

**UNIVERSITY FOR DEVELOPMENT STUDIES
(UDS)**



STATUTES

In the exercise of the powers conferred on the University Council, under Section 17 and 18 of the University for Development Studies Law, PNDC Law 279 (1992), the Statutes are revised and take effect on this 1st Day of January, 2017.

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STATUTE 1: DEFINITION OF TERMS

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

- 1.1 “The Law” means the law establishing the University for Development Studies (PNDC Law 279);
- 1.2 “Appointed Day” means the day on which the Statutes enacted by the University Council shall be brought into effect by the Council;
- 1.3 “University” means the University for Development Studies (UDS);
- 1.4 “Council” means the University Council established by the Law;
- 1.5 “Professor” means a full Professor;
- 1.6 “Professorial Status” means Professor or Associate Professor;
- 1.7 “Senior Members” means all Academic, Professional and Administrative personnel who by appointment become members of Convocation, and are not below the rank of Assistant Lecturer, Junior Assistant Registrar or their equivalent.
- 1.8 “Senior Staff” means members of staff not below the rank of Administrative Assistant or its equivalent, and are not Senior Members.
- 1.9 “Junior Staff” means members of staff below the rank of Administrative Assistant or its equivalent;
- 1.10 “Junior Members” means any person registered for a course of instruction, study or research in the University, provided he/she is not a Senior Member, Senior Staff or Junior Staff;
- 1.11 “Campus” means a collection of Colleges, Academic Faculties, Schools, Directorates and Institutes and any other establishments, with a central administration and headed by a Principal;
- 1.12 “Tier I College” means a collection of academically-related establishments such as Departments, Institutes and Centres headed by a Provost;

- 1.13 “Tier II College” means a collection of academically-related establishments such as Faculties, Schools and Institutes headed by a Provost;
- 1.14 “Faculty” means a collection of related Departments, as specified in the appropriate Schedule, and headed by a Dean;
- 1.15 “School” means an establishment which has Faculty status and shares in one or more of the following characteristics; association with a profession, preparation of students for certification by a professional body, and which admits students for the primary purpose of graduate studies or research. A School shall be headed by a Dean;
- 1.16 “Academic Directorate” means a collection of Sections and or Units that is higher than a Department and is headed by a Director
- 1.17 “Institute” means an establishment whose primary focus is research or specific focused research activity. It may also provide extension and outreach services and teaching. It shall be headed by a Director;
- 1.18 “Department” means an establishment within a faculty, school or institute responsible for undergraduate and graduate level teaching, research as well as extension and outreach;
- 1.19 “Centre” means an establishment, which has the status of a Department, but is oriented to research and/or providing services including teaching for extension and outreach purposes rather than formal academic awards;
- 1.20 “Section” means a part of the non-academic division that is lower than a Directorate and higher than a Unit;
- 1.21 “Unit” means a part of academic division lower than a Department or a part of a non-academic division lower than a Section and headed by a Coordinator intended to render a specialized, coordinating or supporting service;

- 1.22 “Principal” is the head of a Campus;
- 1.23 “Provost” is the head of a College
- 1.24 “Category A Directors” of Administrative and Professional Directorates
- i) Director of Finance
 - ii) Director of Works and Physical Development
 - iii) Director of Internal Audit
- 1.25 “Category B Directors” of Administrative and Professional Directorates
Category B Directors are at the level of Deputy Registrar. They are:
- i) Director of University Health Services
 - ii) Director of Sports
 - iii) Director of Information and Communication Technology
 - iv) Director of Estates
 - v) Director of Procurement

STATUTE 2: REPEALS

- 2.1. The Statutes in force immediately before the commencement of these Statutes are hereby repealed.

STATUTE 3: UNIVERSITY PROPERTY

- 3.1. All the property, movable and immovable of every description now or hereafter belonging to the University, shall remain and be vested in the University; and all Trusts or Instruments of similar legal effect, for or executed or to be executed by the University or by Council or in accordance with the provision of these Statutes shall, inure to the benefit of the University.

STATUTE 4: STRUCTURE OF THE UNIVERSITY

- 4.1. In order to reflect the multi-campus nature of the University and to deliver on its mandate of providing functional and practically oriented higher education, the University for Development Studies has been structured into semi-autonomous Campuses.

The structural development of the University shall be guided by the Law, these Statutes, national needs, local demands and the Strategic Plan of the University.

- 4.2 There are four (4) existing campuses located in the Upper East Region, the Upper West Region and the Northern Region, with a fifth campus to be sited in the Brong Ahafo Region.
- 4.3 In addition to the central administrative structure comprising the offices of the Vice-Chancellor, Pro-Vice-Chancellor, Registrar and other Officers that form the central coordinating body, each of the Campuses shall operate a semi-autonomous administrative system under the Office of the Vice-Chancellor.
- 4.4 The Campuses shall be headed by Principals, the Colleges headed by Provosts and the Faculties and Schools by Deans. Other officers such as the Registrar, Director of Finance, Librarian, Director of Works and Physical Development, Director of Internal Audit shall have Deputies in all Campuses.
- 4.5 Deans and Directors of University-wide programmes shall be responsible to the Vice-Chancellor.

STATUTE 5: FUNCTIONS AND POWERS OF THE UNIVERSITY

- 5.1. The functions and powers of the University shall be guided by the Law establishing the University.

STATUTE 6: CHANCELLOR

- 6.1. There shall be a Chancellor of the University appointed by Council. The Chancellor shall not be the Head of State of Ghana. The Chancellor shall be officially installed into office at a special ceremony. The Chancellor shall hold office for five years and shall be eligible for re-appointment for a second term of two years only.

- 6.2. The Chancellor shall be the head of the University and shall confer degrees, diplomas and honorary degrees in accordance with procedures prescribed by the Statutes. The Chancellor shall preside at any ceremony of the University at which he or she is present. Once in every five years, the Chancellor shall appoint a visiting committee to inspect the work of the University and report to him or her.
- 6.3. The Chancellor shall be furnished with copies of minutes of Council and the Academic Board in addition to other publications of the University.
- 6.4. The Chancellor may resign from office by letter addressed to Chairperson of Council
- 6.5. The Chancellor may be relieved of his or her position by Council on grounds of incapacity, persistent absence, conviction by a court of competent jurisdiction of a criminal offence involving dishonesty, fraud or moral ineptitude, or for gross misconduct. Council shall afford the Chancellor a fair hearing and, at any such removal proceedings, the Chancellor shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

STATUTE 7: CHAIRPERSON OF COUNCIL

- 7.1. There shall be a Chairperson of Council who shall be appointed in the manner prescribed in the Law. The tenure of office shall be as provided in the Law.
- 7.2. The Chairperson shall be furnished with copies of minutes of the Academic Board in addition to other publications of the University.
- 7.3. He or she may resign his or her office by letter addressed to the Chancellor. In the absence of the Chairperson of Council, Council shall elect from among its members a Chairperson who is a Government nominee to preside over the meeting.

STATUTE 8: VICE-CHANCELLOR

- 8.1. There shall be a Vice-Chancellor of the University who shall be a professor to be appointed in the manner provided for by the Law and these Statutes to serve as the academic and administrative head and chief disciplinary officer of the University.
- 8.2. The Vice-Chancellor shall, by virtue of his or her office, be a member of Congregation, Convocation and of every standing committee of the Academic Board;
- 8.3. Unless otherwise provided in the Law or in these Statutes, the Vice-Chancellor shall be the Chairperson of every Board or Committee of which he or she is a member by virtue of his or her office;
- 8.4. The Vice-Chancellor shall, upon assumption of office, submit an annual plan guided by a Strategic Plan and report to the Academic Board and Convocation at the beginning of each academic year. The Vice-Chancellor's annual report shall include a financial report of the University.
- 8.5. The Vice-Chancellor shall, under the Council, be responsible in accordance with these Statutes and with the decisions of the Council and the Academic Board, for organizing and conducting the academic, financial and administrative business of the University. He or she shall have overall authority over the academic, administrative and professional staff, and shall submit annually, through the Academic Board to Council, a statement of the staff which in his or her opinion is necessary for the transaction of University business together with an estimate of expenditure required for the running of the University;
- 8.6. It shall be the right and duty of the Vice-Chancellor to advise Council and the Academic Board on all matters affecting policy, finance, governance and administration of the University, and

for this purpose he or she shall have unrestricted rights of attendance and speech at all meetings of all University bodies, whether executive or advisory, which are charged with the consideration of such matters;

- 8.7. The Vice-Chancellor may, subject to the approval of the Council, in writing signed by him or her, delegate to any Senior Member the exercise of any function vested in him or her by the Law or these Statutes;
- 8.8. The Vice-Chancellor may resign his or her office by letter addressed to the Chancellor through the Chairperson of Council;
- 8.9. During a vacancy in the office of Vice-Chancellor through resignation or death, or any cause which incapacitates him or her in the performance of his or her functions and duties for nine consecutive months, Council shall set in motion the process of identification and appointment of a new Vice-Chancellor; in any such event, the Pro-Vice-Chancellor shall act as Vice-Chancellor until a new Vice-Chancellor is appointed;
- 8.10. When a vacancy occurs in the office of the Vice-Chancellor as per Statute 8, subsection 8.9, a Search Committee shall be constituted by Council within thirty (30) days as follows:
 - i. A Chairperson of the Search Committee appointed by Chairperson of Council;
 - ii. Two members of Council appointed by Council, not being members of the Academic Board;
 - iii. Two members of Academic Board, of whom one shall be of Professorial status or rank and the other a non-Professorial member;
 - iv. The Search Committee after making such enquiries as it thinks fit shall rank and propose to Council not more than three candidates for appointment;

- 8.11 Further to the Law, a person appointed to the office of Vice-Chancellor shall hold office for a term of five (5) years, renewable for another term of two (2) years only, unless otherwise specified by Council;
- 8.12 Council shall normally set in motion the process of appointing a new Vice-Chancellor according to the procedures contained in Statute 8, subsection 8.10 at least six months to the end of the tenure of the Vice-Chancellor;
- 8.13. Council shall, as much as possible, avoid appointing an Acting Vice-Chancellor. In any event that it is unavoidable, a person so appointed shall not be in acting position for more than six (6) months.
- 8.14. A minimum of two-third (2/3) of Convocation members may sign a petition to Council for the removal of the Vice-Chancellor
- 8.15. The Vice-Chancellor may only be removed from office for good cause, which in this Statutes means.
- i. Criminal conviction for an offence by a court of competent jurisdiction deemed by Council and/or Academic Board to be such as to render him/her unfit for the execution of the duties of the office;
 - ii. Conduct of an immoral, scandalous or disgraceful nature incompatible with the office;
 - iii. Conduct constituting failure or persistent refusal or inability or neglect to perform the duties or comply with the conditions of office;
 - iv. Any other circumstance determined by a special resolution of a Joint Committee of Council and Academic Board to be of a sufficiently serious nature to constitute good cause

STATUTE 9: PRO-VICE-CHANCELLOR

- 9.1 There shall be a Pro-Vice-Chancellor who shall exercise powers as specified in the Law and such others as the Vice-Chancellor may delegate to him/her.
- 9.2 A person appointed to the office of Pro-Vice-Chancellor shall hold such office for a term of two (2) academic years and shall be eligible for re-appointment for one (1) other term of office. He/she shall not be eligible for re-appointment again until two (2) years have lapsed.
- 9.3 The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the discharge of his/her duties.
- 9.4 In the appointment of the Pro-Vice-Chancellor, the Registrar shall call for nominations from the academic members of professorial status to be voted for by Convocation. The candidates so nominated shall be presented to the Vice-Chancellor. The Vice-Chancellor shall empanel a committee of senior members of professorial rank to short-list, within the list, a maximum of three (3) persons to be voted for by Convocation. Where there are three (3) or less nominees, the Registrar shall proceed with the process of electing the Pro-Vice-Chancellor.
- 9.5 After the election, the winner shall be declared on the basis of Simple Majority Vote System as laid down in Schedule A of these Statutes. The name of the person with the highest number of votes shall be submitted to Council to be appointed as Pro-Vice-Chancellor.
- 9.6 In the event of an anticipated absence of the Pro-Vice-Chancellor for a period not exceeding three months, the Vice-Chancellor shall make temporary arrangements for the discharge of the functions of the office pending the return of the Pro-Vice-Chancellor. Any person appointed for this purpose shall be of professorial status.

- 9.7 In the event of a vacancy created before the expiration of tenure through death or resignation or absence from office for a period of more than three (3) months, Council shall be notified to designate the Professorial Member on Council to act as Pro-Vice-Chancellor pending arrangements for a regular appointment.

STATUTE 10: REGISTRAR

- 10.1 There shall be a Registrar who shall be appointed by Council as provided for by the Law and on such terms and conditions as Council shall deem fit.
- 10.2 The Registrar shall be responsible to the Vice-Chancellor for the administration and management of the University and shall be Secretary to Council and the Academic Board.
- 10.3 The Registrar is the Chief Advisor to the Vice-Chancellor.
- 10.4 In addition to the duties prescribed in the Law, the Registrar, with the assistance of such Deputies as may be appointed from time to time, shall serve as Secretary to all Standing, Statutory and Ad-hoc Committees and Boards of the University and shall keep their records and conduct all correspondence on their behalf.
- 10.5 The Registrar shall be responsible to Council for the custody of the University Seal and for affixing it to the University documents in accordance with the regulations made by Council. Council shall specify the documents on which the seal may be affixed and the procedures to be followed, and the recording of all such transactions in a Register.
- 10.6 The Registrar shall implement the decisions made on the allocation of bungalows and accommodation by the Housing Committee

- 10.7 The Registrar shall be responsible for keeping all staff and student records and information, and shall make these available, internally, to the relevant University Committees and Boards for purposes of information and decision-making, and externally, to accredited and recognised institutions and organizations upon credible request.
- 10.8 The Registrar shall be responsible to the Vice-Chancellor in compiling the lists of graduating students, and ensuring the production and issuance of certificates and transcripts, and all the relevant and related student academic records and documents, to graduands and graduates of the University.
- 10.9 The Registrar shall exercise supervision and leadership to all Directorates, Departments, Sections and Units, under the Registry.
- 10.10 The Registrar shall liaise with, and collaborate with, all principal and key officers of the University in the discharge of his or her administrative, academic, human resource, and advisory functions and roles.
- 10.11 The Registrar shall be responsible to the Academic Board and Executive Committee for drawing the annual schedule of meetings and academic calendar.
- 10.12 The Registrar shall be responsible to the Vice-Chancellor and Academic Board in the processing of advertisements for admissions, processing of the relevant applications for admissions and the issuing of admission letters.
- 10.13 The Registrar is responsible for keeping records of all the accredited programmes of the University, and information and records of affiliations of other Universities and institutions with the University.

- 10.14. The Registrar may resign his or her office by letter addressed to the Chairperson of Council through the Vice-Chancellor.
- 10.15. The provisions on the removal of the Vice-Chancellor shall apply to the removal of the Registrar.
- 10.16. When a vacancy occurs in the office of the Registrar, a Search Committee shall be constituted by Council as follows:
- i. A Chairperson appointed by Chairman of Council;
 - ii. Two members of Council appointed by Council, not being members of the Academic Board;
 - iii. Two members of Academic Board, one of whom should be of Professorial rank and one non-Professorial member;
- 10.17. The Search Committee after making such enquiries as it deems fit, shall propose to Council not more than two candidates for appointment;
- 10.18. In the event of a vacancy created before the expiration of tenure through death or resignation or absence from office for a period of more than three (3) months, Council shall be notified to designate the senior-most among the Deputy Registrars, to act as Registrar pending arrangements for a regular appointment.

STATUTE 11: DIRECTOR OF FINANCE

- 11.1. There shall be a Director of Finance, who shall be responsible to the Vice-Chancellor for the financial administration of the University.
- 11.2. He or She shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine.

- 11.3. Without prejudice to the generality of the powers hereby conferred on the Director of Finance by these Statutes, or any other law, the specific functions of the Director of Finance shall include the following:
- i. Formulation and implementation of policies relating to accounting and financial control in the University;
 - ii. Corporate planning involving budgeting and budgetary control in the University;
 - iii. Liaison with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University;
 - iv. Treasury Management;
 - v. Subject to the approval of the Vice-Chancellor, and in collaboration with the Registrar, ensure and enhance human resource management involving the regular appraisal, training and development of the staff under him or her;
 - vi. Preparation and consolidation of final accounts and commenting on Management Reports of External Auditors;
 - vii. Ensuring on behalf of Council, that proper records are kept of all University assets, stocks and valuables of every kind in a register;
 - viii. Oversight responsibility for the accounting functions of all the semi-autonomous bodies, self-accounting and income-generating units within the University;
 - ix. Any other functions as may be assigned to him or her by the Vice-Chancellor
- 11.4. He or she, shall in collaboration with the Registrar, ensure that the requisite staff are employed, transferred, re-located or re-assigned in the Finance Directorate to support his/her work;
- 11.5. The Director of Finance may resign his or her office by letter addressed to the Chairperson of Council through the Vice-Chancellor.

STATUTE 12: UNIVERSITY LIBRARIAN

- 12.1 There shall be a University Librarian, who shall be responsible to the Vice-Chancellor.
- 12.2 He or She shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine.
- 12.3 He or She shall, with the assistance of such deputies as may be appointed from time to time, be responsible for the general management of all libraries within the University.
- 12.4 He or She shall implement the decisions of the Library Board approved previously by the Academic Board and shall ensure that the libraries are managed in accordance with the rules and regulations approved by the Academic Board.
- 12.5 He or She shall be responsible for the provision of adequate reading and learning materials to support the teaching, research, and extension functions of the University.
- 12.6 He or she shall, in collaboration with the Registrar, ensure that the required administrative and professional staff are employed, re-assigned or transferred or relocated in the Library to support his work.
- 12.7 He or She shall ensure the maintenance of good environment for reading and learning in all the libraries of the University.
- 12.8 He or She shall be responsible for maintaining linkages with local and international organizations involved in library work.
- 12.9 He or She shall, in conjunction with the Library Board, and subject to the approval of Academic Board, formulate policies for the maximum development and utilisation of all the libraries in the University.

- 12.10. He or She shall exercise professional and administrative supervision over the staff under him or her to ensure the efficient and effective functioning of the libraries in the University.
- 12.11. He or She shall perform any other functions as may be assigned to him or her by the Vice-Chancellor.
- 12.12. The University Librarian may resign his or her office by letter addressed to the Chairperson of Council through the Vice-Chancellor.

STATUTE 13: DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

- 13.1. There shall be a Director of Works and Physical Development to head the Works and Physical Development Directorate of the University who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board.
- 13.2. He or She shall be appointed in the manner prescribed in Schedule G to these Statutes, and on such terms and conditions as Council may determine.
- 13.3. He or she shall be responsible to the Vice-Chancellor for the efficient discharge of his or her duties.
- 13.4. He or she shall, in collaboration with the Registrar, ensure that the required competent staff are employed, or transferred or re-assigned or relocated to support his or her work in the Directorate.
- 13.5. He or She shall exercise professional and administrative supervision over the staff under him or her to ensure the efficient and effective functioning of his or her Directorate.

- 13.6 He or She shall be responsible for the development and maintenance of the physical and infrastructural works of the University.
- 13.7 He or She shall exercise oversight responsibility over the operations of the Maintenance Unit and the Fire Service Unit.
- 13.8 Subject to the approval of the Development Committee and on the advice of the University lawyers, he or she shall handle or deal with all preliminary matters on contracts involving the physical or infrastructural development of the University and/or the use of any part (s) of the University lands.
- 13.9. He or She shall perform any other functions as may be assigned to him or her by the Vice-Chancellor.
- 13.10 The Director of Works and Physical Development may resign his or her office by letter addressed to the Chairperson of Council through the Vice-Chancellor.

STATUTE 14: DIRECTOR OF INTERNAL AUDIT

- 14.1. There shall be a Director of Internal Audit to serve as the Head of the Internal Audit Directorate of the University who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine.
- 14.2 He or she shall be responsible to the Vice Chancellor for the efficient discharge of his or her duties.
- 14.3. He or She shall, in collaboration with the Registrar, ensure that the required professional and Administrative staff are employed, transferred or re-assigned or relocated to support his/her work in the Directorate.

- 14.4. He or She shall exercise professional and administrative supervision over the staff under him or her to ensure that the internal auditing system of the University is efficient and effective.
- 14.5. The Director of Internal Audit shall, in accordance with the Internal Audit Agency Act, 2003, (Act 658) and in conformity with standards and procedures provided by the Agency set up under the said Act, carry out periodic internal audit of the University, and shall submit reports thereof to the Finance Committee of Council, through the Vice Chancellor.
- 14.6. The recommendations of the Director of Internal Audit as contained in his or her report referred to in clause 4 above, shall then be implemented by the Finance Committee of Council.
- 14.7. Copies of the Director of Internal Audit's report shall be submitted to the Audit Committee which may upon examination of the internal audit report, take such action as it considers appropriate, including recommendation of prosecution and disciplinary action in respect of any breaches found.
- 14.8. The Director of Internal Audit may resign his or her office by letter addressed to the Chairperson of Council through the Vice-Chancellor.

STATUTE 15: EXTERNAL AUDITORS

- 15.1. The accounts of the University shall be audited annually by External Auditors appointed by the Auditor-General for that purpose;
- 15.2. The External Auditors shall report to Council at least once each year on the accounts of the University.

STATUTE 16: DIRECTOR OF UNIVERSITY HEALTH SERVICES

- 16.1. There shall be a Director of University Health Services to head the Directorate of University Health Services who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;
- 16.2. He or she shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Health Services Directorate;
- 16.3. In collaboration with the Vice-Chancellor and the Registrar, he or she shall exercise oversight responsibility over the operations of all hospitals, clinics and other health units of the University;
- 16.4. He or she shall perform any other functions as may be assigned to him or her by the Vice-Chancellor through the Registrar;
- 16.5. He or she shall be at the level of a Deputy Registrar and shall be under the Registrar;
- 16.6. The Director of the University Health Services may resign his or her office by letter addressed to the Chairperson of Council through the Registrar and Vice-Chancellor.

STATUTE 17: DIRECTOR OF SPORTS

- 17.1. There shall be a Director of Sports to head the Sports Directorate of the University who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;

- 17.2 He or she shall be at the level of Deputy Registrar, and shall be under the Registrar
- 17.3 He or she shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Sports Directorate;
- 17.4 He or she shall exercise oversight responsibility of the operations of all sports centres and sports facilities on all Campuses of the University;
- 17.5 In collaboration with the Pro-Vice-Chancellor and the Registrar, he or she shall draw up and review, from time to time, the sports policy of the University;
- 17.6 He or She shall be responsible for attracting funds to support University sports and research in the field of sports, recreation and games in the context of community and national development;
- 17.7 The Director of Sports may resign his or her office by letter addressed to the Chairperson of Council through the Registrar and the Vice-Chancellor.

STATUTE 18: DIRECTOR OF PROCUREMENT

- 18.1 There shall be a Director of Procurement to head the Procurement Directorate of the University who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;
- 18.2 He or she shall be at the level of Deputy Registrar, and shall be under the Registrar

- 18.3 He or she shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Procurement Directorate;
- 18.4 He or she shall exercise oversight responsibility over the entire procurement operations of the University, and keep proper records of all the procurement operations of the Directorate;
- 18.5 He or she shall, in collaboration with the Registrar, ensure that all correspondences in relation to the Tender Committee are done timely;
- 18.6 In collaboration with the Registrar, he or she shall be responsible for the advertisement of tenders and correspondence relating to same;
- 18.7 The Director of Procurement may resign his or her office by a letter addressed to the Chairperson of Council through the Registrar and the Vice-Chancellor.

STATUTE 19: DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

- 19.1 There shall be a Director of Information and Communication Technology (ICT) to head the ICT Directorate. He/she shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He/she shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;
- 19.2 He or she shall be at the level of Deputy Registrar, and shall be under the Registrar;
- 19.3 He or she shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the ICT Directorate;

- 19.4 He or she shall exercise oversight responsibility of the operations of all ICT centres and units in all Campuses of the University;
- 19.5 In collaboration with the Vice-Chancellor and the Registrar, he or she shall ensure the provision of efficient and workable ICT system in the University;
- 19.6 He or she shall perform any other functions as may be assigned to him or her by the Registrar;
- 19.7 The Director of ICT may resign his or her office by letter addressed to the Chairperson of Council through the Registrar and Vice-Chancellor.

STATUTE 20: DIRECTOR OF ESTATES

- 20.1 There shall be a Director of Estates to head the Estates Directorate who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or she shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;
- 20.2 He or she shall be at the level of Deputy Registrar, and shall be under the Registrar ;
- 20.3 He or she shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Estates Directorate;
- 20.4 He or she shall exercise oversight responsibility over the entire estates operations of the University, and ensure that proper records of all the estates and properties of the University are taken, and he or she shall provide those records to the Registrar to be kept on behalf of the University Council;

- 20.5. He or she shall, in collaboration with the Registrar, ensure that all correspondences in relation to the Housing Committee are done timely;
- 20.6. The Director of Estates may resign his or her office by letter addressed to the Chairperson of Council through the Registrar and the Vice-Chancellor.

STATUTE 21: HEAD OF TRANSPORT SECTION

- 21.1. There shall be a Head of the Transport Section who shall be a Transport Officer;
- 21.2. The Transport Section shall be under the Registry, and the Head of the Section shall report to the Registrar;
- 21.3. He or she shall exercise supervision over the staff under him or her to ensure the efficient and effective functioning of the Transport Section;
- 21.4. He or she shall exercise oversight responsibility over the operation of all University vehicles, and ensure that proper records of all the University vehicles are kept, and shall provide these records regularly to the Registrar;
- 21.5. In collaboration with the Registrar and the Transport Committee, he or she shall draw up and review, from time to time, the Transport Policy of the University;
- 21.6. He or she shall advise the Registrar on the purchase and allocation of University vehicles;
- 21.7. The Transport Officer may resign his or her office by letter addressed to the Registrar, provided that he or she gives a minimum of three (3) months' prior notice of his intention to resign.

STATUTE 22: HEAD OF SECURITY SECTION

- 22.1. There shall be a Head of Security Section who shall be a Chief Security Officer;
- 22.2. The Security Section shall be under the Registry, and the Head of the Section shall report to the Registrar;
- 22.3. He or she shall exercise supervision over the entire security staff under him or her to ensure the efficient and effective functioning of the Security Section;
- 22.4. He or she shall exercise oversight responsibility over the function and operations of the Security System of the University;
- 22.5. In collaboration with the Registrar and the Security Committee, he or she shall draw up and review, from time to time, the Security Policy of the University;
- 22.6. He or she may resign his or her office by letter addressed to the Registrar, provided that he gives a minimum of three (3) months' prior notice of his intention to resign.

STATUTE 23: APPOINTMENTS

- 23.1. Subject to the Law, appointment to positions of Senior Member Status shall be the responsibility of the Appointments and Promotions Board acting on behalf of Council, save that no appointment to a Professorial status may be made without approval of Council;
- 23.2. The procedure for such appointments shall be made in accordance with Schedule B1 (6) of these Statutes;
- 23.3. All other appointments shall be made by the Vice-Chancellor subject to the Unified Conditions of Service and such collective agreement terms as may be in existence under the appropriate law in accordance with Schedule B2 (8d);

- 23.4. Whenever a vacancy within any office of the University occurs, the Vice-Chancellor may after making such consultation as he or she deems fit, make a temporary appointment to that post for a period not exceeding one year or assign a person to that office in an acting capacity for a term not exceeding one year, and may be renewed for only another period of a year;
- 23.5. The Academic Board shall be empowered to make general regulations with respect to the procedure and conditions for renewal of appointments, promotions, retirements or resignations and the discipline of Senior Members and Staff subject to the Statutes enacted by Council;
- 23.6. Staff who are on study leave or leave of absence are not eligible for promotion.

STATUTE 24: UNIVERSITY COUNCIL

- 24.1. The governing body of the University shall be the University Council which shall consist of such members as are appointed in accordance with the Law
- 24.2. There shall be established Committees of the University Council as specified in Schedule B1 to these Statutes.

STATUTE 25: CASUAL VACANCIES ON COUNCIL

- 25.1. A casual vacancy on Council occurring by reason of resignation, incapacity or death or any other cause among the elected or appointed members shall be filled as soon as convenient by the person or body which appointed or elected the member whose place has become vacant, and the person so appointed to fill a casual vacancy shall hold office for the remaining period of the term for which the member whom he or she replaces.

STATUTE 26: MEETINGS OF COUNCIL

- 26.1 A meeting of Council may be convened by the Chancellor, or the Chairperson of Council, or the Vice-Chancellor or shall be convened if at least nine (9) members of Council sign a request to that effect.
- 26.2 Unless the Chancellor is present, the Chairperson of Council shall preside at meetings of Council and in his or her absence, Council shall elect one of the government appointees to preside over the meeting.
- 26.3 The quorum at meetings of Council shall be nine (9) including at least three (3) members who are not members of the Academic Board of the University.
- 26.4 Decisions shall be by consensus, but where there is need for Council to vote on a decision, the decision shall be decided by simple majority of votes cast.
- 26.5 The Chairperson shall have an original vote and a casting vote.
- 26.6 Persons representing Unions and Associations shall not serve on Council for more than a two-year term.

STATUTE 27: POWERS AND FUNCTIONS OF COUNCIL

The powers and functions of the Governing Council are as contained in the Law establishing the University for Development Studies.

STATUTE 28: ELECTION OF CONVOCATION REPRESENTATIVES ON THE UNIVERSITY COUNCIL

- 28.1 Convocation shall elect from among its members two (2) persons as stipulated by the Law to serve on Council

- 28.2. The term of a member of Council elected by Convocation shall be reckoned from the beginning of the academic year;
- 28.3. The Returning Officer shall be the Registrar who shall be responsible for conducting the election by secret ballot. The Registrar shall conduct the election in accordance with the “Simple Majority Vote System” as defined in Schedule A. He or she shall be assisted by not more than five (5) scrutinizers.
- 28.4. Elections to the Council shall normally be held in the last quarter of the Calendar year preceding that in which the person to be elected is to begin his or her term. The Returning Officer shall notify all members of Convocation of the date of the election, which shall not be more than two weeks after the date on which nominations close;
- 28.5. A candidate for election shall be proposed and seconded in writing to the Returning Officer by two members of Convocation and shall signify in writing his or her willingness to stand;
- 28.6. When the scrutinizers have certified in writing to the Returning Officer that the counting of the votes has been correctly carried out, the Registrar shall declare the results forthwith and send a report to the Academic Board at its next meeting;
- 28.7. The election of a candidate shall be declared void by the Academic Board on being satisfied that;
- i. The candidate was at the time of his or her election a person not qualified for election;
 - ii. There has been non-compliance with any provision of these Statutes;
- 28.8. The election shall be conducted in two divisions, one of professorial status and the other non-professorial with separate lists of candidates and separate ballot papers for each division;

- 28.9. If a vacancy in Convocation's representation on the Council occurs during the year through death, resignation or any other cause, the Returning Officer shall immediately notify the members of Convocation of this vacancy and shall conduct a bye-election as provided in (28.4) and (28.8) above. Bye-elections for Convocation Representative to Council shall be organized in the same manner as regular elections;

STATUTE 29: THE ACADEMIC BOARD

The membership of the Academic Board shall be as follows:

- i. Vice-Chancellor (Chairperson);
- ii. Pro-Vice-Chancellor;
- iii. Principals of the Campuses
- iv. Provosts of Colleges;
- v. University Librarian;
- vi. Deans of Faculties/Schools;
- vii. Dean of Students' Affairs;
- viii. Dean of Graduate School;
- ix. Heads of Academic Directorates
- x. Heads of Academic Departments;
- xi. Persons of Professorial rank;
- xii. A representative from each Faculty/School (Vice-Deans to be Faculty/School representatives);
- xiii. Registrar, who shall be a non-voting member and Secretary to the Academic Board; and
- xiv. Director of Finance who shall be a non-voting member.

In Attendance:

- i. Deputy Registrar (Academic); and
- ii. Campus Deputy Registrar in the Office of the Principal.

STATUTE 30: CASUAL VACANCIES TO THE ACADEMIC BOARD

- 30.1. Any casual vacancy to the Academic Board shall be filled as soon as convenient by the person or body which appointed or elected the member whose place has become vacant, and the appointee to fill a casual vacancy shall hold office for the remainder of the term for which the representative in whose place he or she is appointed or was elected a member;
- 30.2. A casual vacancy shall be deemed to have occurred by resignation, incapacity or death, or leave from the University for a period exceeding six months, or any other cause.

STATUTE 31: POWERS AND FUNCTIONS OF THE ACADEMIC BOARD

- 31.1. Subject to the Law, the Academic Board shall have the following powers and functions:
- 31.2. To determine and establish the educational and extension policy of the University and generally to regulate the programmes of instruction and the examinations held by the University;
- 31.3. To authorize and promote research within the University and to request reports from the Campuses, Faculties, Institutes, Schools and Centres concerned from time to time on research being done;
- 31.4. To approve the appointment of Internal and External Examiners on the recommendations of the Boards of the Colleges, Faculties, Schools and Institutes concerned;
- 31.5. To deliberate and approve examination results submitted by Colleges, Faculties, Institutes and Schools including affiliate institutions;
- 31.6. To suspend or remove Examiners for negligence or other sufficient cause during their terms of office and in the case of

- death, illness or resignation of an Examiner or in the case of his or her suspension or removal to appoint a substitute;
- 31.7 To establish regulations (after receiving reports from the Boards of Colleges, Faculties, Institutes and Schools concerned) relating to courses of study, degrees and other academic distinctions;
- 31.8 To make reports and representations to Council, either on its own initiative or on the request of Council, on any matter affecting the University;
- 31.9 To elect members to serve on the Appointments and Promotions Board of Senior Members of the University, subject to schedule F of the Statutes;
- 31.10 To make recommendations to the Council on creation, combination, abolition, changes of scope or division of any Campus, Faculty, Institute, School, Centre, Department or Unit;
- 31.11 To recommend to Council the affiliation of other institutions to the University on such terms and conditions as it may think fit in accordance with Statute 53;
- 31.12 To approve, amend or refer back the yearly estimates and accounts of the University prepared by the Finance Committee;
- 31.13 To vet and approve new academic programmes for all levels as well as affiliate institutions;
- 31.14 To vet and approve or revise structure of academic units in the University;
- 31.15 To be responsible for approval of individuals who have been deemed worthy for the award of degrees, diplomas, certificates and prizes;

- 31.16 To determine, subject to any conditions made by the donors which are accepted by Council and after report from the Board of the Campus, Faculty, Institute or School concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and prizes, and to examine for and award same or to delegate to the Campus, Faculty, Department, Centre, Institute or School concerned power to examine and award same;
- 31.17 To make regulations for the admission of persons to courses approved by the University;
- 31.18 To make regulations for the discipline of the junior members of the University;
- 31.19 To propose to Council the names of persons for honorary degrees and to express its views on other persons proposed for such degrees by Council. No person shall be admitted by the University to an honorary degree whose name has not been first submitted to and approved by both the Academic Board and Council;
- 31.20 To refer proposals on any matter to Convocation for consideration;
- 31.21 To exercise all such powers as or may be conferred on the Academic Board by the Law or by these statutes subject to the provisions of the Law
- 31.22 To make such reports and recommendations to the Council and within the scope of policy approved by the Council to take such action, as the Academic Board may deem necessary for the development, welfare and good governance of the entire university community;
- 31.23 To determine the length of each academic year and divide the year into such terms or trimester divisions as it may deem appropriate.

- 31.24. Subject to the Law, the Academic Board may delegate any of its functions to a Standing Committee or Officer of the University with or without conditions.

STATUTE 32: MEETINGS OF THE ACADEMIC BOARD

- 32.1. The Academic Board shall meet at least three (3) times in a year; at least one meeting at each trimester and the dates for the meetings shall be indicated in the University's schedule of meetings for each year;
- 32.2. An emergency meeting may be convened by the Vice-Chancellor whenever he or she shall find it fit, and upon giving all members of the Board at least three days' notice;
- 32.3. A special meeting of the Academic Board shall also be convened on the written request of at least one-third (1/3) of Academic Board members from each Campus, submitted to the Vice-Chancellor with a statement of the matters to be discussed at such special meeting. In the event of such a request, the Vice-Chancellor shall convene a special meeting within seven (7) days of the receipt of the request specified in the notice of such a meeting of those matters to be considered;
- 32.4. Except for emergency cases, all materials of Academic Board meetings should be sent to all members at least 7 days ahead of the scheduled date.
- 32.5. The quorum for the transaction of business of the Academic Board shall be one-half of its total membership.

STATUTE 33: STANDING COMMITTEES OF THE ACADEMIC BOARD

- 33.1. The Standing Committees of the Academic Board, their membership, procedures and functions shall be in accordance with Schedule B2 to these Statutes;

- 33.2 The terms of all elected members of Committees and Boards shall be two (2) years, the period to terminate at the end of an academic year. Election shall be held as near as can be to the last trimester of the year preceding that in which the appointee or person elected is to begin his or her term;
- 33.3 All Standing Committees of the Academic Board shall submit Annual Reports of their work to the Academic Board.

STATUTE 34: CAMPUSES, COLLEGES, FACULTIES, SCHOOLS, DIRECTORATES, INSTITUTES, CENTRES, DEPARTMENTS AND UNITS

- 34.1 There shall be in the University such Campuses, Colleges, Faculties, Schools, Directorates, Institutes, Centres, Departments and other Units of teaching, research and service as the Council may, on the recommendation of the Academic Board, determine;
- 34.2 The structure of Campuses, Colleges, Faculties, Schools, Directorates, Centres, Institutes and Units shall be in accordance with these Statutes and Schedules thereto.

STATUTE 35: CAMPUSES

- 35.1 Each Campus shall be headed by a Principal, who shall be appointed by Council on the recommendations of an Interview Panel in accordance with Schedule G1 of these Statutes. In his or her absence, he or she shall select one of the Deans on the Campus to act;
- 35.2 The Principal of a Campus shall be responsible to the Vice-Chancellor for providing leadership to the Campus and for maintaining and promoting the efficiency and good order of the Campus in accordance with the policies and procedures prescribed by Law and the Statutes or as may be determined

from time to time by the Council, the Academic Board and the Campus Board;

- 35.3 The Principal shall on trimester basis present a report on the status of the Campus to the Vice-Chancellor;
- 35.4 The Principal of a Campus shall be of Professorial status;
- 35.5 The person appointed as Principal shall hold office for a term of four (4) years and shall be eligible on completion of his or her term of office for re-appointment for two (2) years only. The re-appointment shall be done by Council in consultation with the Vice-Chancellor;
- 35.6 In the event of a vacancy created before the expiration of tenure through resignation, death or any other cause or absence from office for a period of more than three (3) months, the Chairperson of Council on the recommendation of the Vice-Chancellor shall appoint one academic member of professorial rank or not below the rank of Senior Lecturer to act for not more than one year within which time Council shall have appointed a substantive Principal in accordance with Schedule G1 of these Statutes.

STATUTE 36: COLLEGES

- 36.1 Each College shall be headed by a Provost , who shall be appointed by Council on the recommendations of an Interview Panel in accordance with Schedule G1 of these Statutes. In his or her absence, he or she shall select one of the Deans of the College to act;
- 36.2 The Provost of a College shall be responsible to the Vice-Chancellor for providing leadership to the College and for maintaining and promoting the efficiency and good order of the College in accordance with the policies and procedures prescribed by Law and the Statutes or as may be determined

from time to time by the Council, the Academic Board and the Campus Board;

- 36.3 The Provost shall on trimester basis present a report on the status of the College to the Vice-Chancellor through the Principal;
- 36.4 The Provost of a College shall be of Professorial status;
- 36.5 The person appointed as Provost shall hold office for a term of four (4) years and shall be eligible on completion of his or her term of office for re-appointment for two (2) years only. The re-appointment shall be done by Council in consultation with the Vice-Chancellor;
- 36.6 In the event of a vacancy created before the expiration of tenure through resignation, death or any other cause or absence from office for a period of more than three (3) months, the Chairperson of Council on the recommendation of the Vice-Chancellor shall appoint one academic member of professorial rank or not below the rank of Senior Lecturer to act for not more than one year within which time Council shall have appointed a substantive Provost in accordance with Schedule G1 of these Statutes.

STATUTE 37: FACULTIES AND SCHOOLS

- 37.1. The University shall have Faculties/Schools, each headed by a Dean
- 37.2. The Dean of a Faculty shall be responsible to the Provost of his or her College and shall provide leadership to the Faculty/School and for maintaining and promoting the efficiency and good order of the Faculty/School in accordance with the policies and procedures prescribed by Law and the Statutes or as may be determined from time to time by Council, the Academic Board, the Campus Board and the Faculty Board;

- 37.3. The Deans and Vice-Deans of the Faculties shall be elected separately by the Academic Senior Members of the Faculty from among the Senior Members not below the rank of Senior Lecturer thereof by secret ballot. The election shall take place normally in the last trimester of the academic session;
- 37.4. The person elected as Dean shall hold office for a term of three (3) years and shall be eligible on completion of his or her term of office for re-election for a further three (3) year-term. On completion of his second term he or she shall not be eligible for re-election until three (3) years have elapsed
- 37.5. During the absence from the University of the Dean of a Faculty/School, the Vice-Dean shall act. If the absence of the Dean of a Faculty is likely to be for a period exceeding six months or in the event of a vacancy occurring by resignation or death or any other cause, new elections must be held.
- In the absence of a Vice-Dean, the Vice-Chancellor may in consultation with the Provost of the College, designate from among the eligible members of the Faculty/School one person to serve as an Acting Vice-Dean who shall have all the functions, powers and duties of a Vice-Dean until election to the vacant office is held;
- 37.6. An election to fill any vacancy in the Deanship occurring as in (37.5) above shall normally be held as soon as it is known that a vacancy has occurred or will occur. In any case, the election shall take place by the end of the trimester following that in which the vacancy occurred;
- 37.7. The quorum for the voting should be at least half of the total number of Senior Members (Academic) in the Faculty;

STATUTE 38: SCHOOL OF MEDICINE AND HEALTH SCIENCES (SMHS)

- 38.1. There shall be a School of Medicine and Health Sciences (SMHS) with the mandate to train and carry out research in medicine and health sciences;
- 38.2. The Dean of the School shall be assisted by a Vice-Dean who shall be elected by Senior Academic Members of the School;
- 38.3. The Dean shall be appointed by the University Governing Council in consultation with the Advisory Board of SMHS after an interview by an appropriately constituted panel, and on the recommendation of the Academic Board. The appointment of the Dean shall not be by election;
- 38.4. The Dean shall have all powers, functions and duties as those vested in a Dean of Faculty/School;
- 38.5. The person appointed as Dean of the School shall be of professorial status and shall hold office for a term of three (3) years and shall be eligible on completion of his or her term of office for re-appointment for three (3) years only. The re-appointment shall be done by Council in consultation with the Vice-Chancellor and on the recommendation of the Academic Board. The re-appointment of the Dean shall have the endorsement of the Advisory Board of the School;
- 38.6. A person elected as Vice-Dean shall hold office for a term of two (2) years and shall be eligible for re-election for another term of two (2) years only.

STATUTE 39: INSTITUTES AND CENTRES

- 39.1. Each Institute/Centre shall be headed by a Director who shall be appointed by Council on the recommendation of the Vice-Chancellor.

- 39.2. The person appointed as Director shall be of professorial status. He or she shall hold office for a term of three (3) years and shall be eligible on completion of his or her term of office for re-appointment for three (3) years only. The re-appointment shall be done by Council in consultation with the Vice-Chancellor.
- 39.3. Directors of Institutes/Centres shall be responsible to the Vice-Chancellor. A Director of an Institute/Centre may be assisted by a Deputy Director who shall be appointed by the Vice-Chancellor;
- 39.4. The Director shall provide leadership and be responsible for the efficient management and supervision of the Institute/Centre.
- 39.5. The Director shall perform any other duties as may be assigned to him or her by the Vice-Chancellor.

STATUTE 40: DEPARTMENTS, SECTIONS AND UNITS

- 40.1. Each Department/Unit shall have a Head who shall be appointed by the Vice Chancellor, in consultation with the Provost of the College and the Dean of the Faculty, from amongst the Professorial members of the Department or in their absence among the next category of Senior Members (i.e. Senior Lecturers, Lecturers in that order);
- 40.2. Heads of Departments/Units who are below the rank of Senior Lecturer should hold the position for only one year non-renewable. Only persons of Professorial status and Senior Lecturers who are Heads of Departments can serve for a term of three (3) years and be eligible for re-appointment for another term of 3 years. On completion of his or her second term he or she shall not be eligible for re-appointment until three years has elapsed

- 40.3. Subject to the powers of the Faculty/School Board, the Campus Board and the Academic Board, it shall be the duty of a Head of Department to:
- i. Organize the teaching, research and service programmes of the Department and to ensure that such programmes are carried out;
 - ii. Maintain acceptable standards of teaching and other academic work;
 - iii. Provide for the examination of students;
 - iv. Liaise with the Dean of the Faculty/School on matters affecting the Department;
 - v. Convene a meeting of members of the Department at least twice a trimester for the Department;
 - vi. Be responsible for the general administration of the Department in respect of human, financial and material resources of the Department and persons engaged therein;
 - vii. Present a report to the Dean of Faculty/School on trimester basis all matters discussed in meetings in relation to Departments.

STATUTE 41: CAMPUS BOARDS

- 41.1. For each Campus, there shall be established a Campus Board whose membership shall include the following as appropriate:
- i. Principal as Chairperson;
 - ii. Provosts, Deans of Faculties and Schools, Directors of Institutes/Centres on the campus;
 - iii. Vice Deans on the campus;
 - iv. Heads of Department and Academic Units on the campus;
 - v. One Senior Member of each Department elected by the members thereof;
 - vi. One representative from each of the other Campuses in accordance with a Schedule to be approved for that purpose by the Academic Board and Council;

- vii. Deputy Librarian (Campus Librarian);
- viii. Faculty Examinations Officers
- ix. DAPQA Representative
- x. Such other persons as may be determined by the Campus Board subject to the approval of the Academic Board.

In attendance:

- i. Deputy Registrar at the Campus (Secretary)
 - ii. Deputy Finance Officer/Senior Accountant/Accountant (Campus Accountant)
 - iii. Deputy Director of Works and Physical Development (Campus Representative of Director of Works and Physical Development)
 - iv. Deputy Director of ICT (Campus ICT Officer)
 - v. Deputy Internal Auditor (Campus Internal Auditor)
 - vi. Assistant Procurement Officer (Campus Procurement Officer)
- 41.2. The elected members of the Campus Board shall serve for a period of two (2) years and shall be eligible for re-election for another two (2) years, and thereafter shall not be eligible for re-election until another two years has elapsed.
- 41.3. Each Campus Board shall meet at least two (2) times in a trimester (at the beginning and at the end of each trimester).
- 41.4. An emergency meeting of a Campus Board may be convened by the Provost provided that three days' notice is given to every member of the Board.
- 41.5. A special meeting of the Campus Board shall be convened by the Principal on the written request of one-third of the total membership of the Board, submitted to the Provost with a statement of the subject matter to be considered at such special meeting. In the event of such a request, the Principal shall convene a special meeting within seven (7) days of receipt of the request but subject to the requirement of notice to every member.

STATUTE 42: POWERS AND FUNCTIONS OF CAMPUS BOARDS

- 42.1. Subject to the Law, these Statutes and the approval of the Academic Board and Council, the Board of each Campus shall have power:
- 42.2. To direct the general growth and functions of the Campus and its programmes;
- 42.3. To regulate within the general policy approved by the Academic Board, the teaching and study of programme assigned to the Campus;
- 42.4. To ensure the provision of adequate instruction and facilities for research in Faculties, Schools, Centres, Institutes and Units in the Campus;
- 42.5. To recommend Examiners to the Academic Board for appointment;
- 42.6. To report to the Academic Board on regulations and syllabuses dealing with programmes of study and other questions related to the work of the Campus;
- 42.7. To make recommendations to the Academic Board for the award of degrees, diplomas certificates, scholarships and prizes within the Campus;
- 42.8. Subject to the approval by the Academic Board, to promote co-operation with other Campuses, Faculties, Schools and Institutes within and outside the University in matters relating to the academic work of the Campus and its various components;
- 42.9. To deal with any matters referred or delegated to it by the Academic Board;
- 42.10. To discuss any matters relating to the Campus.

STATUTE 43: COLLEGE BOARDS

- 43.1. For each College, there shall be established a College Board whose membership shall be as follows:
- i. Provost (Chairperson);
 - ii. Deans
 - iii. Vice-Deans
 - iv. The Deputy Librarian
 - v. Heads of Departments
 - vi. One representative from each Department
 - vii. Faculty Examinations Officers
 - viii. DAPQA Representative
 - ix. Such other persons as may be determined by the College Board and approved by the Academic Board.

In attendance:

- x. Deputy Registrar/Senior Assistant Registrar of the College (Secretary).
- xi. Deputy Finance Officer/Senior Accountant/Accountant of the College.

STATUTE 44: POWERS AND FUNCTIONS OF COLLEGE BOARDS

- 44.1. Subject to the Law, these Statutes and the approval of the Academic Board and Council, the Board of each College shall have power:
- 44.2. To direct the general growth and functions of the College and its programmes;
 - 44.3. To regulate within the general policy recommended by the Campus Board and approved by the Academic Board, the teaching and study of programmes assigned to the College;
 - 44.4. To ensure the provision of adequate instruction and facilities for research in Faculties, Schools, Centres, Institutes and Units in the College;

- 44.5. To recommend Examiners to the Academic Board through the Campus Board for appointment;
- 44.6. To report to the Academic Board through the Campus Board on regulations and syllabuses dealing with programmes of study and other questions related to the work of the College;
- 44.7. To make recommendations through the Campus to the Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the Campus;
- 44.8. Subject to the approval by the Academic Board, to promote co-operation with other Campuses, Faculties, Schools and Institutes within and outside the University in matters relating to the academic work of the College and its various components;
- 44.9. To deal with any matters referred or delegated to it by the Academic Board;
- 44.10. To discuss any matters relating to the College.

STATUTE 45: FACULTY/SCHOOL BOARDS

- 45.1. For each Faculty/School, there shall be established a Faculty or School Board whose membership shall include the following:
 - i. Dean of the Faculty (Chairperson);
 - ii. Vice-Dean
 - iii. Faculty Examinations Officer;
 - iv. Heads of Departments and other Academic Units in the Faculty/School;
 - v. One Senior Member of each Department elected by the members thereof;
 - vi. One representative from each cognate Faculty/School;
 - vii. Deputy Librarian (Campus Librarian);
 - viii. Such other persons as may be determined by the Faculty/

- School Board subject to the approval of the Campus Board and the Academic Board.
- ix. Each Faculty/School Board shall meet at least two (2) times in a trimester.
 - x. A special meeting of the Faculty Board shall be convened by the Dean on the written request of one-third the total membership of the Board. In the event of such a request, the Dean shall convene a special meeting within seven (7) days of receipt of the request but subject to the requirement of notice to every member.
 - xi. The Faculty/School Board shall present a report to the College Board or the Campus Board or both

STATUTE 46: POWERS AND FUNCTIONS OF FACULTY/ SCHOOL BOARDS

Subject to the Law and these Statutes, the Board of each Faculty/School shall have power:

- 46.1. To regulate within the general policy approved by the Academic Board, the teaching and study of subjects assigned to the Faculty/School;
- 46.2. To vet, deliberate and recommend to the Academic Board, through the Campus Board for approval all examination results of the Faculty/School;
- 46.3. To review and recommend to Academic Board requests for amendments of examination results. The decision to amend results shall be communicated by the Dean to the Academic Board through the Campus Board;
- 46.4. To ensure the provision of adequate instruction and facilities for research in programmes of the Faculty/School;
- 46.5. To recommend External Examiners to the Campus Board for appointment;

- 46.6. To report to the Campus Board on regulations and syllabuses dealing with courses of study and other questions in relation to the work of the Faculty/School;
- 46.7. To make recommendations to the Academic Board through the Campus Board for the award of degrees, diplomas, certificates, scholarships and prizes within the Faculty/School;
- 46.8. Subject to the approval of the Academic Board through the Campus Board, to promote cooperation with other Faculties and Institutions within and outside the University in matters relating to the academic work of the Faculty/School;
- 46.9. To deal with any matter referred or delegated to it by the Campus Board;
- 46.10. To discuss any matters relating to the Faculty/School.

STATUTE 47: ADVISORY BOARD OF THE SCHOOL OF MEDICINE AND HEALTH SCIENCES (SMHS)

- 47.1. There shall be an Advisory Board of SMHS.
- 47.2. Membership and functions of the Board of SMHS are as contained in Schedule C of these Statutes.
- 47.3. The Advisory Board shall be distinct from the School Board in terms of powers and duties. The Power and functions of the School Board are stated under Statute 45.

STATUTE 48: BOARD OF GRADUATE SCHOOL

- 48.1. There shall be a Board of Graduate School.
- 48.2. The Membership of the Board shall consist of the following:
 - i. Dean of Graduate School (Chairperson);
 - ii. Provosts or their representatives;
 - iii. Two representative from each Faculty/School/Directorates;

- iv. Registrar or his representative;
- v. University Librarian or his/her representative;

In attendance

A person not below the rank of Senior Assistant Registrar/ Assistant Registrar who shall be Secretary.

STATUTE 49: FUNCTIONS OF BOARD OF GRADUATE SCHOOL

- 49.1. To approve on behalf of Academic Board, candidates for higher degrees, supervisors, coursework, theses topics, titles and synopses based upon recommendations from the appropriate Campus and Faculty/School Boards;
- 49.2. To recommend the appointment of Internal and External Examiners in respect of written papers, dissertations or theses to the Academic Board based upon recommendations from the Campus and Faculty/School Boards;
- 49.3. To give provisional approval to post-graduate degree examinations results and subsequently submit the results to Academic Board for final approval;
- 49.4. To liaise with Provosts and Deans on graduate matters in their various Campuses and Faculties/Schools;
- 49.5. To request progress reports on students from supervisors at the end of each academic year;
- 49.6. To establish and maintain links with Graduate Schools in other Universities or institutions and promote exchange of graduate students and staff engaged in graduate work;
- 49.7. To vet and approve new graduate programmes on behalf of Academic Board.

STATUTE 50: BOARD OF INSTITUTE FOR INTER - DISCIPLINARY RESEARCH AND CONSULTANCY SERVICES

- 50.1. There shall be a Board of Institute for Inter-Disciplinary Research and Consultancy Services (IIRaCS).
- 50.2. Membership of the Board shall consist of the following:
 - i. Director of IIRaCS as Chairperson;
 - ii. Dean of Graduate School;
 - iii. Director of Community Relations and Outreach Programmes;
 - iv. Director of Directorate of Academic Planning and Quality Assurance;
 - v. Registrar or his/her representative
 - vi. Representatives of Provosts.

In Attendance

- i. A Representative of Finance Office.
- ii. Assistant Registrar of IIRaCS as Secretary.

STATUTE 51: BOARDS OF INSTITUTES/ACADEMIC DIRECTORATES

- 51.1. There shall be a Board for each Institute/Academic Directorate.
- 51.2. Membership of each of the Boards of the Institute/Academic Directorate shall consist of the following:
 - i. Director as Chairperson;
 - ii. Dean of Graduate School;
 - iii. Director, Community Relations and Outreach;
 - iv. Director of Academic Quality Assurance; Directorate
 - v. Registrar or his/her representative;
 - vi. Representatives of Provosts.

In Attendance

- i. A Representative of Finance Office;
 - ii. An Assistant Registrar of the Institute/Directorate as Secretary;
- 51.3. The functions of the Boards shall be as follows:
- i. To ensure the provision of adequate facilities for the functions and programmes of Institute/Directorates;
 - ii. To report to the Academic Board on the progress of Institute/Directorates;
 - iii. To make recommendations to the Academic Board on such actions that is of interest to Institute/Directorates;
 - iv. Subject to the approval of the Academic Board, promote and cooperate with faculties and other institutions within and outside the University matters relating to the core business of Institute/ Directorates;
 - v. To deal with any matter referred to and delegated to it by the Academic Board;
 - vi. To discuss any matters relating to the interest of Institute/ Directorate.
- 51.4. Duties of Institutes/Academic Directorates shall be as follows:
- i. Engage in research on topical issues bordering on national development
 - ii. Organize Annual Harmattan School Lecture Series—for policy review and brain storming session on development issues that affect Northern Ghana in particular and Ghana as a whole.
 - iii. Organise Annual Interdisciplinary Conference for the presentation and peer review of research work leading to publications.
 - iv. May run undergraduate and graduate academic programmes
 - v. Forge collaboration with Development partners.

STATUTE 52: DIRECTORATE OF COMMUNITY RELATIONS AND OUTREACH PROGRAMMES

- 52.1. There shall be established, under the Vice-Chancellor's Office, a Directorate of Community Relations and Outreach Programme headed by a Director appointed by the Vice-Chancellor. The Director shall not be below the rank of Senior Lecturer.
- 52.2. The Directorate shall be responsible for effective conduct and management of the programme.
- 52.3. He shall hold Office for a term of three (3) years, and may be eligible for re-appointment for another term of three (3) years.
- 52.4. Functions and duties of the Directorate shall be as follows:
- i. To organize Community Relations and Outreach Programmes committee meetings;
 - ii. To design and implement orientation programmes;
 - iii. To contact or consult with partner organisations;
 - iv. To organise orientation workshops for Faculty/School Coordinators, District Coordinators and Assessors;
 - v. To organize field supervision and assessment of students;
 - vi. To respond to demands for services from Metropolitan, Municipal and District Assemblies (MMDAs), communities and other organisations;
 - vii. To create and manage databanks of students' placement and assessment, community maps and reports;
 - viii. Dissemination of information on community development to MMDAs, communities and organisations;
 - ix. To perform other duties as assigned by the Vice-Chancellor.
 - x. There shall be Community Relations and Outreach Programme Planning Committee to plan the activities of the year. Membership of the Committee shall be as follows:
 - a. Pro-Vice-Chancellor (Chairperson);

- b. Director of Community Relations and Outreach Programmes;
- c. Programme Representatives from Faculties/Schools;
- d. Representative from the Registry
- e. Representative from Finance Office;
- f. Representative from Audit Unit;
- g. Three (3) student representatives from each campus of the University, of which at least one must be a female
- h. Co-opted members from Directorates based on their specific abilities
- i. Assistant Registrar (Secretary)

STATUTE 53: DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE

- 53.1. There shall be established, under the Vice-Chancellor's Office, a Directorate of Academic Planning and Quality Assurance headed by a Director appointed by the Vice-Chancellor. The Director shall not be below the rank of Senior Lecturer.
- 53.2 The Directorate of Academic Planning and Quality Assurance shall be responsible for management planning of academic matters and quality assurance in the University.
- 53.3 The Director shall have the status of a Dean of Faculty/School
- 53.4 Without prejudice to the generality of the functions hereby assigned to the Directorate in Clause (50.2) above, the Directorate shall work in consultation with Provosts, Deans, Heads of Departments and the University Management:
 - i) Coordinate the activities of the Campuses, Schools, Faculties, and Departments regarding quality service delivery in respect of teaching and research to ensure that the University attains academic excellence;
 - ii) Perform any other relevant functions as may be assigned to the Directorate by the Vice-Chancellor.

- 53.5 The Director of DAPQA shall hold Office for a term of three (3) years, and may be eligible for re-appointment for another term of three (3) years. On completion of his/her second tenure, he/she shall not be eligible for re-appointment until three (3) years has elapsed.
- 53.6 Functions and duties of Directorate of Academic Quality Assurance shall be as follows:
- i. To vet examination results on behalf of Academic Board;
 - ii. To organize orientation of newly appointed Senior Members in collaboration with the Human Resource/ Personnel Section;
 - iii. To carry out Students Assessment of Courses and Lecturers;
 - iv. In collaboration with Deans of Faculties and Schools, monitor beginning of Lectures at the various Campuses of the University;
 - v. To vet proposals for new programmes for submission to the National Council for Tertiary Education (NCTE) and the National Accreditation Board (NAB) for approval and accreditation respectively;
 - vi. To investigate appeals made by Students for alleged involvement in Examination Malpractices
 - vii. To process applications from other tertiary institutions for affiliation and provide records on the affiliations to the Registrar
 - viii. To monitor academic programmes and activities of affiliate institutions
 - ix. To perform other duties assigned by the Vice-Chancellor.

STATUTE 54: INSTITUTE FOR DISTANCE AND CONTINUING EDUCATION

- 54.1 There shall be established, under the Vice-Chancellor's Office, an Institute for Distance and Continuing Education headed by a Director appointed by the Vice-Chancellor. The Director shall not be below the rank of Senior Lecturer;

- 54.2 The Director shall report to the Vice-Chancellor;
- 54.3 The Director shall have the status of a Dean of Faculty/School;
- 54.4 There shall be an Education Committee of which the Pro-Vice-Chancellor shall chair on behalf of the Vice-Chancellor;
- 54.5 There shall be a Deputy Director who shall assist the Director in the day-to-day administration of the Directorate;
- 54.6 The Director shall be responsible for Distance and Continuing Education programmes;
- 54.7 He shall hold Office for a term of three (3) years, and may be eligible for re-appointment for another term of three (3) years;
- 54.8 The Directorate shall take a semi-virtual form by sharing staffing, infrastructure, equipment of already existing systems and structures.
- 54.9. Functions and duties of the Institute shall be as follows:
- i. To organise Distant Learning Centres in the three (3) Northern Regions and on each of the Campuses;
 - ii. To provide policy and programming guidance through the support of the Education Committee;
 - iii. To appoint a Coordinator on each Centre;
 - iv. To collaborate with all the Faculties/Schools in designing and implementing Distance and Continuing Education programmes in the University;
 - v. To monitor teaching and learning through the campus coordinators.

STATUTES 55: DIRECTORATE OF UDS INTERNATIONAL RELATIONS

- 55.1. There shall be established under the Vice-Chancellor's Office, the Directorate of UDS International Relations;
- 55.2. The Directorate of International Relations shall be headed by at least a Senior Lecturer or equivalent. He or she shall have the status of a Dean of a Faculty/School;
- 55.3. He or she shall be appointed by Council on the recommendation of the Vice-Chancellor;
- 55.4. The Director of International Relations shall hold office for a term of three (3) years and may be eligible for re-appointment for another term of three (3) years only;
- 55.5. On completion of his/her second tenure, he/she shall not be eligible for re-appointment until three (3) years has elapsed.
- 55.6. Functions of UDS International Relations:
 - i. In collaboration with the Provosts of Campuses and Deans of Faculties/Schools, the Director of International Relations shall establish collaboration with International institutions, and regularly update the database on the University's collaborators or partners in respect of international academic programmes, and handle matters involving both staff and student visits and exchange programmes;
 - ii. In conjunction with the Registrar's Office, the Director shall handle all agreements involving the University and its collaborators or partners in respect of external academic programmes,
 - iii. The Director shall cause to be published annually, a comprehensive report on the activities of the Office of International Relations;
 - iv. He or she shall perform any other relevant functions as may be assigned by the Vice-Chancellor.

- v. There shall be an International Programmes Committee to oversee the activities of the Office. Membership of the Committee shall be as follows:
 - a. Director (Chairperson);
 - b. Three (3) members from each Campus, one of whom shall be the Principal of the Campus, and the other two, who shall not be below the rank of Senior Lecturer, and shall be elected by the Campus Board;
 - c. The Dean of Graduate School;
 - d. Director of Community Relations and Outreach Programmes;
 - e. In attendance, shall be a person not below the rank of Assistant Registrar who shall be Secretary.

STATUTE 56: OFFICE OF THE DEAN OF STUDENTS

- 56.1. There shall be a Dean of Students. The Dean shall not be below the rank of Senior Lecturer, appointed by Council on the recommendation of the Vice-Chancellor.
- 56.2. The person so appointed as Dean of Students shall hold office for a term of three (3) years and shall be eligible on completion of his or her term of office for re-appointment for three (3) years only.
- 56.3. There shall be a Vice-Dean of Students Affairs on each Campus to be appointed by the Vice-Chancellor.
- 56.4. The Vice-Dean shall hold office for a term of two (2) years, and may be renewed for another two-year term only.
 - b. Responsibilities**
 - i. The Dean of Students Affairs, who shall be assisted by a Vice-Dean on each of the other Campuses, shall have responsibility for the welfare and discipline of Junior Members of the University in relation to academic, residential and social matters.

- ii. The Dean and Vice-Deans shall work in close collaboration with the Registrar, Deputy Registrar, (Academic Affairs), Hall/Hostels authorities, the Students Representative Council (SRC) and the Counselling and Placement Centres;
- 56.5. There shall be a Student Affairs Committee comprising: the Dean of Students; Vice-Deans; Heads of Halls/Hostels; representative from each of the SRCs and University Relations Section.
- 56.6. The Committee shall meet at least twice in an academic year.

STATUTE 57: WELFARE SERVICES BOARD

- 57.1. There shall be a University Welfare Services Board which shall be responsible to the Vice-Chancellor, the composition and functions of which shall be as in Schedule B2 (7).
- 57.2. There shall be Campus Welfare Services Boards, the composition and functions of which shall be as in Schedule B3.

STATUTE 58: MEETINGS OF THE UNIVERSITY WELFARE SERVICES BOARD

- 58.1. The Pro-Vice-Chancellor shall convene a meeting of the University Welfare Services Board at least once a trimester;
- 58.2. At least seven (7) days' notice shall be given for such a meeting and of the matters to be considered. Emergency meetings may be convened by the Pro-Vice-Chancellor at any time, upon giving all members of the Board notice;
- 58.3. A special meeting of the Welfare Services Board may be convened on the written request of at least six members of the University Welfare Services Board, submitted to the Pro-Vice-Chancellor with a statement of the matters to be discussed at such special meeting. In the event of such a request being

made, the Pro-Vice-Chancellor shall convene a special meeting within seven days of the receipt of the request specifying in the notice of such meeting those matters to be considered;

- 58.4. The quorum for the transaction of business of the Welfare Services Board shall be not less than half of the total membership of the Board;
- 58.5. The decisions of the Welfare Services Board shall be reported to Council.

STATUTE 59: MEETINGS OF THE CAMPUS WELFARE SERVICES BOARD

- 59.1. Each Principal shall convene a meeting of the Campus Welfare Services Board at least twice in an academic year.
- 59.2. At least seven (7) days' notice shall be given for such a meeting and of the matters to be considered. Emergency meetings may be convened by the Principal at any time upon giving all members of the Board written notice;
- 59.3. A special meeting of the Campus Welfare Services Board may be convened on the written request of at least six members of the Campus Welfare Services Board, submitted to the Principal with a statement of the matters to be discussed at such special meeting. In the event of such a request being made, the Principal shall convene a special meeting within seven days of the receipt of the request specifying in the notice of such meeting those matters to be considered;
- 59.4. The quorum for the transaction of business of the Welfare Services Board shall be not less than half of the total membership of the Board;
- 59.5. The decisions of the Campus Welfare Services Board shall be reported to the Vice-Chancellor.

STATUTE 60: COMMITTEES OF THE UNIVERSITY WELFARE SERVICES BOARD

- 60.1. The Committees of the University Welfare Services Board, their membership, procedures and functions shall be in accordance with Schedule B4;
- 60.2. The tenure of all elected members of committees shall be two years, and the period to terminate shall be at the end of an academic year. Elections shall be held before the end of the Academic Year and the elected person shall assume office at the beginning of the next Academic Year.

STATUTE 61: SECULAR NATURE OF THE UNIVERSITY

- 61.1. The University is a secular institution and shall operate as such, without any allegiance to the rules and norms of any religion, society or association.
- 61.2. Every employee, student or anybody connected with the University shall be free to join any religion or society or association approved by the University and observe the rules and regulations of the religion or society or association so long as such rules and regulations as well as any activities thereof do not contravene the rules and regulations of the University and the laws of Ghana.
- 61.3. By way of emphasis, the rules, regulations and activities of the University shall supersede any rules, regulations, practices and activities of any religion or association operating in the University.
- 61.4. Consequently, every employee or student of the University shall obey the rules and regulations of the University and shall partake in all activities organised for him or her by the University.
- 61.5. The following practices are not allowed in the University:
 - i. Refusal to comply with the rules and procedures of ceremonial activities such as singing of National Anthem;

- ii. Indulging in blood covenant, criminal gangs, suicide pact and/or any other types of cults;
- iii. Engaging in associations or individual behaviours with criminal intent such as sexual harassment, robbery and Internet fraud;
- iv. Engaging in compromises on academic/institutional standards such as examination leakages, divulging of secrets, misapplication/misuse of funds, property and other resources.
- v. Human rights violations including verbal, physical, sexual and emotional abuse as well as any form of harassments of subordinates, minors, unwilling parties, third parties (non-institutional others) and child abuse.
- vi. Any form of discrimination that give undue advantage to some while undermining other individuals or groups such as ethnic discrimination, discrimination based on religion, sexism, and Puritanism.
- vii. Engaging in alcoholism.
- viii. Engaging in substance abuse
- ix. Sale/Peddling in drugs
- x. Any form of criminal acts including theft, deceit, fraud, rape, murder, manslaughter, fighting and bodily harm;
- xi. Any other behaviour that will bring the name of the University into disrepute whether on or out of campus.

STATUTE 62: ADMISSION OF STUDENTS

62.1. Undergraduate students

Subject to other provisions of these Statutes, the admission of undergraduate students to the University shall be the responsibility of an Admissions Board whose membership shall include:

- i. The Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Principals of Campuses, Provosts of Colleges, Deans of Faculties/Schools, Director of Directorate of Academic

Planning and Quality Assurance and two (2) other representatives appointed by the Academic Board.

The other representatives appointed by the Academic Board shall serve on the Board for two (2) years duration renewable for another two (2) years only.

The Deputy Registrar (Academic and Students Affairs) who shall be the Secretary, shall be in attendance.

- ii. The Admissions Board shall act in accordance with the criteria for admissions approved by the Academic Board.
- iii. Admission decisions shall be generally guided by academic excellence and equity considerations.
- iv. The Registrar shall take action on all decisions taken at the Admission Board meetings.
- v. Initial applications for admission is through the Office of the Registrar.
- vi. Advertisements for student admissions, and the process of applications for admissions are the responsibility of the Registrar.
- vii. The appropriate Faculties or Schools shall review the academic qualifications and grades of each applicant and make recommendations to the Admissions Board.

62.2. Graduate Students

- i. Subject to other provisions of these Statutes, the admission of post-graduate students to the University shall be the responsibility of the Board of the Graduate School.
- ii. The Board of the Graduate School shall act in accordance with criteria approved previously by the Academic Board on graduate admissions.
- iii. Admission decisions shall be generally guided by academic excellence and equity considerations.
- iv. Departments, Faculties and Schools hosting post-graduate programmes shall have responsibility for

- conducting admission interviews and recommending qualified candidates to the Graduate Board for admission;
- v. The Dean of the Graduate School shall submit the list of recommended candidates for admission to the Registrar for further processing.

STATUTE 63: MATRICULATION

- 63.1. No one shall be matriculated into the University unless he or she has fulfilled conditions prescribed by the Academic Board and has been accepted for admission.
- 63.2. The Academic Board assisted by the Campus Board shall determine the manner of matriculation into the University.

STATUTE 64: AFFILIATION AND RECOGNITION OF COLLEGES AND INSTITUTIONS

- 64.1. The University may admit to affiliation with a College or an Institution or the members of students of the College or Institution in the manner and on the terms and conditions prescribed by Council.
- 64.2. The University may terminate or modify the terms of the affiliation, granting of privilege or recognition.
- 64.3. Although a programme of study may not be taught in the University, the University may recognize a College or an Institution in which the subject is taught and recognize the subject as a subject for degrees in the University.
- 64.4. The Registrar shall maintain a register of the affiliated Colleges and Institutions and shall submit annual reports on each to Council.

STATUTE 65: EXAMINATIONS

- 65.1. Courses of instruction, including syllabuses, whether leading to University award or not shall require prior approval by the Academic Board.
- 65.2. The Internal Examiner for a course shall be a Senior Member who shall teach the course.
- 65.3. The External Examiners for all prescribed examinations shall be approved by the Campus Board and the Academic Board upon recommendations of the respective Departments, Faculties, Institutes and Schools.
- 65.4. When there is a disagreement between an External and Internal Examiner, the resolution shall be done at the Faculty/School Board; failing that, the matter shall be referred to the Campus Board and thereon to the Academic Board.

STATUTE 66: CONGREGATION

- 66.1. There shall be a Congregation of the University composed of members of Council, members of Convocation and all graduates of the University for the purpose of receiving reports, witnessing the ceremony of awarding degrees, diplomas and certificates of the University, and for any other purposes as the Chancellor may determine.
- 66.2. Campus-based congregations shall be convened at least once every year at such time and place as shall be determined by the Chancellor in consultation with Council, and shall be presided over by the Chancellor, or in his or her absence by the Chairperson of Council.
- 66.3. The procedure for the presentation of graduands and for the conferment of degrees and all other matters relating to the Congregation shall be determined by the Academic Board.

- 66.4 Congregation for the conferment of honorary degrees shall be convened as and when the Council shall determine in consultation with the Chancellor.

STATUTE 67: CONVOCATION

- 67.1 There shall be Convocation of the University which shall be composed of the categories of persons specified in Schedule D to these Statutes. It shall be the duty of the Registrar to compile a register of all members thereof which shall be published every year.
- 67.2 Persons whose names appear on the register of Convocation for a Campus shall be entitled to attend Convocation meeting and to vote.
- 67.3 In addition to any other power or function granted by these Statutes to Convocation of the University, it shall be the function of Convocation to express opinion on all matters affecting the University and to refer any matter to any University body for further consideration.
- 67.4 Convocation shall meet at least once every year on each campus, to receive a report from the Vice-Chancellor at such time as the Vice-Chancellor shall determine.
- 67.5 Upon a request in writing of not less than one-third members of Convocation on each campus for a meeting, stating the purpose for which the meeting is to be called, the Vice Chancellor shall summon an extra-ordinary meeting of Convocation on that campus within seven days and the notice summoning such meeting shall specify the business to be considered.
- 67.6 The quorum for Convocation on each campus shall be 25% of membership.

STATUTE 68: HALLS OF RESIDENCE

- 68.1. There shall be Halls of Residence of the Campuses of the University and such residential facilities as the Council may determine.
- 68.2. Each Hall of Residence shall consist of such number of Senior and Junior members of the University as the Vice Chancellor with the approval of the Campus Board and the Academic Board may determine in a Statute approved for the Hall.
- 68.3. Each Hall of Residence and other Residential Facility shall be managed, subject to these Statutes and the authority of its Governing Body, by a Board consisting of members elected by persons belonging to that Hall or Residential Facility.
- 68.4. The Board responsible for the management of each Hall/ Hostel or Residential Facility shall be responsible for taking minor disciplinary actions against any Junior Member with respect to breaches of discipline of the Hall/Hostel of Residential Facility. Where the disciplinary action proposed is a major one such as dismissal, or rustication, the matter shall be referred to the Vice- Chancellor.

STATUTE 69: ACADEMIC YEAR

The Academic Board shall determine the length of each Academic Year and shall divide the year into such trimesters as it may deem appropriate.

STATUTE 70: POWERS TO MAKE REGULATIONS

- 70.1. The Council, the Academic Board, the Welfare Services Board, the Campus Boards and the Standing Committees and Halls/ Hostels of Residence Board respectively may make regulations for their own procedures and for the exercise of their respective powers under these Statutes.

- 70.2. The Academic Board shall not make or ratify any regulation altering, revoking or adding to the regulations for the time being in force except at an ordinary meeting of the Academic Board and unless notice of the proposed regulations has been given on the agenda for such meeting.
- 70.3. Regulations made by a Standing Committee or a Hall/Hostel Residence Board pursuant to Statute (69.1) shall be subject to the approval of the Academic Board and shall not come into effect unless approved by the Academic Board.
- 70.4. The Council, the Academic Board and the Welfare Services Board shall in approving, ratifying, making, altering or revoking regulations, observe the following conditions.
- i. No regulation made shall be inconsistent with or repugnant to the general law of the land or to the Statutes of the University for the time being in force.
 - ii. No regulations shall unduly discriminate against any person(s) or group of persons on the basis of their religion, sex, disability, ethnicity, locality, class or politics.
 - iii. No person shall be awarded a degree, other than an honorary degree, or *ad eundem* degree, without appropriate examination or other test as laid down in the prescribed regulation.
- 70.5. If any questions arise as to the validity under these Statutes of any regulation made by the Academic Board, Welfare Services Board or any Standing Committee or Board or Hall Residence Board, the question shall be referred to the Council, and the decision of the Council thereon shall be final.
- 70.6. For the purpose of this provision, “regulation” includes a bye-law.

STATUTE 71: DISCIPLINE IN THE UNIVERSITY

- 71.1 The Vice-Chancellor shall be responsible for discipline within the University and in this connection shall act in accordance with rules formulated by the University Council.
- 71.2 The Vice-Chancellor may delegate his/her disciplinary authority.
- 71.3 The following are the penalties that may be imposed for breaches of discipline:
- i. Dismissal
 - ii. Termination of Appointment
 - iii. Suspension
 - iv. Reduction in rank or grade
 - v. Deferment of Increment, i.e. a postponement of date on which the next increment is due, with corresponding postponement in subsequent years
 - vi. Forfeiture of pay for stated period
 - vii. Rustication
 - viii. Postponement of promotion
 - ix. Stoppage of salary increment pending further investigations/ decisions
 - x. Withholding of salary or salary increment pending further investigations or decisions
 - xi. Reprimand
 - xii. Warning
 - xiii. Removal from the University Hostel/ Hall of Residence.

For the purpose of this Statutes (71.3), the following shall be treated as major penalties, which shall be imposed only by the Vice-Chancellor i, ii, iii, iv, v, vi, and vii. The rest of the offences (viii, ix, x, xi, xii) shall be treated as minor ones and may be imposed by any person to whom the Vice-Chancellor has delegated authority.

- 71.4. Any person affected by any decision of the Vice-Chancellor or the person or body to whom he or she has delegated authority shall have the right of appeal as prescribed by the rules (under Schedule E).

STATUTE 72: STAFF RETIREMENT

- 72.1 For all categories of staff, the date of retirement is effective August 31. Staff who attain the age of 60 years before or on August 31, shall retire on August 31. Staff who attain 60 years after August 31, shall have a roll over and retire on August 31 of the following year.

STATUTE 73: MISCELLANEOUS PROVISIONS

- 73.1 Unless otherwise provided by Law, these Statutes or regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any University and/ Campus body shall not be less than one-third of the total membership, or if such one-third is not a whole number, then it shall be the next higher number. If any Committee cannot raise a quorum for three (3) successive meetings, the Chairperson shall consult the Executive Committee for a variation quorum;
- 73.2 No decision reached at a meeting of any University body shall have effect unless it has the approval of at least a simple majority 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 Body, the person presiding at the meeting shall have, in addition to his or her original vote, a casting vote;
- 73.3 Subject to such regulations as may be made under these Statutes in that behalf, any question as to the procedures to be observed in respect of any matter arising at meeting of any University and/or Campus Body shall be determined by the persons presiding at such meeting;

- 73.4 No act or decision of any University body shall be invalid by reasons of the existence of any vacancy among its members;
- 73.5 Any matter not expressly covered in the Law or in these Statutes or in regulations made pursuant thereto shall be determined by the Vice-Chancellor subject to ratification by the Council;
- 73.6 Votes taken at any University meeting shall show the number of members in favour, against, and abstentions.
- 73.7 There shall be a publication called “University Gazette” to be published bi-annually. It shall contain facts, major issues and new developments;
- 73.8. There shall be a publication to be called “University Reporter” published quarterly and shall contain news articles or recent developments, announcements, and general information deemed to be sufficient to give official notification to all members of the University.
- 73.9. Except as may be provided by regulation, no person shall hold more than one of the following posts for more than (90) days at any given time:
- i. Vice-Chancellor
 - ii. Pro-Vice-Chancellor
 - iii. Registrar
 - iv. Finance Officer
 - v. University Librarian
 - vi. Principal
 - vii. Provost
 - viii. Dean of a Faculty or School
 - ix. Dean of Graduate Studies
 - x. Director of an Institute
 - xi. Director of Works and Physical Development
 - xii. Directors
 - xiii. Dean of Students Affairs

- xiv. Deputy Registrar
- xv. Head of a Hall/Hostel of Residence
- xvi. Senior Tutor
- xvii. Heads of Department

73.10 These Statutes shall not be interpreted in such a manner as to conflict with the existing laws of the land. Should there be any difficulty in interpretation the decision of Council shall be final.

STATUTE 74: AMENDMENT OF STATUTES

- 74.1. The Academic Board may recommend to the Council any amendments to the Statutes;
- 74.2. Any proposals for amendments to the Statutes shall be made by the Board at a special meeting which shall be convened at the instance of the Vice-Chancellor or one-third of the total number of the members of the Board;
- 74.3. The quorum for the transaction of any business of the aforementioned special meeting shall be two-thirds of the total number of the members of the Board;
- 74.4. No amendment shall be valid unless adopted by an affirmative vote of two-thirds of the total membership of the Academic Board present and voting;
- 74.5. Prior to the date of the meeting each member shall be given seven clear days' notice clearly setting out the specific subject matter of the proposed amendments and the particular feature of the Statute to which they relate.

STATUTE 75: AMENDMENT OF SCHEDULES

- 75.1 The Academic Board shall have the power with the approval of Council, to amend all or any of the Schedules to these Statutes.

Any such amendments proposed by the Academic Board, shall be reported to Council in writing at the next regular meeting of Council. Unless Council expresses its disapproval of the amendment at that meeting, the approval of Council shall be deemed to have been given.

STATUTE 76: TRANSITIONAL PROVISIONS

- 76.1 The following Statutes containing transitional provisions shall have effect, and the preceding Statutes shall be read and shall take effect subject thereto:
- i. These Statutes shall come into force on the January 1, 2017;
 - ii. The persons who immediately prior to the January 1, 2017 were respectively Vice Chancellor of the University, Pro-Vice-Chancellor, Provost of Campus, Registrar, Librarian, Finance Officer, Director of Works and Physical Development, Internal Auditor, Director of University Health Services, Director of Information and Communication Technology shall continue to hold such offices for the periods for which they were appointed or until their earlier deaths or resignations;
 - iii. The Academic Board, Convocation, Campuses, Faculties, Schools, Institutes and the Governing Boards thereof as existing immediately prior to the commencement of these Statutes shall be deemed to be the several bodies as constituted under the Statutes;
- 76.2. For the purpose of the initial steps for giving effect to these Statutes:
- i. If any 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 under the Statutes or regulations existing immediately prior to the Appointed Day, or if no

- such body exists, then a body temporarily constituted by the Academic Board for this purpose in the manner as near as may be to the manner laid down in these Statutes;
- ii. For the avoidance of doubt, until new Campuses are in place, any reference to Campus shall mean the Navrongo Campus, the Nyankpala Campus, the Tamale Campus, and the Wa Campus of the University;
 - iii. If any other difficulty arises in the initial constitution of any body under these Statutes, or otherwise in initial procedures, such departure from the provision of these Statutes may be made as in the opinion of the Vice-Chancellor, necessary to overcome the difficulty
- 76.3. The powers of such body existing in the University immediately prior to the Appointed Day, which are transferred under these Statutes to any other body, shall continue in force until such body shall have been constituted;
- 76.4. All bye-laws, regulations and Standing Orders of the University existing immediately prior to January 1, 2017 and not inconsistent with the Law or these Statutes shall remain in force until they are altered or repealed;
- 76.5. If, within 12 months after the January 1, 2017 any Standing or other Committee, Faculty or Board of Faculty, or Board of Institute or School shall have failed to make regulations regarding any matter for which the Academic Board deems necessary that a regulation be made or within the same period any of these bodies shall have made such regulations and the Academic Board shall have refused ratification thereof then, and in any such cases the Academic Board shall make such regulations as they may deem suitable regarding such matter or matters;
- 76.6. Every person who immediately prior to the Appointed Day held an Academic or Senior Administrative/Professional

Appointment in the University shall continue to hold such appointment until under these Statutes or by virtue of the terms of his/her appointment or recognition, he or she shall cease to be entitled thereto.

- 76.7. Nothing in these Statutes shall prejudice the contractual rights and obligations of the persons who immediately prior to the Appointed Day were members of the administrative and teaching staff of the University.

SCHEDULES

SCHEDULE A

Simple Majority Vote System

1. Election shall be by secret ballot and the ballot box shall be transparent
2. The Registrar shall be the Returning Officer
3. All members of the electorate shall be qualified to vote either personally or by proxy. If by proxy they shall, not later than (24) hours prior to the election communicate in writing the names of their proxies to the Registrar.
4. Every elector, in giving, his or her vote shall indicate or mark on the ballot paper the name of the candidate he or she prefers;
5. A ballot paper shall be invalid on which:
 - i. No name is indicated or marked or
 - ii. More than one name is indicated or marked
6. At the end of the voting:
 - i. The Returning Officer shall arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidate; and
 - ii. The Returning Officer shall then credit each candidate with the total number of votes received by him or her.
7. The candidate who receives the highest number of votes shall be declared the winner.

8. In the event of any two (2) or more candidates having an equal number of votes, a second ballot shall be held.
9. In the event of the second ballot failing to produce a clear winner, the Returning Officer shall make a report thereof through the Vice-Chancellor to Council, which shall appoint one of the candidates.

SCHEDULE B:

Standing Committees and Boards

Schedule B1: Statutory Committees of Council

1. Finance Committee

- Membership:** Chairperson of Council;
Vice-Chancellor;
Pro-Vice-Chancellor;
Principals of Campuses;
Provosts of Colleges;
Two members appointed by Council;
Two members elected by Academic Board from its membership (to serve for two years only);
- In Attendance:** Registrar-Secretary;
Director of Finance;
Director of Audit;
Director of Works and Physical Development;
Deputy Registrar (Recorder)
- Quorum:** Fifty percent, including the Vice-Chancellor or Pro-Vice-Chancellor.
Elected members shall serve only a term for a period of two (2) years
- Functions:**
- i. To manage the finances and property of the University including investments, except where such functions have been committed by the
 - ii. Council to another person or body;

- iii. To cause to be prepared for the approval of the Academic Board a yearly statement of the estimates and accounts of the University;
- iv. To do such other acts as Council or Academic Board may authorise.

2. Development Committee

Membership: Vice-Chancellor as Chairperson;
 Pro-Vice-Chancellor;
 Principals of Campuses;
 Provosts of Colleges;
 Two (2) persons appointed by Council;
 Two persons elected by the Academic Board from its membership to serve for two years only.

In Attendance: Registrar (Secretary);
 Director of Works and Physical Development;
 Finance Officer;
 Director of Finance;
 Director of Estates;
 Deputy Registrar (Recorder);

Quorum: Fifty percent, including the Vice-Chancellor or Pro-Vice-Chancellor.

Functions:

- i. To formulate physical development policy;
- ii. To discuss and approve development proposals submitted to it by professional development consultants;
- iii. To advise on and supervise the expenditure of the University's capital and development funds.

3. Tender Committee

It shall be constituted in accordance with the Law (Public Procurement Act), Act 663 (2003) and Act 914 (2016)

4. Audit Committee

It shall be constituted in accordance with the Law (Public Financial Management Act 2016, Act 921)

5. Ghana Universities Staff Superannuation Scheme (GUSSS) Board

It shall be constituted in accordance with the regulations governing the GUSSS

6. Appointments and Promotions Board for Senior Members

There shall be one Appointments and Promotions Board for all categories of Senior Members which shall meet at least four (4) times in an Academic Year.

a. Membership

- i) Vice-Chancellor as Chairperson
- ii) Pro-Vice-Chancellor;
- iii) Four (4) persons of Profesorial Status, two (2) from the Humanities and two (2) from the Sciences elected by the Academic Board. One (1) from the Humanities and one (1) from the Sciences shall be the main members. The other two (2) members shall be Alternatives and shall attend the meetings as Academic Board Representatives **only when** the two (2) main members are not present.
- iv) Registrar as Member and Secretary.
- v) Principal of the Campus in which the person is to be appointed or promoted;
- vi) Provost of the College in which the person is to be appointed or promoted;
- vii) Dean or Director of the Faculty/School, Institute and Centre in which the appointment/promotion is being made;
- viii) One cognate Dean;
- ix) Head of Department in which the appointment or promotion is being made;
- x) Head of a cognate Department;
- xi) Where the status/ rank of the Principal or the Provost or the Dean of the Faculty/ School or Director of Institute/ Centre or the cognate Dean or the Head of Department or Head of the cognate Department is below the rank of the position being considered,

such a person shall not attend the meeting. A person or persons who are of a status/ rank not lower than the rank the candidate is being considered, **may** be co-opted to the Board.

- xii) For Senior Members (Academic), in addition to the above, not more than two persons outside the University **may** be co-opted as members (for Professorial positions, the co-opted members shall be Professors)
- xiii) For Senior Members (Administrative and Professional), in addition to items 6a i - iv, not more than two persons from outside the University, nominated by the Registrar, **may** be co-opted to serve on the Board as member(s).
- xiv) The Supervisor of the Senior Member (Administrative and Professional) shall also attend the meeting as a member

b. Quorum

The Quorum shall be five (5) and no business shall be conducted in the absence of:

- i. The Vice-Chancellor or Pro-Vice-Chancellor;
- ii. One (1) elected Professorial member;
- iii. Dean of the Faculty into which the person is being appointed or promoted, *except if the status/ rank of the Dean is lower than the rank the candidate is being considered* (for Senior Members Academic);
- iv. Registrar or the Supervisor or the Head of the Directorate/ Department into which the person is being appointed or promoted (for Senior Members Administrative and Professional)

The Vice-Chancellor shall be present for all appointments or promotions to Associate Professor or Professor or equivalent grades.

- c. The Board shall review applications received in the light of the following:

Applicant's formal qualifications;

Applicant's experience;

Applicant's age;

Status of contract (as contained in the Conditions of Service);

Equity considerations, as appropriate;

Recommendations of the Faculty/Administration Appointments and

- Promotions Committee; and
Reports of External Assessors
- d. Appointment or promotions of Senior Members (Academic) shall be made to a particular department or departments in a particular discipline or profession and in the broad subject area rather than to sub-areas of specialisation. In the case of professorial appointments, candidates are to be appointed into sub-areas of specialisation.
 - e. Proceedings of the Board shall be kept in the form of minutes of general policy matters; and minutes of individual appointments;
 - f. All minutes of the Board shall be provided to all members of the Board.
 - g. Recommendations on matters of general policy shall be made to the Academic Board for consideration.
 - h. Minutes of individual appointments shall be circulated to Heads of Departments and Deans/Directors of the Faculties/Schools/Institutes/Centres concerned.
 - i. Minutes covering all proceedings of the Board shall be deposited at the Main Library under the specific custody of the Librarian. Minutes of individual appointments, however, shall be kept under security, such that, subject to sub-regulation (j) and (l) of this regulation access to them shall require the written permission of the Vice-Chancellor.
 - j. The Registrar shall communicate the decision of the Board to the applicant within two weeks, and in the case of appointments requiring prior approval by the University Council, within two weeks after such approval has been given.
 - k. Except as provided for in sub-regulations (j) and (l) of this regulation, all documents in the appointment and promotions process and all discussions at the Board shall be secret and confidential.

SCHEDULE B2:**Committees of the Academic Board****1. Executive Committee**

Membership: Vice-Chancellor as Chairperson;
 Pro-Vice-Chancellor;
 Principal of Campuses;
 Provosts of Colleges;
 Deans and Directors of Faculties/Schools, Institutes and Centres
 Director of Directorate of Academic Planning and Quality Assurance
 Director of International Relations
 Director of Community Relations and Outreach Programmes
 University Librarian
 Two women and two men elected by the Academic Board from its membership
 Registrar (Member/Secretary)

In Attendance: Deputy Registrar, Academic Office (Recorder)

Quorum: Fifty percent of membership.

Functions: To take such action and make such decisions 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. Decisions of the Executive Committee shall be reported to the Academic Board at its next meeting.

2. Budget Committee

Membership: Vice-Chancellor as Chairperson;
 Pro-Vice-Chancellor;
 Principals of Campuses;
 Provosts of Colleges;

Two members elected by Academic Board from its membership for a two year term.

In Attendance: Registrar-Secretary;
Finance Officer;
Director of Works and Physical Development;
Director of Audit
Deputy Registrar (Recorder)

Quorum: Fifty percent of membership

Functions:

- a). To receive the Recurrent Estimates of Faculties for their current programmes on Academic Developments as submitted by Deans of Faculties in consultation with Heads of Departments;
- b). To consider Recurrent Estimates of the University and report on them to the Finance Committee;
- c). To carry out such other functions as may from time to time be referred to it by the Finance Committee.

3. Planning and Resource Committee

Membership: Vice Chancellor as Chairperson;
Pro-Vice-Chancellor;
Principals of Campuses
Provosts of Colleges;
Registrar;

In Attendance: Director, Planning Directorate as Secretary;
Director, ICT Directorate;
Director of Procurement;
Director of Finance or his/her Deputy;
Deputy Registrar as Secretary

Quorum: Fifty percent of the total membership including the Vice-Chancellor or Pro-Vice-Chancellor, Registrar or his/her deputy.

Functions:

The functions of the Planning and Resources Committee are:

- i) To advise the Academic Board on the future development of the University on matters regarding Academic, Physical, Financial and Human Resource Development;
- ii) To advise the Academic Board on appropriate planning models and strategies covering all aspects of the University's activities as stated in section (a) above;
- iii) To give general guidelines and directions to the operation of the Planning Section;
- iv) To advise the Academic Board on matters related to the establishment of new departments;
- v) To consider the immediate and long-term academic needs of the University and design appropriate strategies and plans;
- vi) To advise on new courses of study for the University taking into consideration the manpower needs of the nation and the goals set from the University.

4. Academic Programmes Committee

Membership: Pro-Vice-Chancellor as Chairperson;
 Director, Directorate of Academic Planning and Quality Assurance;
 4 members appointed by the Academic Board (preferably of Professorial Status); one representative each from the Sciences, the Humanities, the Engineering and the Medical Sciences;

In Attendance: Registrar or his/her representative (Secretary)
 Deans and Heads of Departments whose programmes are being considered.

Quorum: Fifty percent and no business shall be conducted in the absence of the Pro-Vice Chancellor.

Functions

- i. To critically assess the relevance, quality and format of every academic programme intended to be submitted by a Faculty/School/Institute

- or through a Faculty/School/Institute for the consideration of the Academic Board;
- ii. To determine if the proposed programmes meet the accepted standards defined by the National Council for Tertiary Education and National Accreditation Board;
 - iii. To evaluate other relevant considerations in academic proposals or related matters that may be referred to the Committee;
 - iv. To develop a standard procedure for the development and presentation of academic and other related proposals.

5. Residence Committee

- Membership:** Pro-Vice-Chancellor as Chairperson;
Registrar;
Provosts of Campuses;
Dean of Student Affairs;
Campus Vice-Deans of Students;
Heads of Halls of Residence;
Director of Procurement;
Senior Tutors of all Halls/Hostels;
One woman and one man elected by the Finance Committee,
SRC representative,
GRASSAG representative.
- In Attendance:** Deputy Registrar as Secretary.
- Quorum:** Fifty percent of membership including Pro-Vice-Chancellor.
- Functions:** To keep under review the Hall system;
To make adequate provision for the supervision and the welfare of the student body.

6. UDS Institutional Review Committee

There shall be an Institutional Review Board (IRB) as a sub-committee of the Academic Board;

The Chairperson of the IRB shall be of Professorial Status. The IRB shall have a secretariat that shall be headed by a Deputy Registrar;

The IRB shall have the primary and exclusive responsibility for ethical review and clearance of all research protocols involving humans, animals, genetically modified materials, and the well-being of the ecosystem;

No research involving the use of humans, animals or that may have an impact on the ecosystem shall be conducted by staff or students of the university without clearance from the IRB;

Decisions of the IRB shall not be reviewed by any staff of the University or authority;

The IRB shall adopt and be guided in its operations by the “Standards and Operating Guidelines for Ethics Review of Research involving Humans and Other Living Organisms” which shall be approved by the Academic Board.

7. University Welfare Services Committee

Membership: The Pro-Vice-Chancellor as Chairperson,
Registrar,
Director of Finance,
Director of Works and Physical Development,
Director of Health Services,
UTAG representative,
GAUA representative,
FUSSAG representative,
TEWU representative,
SRC representative,
GRASSAG representative,
Chaplain,
Imam;
Deputy Registrar/Senior Assistant Registrar as Secretary.

Functions of the Welfare Services Committee

- i. To make such reports and recommendations on matters affecting the estate and the welfare services within the University, and within the scope of policy approved by Council to take such action as the Board may deem necessary;
- ii. To make reports and representations to the Council either on its own initiative or at the request of the Council on any matter within the scope of Schedule B4.

8.a Faculty Appointments and Promotions Committee for Senior Members

- i. There shall be in each Faculty an Appointments and Promotions Committee of which the Dean shall be Chairperson.
- ii. The membership shall be all Heads of Department within the Faculty, two (2) persons of Professorial status and the Head of Department of the candidate must be present.
- iii. Not more than two persons from outside the Faculty may be co-opted as appropriate.
- iv. The Faculty Appointments and Promotions Committee shall meet at least once a trimester.
- v. All applications for appointments on promotions shall be forwarded to the Head of Department in the first instance, who shall send his or her comments to the Dean.
- vi. On receipt of the application the Dean or Director shall refer the application to the Faculty Appointments and Promotions Committee for consideration. No applications shall be withheld from the Faculty Appointments and promotions Committee.
- vii. The Committee shall consider applications for appointments on promotions of Senior Members (Academic) to the following positions: Senior Lecturer, Associate Professor and Professor.
- viii. The Committee shall review the documents of the candidate, which shall include his or her curriculum vitae, teaching and extension and his or her publications. The Committee shall decide, on the basis of the quality of the relevant documents presented by the candidate, to submit the documents to the Vice-Chancellor through the Registrar for further processing or advise the candidate to add to the quality and

- number of his or her publications and re-submit to the Committee for another review.
- ix. Where a Faculty does not have persons whose positions are higher than the one being sought by an applicant, the Faculty may co-opt other staff members from other Faculties who have higher or the same position that the candidate is applying for.
 - x. Where it becomes necessary, the Registrar, in consultation with the Vice-Chancellor, may constitute a Panel made up of Professors from outside the University to review the documents of applicants seeking Professorial positions before the documents are sent out for External Assessment.
 - xi. The Dean of Faculty will transmit the application to the Registrar through the Provost and shall officially communicate to the candidate the date that his documents were transmitted to the Registrar

8.b Administrative and Professional Appointments and Promotions Committee for Senior Members

There shall be an Administrative Appointments and Promotions Committee which shall review the application documents of Senior Members Administrative and Professional, and offer recommendations for further action by the Registrar.

Membership shall be as follows:

Registrar as Chairperson,
Director of Finance,
Director of Works and Physical Development,
Director of Internal Audit.

In Attendance:

Deputy Registrar (Personnel) as Secretary;
The Committee may co-opt others as appropriate to assist in its work.

- i. The Committee shall consider and vet all applications for appointment on promotion (for Senior Members, Administrative and Professional). This shall include an evaluation of the documents and publications presented by the applicant to ensure that the documents are of the quality required to be considered for External Assessment.

- ii. The Committee shall make recommendations to the Registrar to either send the documents for External Assessment or request the candidate to make a revision to the documents to add to the quality and number of publications before the documents are sent for external assessment.
- iii. The Committee may also review the over-all performance of the candidate in relation to his performance and output as a Senior Member, Administrative and Professional staff.
- iv. Where a revision is to be made by the candidate, the Registrar may be given the mandate by the Committee to give administrative approval for the documents to be processed for External Assessment after the revision has been made.
- v. Where major revisions are to be made, and additional publications are to be made by the candidate, the Committee shall request that another meeting should be held to review the documents after the applicant has done the revision and re-submitted the application to the Registrar.
- vi. The report from the Committee shall be presented to the Vice-Chancellor before further processing of the promotion documents are done and sent to External Assessors.
- vii. Reports from the External Assessor shall be forwarded together with all the application documents of the applicant to the Senior Members Appointments and Promotions Board for consideration.
- viii. The Administration Appointments and Promotions Committee shall meet at least thrice a year.
- ix. The quorum shall be three members including the Chairman.

8.c Appeals Relating to Appointments and Promotions

The Appointments and Promotions Board may, on application, review its own decision affecting appointments or promotions. Appeals shall lie from the Appointments and Promotions Board to the University Council. In considering such appeals, Council may be assisted by an expert appointed by Council.

8.d Appointments on Promotions of Staff (other than Senior Members)

There shall be an Appointments and Promotions Committee for:

i. Senior Staff

Membership: Pro-Vice-Chancellor as Chairperson;
Registrar or his Representative;
Principals of Campuses;
Provosts of Colleges;
Dean of the respective Faculty;
Head of Department Concerned or his representative;
One person appointed by the Academic Board; and
One external assessor appointed by the Registrar.

In Attendance: Deputy Registrar, (Personnel) as Secretary,
Senior Assistant Registrar, (Personnel) as Recorder.

Quorum: Fifty percent of membership, including the Pro-Vice-Chancellor or his or her representative, the Head of the Department concerned or his or her representative and the External Assessor.

All applications for new appointments shall all be sent to the Registry and processed by the Registry for interviews.

Applications for appointment on promotions shall be forwarded to the Registrar together with the recommendations from the Heads of Units/Sections/Departments, Deans and Directors of the applicant. The Committee shall meet at least thrice in a year.

ii. Junior Staff: Promotions

Membership: Provost of Campus as Chairperson for promotion at the Faculty,
Registrar as Chairperson for promotion of Junior staff at the Central Administration,
Deans of the Faculties of the Campus,
Director of Finance or his or her representative,

Director W. P. D. or representative,
 Director of Internal Audit or representative,
 University Librarian or representative,
 Head of the Department concerned or
 representative,
 Representative from Personnel Section,
 Deputy Registrar shall be in attendance as Secretary
 at Campus level.

All applications for fresh appointments should be sent directly by applicants to the Registry. Applications for promotions of junior staff shall be received by the Office of the Registrar from the applicants with recommendations from their Heads of Units/Sections/Departments or their Deans.

Quorum: Fifty percent of membership, including the Head of the Department concerned;
 The Committee shall meet at least thrice a year.

9. Library Committee

Membership: The Vice-Chancellor or his or her representative as Chairperson,
 1 member appointed by each Campus Board,
 2 members elected by the Finance Committee,
 University Librarian,
 Registrar or his or her representative,
 1 Students' representative from each Campus appointed by the SRC of each campus,
 Heads of Campus Library,
 1 member elected by Academic Board from among its membership.

In Attendance: Deputy Registrar (Academic)
 Finance Director or Deputy Finance Director.

Quorum: Fifty percent of membership.

Functions: Subject to the directions of the Academic Board, to supervise and direct the policy of the Library and

such other matters as may be delegated to it.
The Committee shall meet at least thrice a year.

10. Bookshop Committee

- Membership:** A Chairperson shall be appointed by the Finance Committee;
1 member elected by the Finance Committee;
1 member elected by the Academic Board;
1 member appointed by each Faculty Board;
2 members elected by the Students' Representative Council;
University Librarian;
The Bookshop Manager.
- In Attendance:** Director of Finance;
Registrar's representative as Secretary
- Quorum:** Fifty percent of membership Subject to the directions of the Academic Board to supervise and direct the policy of the Bookshop.
The Committee shall meet at least thrice a year

11. Publications Committee

- Membership:** A Senior Member of the University appointed by the Vice-Chancellor as chairperson;
Registrar or his or her representative;
1 representative from each Campus appointed by the Provost;
1 representative from the University Press nominated by the authorities of the Press subject to the approval of the Vice-Chancellor;
Head of University Relations as Secretary.
- Quorum:** Fifty percent of membership of the Committee
- Functions:**
- i. To formulate policy on University publications;
 - ii. To administer such funds as may be provided for such publications

The Committee shall meet at least thrice a year

12. Sports Advisory Committee

- Membership** Pro-Vice-Chancellor,
Registrar,
Two members elected by the Academic Board,
One member elected by the Welfare Board,
Director of Sports,
GRASAG representative,
SRC representative.
- In Attendance** Director of Finance or his or her representative,
Director, WPD or his or her representative,
Director of Procurement or his or her Representative,
Registrar's Representative as Secretary,
The Committee shall meet at least thrice a year.
- Quorum:** Fifty percent of membership.

13. Scholarships Committee

- Membership:** Vice-Chancellor or his or her representative as
Chairperson;
Registrar or his or her representative;
Principals of Campuses or representative;
Provosts of Colleges;
Deans of Faculties/Schools;
Directors of Institutes and Centres;
Director of the Directorate of Academic Planning
and Quality Assurance;
Dean of Graduate School or his or her
representative.
- In Attendance:** Deputy Registrar (Academic Affairs) as Secretary
- Quorum:** Fifty percent of membership including the Chairman
- Functions:** To advise the Academic Board on University
Scholarship policy and to award such University

Scholarships as may be approved from time to time.
The Board shall meet at least thrice a year

14. Research and Conferences Committee

Membership: Vice-Chancellor or his or her representative as Chairperson;
Registrar;
Principals of Campuses;
Provosts of Colleges;
University Librarian;
2 members elected by the Academic Board;
Director of IIRaCS
Senior Assistant Registrar as Secretary.

Quorum: Fifty percent of membership.

15. Information and Communication Technology Committee

Membership: Vice-Chancellor as Chairperson;
Registrar;
Director of Finance or his or her representative;
University Librarian;
Director of Audit/Representative;
Director of Works and Physical Development or his or her representative;
Director, ICT Directorate;
1 Head of Department in a related field;
1 representative from each Campus;
Any other person the Vice-Chancellor may nominate when the need arises;
The Board shall meet at least thrice a year.

Quorum: Fifty percent of membership.

Functions:

- i. Develop ICT strategic plans, policies, standards and procedures that will govern the delivery of ICT systems and support services in the University;

- ii. Monitor and control the process of all activities related to the University's ICT policy.
- iii. Oversee the finances of the ICT Directorate.
- iv. Allocate resources according to the University's ICT master plan.
- v. Formulate ICT project and Identify sources of funds in accordance with the ICT master plan.
- vi. Periodically review the University's ICT master plan.
- vii. Prepare and submit annual progress report of the University's ICT Directorate

16. Transport committee

- Membership:** Chairperson to be appointed by the Vice-Chancellor; Registrar; Director, Works and Physical Development; Representative of the Finance Director; Representative of UTAG; Representative of TEWU/FUSSAG; Representative of SRC/GRASAG;
- In Attendance:** Deputy Registrar (General Administration)
Transport Officer
Assistant Registrar as Secretary
- Quorum:** Fifty percent of membership.
- Functions:** To develop a procedure for the acquisition and use of University vehicles.
To develop a mechanism for the inspection of University vehicles.
To develop a cost-effective fuelling and maintenance system in addition to other expert considerations connected with the use and maintenance of the University's vehicles.
To recommend a sanctions system for persons who may be found culpable in the misuse of University vehicles.
The Committee shall meet at least thrice a week.

SCHEDULE B3:**Committees of the Campus Boards****1. Campus Executive Committee**

Membership: Provost as Chairperson;
Deans of Faculties and Schools;
Directors of Institutes and Centres under the
Campus;
Deputy Librarian;
4 members elected by the Campus Board from its
membership.

Quorum: Fifty percent of membership.

Functions: To take such action and make such decisions as may be
necessary to implement the general policy established
by the Campus Board, and to carry out such other
functions as may from time to time be delegated to
it by the Campus Board. Decisions of the Campus
Executive Committee shall be reported to the Campus
Board at its next meeting.
The Committee shall meet at least thrice a year

2. Campus Welfare Services Committee

There shall be Campus Welfare Boards which shall be responsible to the
Council through the Vice-Chancellor.

Membership: The Principal as Chairperson;
Provost;
Deans;
Deputy Librarian;
Deputy Registrar;
Deputy Director of Finance;
Deputy Director of Works and Physical
Development;
Deputy Director of University Health Services;
3 members of Convocation (2 academic and 1

Administrative and Professional);
 2 members elected by Senior Staff (1 male, 1 female);
 2 members elected by Junior Staff (1 male, 1 female);
 2 student representatives (SRC and GRASAG);
 1 Chaplain and 1 Imam;
 Senior Hall Tutors and Heads of Halls of Residence;
 The Committee shall meet at least thrice a year.

Quorum: Fifty percent of membership.

Functions of the Campus Welfare Services Board

- i. To make such reports and recommendations of matters affecting the estate and the welfare services within the Campuses and University, and within the scope of policy approved by Council to take such action as the Board may deem necessary.
- ii. To make reports and representations to the Council either on its own initiative or at the request of the Council on any matter within the scope of Schedule D.

SCHEDULE B4:

Committees of the University Welfare Services Board

The Central Administration shall have Committees of the University Welfare Services

Board as detailed below:

1. Estate Management Committee

Membership: Chairperson shall be appointed by the Vice-Chancellor;
 Registrar or his or her representative;
 2 members appointed by Convocation;
 1 member appointed by the Residence Committee;
 1 member elected by the Students' Representative Council (SRC);
 1 member elected by Graduate Students Association of Ghana (GRASSAG);

1 member representing Senior Staff;
 1 member representing Junior Staff;
 1 representative of the Department of Horticulture;
 Estate Officer;
 Registrar's representative as Secretary.

In Attendance: Finance Director or his or her representative Curator.

Quorum: Fifty percent of membership.

Functions: To be responsible for the efficient running of the Estate and Grounds and Gardens Organizations and to ensure that the policies decided by the Welfare Services Board are carried out. To recommend modifications of policy to the Welfare Services Board.
 To perform other functions as may be delegated to it by the Vice-Chancellor or Welfare Services Board.
 The Committee shall meet at least thrice a year.

2. Housing Committee

Membership: Pro-Vice-Chancellor as Chairperson;
 Registrar or his or her representative;
 Chairperson of the Estate Management Committee;
 1 member from each Faculty;
 Director of Estate or representative, as Member and Secretary.

In Attendance: Director of Works and Physical Development or his or her representative

Quorum: Fifty percent of membership.

Functions: i) To keep under review the housing accommodation of the University and to determine their adequacy to the needs of staff and advise the Development Committee thereon:
 ii) To advise the Vice-Chancellor on the establishment

and administration of an equitable system for allocating housing units other than Hall/Hostel flats;

- iii) To allocate University housing in accordance with regulations approved by the Welfare Services Board
The Committee shall meet at least thrice a year

3. Health Services Committee

Membership:

Chairperson, appointed by the Vice-Chancellor on the recommendation of the Executive Committee; Registrar or his or her representative; Director of University Health Services; Two members elected by the Academic Board (at least one should be an academic senior member of the Medical School); Two members not in the employment of the University appointed by the Vice-Chancellor in consultation with the Ministry of Health.
1 member appointed by the Students' Representative Council;
1 member appointed by the Graduate Students' Association of Ghana (GRASAG)
1 member appointed by the Senior Staff Association
1 member appointed by the Junior Staff Association
One member of staff elected by hospital staff

In Attendance:

Deputy Registrar, General Administration (Secretary)
Hospital Pharmacist
Principal Nursing Officer
Senior Health Superintendent

Quorum:

Fifty percent of membership.

Functions:

The Committee shall be responsible to the Welfare Services Board for the formulation of policy for the efficient administration of the University Hospital and the execution of controls including the sanitation

of the University Campus, and the maintenance of appropriate and up-to-date records on all activities of the hospital.

In matters of finance, the Committee shall report to the Finance Committee and Development Committee as may be appropriate. The Committee may establish such sub-committees as it may consider necessary. It shall meet at least three times in a year.

4. Security Committee

Membership: Chairperson shall be appointed by the Vice-Chancellor;
Registrar or his or her representative;
Dean of Students' Affairs;
2 members appointed by the Academic Board;
2 members appointed by the Student's Representative Council including the Women's Commissioner;
1 member appointed by the Senior Staff Association;
1 member appointed by the Junior Staff Association.

In Attendance: Chief Security Officer;
2 members appointed by the Vice-Chancellor from outside the University;
1 from the Security Service and
1 with security experience
Director of Works and Physical
Development or his or her representative.
Deputy Registrar (Secretary)

Quorum: Fifty percent of membership

Functions: To keep under review the security arrangements in the University and suggest improvements.
The Committee shall meet at least thrice a year

SCHEDULE C:**Advisory Board of the School of Medicine and Health Sciences (SMHS)**

There shall be an advisory Board of the School of Medicine and Health Sciences appointed by the University Council in accordance with these statutes. The term of office of members shall be four (4) years.

- Membership:** Chairperson to be appointed by the University Council;
 Vice-Chancellor or his or her representative;
 Dean, School of Medicine and Health Sciences;
 Chief Executive Officer, Tamale Teaching Hospital;
 Regional Director of Health (Ghana Health Services) to rotate among the four (4) Regions within the University's catchment area;
 Regional Director of Education (Ghana Education Services), to rotate among the four Regions within the University's catchment area;
 Regional Minister or representative from the Regional Coordinating Council, to rotate among the four (4) Regions within the University's catchment area;
 One representative of the Business Community;
 Executive Secretary of the Christian Hospital Association of Ghana (CHAG).
- In Attendance:** Deputy Registrar (SMHS) as Secretary;
 Vice Dean (Clinical);
 Vice Dean (PBL);
 Deputy Finance Officer (SMHS);
- Quorum:** Fifty percent of membership
- Functions:** To receive funds from the University, gifts, endowments, grants, investments and monies from any other source approved by the University and administer such according to guidelines approved by the University.
 To advise the University Council on the appointment of the Dean of SMHS.

To report to the Academic Board on all matters referred to it by the respective bodies and provision of facilities for the SMHS and to foster excellence in public relations.

To exercise oversight responsibilities over the development and progress of the SMHS in relation to defined objectives in the context of the University's Mission.

To determine annually the expenditure necessary for the academic purposes of the SMHS and the maintenance of the property of the School.

SCHEDULE D:

Composition of Convocation

Members of Convocation shall be the following persons holding office in the University:

1. The Chancellor (who shall, if present, preside over Convocation);
2. The Vice-Chancellor (who shall, if present, preside over Convocation in the absence of the Chancellor);
3. The Pro-Vice-Chancellor (who shall, if present, preside over Convocation in the absence of the Chancellor and the Vice-Chancellor);
4. The Registrar
5. All Senior Members of UDS including Academic, Administrative and Professional staff

SCHEDULE E:

Rules Made Under Statute 71

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 him or her as such, or which contravenes any regulation, instruction or directive relating to employees and/or Junior members of

the University, or which is otherwise prejudicial to the efficient functioning of the University, or which is an assault on a person's human right or tends to bring the University into disrepute shall constitute a misconduct; and the setting forth in Rules 3 and 4 of particular types of misconduct shall not be taken to affect the generality of this Rule.

3. It shall be misconduct for an employee of the University:
 - i. To be absent from duty without leave or without an approved permission or without a reasonable excuse;
 - ii. To be insubordinate;
 - iii. To be persistently late to work;
 - iv. To be persistently drunk while at work;
 - v. To be abusive verbally, physically or sexually;
 - vi. To use, without the consent of the appropriate authority, any property or facilities provided for the purposes of the University for some purpose not connected with the work of the University and/or not within his or her scope of responsibilities;
 - vii. To engage in any activity, which is likely to bring the University into disrepute;
 - viii. To engage in any gainful occupation outside the University without the consent of the Vice-Chancellor.
4. It shall be misconduct for a Junior Member of the University:
 - i. To be absent from the campus without permission or reasonable excuse;
 - ii. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
 - iii. To be insubordinate;
 - iv. To indulge in any anti-social activities, including stealing, armed robbery, drug abuse, occultism, fighting, ganging, pornography and rape, while in residence or outside the campus which tend to bring the University into disrepute;
 - v. To abuse another member of the University community verbally, physically or sexually.
5. For breaches of any of the provisions of Rules 2, 3 and 4, any of the penalties, as appropriate, specified in Statute 62 (c) may be imposed in any disciplinary proceedings.

6. Disciplinary proceeding involving the imposition of minor penalties shall be conducted summarily.
7. Where in the opinion of the Vice-Chancellor a major penalty should be imposed in any disciplinary proceedings, he or she shall appoint official(s) within the University above the rank of the person to be disciplined, to conduct an enquiry into the charges and make appropriate recommendations to him;
 - i. In the case of junior Staff, he or she shall appoint an ad hoc Committee on which a representative of the Junior Staff Association shall serve;
 - ii. In the case of Senior Staff, he or she shall appoint an ad hoc Committee on which a representative of the Senior Staff Association shall serve; and
 - iii. In the case of Senior Members, he or she shall refer the matter to the Disciplinary Board established under Rule 8, to conduct an enquiry into the charges and make appropriate recommendations to the Vice-Chancellor.
 - iv. Offences that contravene state laws shall be referred to the appropriate state authority.

DISCIPLINARY BOARD

8. There shall be established a Disciplinary Board composed of the Pro-Vice-Chancellor as the Chairperson and four members elected by Convocation, two of whom shall be Deans of Faculties and two shall be of the rank of Head of Department. The Registrar or his/her representative shall serve as Secretary. The quorum shall be Chairman, the Secretary and any other person. The Board may, at its discretion, invite any other person to be in attendance.
9.
 - i) In every case where a disciplinary 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 on which he or she proposes to exculpate himself or herself. He or she shall also be entitled to be accompanied to the inquiry by a friend or counsel and to call witnesses on his or her behalf and to hear the evidence of any witnesses against him or her.
 - ii) If no reply is received within the time specified in the notice, the

- Disciplinary Board/Committee shall proceed against him or her, in his or her presence or in his or her absence.
- iii) The provisions will apply in every case against any offender whether he or she is within or outside the country.
10. A person, other than a Junior Member of the University adversely affected by any decision of the Vice-Chancellor shall be entitled to appeal, within seven days of notification to him 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 whose decision shall be final
11. All major penalties imposed on Junior Members shall be subject to ratification by the Vice-Chancellor.
12. In all disciplinary proceedings which might result in the imposition of major penalties, except in the case of Junior Members, the Vice-Chancellor may, on advice or in his or her own discretion, interdict the person(s) affected until the final determination of the case against him or her/them. During interdiction person may be paid such salary as the Vice-Chancellor may prescribe, but shall not be less than two-thirds of his/her gross salary.
13. a) Notwithstanding the provisions of paragraph 13 of these Rules, any member of staff who absents herself or himself from duty without leave or reasonable cause shall not be entitled to his or her salary for the period that he or she stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action, which may be taken against him/her.
- b) Without prejudice to the taking of disciplinary proceedings in respect of any absence from duty without leave or reasonable cause for more than 10 consecutive working days, he or she may be regarded as having resigned from his employment without notice. If his or her whereabouts are known, he or she must be informed in writing that his or her absence from duty has been thus regarded.
- ii. In all cases, persons implicated or perceived to have possible conflict of interest position shall be rescued from the handling of the case(s) on the basis of conflict of interest.

SCHEDULE F:

Guidelines for Appointments and Promotions of Senior Members

1. Criteria for Appointments and Promotions to Teaching and Research Grades

- i. All first appointments shall be by interview;
- ii. First engagement shall be at the level the applicant is currently.
- iii. An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:
 - a. Scholarship;
 - b. Research and contribution to knowledge;
 - c. Teaching;
 - d. Community Service;
 - e. Academic leadership; and
 - f. Inventiveness and resourcefulness.
- iv. An applicant shall be supported by academic refereed publications including books and articles in refereed journals. Technical reports, papers from publicised proceedings, systematised teaching materials and creative works evidenced by patents, music scores, may be considered however, the requirement for refereed book and academic journal articles is primary. In the case of manuscripts accepted for peer-reviewed publications but not yet published, evidence of acceptance for publication in the form of letter from publisher must be provided.
- v. The following shall also be taken into account by the Appointments and Promotions Board;
 - a. Contribution or service to University through its Boards or Committees; and
 - b. Contribution to national development

2. Assistant Lecturer or Assistant Research Fellow

- i. An applicant for the post of Assistant Lecturer or Assistant Research Fellow must have a good first degree, and in addition, a minimum of an MPhil or a two-year full-time research Masters degree.
In a case of a Clinician, he/she must be a member of any of the professional colleges or their equivalent, i.e. MGCP or MGCS etc.
- ii. The appointment shall be for two years and the candidate shall be

promoted to Lecturer only after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he/she shall be required to do an additional one year in the grade of Assistant Lecturer or Assistant Research Fellow. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

- iii. Three (3) references will be required, at least one of who must have been associated with the candidate's post-graduate studies.

3. **Lecturer or Research Fellow**

- i) For the appointment of a Lecturer or Research Fellow, a PhD (or its equivalent) is required. Persons with an MPhil or a two-year full-time research Masters degree **may** be considered provided the candidate has the required number of publications and teaching experience befitting the status of a Lecturer or Research Fellow.

In a case of a Clinician, he/she must be a fellow of any college or its equivalent, i.e. FGCS, FWACS, FWACP or its equivalent professional body

- ii) Three references shall be required, at least one of whom must have been associated with the candidate's post-graduate studies.
- iii) Appointment to this post shall be for six years.
- iv) The appointment shall be reviewed before the end of the sixth year and **may** be renewed for a further period of six years. At the end of the twelfth year, the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer. In exceptional circumstances, the Appointments and Promotions Board may, on the recommendation of the Faculty Appointments and Promotions Committee, extend the appointment for a further period not exceeding two years, at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer.

4. **Senior Lecturer or Senior Research Fellow**

- i. A Doctorate degree (PhD or its equivalent) is required and the candidate must have been on the Lecturer grade and with the required number of publications.

- ii. Appointment or Promotion to the grade of Senior Lecturer shall be considered on the basis of significant performance in the following:
 - a. Scholarship;
 - b. Research and contribution to knowledge;
 - c. Teaching;
 - d. Academic leadership;
 - e. Inventiveness and resourcefulness;
 - f. Extension work or service to the University and the nation; and
 - g. Contribution to national Development
- iii. A satisfactory performance as Lecturer/Research Fellow and a minimum waiting period of five (5) years shall be required for promotion to the position of Senior Lecturer/Senior Research Fellow.

Two (2) positive external assessors' reports out of a total of three external assessors reports are required for promotion to the grade. Candidates being appointed on application at first instance, with the rank of Senior Lecturer or Senior Research Fellow from another University or Analogous institution, do not need two external assessors, but must have three referees, and must have been on the same grade at a university or an analogous institution with comparable standards.
- iv. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

5. Associate Professor

- i. Doctorate degree (PhD or its equivalent) is required to be appointed or promoted to the grade of Associate Professor. No one shall be appointed to this grade without a doctorate Degree (PhD or its equivalent).
- ii. Appointment or Promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in addition to contribution to the intellectual life of the University and the development of the country.
- iii. Satisfactory performance as Senior Lecturer/Senior Research Fellow and a minimum waiting period of three (3) years shall be required for promotion to the position of Associate Professor.

- iv. Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at an analogous institution.
- v. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in a university or an analogous institution with comparable standards with the University.

6. Professor

- i) A Doctorate degree (PhD or its equivalent) is required to be appointed or promoted to a grade of Professor. No one shall be appointed to this grade without a doctorate degree (PhD or its equivalent).
- ii) 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 the intellectual life of the University and the development of the country.
- iii) Satisfactory performance as Associate Professor and a minimum waiting period of three (3) years is required for promotion to the position of Professor.
- iv) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- v) Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at a university or analogous institution.
- vi) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in a university or an analogous institution with comparable standards with the University.

7. Probationary Period

All first non-professorial appointments shall be for a probationary period of two years. In special circumstances, the Appointments and Promotions Board may recommend a shorter period.

8. Visiting and Temporary Appointments

- i. In consultation with the Provost, Dean and Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary

appointment for a period of up to one year while an application for a regular appointment is being processed.

- ii. In consultation with the Provost, Dean and Head of Department, the Vice-Chancellor may approve a short-term appointment for a period of less than one year for an applicant who does not propose to take up a regular appointment.
- iii. The designation “Visiting Scholar” shall apply to the Appointment.
- iv. The appointment shall be reported to the Appointments and Promotions Board at its next regular meeting.
- v. Such persons including persons on sabbatical and adjunct Professors and Lecturers shall not occupy elected or appointed positions and shall be non-voting members of Boards and Committees of the University.

9. Criteria for Appointment and Promotion to non-Teaching Senior Member Positions

- i. All first appointments to non-teaching positions shall normally be by interview.
- ii. For appointment on promotion to the administrative/professional grades, evidence of promise or continuing performance in respect of the following shall be required:
 - a. Academic qualifications
 - b. Proven ability and commitment to work/knowledge of work;
 - c. Promotion of work;
 - d. Human relations;
 - e. Service (other than schedule of duty), including community/ outreach service.

10. Criteria for Appointment and Promotion of Senior Members in the Office of the Registrar

1. Junior Assistant Registrar

- i. For appointment to the grade of Junior Assistant Registrar, candidates should possess a good first degree, and in addition, either an MPhil or a two-year full-time research Masters degree.
- ii. Persons with good first degree in addition to a one-year full-time Masters degree plus a professional qualification in administration or management or public relations from a recognised and major professional body **may** be considered.

- iii. The appointment shall be for two years and the candidate/staff shall be promoted to Assistant Registrar after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he/she shall be required to do an additional one year in the grade of Junior Assistant Registrar. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

2. Assistant Registrar

- i. For appointment or promotion to the grade of Assistant Registrar a candidate must possess a good first degree, and in addition, a PhD (or its equivalent), or an MPhil or a two-year full-time research Masters degree;
- ii. Persons with a good first degree plus a one-year full-time Masters degree plus a final certificate in administration or management or public relations from a recognised major professional body, **may** be considered.
- iii. In addition to possessing the requisite qualification, the persons should:
Either have performed satisfactorily in the grade of Junior Assistant Registrar or should have a minimum of two years relevant post-qualification experience in an analogous institution or establishment.

3. Senior Assistant Registrar

- i. For appointment or promotion to the grade of Senior Assistant Registrar, a candidate must have a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree. Persons with a good first degree in addition to a one-year full-time Masters degree plus a final certificate in administration or management or public relations from a recognised major professional body **may** be considered.
- ii. Satisfactory performance in the grade of Assistant Registrar in the University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition.
- iii. A minimum of two positive reports recommending promotion

out of a maximum of three requests from external assessors is also required in addition. In the case of first time appointment, candidates should be Senior Assistant Registrar in a University or comparable institution and three positive referee reports, not external assessment reports, shall be required.

4. Deputy Registrar

- i) For appointment or promotion to the grade of Deputy Registrar, a candidate must hold a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree. Persons with a good first degree in addition to a one-year full-time Masters degree plus a final certificate in administration or management or public relations from a recognised major professional body **may** be considered.
- ii) Satisfactory performance as Senior Assistant Registrar and a minimum waiting period of five (5) years is required for promotion to the position of Deputy Registrar.
- iii) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- iv) Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- v) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

5. Registrar

This position is by appointment only and shall proceed as provided by the Statues.

11. Criteria for Appointment and Promotion of Senior Members in the Finance Directorate

1. Assistant Accountant

For promotion or appointment to the grade of Assistant Accountant, the equivalent of Junior Assistant Registrar, a candidate must possess:

- i) An MPhil or a two-year full-time research Masters degree in the relevant field. Candidates with a one-year full-time Masters degree in the relevant field, in addition to a final professional certificate and membership of any of the following major and recognised Professional Accountancy Bodies or their equivalents **may** be considered:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- ii) Also, candidates with any two of the above qualifications, must in addition have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practicing firm or industry or commerce for a minimum of two years.
- iii) The appointment shall be for two years and the candidate shall be promoted to Accountant after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he/she shall be required to do an additional one year in the grade of Assistant Accountant. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

2. Accountant

For promotion or appointment to the grade of Accountant, a candidate must possess:

- i. PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree; in addition to a final professional certificate and membership of any of the following major and recognised Professional Accountancy Bodies or their equivalents:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- ii. Candidates with a one-year full-time Masters degree in addition to the final certificate of membership of the above professional bodies **may** be considered for the position of Accountant.
- iii. The candidate, in addition to the above qualifications, must have

served as an Assistant Accountant in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practicing firm, industry, commerce or public service.

3. Senior Accountant

For promotion or appointment to the grade of Senior Accountant, a candidate must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree, or a one-year full-time Masters degree in the relevant field.
- ii) The Candidate must, in addition, possess the final professional certificate and be a member of any of the following Professional Accountancy Bodies or their equivalents:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- iii) Satisfactory performance in the grade of Accountant in the University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition.
- iv) A minimum of two positive assessment reports out of a maximum of three external assessors reports shall also be required for promotion to this grade in addition to the minimum qualification.
- v) In the case of first time appointment, a candidate should be a Senior Accountant in a University or comparable institution and three positive referee reports shall be required.
- vi) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

4. Deputy Director of Finance

For promotion or appointment to the grade of Deputy Director of Finance, a candidate must possess:

- i. A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a one-year full-time

- Masters degree.
- ii. The candidate must, in addition, possess the final professional certificate and be a member of any of the following major and recognised Professional Accountancy Bodies or their equivalents:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
 - iii. Satisfactory performance as Senior Accountant and a minimum waiting period of five (5) years is required for promotion to the position of Deputy Director of Finance.
 - iv. Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
 - v. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
 - vi. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

5. Director of Finance

The post of Director of Finance shall be filled by appointment only. To be eligible, a candidate must have:

- i. A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree; or a one-year full-time Masters Degree in the relevant field or a higher degree.
- ii. The candidate must, in addition, possess the final professional certificate and be a member of any of the following major and recognised Professional Accountancy Bodies or their equivalents:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- iii. Served in the University or in an analogous institutions as Deputy Finance Officer for a minimum period of five (5) years or has a

minimum of fifteen (15) years relevant post-qualification experience in a practicing firm, industry, commerce or public service.

- iv. Three positive referee reports are required.

12. Criteria for Appointment and Promotion of Senior Members in the Internal Audit Directorate

1. Assistant Internal Auditor

For appointment to the grade of Assistant Internal Auditor which is equivalent to a Junior Assistant Registrar or Assistant Accountant, a candidate must possess:

- i. An MPhil or a two-year full-time research Masters degree in the relevant field. Candidates with a one-year full-time Masters degree in the relevant field, in addition to a final professional certificate and membership of any of the following major and recognised Professional Accountancy Bodies or their equivalents **may** be considered:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- ii. Candidates, in addition, must have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practicing firm or industry or commerce for a minimum of two years.
- iii. The appointment shall be for two years and the candidate shall be promoted to Internal Auditor after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he/she shall be required to do an additional one year in the grade of Assistant Internal Auditor. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

2. Internal Auditor

For promotion or appointment to the grade of Internal Auditor, a candidate must possess:

- i) PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree; in addition to a final professional certificate

and membership of any of the following major and recognised Professional Accountancy Bodies or their equivalents:

- Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- ii) Candidates with a one-year full-time Masters degree in addition to the final certificate of membership of the above professional bodies **may** be considered for the position of Accountant.
- iii) The candidate, in addition to the above qualifications, must have served as an Assistant Internal Auditor in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practicing firm, industry, commerce or public service.

3. Senior Internal Auditor

For promotion or appointment to the grade of Senior Internal Auditor a candidate must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree, or a one-year full-time Masters degree in the relevant field.
- ii) The Candidate must, in addition, possess the final professional certificate and be a member of any of the following major and recognised Professional Accountancy Bodies or their equivalents:
- Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- iii. Satisfactory performance in the grade of Internal Auditor in the University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition.
- iv. A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- v. In the case of first time appointment, candidates should be Senior Internal Auditor in a University or comparable institution and three positive referee reports shall be required.

- vi. No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

4. Deputy Director of Internal Audit

For promotion or appointment to the grade of Deputy Director of Internal Audit, a candidate must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree, or a one-year full-time Masters degree in the relevant field.
- ii) The Candidate must, in addition, possess the final professional certificate and be a member of any of the following major and recognised Professional Accountancy Bodies or their equivalents:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA).
- iii) Satisfactory performance as Senior Accountant and a minimum waiting period of five (5) years is required for promotion to the position of Deputy Director of Internal Audit.
- iv) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- v) Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- vi) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

5. Director of Internal Audit

The post of Director of Internal Audit shall be filled by appointment only. To be eligible, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree, or a one-year full-time Masters Degree in the relevant field or a higher degree.

- ii) The candidate must, in addition, possess the final professional certificate and be a member of any two of the following major and recognised Professional Accountancy Bodies or their equivalents:
 - Institute of Chartered Accountants-Ghana (ICAG)
 - Association of Chartered Certified Accountants (ACCA)
 - Chartered Institute of Management Accountants (CIMA)
 - Certified Internal Auditor (CIA)
 - Chartered Institute of Internal Auditors (CIIA)
 - Certified Professional Accountant (CPA).
- iii) Also, must have served in the University or in an analogous institution as Deputy Internal Auditor for a minimum period of five (5) years or alternatively, must have a minimum of fifteen (15) years relevant post-qualification experience in a practising firm, industry, commerce or public service.
- iv) Three positive referee reports are required.

13. Criteria for Appointment and Promotion of Senior Members in the Works and Physical Development Directorate

1. Assistant Architect/Assistant Engineer/Assistant Quantity Surveyor

To be appointed or promoted to the grade of Assistant Architect, Assistant Engineer, Assistant, Quantity Surveyor, a candidate must have:

- i) An MPhil or a two-year full-time research Masters degree in the relevant field; and two years relevant post-qualification experience is required. Or
- ii) A good first degree with one-year full-time Masters degree plus a recognised professional qualification in a relevant field.
- iii) Also, candidates with any two of the above qualifications must in addition have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practicing firm or industry or commerce for a minimum of two years.
- iv) The appointment shall be for two years and the candidate shall be promoted to Architect/Engineer/Quantity Surveyor after

satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he/she shall be required to do an additional one year in the grade of Assistant Architect/Assistant Engineer/Assistant Quantity Surveyor. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

2. Architect/Engineer/Quantity Surveyor

To be appointed or promoted to the grade of Architect, Engineer, Quantity Surveyor, a candidate must:

- i) Have an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field. In addition, the candidate must:
- ii) Be a certified member of the relevant professional body;
- iii) Have served for two (2) years as an Assistant Architect/ Assistant Engineer/ Assistant Quantity Surveyor in the University or analogous institution or alternative must have a minimum of four (4) years relevant post-qualification experience in a reputable practicing firm, industry, commerce and public service;
- iv) Have handled projects independently.

3. Senior Architect/Senior Engineer/Senior Quantity Surveyor

To be appointed or promoted to the grade of Senior Architect, Senior Engineer, Senior Quantity Surveyor, a candidate must:

- i) Have an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field. In addition, the candidate must:
- ii) Be a member of a recognised professional body.
- iii) Satisfactory performance in the grade of Architect/Engineer/Quantity Surveyor in a University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition or alternative must have a minimum of eight (8) years relevant post qualification experience in a practising firm, industry, commerce, or public service.

- iv) A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- v) In the case of first time appointment, candidates should be Senior Architect/Engineer/Senior Quantity Surveyor in a University or comparable institution and three positive referee reports shall be required.

4. Deputy Director of Works and Physical Development

To be appointed or promoted to the grade of Deputy Director of Works and Physical Development a candidate must:

- i) Have an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field. In addition, the candidate must:
 - ii) Be a member of a recognised professional body.
- iii) Satisfactory performance as Senior Architect, Senior Engineer, Senior Quantity Surveyor and a minimum waiting period of five (5) years or alternatively twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service is required for promotion to the position of Deputy Director of Works and Physical Development.
- iv) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- v) Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- vi) Be capable of running an office and writing reports.

5. Director of Works and Physical Development

This post shall be filled by appointment only. For appointment to the above post, a candidate must:

- i) Have a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters qualification.
- ii) Be a member of a recognised professional body;

- iii) Have served satisfactorily for a minimum of five (5) years in the University as a Deputy Director of Works and Physical Development or alternative must have a minimum of fifteen (15) years relevant post-qualification experience in a practising firm, industry, commerce or public service;
- iv) Have handled and completed various projects of considerable magnitude and value; and
- v) Have considerable experience in administration at a senior level.
- vi) Three positive referee reports are required.

14. Criteria for Appointment and Promotion of Senior Members in the Estates Directorate

1. Assistant Estates Officer

To be appointed or promoted to the grade of Assistant Estate Officer, a candidate must have:

- i) An MPhil or a two-year full-time research Masters degree in the relevant field; and two years relevant post-qualification experience is required. Or
- ii) A good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field;
- iii) Also, candidates with any two of the above qualifications must in addition have a minimum of two (2) years relevant post-qualification experience in a University or an analogous institution or in a practising firm or industry or commerce for a minimum of two (2) years;
- iv) The appointment shall be for two (2) years and the candidate shall be promoted to Estate Officer after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he or she shall be required to do an additional one year in the grade of Assistant Estate Officer. If by the end of the third year, the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

2. Estates Officer

To be appointed or promoted to the grade of Estate Officer, a candidate must:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research

Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field. In addition, the candidate must:

- ii) Be a certified member of the recognised professional body;
- iii) The candidate, in addition to the above qualifications, must have served as an Assistant Estate Officer in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service;
- iv) Have handled projects independently.

3. Senior Estates Officer

To be appointed or promoted to the grade of Senior Estate Officer, a candidate must:

- i) Have a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field. In addition, the candidate must:
 - ii) Be a member of a recognised professional body;
 - iii) Satisfactory performance in the grade of Estate Officer in a University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition.
- iv) A minimum of two (2) positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- v) In the case of first time appointment, candidates should be Senior Estate Officer in a University or comparable institution and three positive referee reports shall be required.
- vi) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.
- vii) Have handled various complex and large projects to completion.

4. Director of Estates

This post shall be filled by appointment only. For appointment to the above post, a candidate must:

- i) Have a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree qualification in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field;
- ii) Be a member of a recognised professional body;
- iii) Satisfactory performance as Senior Estate Officer and a minimum waiting period of five (5) years, or alternatively twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service is required for promotion to the position of Director of Estates.
- iv) Two positive external assessors, reports from a total of three external assessors are required for promotion to the grade;
- viii) Have handled various complex and large projects to completion.
- v) Be capable of running an office and writing reports.

15. Criteria for Appointment and Promotion of Senior Members in the Library

All first appointments shall be by interview. An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:

- a. Bibliographic output;
- b. Research and contribution to knowledge and academic achievement;
- c. Professional growth and development; and
- d. Extension activities.

1. Junior Assistant Librarian

For appointment to the grade of Junior Assistant Librarian, candidates must:

- i) Possess an MPhil or a two-year full-time research Masters degree in the relevant field or
- ii) A good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field.
- iii) Also, candidates with any two of the above qualifications must in

addition have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practicing firm or industry or commerce for a minimum of two years.

- iv) The appointment shall be for two years and the candidate shall be promoted to Assistant Librarian after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he or she shall be required to do an additional one year in the grade of Junior Assistant Librarian. If by the end of the third year, the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

2. Assistant Librarian

For appointment to the grade of Assistant Librarian, candidates must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or
- ii) A good first degree with a one-year Masters degree plus a recognised professional qualification in a relevant field;
- iii) The candidate, in addition to the above qualifications, must have served as an Junior Assistant Librarian in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

3. Senior Assistant Librarian

For appointment or promotion to the grade of Senior Assistant Librarian, the candidate must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field;
- ii) Satisfactory performance in the grade of Assistant Librarian in a University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition;

- iii) A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification;
- iv) In the case of first time appointment, candidates should be Senior Assistant Librarian in a University or comparable institution and three positive referee reports shall be required.
- v) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.
- vi) Evidence of scholarly research and or publication shall be required.

4. Deputy Librarian

For appointment or promotion to the grade of Deputy Librarian the candidate must have:

- i. A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field;
- ii. Satisfactory performance as Senior Librarian and a minimum waiting period of five (5) years or alternatively twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service is required for promotion to the position of Deputy Librarian.
- iii. Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- iv. Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.

5. Librarian

The University Librarian position shall be by appointment only.

- i. The Librarian shall have a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters in the relevant field.
- ii. Appointment to the grade of Librarian shall be on the basis of

outstanding professional ability, competence and contribution to librarianship and scholarly research and publications.

- iii. Satisfactory performance in the grade of a Deputy Librarian in the University or equivalent grade in an analogous institution for at least four years shall be required.
- iv. Two (2) positive referee reports are required.

16. Criteria for Appointment and Promotion of Senior Members in the Information and Communication Technology (ICT) Directorate

1. Assistant Programme Analyst/Assistant Network Administrator.

For appointment to the grade of Assistant Programme Analyst or Assistant Network Administrator, a candidate must:

- i) Have an MPhil or a two-year full-time research Masters degree in the relevant field or
- ii) Good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field.
- iii) Also, candidates with any two of the above qualifications must in addition have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practicing firm or industry or commerce for a minimum of two years.
- iv) The appointment shall be for two years and the candidate shall be promoted to Programme Analyst/Network Administrator/System Analyst after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he or she shall be required to do an additional one year in the grade of Assistant Programme Analyst/Network Administrator. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

2. Programme Analyst/Network Administrator/System Analyst

For appointment or promotion to the grade of Programme Analyst or Network Administrator or System Analyst, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or:

- ii) A good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field;
- iii) A minimum of two (2) years relevant post-qualification experience is required for appointment to the position of Programme Analyst or Network Administrator or System Analyst;
- iv) The candidate, in addition to the above qualifications, must have served as an Assistant Programme Analyst/Assistant Network Administrator in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

3. Senior Programme Analyst/Senior Network Administrator/ Senior System Analyst

For appointment or promotion to the grade of Senior Programme Analyst or Senior Network Administrator/Senior System Analyst, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field;
- ii) Satisfactory performance in the grade of Assistant Programme Analyst/Assistant Network Administrator in a University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition.
- iii) A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
- iv) In the case of first time appointment, candidates should be Senior Programme Analyst/ Senior Network Administrator/ Senior System Analyst in a University or comparable institution and three positive referee reports shall be required.
- v) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University

4. Director of Information Communication and Technology (ICT)

This post shall be filled by appointment only. For appointment to the above post, a candidate must:

- i) Have a PhD (or its equivalent) or an MPhil or a two year full-time research Masters Degree in the relevant field;
- ii) Be a member of a recognised professional ICT or MIS body.
- iii) Satisfactory performance as Senior Programme Analyst/ Senior Network Administrator/ Senior System Analyst and a minimum waiting period of five (5) years or alternatively twelve (12) years relevant post-qualification experience in a practising firm, industry, commerce or public service is required for promotion to the position of Director of ICT.
- iv) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- v) Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- vi) Have handled and completed various projects in ICT of considerable magnitude and value; and
- vii) Have considerable experience in administration and management.

17. Criteria for Appointment and Promotion of Senior Members in the Sports Directorate**1. Junior Sports Coordinator**

For appointment to the grade of Junior Sports Coordinator, which is equivalent to a Junior Assistant Registrar, a candidate must:

- i) Have an MPhil or a two-year full-time research Masters degree in the relevant field or
- ii) A good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field of sports, physical education or psychology.
- iii) Also, candidates with any two of the above qualifications must in addition have a minimum of two (2) years relevant post-qualification

experience in a University or an analogous institution or in a practising firm or industry or commerce for a minimum of two years.

- iv) The appointment shall be for two years and the candidate shall be promoted to Sports Coordinator after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he or she shall be required to do an additional one year in the grade of Junior Sports Coordinator. If by the end of the third year, the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

2. Sports Coordinator

For appointment to the grade of Sports Coordinator, a candidate must:

- i) Have a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a professional qualification from a major and recognised professional body in a relevant field of sports, physical education or psychology.
- ii) The candidate, in addition to the above qualifications, must have served as a Junior Sports Coordinator in the University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practising firm, industry, commerce or public service.

3. Senior Sports Coordinator

For appointment to the grade of Senior Sports Coordinator, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field of sports, physical education or psychology.
- ii) Satisfactory performance in the grade of Sports Coordinator in a University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition.
- iii) A minimum of two positive assessment reports out of a maximum

of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.

- iv) In the case of first time appointment, candidates should be Senior Sports Coordinator in a University or comparable institution and three positive referee reports shall be required.
- v) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University

4. Director of Sports

This post shall be filled by appointment only. For appointment to the above post, a candidate must:

- i) Have a PhD (or its equivalent) or an MPhil or a two-year full-time research Masters Degree in a relevant field.
- ii) Satisfactory performance as Senior Sports Coordinator and a minimum waiting period of five (5) years or alternatively must have twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service; is required for promotion to the position of Senior Sports Coordinator.
- iii) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- iv) Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- v) Have considerable experience in administration and management.

18. Criteria for Appointment and Promotion of Senior Members in the Procurement Office

1. Junior Assistant Procurement Officer

For appointment to the grade of Junior Assistant Procurement Officer, candidates must:

- i) Possess an MPhil or a two-year full-time research Masters degree in the relevant field or
- ii) A good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field.

- iii) Also, candidates with any two of the above qualifications must in addition have a minimum of two years relevant post-qualification experience in a University or an analogous institution or in a practising firm or industry or commerce for a minimum of two years.
- iv) The appointment shall be for two years and the candidate shall be promoted to Assistant Procurement Officer after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within the first two years, he or she shall be required to do an additional one year in the grade of Junior Assistant Procurement Officer. If by the end of the third year, the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

2. Assistant Procurement Officer

For appointment or promotion to the grade of Assistant Procurement Officer, candidates must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field.
- ii) The candidate, in addition to the above qualifications, must have served as a Assistant Procurement Officer in a University or an analogous institution for a minimum of two (2) years or must have a minimum of four (4) years relevant post-qualification experience in a practicing firm, industry, commerce or public service.

3. Senior Assistant Procurement Officer

For appointment or promotion to the grade of Senior Assistant Procurement Officer, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field.
- ii) Satisfactory performance in the grade of Assistant Procurement Officer in a University or equivalent grade in an analogous

- institution for at least six (6) years shall be required in addition.
- iii) A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion to this grade in addition to the minimum qualification.
 - iv) In the case of first time appointment, candidates should be Senior Assistant Procurement Officer in a University or comparable institution and three positive referee reports shall be required.
 - v) No one shall be appointed at first instance to this grade without having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

4. Director of Procurement

This post shall be filled by appointment only. For appointment to the above post, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree in the relevant field or a good first degree with a one-year full-time Masters degree plus a recognised professional qualification in a relevant field.
- ii) Satisfactory performance as Senior Assistant Procurement Officer and a minimum waiting period of five (5) years or alternatively must have twelve (12) years relevant post-qualification experience in practising firm, industry, commerce or public service; is required for promotion to the position of Director of Procurement.
- iii) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.
- iv) Candidates being appointed on application at first instance, do not need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.
- v) Have considerable experience in administration and management.

SCHEDULE G:**Procedure for the Appointment of Principal, Provost, Director of Finance, Director of Internal Audit, Librarian, Director of Works and Physical Development, Director of University Health Services, Director of ICT, Director of Estates, Director of Sports and Director of Procurement**

1. a. In the appointment of each of the above officers, internal and external advertisements shall be made as appropriate.
- b. For each of the above positions, the Registrar, upon receipt of the applications, shall process them and present them to the Vice-Chancellor. The Vice-Chancellor shall, on the advice of a committee which shall include the Registrar or his/her representative, shortlist not more than three (3) candidates for interview.
- c. An Interview Panel, of which the Vice Chancellor shall be Chairperson, shall be constituted as provided for under Schedule B2 6a of the statutes.
- d. The Interview Panel shall after conducting interviews send its Report to Council for appointment to be made. The Report shall rank the performance of the Candidates by merit.
- e. No person who has not been interviewed and reported on by the Interview Panel shall be recommended to Council for appointment to any of the aforesaid positions.
- f. Council shall consider the Report of the Interview Panel and there upon appoint a suitable person who then shall take up the appointment on such terms and conditions as the Council shall deem fit.

SCHEDULE H:**Procedure for the Appointment of Directors of Institutes/Centres**

- i. Directors of Institutes and Centres shall be appointed through internal and/or external advertisements.
- ii. The Vice-Chancellor shall upon receipt of applications shortlist not more than three (3) candidates for interview.
- iii. An Interview Panel shall be constituted as provided for under schedule B2(6a) a and (6b) of the statutes.
- iv. The Interview Panel, shall after conducting interviews send its Report to

Council for appointment to be made. The Report shall rank the performance of the Candidates by merit.

- v. No person shall be recommended to Council for appointment to any of the aforesaid positions who has not been interviewed and reported on by the Interview Panel.
- vi. Council shall consider the Report of the Interview Panel and thereupon appoint a suitable person who then shall take up the appointment on such terms and conditions as the Council shall deem fit.

SCHEDULE I:

Procedure for the Appointment of Chancellor

1. In the appointment of the Chancellor of the University, Council shall set up a Search Committee to propose suitable candidate(s) for its consideration.
2. The Search Committee shall consist of six (6) members composed as follows:
 - Two (2) members of Council appointed by Council;
 - Two (2) Senior Members, one Academic and one non;
 - One person elected by Senior Staff;
 - One person elected by the Alumni Association.
3. Council shall appoint one of the Council 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; the quorum shall be five (5) members including the Chairperson who shall have an original vote and a casting vote;
4. 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.
5. The Search Committee shall, by secret ballot, elect three (3) candidates from the short-listed candidates and present their names in a report indicating the vote tally to Council.
6. Council shall then elect one of them for appointment as Chancellor. The Registrar shall inform the University community the decision of Council within two weeks after the decision has been made.

SCHEDULE J:**The Students' Representative Council****1. Name:**

This body shall be known as the Students Representative Council of the University for Development Studies hereinafter referred to as the SRC.

2. Functions:

The SRC shall be the official organ of the mouth-piece of all undergraduate programmes of the University and shall be responsible for:

- i. Promoting general welfare and interests of students; coordinating the social, cultural, intellectual and recreational activities of the students in the University;
- ii. The presentation of the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter. The SRC shall have the right to appeal to the Academic Board and ultimately Council whose decision shall be final;
- iii. Establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana;
- iv. The nomination of students' representatives to serve on appropriate University Committees to probe or manage the affairs of the students of the University. Any undergraduate student of the University shall be eligible to serve on any of such committees;
- v. Promoting cordial relationships among all sections of the University community and maintaining good relationships with past students of the University; and
- vi. Publishing a record of students' activities.

SCHEDULE K:**The Graduate Students Association of Ghana, UDS****1. Name of the Association**

The name of the association shall be known and called Graduate Students Association of Ghana, UDS, here in after referred to as GRASAG-UDS.

2. Scope of Operation

The GRASAG shall serve as the mouthpiece of the entire graduate/post-graduate student body of this university and shall engage in activities including, but not limited to, the following:

- i. Serve as a channel of communication between graduate/post-graduate students and the University authorities in all matters affecting any part thereof.
- ii. Co-ordinate with other student associations and unions in the University and elsewhere in matters of mutual interest.
- iii. Organize lectures, seminars, symposia, debates, meetings and any other activities which shall be deemed by members of the GRASAG to be of interest to them.
- iv. Keep contact with past students of this University through the Alumni Association
- v. Foster the continuous maintenance of a right atmosphere for academic work as well as entertainment, sports and games.
- vi. Formulate such rules and regulations as well as actively promote unity, and cordial relationship among students and/or groups of students without discrimination on grounds of sex, creed, ethnic origin, country of origin, course of study, race, political affiliation, religion or socio economic status.

SCHEDULE L:

Regulations for Junior Members

1. The term “Junior Member” shall apply to a person other than a Senior Member Senior Staff or Junior Staff who is enrolled for the time being in the University for Development Studies for an approved course of study.
2. Regulations affecting Junior Members shall be made from time to time by the Academic Board in accordance with the Statutes of the University and promulgated by the Vice-Chancellor. In addition to these regulations, each Hall, Department, Institute, School, Library, the Hospital or any other unit of the University may issue its own rules governing the conduct of Junior Members within its precincts provided that they are not inconsistent with these general regulations made by the Academic Board. Such regulations must be tabled before the Academic Board.

3. These regulations shall apply to all Junior Members.
4. Copies of all regulations shall be deposited with the Registrar, Heads of Halls/Hostels, Dean of Students, Deans of Faculties/Schools, Directors of Institutes and Centres, Heads of Departments and brought to the attention of Junior Members.
5. Ignorance of Regulations or of any Public Notice shall not be accepted as an excuse for any breach of discipline. Every student on enrollment shall be required to obtain a copy of such University, Hall/Hostel and other regulations as related to his or her condition and are for the time being in force.
6. Junior Members shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence; they shall observe the statutes and shall conform to all such regulations and orders as may be made for the good governance of the University.
7. The operation of these Regulations is without prejudice to the application of the general law of the land, which applies to all persons in the University.
8. The officers of the University who have a special responsibility, under the Vice-Chancellor, for the discipline of Junior Members are the Dean of Students, Heads of Halls, Senior Tutors and Tutors. It shall be an offence to disobey these officers in the discharge of their duties.

9. Admission and Residence

- i. Junior members who do not hold an award granted by the Government, or by an institution recognised by the University shall be required to pay approved fees on or before registration.
- ii. Junior Members whose accounts are in arrears and unpaid at the beginning of an academic year shall normally not be allowed to come into residence or attend lectures until their outstanding accounts have been settled.
- iii. Dates of terms are announced in University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of term unless permission is granted for temporary absence. Students who are non-resident are required to register at the Halls to which they have been assigned.
- iv. Procedure regarding exerts is notified in the Hall/Hostel Regulations.

- In cases of absence involving non-attendance at Lectures, Tutorials, Practicals, or Examinations, the written permission of the Department concerned must be obtained in addition to that of the Hall authorities.
- v. Admission of Junior Members to the University shall be subject to their passing a Medical Examination.
 - vi. Membership of SRC/GRASAG and the Amalgamated Clubs of the University is compulsory for all Junior Members.

10. Names of Junior Members

- i. For the purposes of the University, Junior members are known only by the names which they have signed in the Register of Matriculation and are known by those names only in the sequence in which they were signed (that is first name, middle name(s) and (surname).
- ii. Provided that:
 - a. Where a female Junior Member gets married, she may apply to have her name altered to include the surname acquired by marriage, followed in parenthesis, by the word “nee” and her former surname. In such cases, proof of marriage would be required before the official change is affected.
 - b. Junior Members may apply to their Senior Tutor for recognition by the University of a New Name, and if the Senior Tutor is satisfied that the legal requirements have been met, they shall submit applications to the Vice-Chancellor who on approval of the said application shall authorize the change. Any such change of name shall be entered in the Register of Matriculation and published in the UDS Gazette.

11. Attendance at Lectures and Examination

Junior Members are required to attend lectures, Tutorials and practical Classes specified for their course of study, and all such Examinations as the University or the Departments may from time to time require, and to perform a written and practical work prescribed for them. To be eligible for any University Examination, the candidate must have made a cumulative attendance of seventy-five percent (75%) of lectures and practicals for the course.

12. Use of Academic Gown

All Junior Members are required to wear the academic gown appropriate to their

status or Hall of Residence or Hostel on the following ceremonial occasions:

- i. Matriculation
- ii. Congregation

13. Formation of Societies and Clubs

- i. Students Societies and Clubs in the University shall be formed at the request of at least ten interested students. Such requests shall pass through the SRC. In addition, there must be a Senior Member who will be the Senior Treasurer.
- ii. Formation of tribal, ethnic, occultic, gang, or crime based organization on Campuses is prohibited.
- iii. The request shall be submitted for approval by the Residence Board through the SRC/GRASAG and the Constitution/Byelaws of the proposed Society or Club.
- iv. The proposed Society or Club shall be formally recognised and published in the UDS Gazette after the Residence Board has given its approval.
- v. Within three (3) months from the date of the promulgation of the Society or Club, the Secretary shall deposit the names of persons holding principal offices of the Society or Club with the Registrar and the Dean of Students. Thereafter the names of the Principal Officers of the society or club shall be notified to the Registrar and the Dean of Students once every year.

14. Public Functions within the University

- i. Students who wish to organise any public function within or outside the Hall of Residence or Hostel shall obtain permission from the Head of Hall, the Dean of Students Affairs, Dean of Faculty/School and/ or Provost of Campus as appropriate. The Head of Hall or the Dean of Students shall in turn inform the Registrar and the Vice-Chancellor.
- ii. An application for permission to organise a function should provide the following information:
 - a) Date and time of the function;
 - b) Names and description of Lecturers, Speakers or Performers at the function.
- iii. This information together with evidence of fulfilment by the organisers of a requirements imposed by law in relation to the holding of such

function should normally reach the Head of Hall/Hostel or the Dean of Students at least three (3) days before the function takes place. The Head of Hall or the Dean of Students may impose such requirements and conditions as may appear to him to be necessary or desirable.

- iv. For the purpose of this section, a public function is one to which persons other than Senior and Junior Members of the University are invited or entitled to attend.

15. Procession and Demonstration

- i. Any student or students wishing to organise a Procession/ Demonstration in the University or Campus shall seek permission from the Dean of Students and notify the Dean of Faculty/School and Provost of Campus in writing with a copy to the Registrar at least three days before the procession/demonstration is due to begin.
- ii. The notification shall state the purpose of the procession/demonstration and the name(s) of the organizer (s).
- iii. The Dean of Students may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- iv. The procession/demonstration will follow an approved route and keep as close as possible to the left side of the road as to facilitate free passage of traffic.
- v. No procession/demonstration shall be held between the hours of 6.00 pm and 6.00 am.
- vi. During the procession/demonstration, nothing will be done or said that might occasion violence or cause a breach of the peace.
- vii. If, in the opinion of the Dean of Students, the procession/ demonstration is likely to lead to a breach of the peace or cause serious interference with the work of the University, he may so advise the Vice-Chancellor who may take appropriate action.
- viii. If any acts of violence and/or breach of University, Hall or other regulations occur during a procession/demonstration, or other mass action, the perpetrators as well as the organiser(s) shall be held jointly and severally responsible.
- ix. The fact that a procession/demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.

16. Publications

- i. The Vice-Chancellor will be informed of the intent to produce any student publication within the University and his approval in writing shall be obtained for such a publication.
- ii. A copy of each issue will be lodged with the Vice-Chancellor, Head of Hall or Dean of Students as appropriate and the University Librarian on the day of publication.
- iii. Each issue shall state the name of the Editor, the Membership of the Editorial Board, and the Publisher.
 - i. The members of the Editorial Board will be held jointly and severally responsible for the full contents of each issue of the publication. (See Appendix A)

17. Other Regulations

It shall be an offence for a Junior Member to:

- a) Cultivate, possess, use or peddle narcotics and other drugs as listed in the Second Schedule Part II, of the Drugs and Pharmacy Act, 1961 (Act 64).
- b) Willfully cause damage to University property or the good name of the University and incite others with a view to such damage being caused.
- c) Publish defamatory material on the campus.
- d) Peddle rumour or slander other members of the University.
- e) Smoke in any public place e.g. Library, Lecture Rooms during lectures, Auditorium etc.
- f) Throw any person into ponds in the University.
- g) Possess fire arms on campus.
- h) Make undue noise within the University precincts. In particular, the hours between 10.00pm and 6.00am are to be regarded as hours of quiet provided that this rules shall not apply where permission to organize a function has been granted by the Head of Hall/Hostel or Dean of Students.
- i) For males to be in female hostels after 10.00 pm or vice versa
- j) Cause harm to a colleague or any person on the University Campus.

18. Use of Vehicles

- i. Any Junior Member who wishes to use or keep a vehicle on the campus of the University must obtain permission from the Vice-Chancellor through the Senior Tutor of his or her Hall.
- ii. The University accepts no responsibility for such vehicles or for any damage that may occur to them or to their owners, drivers or passengers. The use of such vehicles is a privilege which is enjoyed at the sole risk of the persons concerned and which will be withdrawn if it is abused.
- iii. The University does not provide garages for vehicles of Junior Member on campus. Any arrangement for garaging them in the University should be made privately by the owners

19. Collection of Money

Permission to make general collection of money other than for club subscriptions and cinema show or parties must be obtained from the Dean of Students/Senior Tutors of the Hall. Junior Members are advised to ask to see the license or other valid Authority of any collector who comes from outside the University.

20. Dean of Students

- i. The Dean of Students is responsible for the welfare and discipline of students outside their Halls of Residence. The Dean works in close collaboration with the SRC/GRASAG, the Halls of Residence, the Counseling and Placement Centre and the Amalgamated Clubs.
- ii. For the efficient running of the office, the Dean shall have the support of a committee comprising: All Senior Tutors, representatives of the SRC/GRASAG and the Registrar's representative.

21. Disciplinary Procedure

- i. Within Hall of Residence of Hostel:
If a student violates Hall/Hostel regulations, disciplinary measures, including de-boardinization, shall be taken by the authorities of the Hall to which he/she belongs.
- ii. Outside Hall of Residence:
If a student violates any University regulations outside the hall of residence, it shall be reported to the Dean of Students who will notify the Senior Tutor of the Student's Hall for appropriate sanctions.

For serious offenses, the Committee of the Dean of Students shall investigate the matter and apply appropriate disciplinary sanctions or make recommendations to the Vice-Chancellor.

iii. Disputes between Students of different Hall:

Where disputes arise between students from different Halls, the Tutors of the students involved shall resolve the dispute. Should their attempts fail, the matter should be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter should be referred to the Committee of the Dean of Students.

22. Sanctions

- i. Any student who does not observe the Statutes and Regulations, or commits any act subversive of discipline or good order or tending to bring discredit upon the University, or neglects his or her duties may be punished by a warning, or reprimand, or fine, or gating, or rustication for a limited period, or withholding of results or outright dismissal.
- ii. Sanctions which involve temporary or permanent removal from the University shall be effected only with the concurrence of the Vice-Chancellor.

23. Appeal

Junior Members who are aggrieved by any disciplinary sanctions may appeal to the Vice Chancellor through the Head of Hall/Hostel for a review within seven days of the notification to them of the sanctions imposed on them. The Vice Chancellor on receipt of a report from the appropriate source may request a review of the sanctions so imposed. When carrying out a review, the Vice Chancellor may act on the advice of a committee on which students interests are represented.

General Regulations Governing Halls of Residence

There shall be established in the University for Development Studies such Halls bearing such names as the University Council may from time to time determine.

1. Membership

The membership of each Hall shall consist of the Students assigned to it who shall be known as Junior Members and the Senior Members of

the University assigned to it, who shall be fellows. The assignment of the Junior Members and Senior Members to Halls shall be in accordance with procedures laid down by the Academic Board. Every Junior Member shall be assigned to a Hall of Residence.

2. Governance of Halls

The governing body of each Hall shall be the Hall Governing Board, which shall be responsible, subject to the Law, Statutes and Regulations of the University, for all matters concerning the Hall. The Hall Council shall meet at least once in every trimester.

3. Composition of the Governing Board

The Hall Council shall consist of Hall Master/Warden and not less than five (5) members being tutors and the same number of Junior Members, including the President, Secretary and Treasurer of the Junior Common Room Committee.

4. Hall Officers

The Officers of each Hall shall consist of the Hall Master/Warden, tutors and such other officers as the Hall Council shall decide:

- i. The Hall Master/Warden shall be appointed by the Vice-Chancellor for a three-year term subject to re-appointment for a further term only;
- ii. In the absence of the Hall Master/Warden, the Senior Tutor will act until a Hall Master/Warden is appointed;
- iii. The Senior Tutor shall be appointed by the Vice-Chancellor on the recommendation of the Hall Council for a two-year term subject to re-appointment for a further term only;
- iv. The Tutors shall be appointed by the Hall Master/Warden from among Fellows of the Hall with the approval of the Hall Council for a two-year term, subject to re-appointment. The number of Tutors for each Hall shall be determined on ratio of one Tutor to thirty students.

Duties and Conditions of Tenure of Hall Officers

5. Hall Masters/Warden

The Hall Master/Warden shall be responsible to the Vice-Chancellor

for general superintendence of the affairs of the Hall. He/she shall take precedence over the Fellows and members of the Hall and shall have unrestricted rights of attendance and audience at all meetings of the Hall Council. In all cases not provided for by the Law, Statutes, or regulations made by the Hall; he/she shall make such provisions for the good governance and welfare of the Hall as he/she may consider appropriate, subject to the approval of the Hall Council. No person shall combine the Office of the Hall Master/Warden with any other substantive Hall Office.

6. Senior Tutors

The Senior Tutor shall be the Deputy Hall Master and assist the Hall Master in the administration of the Hall. He/she shall coordinate the tutorial activities in the Hall.

7. Tutors

Tutors are responsible for giving counseling services to Junior Members of the Hall.

8. Duties, Privileges and Removal of Fellows

Subject to the provision of these Regulations, the Fellows of each Hall shall enjoy such privileges and exercise such responsibilities as may be determined from time to time by the Hall Council. In making regulations in this connection, it shall be the responsibility of the Hall Council to ensure that all Fellows and Officers are enabled to play an effective role in the development of the Hall as a residential facility for promoting the welfare of both its Junior and Senior Members.

Any Fellow may be deprived of his or her Fellowship for sufficient cause by the Hall Master upon recommendation of the Fellows of the Hall by a resolution passed by two-thirds ($2/3$) majority of all Fellows.

9. Removal of the Hall Master/Warden

The Hall Master/Warden may be removed by the Vice-Chancellor on a recommendation supported by two-thirds ($2/3$) of the Fellows and the Hall Council at a joint meeting specially convened for the purpose at the request of at least one-third ($1/3$) of the Fellows and the Hall Council or for any good reason by the Vice-Chancellor.

10. Removal of other Officers

Any Hall Officer other than the Hall Master/Warden may be removed during his or her period of tenure for sufficient cause upon recommendation by the Hall Master/Warden to the Hall Council at a special meeting convened for the purpose.

11. Emoluments of Hall Officers

Hall Officers shall be paid emoluments or allowances as shall be determined from time to time by the University.

12. Direction of Students Life in the Halls

Within the framework of these Regulations and of the Constitutions and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs.

13. Junior Common Room Committee

Subject to the Regulations and the Constitution of each Hall, there shall be established in each Hall a Junior Common Room Committee to be elected by all the Junior Members of the Hall in accordance with the Constitution made by the Junior Members and approved by Council.

14. Elections of Honorary Fellows and Associates

In addition to persons assigned to the Hall as Fellows, in accordance with these Regulations, the Hall Council may elect honorary Fellowship and Associateship, such other persons within or outside the University, on such conditions, for such periods and by such procedures as it shall determine provided that Honorary Fellows and Associates shall not be eligible to hold any office in the Hall, nor be eligible to vote at meeting of Fellows.

15. Termination of Fellowship and Associateship

Any person assigned to a Hall as a Fellow in accordance with these Regulations shall cease to be an assigned Fellow immediately he/she ceases to be a Senior Member of the University. Subject to these Regulations, the Hall Council may at any time, by a simple majority of members present, terminate the tenure of an Honorary Fellow or Associate.

16. Seniority of Fellows and Associates

Within the three (3) categories of Fellows, Honorary Fellows and

Associates, seniority shall be reckoned from the day of assignment or election, but among persons assigned or elected on the same day the order of seniority within any particular category shall be the same as their order of seniority in the University, or where this is identical or inapplicable, seniority shall be based on age.

17. Quorum at Meetings of Hall Bodies

The quorum at all meetings of Hall Council shall be at least one-half (1/2) of the members or where this is not a whole number then the next whole number.

18. Hall Prizes, Bursaries and other Awards

Subject to the Law, Statutes and the provisions of these Regulations, each Hall shall have the power to establish such prizes, bursaries and other awards as may be determined by the Hall Council.

19. Hall Fund

Each Hall shall have a Hall Fund to be operated under the control of the Council. The Hall Fund shall consist of grants provided by the University and such other income as the Hall may derive from other sources with the approval of the University. All Hall Funds shall be kept in a bank account controlled by the Hall Council and in such manner as the Finance Officer of the University may direct.

20. Audit of Hall Accounts

- i. All Hall Funds and books or documents relating to them shall be subject to examination and audit by the Finance Officer and the University Internal Auditor respectively. An audit of Hall accounts shall be carried out at least once a year by the University Internal Audit.
- ii. Copies of the audit report shall be sent to the Vice-Chancellor, Hall Council of the Hall concerned and the Dean of Students.
- iii. Where anybody is dissatisfied with the audit report, the Vice-Chancellor may be petitioned.
- iv. The Vice-Chancellor may take appropriate action where he/she is satisfied that the petition is of merit.

21. Investment of Funds by the Halls

Any balance in the Hall Fund at the end of any academic year shall normally

accumulate for the purpose of the Hall and may with the approval of the Finance Committee of Council be invested in any security within Ghana as it may decide. In making any grants to a Hall or its current and capital expenditure, the Finance Committee of Council may take into account investments or other assets held in the name of the Hall.

22. Change of Hall

Any person, whether a Senior or a Junior Member, who has been assigned to a Hall may transfer his or her membership to another Hall once only during his or her stay in the University with the prior consent of the Heads of the Halls concerned.

APPENDIX A: MEMORANDUM FOR THE GUIDANCE OF STUDENT PUBLICATIONS

The Laws of Ghana

All student publications, even though they may be circulated only within a Hall or the University, are subject to the laws of the land. This memorandum is intended to give them general information about their legal liabilities. It is not a substitute for professional legal advice, and it only deals with those parts of the law which are most likely to concern student publications. But journalists who use their common sense and the information given here should not run into legal difficulties.

1. The Civil Law of Libel

Everyone concerned with a publication runs the risk of being sued and made to pay damages if the publication libels anyone. Material published is libellous for example, if it suggests that the person has committed a crime, or is dishonest, or immoral, or not to be trusted, or has misconducted himself or herself in office. It does not have to refer to the person by name – it is sufficient if ordinary people would understand what is published as referring to the person who brings the action.

The liability is not confined to the author of the libellous article or picture; everyone on the Editorial Committee, would also be liable, and even those who take part in typing or distributing the publication may be liable as well. So, if you take any part in a publication, it is wise to realize that you are legally responsible for what is included in it, and normally it makes no difference whether you read the copy or not. You have a completed defence if what is published is true, so long as you can actually prove this in court. But this may be difficult so the safe rule is to be very careful before you publish an attack on a person's character.

You also have a defence (called “fair comment”) which allows you to comment upon matters of general public concern, and express opinion and voice criticism upon matters. To come within this defence, you must confine your opinion to matters which are of concern and interest to the public generally, and normally a person's private character is not of public interest. You must also avoid making false factual statements; the law allows

you to express your opinions, but not to tell untruths. But there is nothing against your expressing your opinions on matters of public concern in a vigorous way, though if you express them in an indecent way then you must expect the court to doubt your good faith.

2. The Criminal Law of Obscenity

You can be fined or imprisoned if you publish obscene material whether it takes the form of writing or pictures. Common sense is the best guide as to what the court is likely to regard as “obscene”.

3. Comment on Judicial Proceedings

It is possible to commit an offence by commenting upon legal proceedings; it is prudent to seek advice before doing so.

4. University Regulations

- i. Junior Members are encouraged to publish, however, such publications shall be guided by the laws of the Land and the University
- ii. No such publications shall target or seek to debase or humiliate any person or group(s) or person
- iii. No supremacist (tribal, ethnic, sex, religion) publications shall be published in the University
- iv. Persons or group(s) of persons who feel unduly targeted may initiate processes as provided by this Statute and any other regulations and laws.

APPENDIX B: PHARMACY AND DRUGS ACT 1961 (ACT 64)**Part II – Narcotic Drugs**

1. Indian hemp
2. Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the Esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one-tenth percent of cocaine or any proportion of ecgonine.
3. Any product obtained from any of ecgonine alkaloids of the coca-leaf, not being a product which, on the 13th July, 1931 was being used for medical or scientific purposes.
4. Raw opium, medicinal opium and opium prepared for smoking.
5. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on the 13th July, 1931 was being used for medical or scientific purposes.
6. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation, admixture, extract or other substance (not being such a solution or dilution as aforesaid) containing not less than one-fifth of one percent of morphine.
7. The following drugs or their salts:
 - Acetyldihydrocodeine;
 - Acetyldihydrocodeinone;
 - Alphameprodine;
 - Alphaprodine;
 - Apomorphine;
 - Anileridine;
 - Benzylmorphine;
 - Betameprodine;
 - Betaprodine.