c. Financial management policy
 - d. Health and safety policy
 - e. Staff recruitment policy
 - f. Professional development policy
 - g. staff appraisal policy
 - h. Staff code of conduct policy
 - i. Student admission policy
 - j. Student assessment and examinations policy
 - k. Governing council policy
 - l. Learning and teaching policy
 - m. Public engagement policy
 - n. Research policy

- o. Efficiency monitoring policy
- ii. The Academic Board shall not make or ratify any regulation altering, revoking or adding to these regulations for the time being in force except at a regular meeting of the Academic Board and unless notice of the proposed regulation has been given on the agenda paper for the meeting.
- iii. Each statutory or any other committee and each Faculty Board may, subject to approval by the Academic Board, make rules for its own procedure and for the exercise of the powers assigned or delegated to it by or under any regulations of the Academic Board.
- iv. The Academic Board shall in approving, ratifying, making altering or removing regulations, observe the following conditions:
 - a. No regulation shall be repugnant to the existing laws of Ghana.
 - b. Where any regulation or statute conflicts with any law of Ghana, such law shall prevail.
 - c. No regulation shall conflict with the Statutes of the University College.
 - d. No person shall be allowed to take any degree other than an honorary degree, without examination or other adequate test prescribed by the Academic Board.
 - e. All regulations approved by the Academic Board and amendments to them shall be codified and numbered serially and published by the Registrar within one month of their approval.
 - f. If any question arises as to the validity of any regulation made by the Academic Board under these Statutes, the question shall be referred to Council for determination.

STATUTE 38: ANNUAL REPORT

- ii. There shall be an annual report on the University College submitted by the President to Council within six months after the end of each academic year for publication. The report shall take into account reports from the various sections of the University College.
- iii. It shall be the responsibility of Deans of Faculties, Heads of School Departments/Sections and Chairmen of Statutory Committees to submit reports on the activities of their Departments and Sections to the President for inclusion in his report.
- iv. All sub-Committees of the Academic Board shall report once in every year to the Academic Board.

STATUTE 39: MISCELLANEOUS PROVISIONS

- i. All members of committees of the Academic Board shall be elected except ex-officio members.

- ii. All elected members of University College Statutory Committees shall hold office for one term of 2 years and shall be eligible for re-election. In the case of ex-officio members, they hold the office by virtue of their continued membership of the organisation they represent.
- iii. Unless as otherwise provided by these Statutes or regulations the quorum for the transaction of business of any University College body shall be not less than one-half of the total membership of that body or if such half is not a whole number, then the next higher whole number. If any Committee is unable to raise a quorum for two successive meetings, the Chairman of that Committee shall report to the Executive Committee of the Academic Board for advice.
- iv. Unless otherwise provided, no decision reached at a meeting of a University College body shall be valid unless it received the approval of not less than one-half of the members present and voting at that meeting. If there is an equality of votes in respect of any decision reached at any meeting of any University College body, the Chairman of the meeting shall have, in addition to his original vote, a casting vote.
- v. Subject such regulations as may be made under these Statutes in that behalf, any question as to the procedure to be observed in respect of any matter arising at a meeting of any University College body or Committee shall be determined by the entire members present at such meeting.
- vi. Unless otherwise provided, all statutory Committees and Board of the University College shall meet at least once every semester.
- vii. No act or decision of any University College body shall be invalid by reason of the existence of any vacancy among its members.
- viii. Courses of study pursued by students of the University College in an institution or a place approved by the Academic Board on the recommendation of the Faculty/School Board, may be deemed to be part of a qualifying scheme for a degree in the University College provided that a candidate for the award of such a degree should have been registered in this University College for at least a period of two consecutive academic years including the final year.
- ix. Matters not expressly covered in the statutes or in regulations, may, pursuant there, be determined by the President in consultation with the Academic Board and subject to the approval of Council.

STATUTE 40: AMENDMENTS TO THE STATUTES

- i. Council shall have the power to amend any portion of the Statutes.
- ii. Academic Board may recommend to Council amendments to these Statutes.

iii. Any proposals for amendments to the Statutes shall be made at a meeting of the Academic Board provided that:

- a) The quorum for the transaction of any business to amend the Statutes shall be two-thirds of the total number of members.
- b) A majority of the members present vote in the affirmative.
- c) Prior the date of the meeting each member is given fourteen clear days notice, setting out the specific subject matter of the proposed amendments and the particular section(s) of the Statute to be amended, and the wording of the amendment. The issues shall be included in the agenda.
- d) Any draft amendment of the Statutes by the Academic Board shall be circulated to the members of the University College Council at least fourteen days before the date of the meeting at which the amendment is to be considered.
- e) Council shall, on the appointed date, consider the draft amendment, and may approve the draft provisionally either with, or without its own amendment.
- f) The amended Statute as provisionally approved, shall be circulated to members of Council. Where in the opinion of Council the amendment affects academic matters, the amended statute as provisional approved by Council shall be circulated to members of the Academic Board as well for its consideration, at least seven days, before the Council meeting to confirm the amendment.
- g) Within a period of not less than one month and not more than six months from the date of the meeting at which the amended Statute was provisionally approved, Council shall hold a meeting and confirm the amended Statute without any further amendment.
- h) The quorum for the consideration or approval for the amendments of any portion of these statutes shall be at least two thirds ($\frac{2}{3}$) of Council Members