



UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

STATUTES

**UNIVERSITY OF ENVIRONMENT AND
SUSTAINABLE DEVELOPMENT**

STATUTES



**STATUTES OF UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE
DEVELOPMENT**

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TABLE OF CONTENTS

<i>PART A: DEFINITIONS</i>	1
<i>Statute 1: Definition of Terms</i>	1
<i>Statute 2: Good Cause</i>	4
<i>Statute 3: The University Council</i>	5
<i>Statute 4: Functions of the Council</i>	6
<i>Statute 5: Tenure of office of members of the Council</i>	6
<i>Statute 6: Meetings of the Council</i>	7
<i>Statute 7: Principal Officers of the University</i>	8
<i>Statute 8: The Chancellor</i>	8
<i>Statute 9: The Chairperson of the Council</i>	10
<i>Statute 10: Vice-Chancellor of the University</i>	11
<i>Statute 11: Removal and Replacement of Vice-Chancellor</i>	12
<i>Statute 12: Pro-Vice-Chancellor(s)</i>	13
<i>Statute 13: The Registrar</i>	14
<i>Statute 14: Duties of the Registrar</i>	14
<i>Statute 15: The Academic Board</i>	16
<i>Statute 16: Composition of the Academic Board</i>	16
<i>Statute 17: Functions of the Academic Board</i>	17
<i>Statute 18: Internal Organisation of the University</i>	17
<i>Statute 19: Management and Administration of the University</i>	18
<i>Statute 20: The University Librarian</i>	19
<i>Statute 21: Duties of the University Librarian</i>	19
<i>Statute 22: Tenure, Removal and Replacement of the University Librarian</i>	20
<i>Statute 23: Director of Finance</i>	20

<i>Statute 24: Duties of the Director of Finance</i>	<i>20</i>
<i>Statute 25: Tenure, Removal and Replacement of the Director of Finance</i>	<i>21</i>
<i>Statute 26: Director of Internal Audit.....</i>	<i>22</i>
<i>Statute 27: Duties of the Director of Internal Audit</i>	<i>22</i>
<i>Statute 28: Tenure, Removal and Replacement of the Director of Internal Audit.....</i>	<i>23</i>
<i>Statute 29: Director of Physical Development and Estate Management</i>	<i>24</i>
<i>Statute 30: Duties of the Director of Physical Development and Estate Management.....</i>	<i>24</i>
<i>Statute 31: Tenure, Removal, and Replacement of the Director of Physical Development and Estate Management.....</i>	<i>25</i>
<i>Statute 32: The Director of Information Technology Systems and Operations</i>	<i>26</i>
<i>Statute 33: Duties of the Director of Information Technology Systems and Operations.....</i>	<i>26</i>
<i>Statute 34: Tenure, Removal and Replacement of the Director of Information Technology Systems and Operations.....</i>	<i>28</i>
<i>Statute 35: Director of University Health Services</i>	<i>28</i>
<i>Statute 36: Duties of the Director of University Health Services</i>	<i>28</i>
<i>Statute 37: Tenure, Removal and Replacement of the Director of Health Services</i>	<i>29</i>
<i>Statute 38: Director of Procurement</i>	<i>29</i>
<i>Statute 39: Duties of the Director of Procurement.....</i>	<i>30</i>
<i>Statute 40: Tenure, Removal and Replacement of the Director of Procurement</i>	<i>31</i>
<i>Statute 41: Director of Academic Planning and Quality Assurance (APQA).....</i>	<i>31</i>
<i>Statute 42: Duties of the Director of Academic Planning and Quality Assurance Directorate</i>	<i>32</i>
<i>Statute 43: Tenure, Removal and Replacement of the Director of Academic Planning and Quality Assurance</i>	<i>32</i>
<i>Statute 44: Director of Research, Innovation and Consultancy.....</i>	<i>33</i>
<i>Statute 45: Duties and Responsibilities of the Director of Research, Innovation and Consultancy.....</i>	<i>33</i>

<i>Statute 46: Tenure, Removal and Replacement of the Director of Research, Innovation and Consultancy.....</i>	<i>34</i>
<i>Statute 47: Director of Sports and Recreation.....</i>	<i>34</i>
<i>Statute 48: Duties of the Director of Sports and Recreation</i>	<i>34</i>
<i>Statute 49: Tenure, Removal and Replacement of the Director of Sports and Recreation.....</i>	<i>35</i>
<i>Statute 52: Tenure, Removal, and Replacement of the Director of Institutional Planning</i>	<i>36</i>
<i>Statute 53: Deans of Schools and Directors of Centres</i>	<i>37</i>
<i>Statute 54: Duties of the Dean/Director.....</i>	<i>37</i>
<i>Statute 55: Tenure, Removal and Replacement of the Dean/Director.....</i>	<i>38</i>
<i>Statute 56: Dean of the School of Graduate Studies</i>	<i>38</i>
<i>Statute 57: Tenure, Removal and Replacement of the Dean of Graduate Studies.....</i>	<i>39</i>
<i>Statute 58: Dean of International Programmes.....</i>	<i>39</i>
<i>Statute 59: Duties of the Dean of International Programmes.....</i>	<i>39</i>
<i>Statute 60: Tenure, Removal, and Replacement of the Dean of International Programmes.</i>	<i>40</i>
<i>Statute 61: The Dean of Students Affairs</i>	<i>40</i>
<i>Statute 63: Tenure, Removal and Replacement of the Dean of Students Affairs.....</i>	<i>41</i>
<i>Statute 64: Head of Department.....</i>	<i>42</i>
<i>Statute 65: Duties of the Head of Department.....</i>	<i>42</i>
<i>Statute 66: Tenure, Removal and Replacement of the Head of Department.....</i>	<i>43</i>
<i>Statute 67: Academic Units of the University.....</i>	<i>43</i>
<i>Statute 68: Functions of School Boards.....</i>	<i>43</i>
<i>Statute 69: Director of Institutes.....</i>	<i>44</i>
<i>Statute 70: Duties of the Director of Institute</i>	<i>45</i>
<i>Statute 71: Tenure, Removal and Replacement of the Director of Institute</i>	<i>45</i>
<i>Statutes 72: Head of Centre</i>	<i>46</i>

<i>Statute 73: Duties of Head of Centre.....</i>	<i>46</i>
<i>Statute 74: Tenure, Removal and Replacement of Head of a Centre</i>	<i>46</i>
<i>Statute 75: Head of Counselling and Human Development Centre.....</i>	<i>47</i>
<i>Statute 76: Duties of the Head of Counselling and Human Development Centre</i>	<i>47</i>
<i>Statute 77: Tenure, Removal and Replacement of Head of Counselling and Human Development Centre.....</i>	<i>48</i>
<i>Statute 78: Head of Centre for Gender Advocacy.....</i>	<i>48</i>
<i>Statute 79: Duties of the Head of Centre for Gender Advocacy</i>	<i>49</i>
<i>Statute 80: Tenure, Removal and Replacement of the Head of Centre for Gender Advocacy</i>	<i>49</i>
<i>Statute 81: Head of Centre for Students with Special Needs</i>	<i>50</i>
<i>Statute 82: Duties of the Head of the Centre of Students with Special Needs</i>	<i>51</i>
<i>Statute 83: Tenure, Removal and Replacement of the Head for Students with Special Needs</i>	<i>52</i>
<i>Statute 84: Head of Community Engagement, Projects and Innovations Unit.....</i>	<i>52</i>
<i>Statute 85: Duties of the Head of the Community Engagement, Projects and Innovations Unit</i>	<i>53</i>
<i>Statute 86: Tenure, Removal and Replacement of the Head of the Community Engagement, Projects and Innovations Unit</i>	<i>53</i>
<i>Statute 87: Head of Students Financial Aid Office.....</i>	<i>53</i>
<i>Statute 88: Duties of the Head of Students Financial Aid Office</i>	<i>54</i>
<i>Statute 89: Tenure, Removal and Replacement of the Head of Students Financial Aid Office</i>	<i>55</i>
<i>Statute 90: Head of Legal Office</i>	<i>55</i>
<i>Statute 91: Duties of the Head of Legal Office</i>	<i>55</i>
<i>Statute 92: Tenure, Removal and Replacement of the Head of Legal Office</i>	<i>55</i>
<i>Statute 93: Head of Academic Affairs</i>	<i>56</i>
<i>Statute 94: Duties of Head of Academic Affairs</i>	<i>57</i>

<i>Statute 95: Tenure, Removal and Replacement of the Head of Academic Affairs</i>	<i>57</i>
<i>Statute 96: Head of University Relations Office</i>	<i>57</i>
<i>Statute 99: The Head of Human Resource Office</i>	<i>58</i>
<i>Statute 100: Duties of the Head of Human Resource Office</i>	<i>59</i>
<i>Statute 101: Tenure, Removal and Replacement of the Head of Human Resource Office.....</i>	<i>59</i>
<i>Statute 102: Matriculation.....</i>	<i>60</i>
<i>Statute 103: Congregation.....</i>	<i>60</i>
<i>Statute 104: Convocation.....</i>	<i>61</i>
<i>Statute 105: Functions of Convocation</i>	<i>62</i>
<i>Statute 106: The Leadership of Convocation.....</i>	<i>62</i>
(a) Composition of the Leadership of Convocation	62
(b) Functions of the Leadership of Convocation	63
(c) Meetings of the Leadership of Convocation.....	63
(d) Rules of Procedure for the Leadership of Convocation.....	63
<i>Statute 107: Election of Convocation members to the University Council</i>	<i>63</i>
<i>Statute 108: Student Accommodation</i>	<i>64</i>
<i>Statute 109: Visiting Scholar</i>	<i>66</i>
<i>Statute 110: Adjunct Scholar.....</i>	<i>66</i>
<i>Statute 111: Examinations</i>	<i>67</i>
<i>Statute 112: Student Governance</i>	<i>67</i>
<i>Statute 113: Students' Representative Council/Graduate Students' Association of Ghana...</i>	<i>68</i>
<i>Statute 114: Property and Contracts of the University.....</i>	<i>68</i>
<i>Statute 115: Creation, Ownership and Use of Intellectual Property.....</i>	<i>69</i>
<i>Statute 116: University Representation on External Bodies.....</i>	<i>70</i>
<i>Statute 117: Anti-discrimination</i>	<i>71</i>

<i>Statute 118: Annual Report and Other Reports</i>	<i>71</i>
<i>Statutes 119: Appointment of Employees</i>	<i>72</i>
<i>Statutes 120: Promotion of Senior Members</i>	<i>72</i>
<i>Statute 121: Secondment</i>	<i>73</i>
<i>Statute 122: Discipline in the University.....</i>	<i>73</i>
<i>Statute 123: Academic Offences</i>	<i>75</i>
<i>Statute 124: Other Offences.....</i>	<i>76</i>
<i>Statute 125: Rules and Procedures Relating to Discipline</i>	<i>78</i>
<i>Statute 126: Sanctions for Junior Members</i>	<i>79</i>
<i>Statute 127: Sanctions for Employees.....</i>	<i>80</i>
<i>Statute 128: Dispute Settlement</i>	<i>80</i>
<i>Statute 129: Resignation, Retirement and Termination of Appointment of University Employees</i>	<i>81</i>
<i>Statute 130: Dismissal/Termination of Appointment of University Employees</i>	<i>82</i>
<i>Statute 131: Miscellaneous Provisions</i>	<i>83</i>
<i>Statute 132: Power of Council to Enact Statutes.....</i>	<i>84</i>
<i>Statute 133: Enactment of a Statute.....</i>	<i>84</i>
<i>Statute 134: Amendments to Statutes</i>	<i>84</i>
<i>Statute 135: Transitional Provisions.....</i>	<i>85</i>
<i>Statute 136: Effective Date of these Statutes</i>	<i>86</i>
<i>SCHEDULES.....</i>	<i>87</i>
<i>Schedule A: ELECTIONS.....</i>	<i>87</i>
A1: Simple Majority Vote System	87
<i>SCHEDULE B: STATUTORY COMMITTEES OF THE COUNCIL.....</i>	<i>88</i>
B1: Standing Committee	88
Composition.....	88

In Attendance	88
Quorum	88
Functions	88
B2: Finance Committee.....	88
Composition.....	88
In Attendance	89
Quorum	89
Functions	89
B3: Development Committee	89
Composition.....	89
In Attendance	89
Quorum	90
Functions	90
B4: University Tender Committee	90
Composition.....	90
In Attendance	90
Quorum	90
Functions	90
B5: Honorary Degrees and Other Awards Committee	91
Composition	91
In Attendance	91
Quorum	91
Function.....	91
B6: Audit Committee	91
Composition.....	91
In Attendance	91
Co-opted Members.....	92
Quorum	92
Functions	92
B7: University Appeals Board.....	92
Composition.....	92
In Attendance	93

Quorum	93
Functions	93
B8: Board of Nominators.....	93
Composition.....	93
Quorum	93
Function.....	93
B9: University Appointments and Promotions Board (UAPB)	93
Composition.....	93
In Attendance	94
Quorum	94
Rules and Procedures	94
Functions	95
B10: Strategy Committee.....	95
Composition.....	95
Functions	96
SCHEDULE C: STANDING COMMITTEES OF THE ACADEMIC BOARD	96
C1. Business and Executive Committee.....	96
Composition.....	96
In Attendance	96
Quorum	96
Functions	96
C2. Grants, Research and Conferences Committee.....	97
Composition.....	97
In Attendance	97
Quorum	97
Functions	97
C3. Scholarship and Staff Development Committee	98
Composition.....	98
In Attendance	98
Quorum	98
Functions	98
C4. Resource Mobilization and Allocation Committee.....	99

Composition.....	99
In Attendance	99
Quorum	99
Functions	99
C5. Budgetary Committee.....	100
Composition.....	100
In Attendance	100
Quorum	100
Functions	101
C6. Library Committee	101
Composition.....	101
In Attendance	101
Quorum	101
Functions	101
C7. Books and Publications Committee.....	101
Composition.....	101
In Attendance	102
Quorum	102
Functions	102
C8. Information Technology Committee	102
Composition.....	102
In Attendance	102
Quorum	102
Functions	102
C9. Board of Trustees for Academic Prizes Fund.....	103
Composition.....	103
In Attendance	103
Quorum	103
Functions	103
C10. Disciplinary Committee for Senior Members	103
Composition.....	103
In Attendance	103
Quorum	104

Functions	104
C11. Disciplinary Committee for Senior and Junior Staff	104
Composition.....	104
In Attendance	104
Quorum	104
Functions	104
Composition.....	104
In Attendance	105
Quorum	105
Functions	105
C13. Board of School of Graduate Studies	105
Composition.....	105
In Attendance	105
Quorum	105
Functions	106
C14. School Boards	106
Composition.....	106
In Attendance	106
Quorum	106
Rules	106
Functions	107
C15. Board of the International Programmes Office.....	107
Composition.....	107
In Attendance	108
Quorum	108
Functions	108
C16. Academic Planning and Quality Assurance Committee.....	108
Composition.....	108
In Attendance	109
Quorum	109
Functions	109
C17. Research, Innovation and Consultancy Management Committee.....	109
Composition.....	109

In Attendance	110
Quorum	110
Functions	110
C18. Advisory Board of the Office of Dean of Students Affairs.....	110
Composition.....	110
In Attendance	111
Quorum	111
Functions	111
C19. Sports and Recreation Committee	111
Composition.....	111
In Attendance	112
Quorum	112
Functions	112
C20. Advisory Committee of Counselling and Human Development Centre	112
Composition.....	112
In Attendance	112
Quorum	112
Functions	113
C21. Advisory Board of the Centre for Students with Special Needs.....	113
Composition.....	113
In Attendance	113
Quorum	113
Functions	113
C22 Industrial Attachment Committee.....	114
Composition.....	114
In Attendance	114
Quorum	114
Functions	114
C23. Joint Admissions Committee.....	114
Composition.....	114
In Attendance	114
Quorum	115
Functions	115

C24. Scrutineers.....	115
Composition.....	115
Function.....	115
C25. Examinations Committee	115
Composition.....	115
In Attendance	115
Meetings.....	115
Quorum	115
Functions	116
SCHEDULE D: WELFARE SERVICES BOARD.....	116
Composition.....	116
D1. Security and Safety Committee	117
Composition.....	117
In Attendance	118
Quorum	118
Functions	118
D2. Transport Committee	118
Composition.....	118
In Attendance	119
Quorum	119
Functions	119
D3. Interfaith Committee.....	119
Composition.....	119
In Attendance	120
Quorum	120
Functions	120
D4. UESD Basic School Management Committee	120
Composition.....	120
In Attendance	120
Meetings and Quorum.....	120
Functions	121
D5. Health and Sanitation Committee.....	121

Composition.....	121
In Attendance	122
Quorum	122
Functions	122
D6. Housing, Estate, and Residential Management Committee	123
Composition.....	123
In Attendance	123
Quorum	123
Functions	123
D7. Halls/Hostels Management Committee	123
Composition.....	123
In Attendance	124
Quorum	124
Functions	124
D8. Ghana Universities Staff Superannuation Scheme Management Board	124
Composition.....	124
In Attendance	124
Quorum	124
Functions	124
<i>SCHEDULE E: SCHOOLS AND CENTRES</i>	<i>125</i>
<i>SCHEDULE F: COMPOSITION OF CONVOCATION.....</i>	<i>125</i>
<i>SCHEDULE G: APPOINTMENTS AND PROMOTIONS COMMITTEES.....</i>	<i>125</i>
G1 (A). Senior Members (Academic)	126
Composition.....	126
In Attendance	126
Quorum	126
Rules and Procedures	126
Functions	127
G1 (B). Senior Members (Administration)	127
Composition.....	127
In Attendance	127
Quorum	127

Functions	127
G2 (A). School Appointments and Promotions Review Committee.....	128
G3. Senior and Junior Staff	129
Composition.....	129
In Attendance	129
Quorum	129
Functions	129
Criteria	129
<i>SCHEDULE S1: THE OATH OF OFFICE</i>	<i>130</i>
<i>SCHEDULE S2: THE OATH OF SECRECY</i>	<i>130</i>

In exercise of the powers conferred on the University Council under Section 5(6) of the University of Environment and Sustainable Development Act, 2015 (Act 898), these Statutes are made on this 1st day of November, 2023.

PART A: DEFINITIONS

Statute 1: Definition of Terms

In these Statutes, unless the context otherwise requires:

Academic Board means the body established to have oversight of the academic functions and policies of the University.

Academic Division refers to the University unit dedicated to teaching and/or research.

Academic Function refers to all activities organised by the University including, teaching and research activities, community services, congregation, matriculation, etc.

Academic Year refers to that period of the year so determined and approved by the Academic Board and the University Council.

Alumni means:

- (a) All graduates of the University of Environment and Sustainable Development.
- (b) All honorary degree holders of the University.

Board means a group of persons having managerial, supervisory, investigatory or advisory powers.

Campus means the academic and/or research wing of the University within or established outside the main campus for the award of university degrees, diplomas, and/or certificates

Centre means an establishment that conducts specialised programmes normally oriented to provide services including teaching, research, or advocacy.

Certificate means a credit-bearing document with the name, logo, and seal of the University awarded to a student on completion of the workload prescribed for the certificate by the Academic Board.

Chancellor means a person as contemplated in Section 14 of the UESD Act 2015, (Act 898).

Congregation means the assembly composed of members of the University Council, members of convocation, graduates of the University, and honorary graduates as summoned by the Chancellor or in his or her absence by the Chairperson of Council to receive reports and witness the ceremony for awarding degrees, diplomas, and certificates of the university and for any other purpose as the Chancellor may determine.



Convocation means an assembly composed of senior members of the University appointed by the Council or the Academic Board and who are registered as members of Convocation by the Registrar. This body should be chaired by the Chairperson of the convocation.

Council means the governing body of the University as contemplated in Section 5 of the UESD Act 2015, (Act 898).

Dean means the head of a school of the University or student body who is of professorial or senior lecturer rank.

Degree means an award of the University conferred upon a student at a congregation on completion of the work prescribed by the Academic Board or awarded in honor of special recognition or accomplishment.

Department refers to a part of a School that is concerned with teaching, research and services in a recognisable academic discipline and has been designated by the Academic Board. It is headed by a Head of Department.

Diploma means a certificate awarded by the University on successful completion of a course of study prescribed by the Academic Board.

Directorate means a branch of administration dedicated to a specific field of expertise.

Effective Date means the day on which the Statutes enacted by the Council shall be brought into effect by the Council.

Employee means senior members and staff of the University.

Establishment means a division, sub-division, constituent part, or body of the University, such as: the central administration, institutes, programmes, schools, departments, Centres, and Halls of Residence.

Examination means any test or assessment, including any written, oral, practical, or clinical test or assessment where the result obtained contributes to or constitutes the result for a course.

Functions include powers and duties.

Graduate means a person upon whom a degree has been conferred.

Graduate of the University means a person upon whom the University has conferred a degree.

Institute refers to an organisation with limited financial and operational autonomy as decided by the Academic Board, with a primary focus on transdisciplinary research and/or extension activities.

Junior Member refers to a person in *statu pupillari* enrolled in the University for the

time being, whether on campus or via distance education.

Junior Staff refers to employees who do not have the rank of an administrative assistant or the equivalent.

Lecturer refers to an employee of the University who has the responsibility to teach, research and engage in community service. He/she includes a research fellow and an assistant lecturer.

Nominators mean the board of nominators appointed under Schedule B8 of these Statutes.

Professional Senior Member is a senior member who works primarily in information technology, accounting, legal medical, engineering, or related services.

Professor means the highest academic rank.

Professorial Status is a rank attached to the position of a Full Professor and Associate Professor, and all other posts so designated by the Council on the recommendation of the Academic Board.

Pro-Vice-Chancellor means a person appointed as the deputy to the Vice-Chancellor under Section 17 of the UESD Act 2015, (Act 898).

Qualification means a certificate, diploma, or degree as approved by the Academic Board and Council;

Registry/Registry refers to the Central Administration under the Registrar or under the coordination of the Registrar

Regulations are rules enacted by the relevant authority in accordance with these statutes

Schools mean a group of related departments in the University.

Senior Member means any member of the Academic, Professional or Administrative Staff, who, by appointment, becomes a member of Convocation.

Senior Staff means those persons in the employment of the University of a rank not lower than that of an Administrative Assistant or its equivalent.

SRC means Students Representative Council as contemplated in Section 25 of the UESD Act 2015, (Act 898).

Staff means persons other than Senior Members in the employment of the University.

Statutes mean the administrative guidelines enacted by the Council of the University of Environment and Sustainable Development in accordance with the Act (898) to govern the internal operations of the University.

Student means a person currently registered at the University for a programme of study leading to a degree or diploma or certificate or as an occasional student, or as a postdoctoral fellow.

The Act means the legislation upon which the University is founded, herein referred to as University of Environment and Sustainable Development Act 2015 (Act 898).

Unit means a sub-division in a Department, Institute, School, Administration or Centre.

University Bodies include but are not limited to identifiable structures in the University. They also include bodies created and designated by Council such as Schools, Institutes, Centres, Departments, Divisions, Sections, Units, Committees, and Boards.

University means the University of Environment and Sustainable Development, established by an Act of Parliament of the Republic of Ghana, (Act 898).

University Property means all properties (real or personal) of every description, now or later belonging to the University shall remain and be vested in the University; and all trusts for, or to be executed by the University and under any former constituents' names of description insured for the benefit of the University, or in accordance with the provisions of these statutes executed by the university.

Vice-Chancellor means the Vice-Chancellor contemplated in Section 16 of the UESD Act 2015, (Act 898).

Statute 2: Good Cause

1. A Good Cause may include:

- a) conviction of a person for a crime under Ghanaian law or for an offence committed outside Ghana that would have been a criminal act if committed in Ghana;
- b) conduct that is immoral, scandalous, or shameful and is incompatible with the duties of the office; or conduct that would have rendered the person unfit to be a director or trustee if the University were a firm or a trust;
- c) failure or repeated refusal, inability, or neglect to fulfill the responsibilities or comply with the requirements of office;
- d) plagiarism;
- e) examination malpractice;
- f) any scandalous situation that occurs during an official's supervision and for which he/she is liable;
- g) conduct of a registered member of a family or household of staff (e.g. spouse, child, or ward) touching on and negatively affecting University business for which he/she is blamable;

- h) awarding a grade for a course that was not taken;
- i) manipulating marks for courses taken;
- j) acquiring the award of marks for courses not taken;
- k) failing to give lectures, without permission from the Vice-Chancellor;
- l) sexual harassment;
- m) exploitation of a member of the University; and
- n) any other circumstances that are found to be sufficiently serious by a special resolution of the Council.

Statute 3: The University Council

1. The University Council shall be the governing body of the University.
2. The Council shall consist of:
 - a) Chairperson nominated by the President;
 - b) Vice-Chancellor;
 - c) three persons nominated by the President;
 - d) one representative of the Ghana Tertiary Education Commission;
 - e) three elected members of the Convocation representing the professorial, non-professorial, and non-teaching staff;
 - f) one elected representative of the Senior Staff;
 - g) one elected representative of the Junior Staff;
 - h) one elected representative of the Conference of Heads of Assisted Secondary Schools;
 - i) one elected representative of undergraduate students of the University elected by the Students Representative Council;
 - j) one representative of the graduate students of the University elected by the University branch of the Graduate Students Association; and
 - k) one representative of the alumni of the University.
3. The Chairperson and other members of the Council shall be appointed by the President in accordance with Article 70 of the 1992 Constitution of the Republic of Ghana.
4. The President, in making the appointments under paragraphs (a) and (c) of Section (5), sub-Section (1) of the Act, shall have regard to:
 - a) the academic qualifications,
 - b) leadership qualities,
 - c) gender,
 - d) expertise in finance,

- e) management,
 - f) knowledge and relevant experience in environment and agro-business.
5. The Chairperson of the Council shall preside at the Congregation and other meetings and ceremonies of the University in the absence of the Chancellor.

Statute 4: Functions of the Council

1. The Council shall:
- a) ensure the implementation of the aims of the University;
 - b) determine the strategic direction of the University, and monitor and evaluate policy implementation;
 - c) promote income-generating activities as part of the University's programme;
 - d) control the finances of the University and determine the allocation and proper use of funds;
 - e) ensure the conservation and augmentation of the resources of the University, specifically in relation to matters affecting income or expenditure;
 - f) ensure the creation of an environment of equal opportunity for members of the University without regard to ethnicity, sex, race, religious belief, or political affiliation; and
 - g) make professorial level appointments on the recommendation of the University Appointments and Promotions Board as may be prescribed in the Statutes of the University.
2. A member of the Council is not entitled to remuneration for membership of the Council, but the member is entitled to allowances that the Council may determine.

Statute 5: Tenure of office of members of the Council

1. A member of the Council other than the Vice-Chancellor shall hold office for a term of three years and is eligible for re-appointment for another term only.
2. A member of the Council other than the Vice-Chancellor may resign from office in writing addressed to the President through the Minister of Education.
3. Where the office of a member becomes vacant by death, resignation or the absence of the member from three consecutive meetings without reasonable cause, another person nominated by the relevant body shall be appointed for the unexpired term of the office.

Statute 6: Meetings of the Council

1. The Council shall have the following types of meetings:
 - a) regular
 - b) emergency
 - c) special.
2. Regular meetings of the Council shall be convened at least three (3) times in each academic year for the despatch of business at the time and in the place determined by the Chairperson.
3. The Council may convene emergency and special meetings as and when the circumstances merit such convening.
4. A regular or emergency meeting may be convened by the Principal Officers of the University.
5. A special meeting may be convened by the Chairperson on a requisition signed by at least half of the members of the Council or any of the Principal Officers of the University.
6. The business of the Council at any of its meetings shall be classified either as Ordinary or Reserved business. Reserved business includes a business dealing with matters concerning individual members of the University.
7. The members representing the SRC and GRASAG shall withdraw from discussions concerning reserved business and shall not receive documents relating to these items unless the reserved business deals with the student(s).
8. The Pro Vice-Chancellor, the Registrar, and the Director of Finance shall attend meetings of the Council but are not entitled to vote.
9. The Council may co-opt a person to attend and participate in any of its meetings but that person is not entitled to vote.
10. The quorum at a meeting of the Council shall be seven (7).
11. Matters before the Council shall be decided by consensus or by a simple majority of the members present and voting, and in the event of an equality of votes the person presiding shall have a casting vote.
12. Notice of all regular meetings of the Council and the business to be transacted at the meeting shall together with the supporting documentation be given in writing to each member of the Council by the Registrar not later than ten (10) days before the date fixed



for such a meeting.

13. No matter may be discussed at regular meetings on which documentation or information has not been so circulated to members.
14. A member of the Council who has an interest in a matter under consideration at a meeting of the Council shall:
 - a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter;
 - b) recuse himself or herself from the meeting at which the matter is considered; or
 - c) not participate in the deliberations of the Council in respect of that matter.
15. A member ceases to be a member of the Council if that member has an interest in a matter before Council and
 - a) fails to disclose that interest;
 - b) fails to recuse himself or herself from the meeting at which the matter is considered; or
 - c) participates in the deliberations of the matter.
16. The proceedings of the Council are not invalidated because of a vacancy among the members or by a defect in the appointment or qualification of a member.

Statute 7: Principal Officers of the University

1. The Principal Officers of the University are:
 - a) the Chancellor
 - b) the Chairperson of the Council
 - c) the Vice-Chancellor.
2. Before assuming office, the Principal Officers of the University shall take and subscribe to the oath of office specified in the Schedule S1.

Statute 8: The Chancellor

1. There shall be a Chancellor of the University who shall be elected by an electoral college.
2. The Electoral College shall consist of an equal number of the total members of the Council and the Academic Board convened specially for that purpose by the Registrar of the University. The Registrar shall have the responsibility to facilitate the processes for that purpose. The above results shall be presented to Council for ratification. According to Section 14 of the Act, the Chancellor shall be the head of the University and shall take



precedence over all the other officers of the University.

3. The Council shall appoint a Board of Nominators for the purpose of electing the Chancellor comprising:
 - a) a chairperson and one member of the Council
 - b) four representatives of Convocation
 - c) two representatives of the Alumni Association
 - d) one representative each of:
 - i. the Students' Representative Council
 - ii. Senior Staff
 - iii. Junior Staff
 - iv. Graduate Students.
4. After a thorough search and investigation, the Board of Nominators will recommend the names of at least two, but no more than three persons to the Academic Board. The persons shall have the following attributes:
 - a) must be citizens of Ghana;
 - b) must have distinguished themselves in the world of letters, science, business, or public affairs; and
 - c) who, in the Board of Nominators' opinion, are qualified as proper candidates for the position of Chancellor.
5. The Board of Nominators shall not recommend any person for appointment as Chancellor unless that person has given written agreement.
6. When the Nominators agree on the candidates for the Office of Chancellor, the electoral college shall elect one of the candidates for the Office of Chancellor without discussion at a joint session held for that purpose.
7. If the electoral college is unable to act on the Nominators' suggestions, the nomination process will continue until a candidate is elected.
8. The Chancellor shall be entitled to:
 - a) make presentations to the Council on any issue relating to the University and may attend any meeting or event;
 - b) be provided with minutes of Council and Academic Board meetings, as well as all University publications.
9. A special decision of the Council and the Academic Board specifically assembled for that purpose, backed by the votes of a simple majority of the individuals present and voting,



may remove the Chancellor from office for 'good cause'. The Chancellor is entitled to an in-person or representative hearing.

10. The Chancellor shall:

- a) preside over Congregations and other University gatherings and events when he/she is present;
- b) be served with the summons, minutes, and other papers pertaining to Council sessions, and be permitted to attend such meetings; and
- c) in line with Section 14 (6) of the Act, the Chancellor shall confer on qualified persons degrees, diplomas, and certificates awarded by the University in accordance with the Act and procedures prescribed by these Statutes.

11. The Chancellor shall hold office for a term of five years and is eligible for re-appointment for another term only.

Statute 9: The Chairperson of the Council

1. In accordance with Section 8 of the Act, the Council shall be headed by a Chairperson who shall act in the absence of the Chancellor and shall preside at all meetings of the Council and generally provide direction to the Council in the performance of its functions.

2. The Chairperson of the Council shall:

- a) hold office on the terms and conditions specified in the Act and the Statutes of the University;
- b) have overall responsibility for the Committees of Council created by or under these Statutes and shall ensure that such Committees play their proper roles in the conduct of the Council's business;
- c) be furnished with copies of minutes of meetings of the Academic Board in addition to any other publication of the University;
- d) hold office for three (3) years and is eligible for reappointment for another term only;
- e) be removed from office for 'good cause' by the President upon the recommendation of the Council which shall be by a special resolution of the Council supported by the votes of not less than two-thirds of the entire membership of the Council; and
- f) take and subscribe to the Oaths of Office and Secrecy before assuming office.

3. The Chairperson may resign from office in writing addressed to the President.

4. In the absence of the Chairperson of the Council from any meeting of the Council, the members present shall elect one of the Government nominees to preside over the meeting.
5. The Chairperson shall have overall responsibility for the Committees of Council created by or under these Statutes and shall ensure that such Committees play their proper roles in the conduct of the Council's business.

Statute 10: Vice-Chancellor of the University

1. The Council shall appoint a Vice-Chancellor for the University who shall:
 - a) hold office on the terms and conditions specified in the letter of appointment and is eligible for re-appointment for another term only;
 - b) be the academic and administrative head and chief disciplinary officer of the University;
 - c) be responsible to the Council for maintaining order and ensuring the efficient administration of the University;
 - d) perform other functions as prescribed by this Statute;
 - e) be responsible for the management of the University and shall report to the Council at its regular meetings on the progress and problems of the University;
 - f) be responsible for driving the overall growth and development of the University under the direction of the Council and shall have overall authority over academic, financial, and administrative matters;
 - g) hold office for a period of up to four years and is eligible for re-appointment for another term only;
 - h) submit annually to the Council, a statement of the financial and human resource requirements which in his opinion are necessary for the effective conduct of the business of the University. Council may direct that a copy of the report be placed before the Academic Board for its information;
 - i) by virtue of the office, be a member of the Congregation, Convocation, and every committee of the Academic Board;
 - j) have unrestricted rights of attendance and speech at the meetings of all University bodies, whether executive or advisory;
 - k) by virtue of the office, be the Chairperson of every board or committee of which the Vice-Chancellor is a member unless otherwise provided in the Act or in these Statutes;
 - l) advise the Council and the Academic Board on matters affecting policy, finance,

- governance, and administration of the University;
- m) not leave Ghana without prior notification in writing signed by him and addressed to the Chairperson of Council specifying the period of his absence;
 - n) delegate in writing to a senior member, the performance of a function vested in the Vice-Chancellor by the Act or these Statutes;
 - o) delegate one of the Deans to act where the Vice-Chancellor and the Pro-Vice-Chancellor(s) are absent;
 - p) [may] resign from office by writing, addressed to the Chairperson of Council.

Statute 11: Removal and Replacement of Vice-Chancellor

1. The Vice-Chancellor may only be removed from office for 'good cause'. The procedure for the removal of the Vice-Chancellor shall be as follows:
 - a) Any member of the University may petition the Council for the removal of the Vice-Chancellor.
 - b) A copy of the petition shall be served on the Vice-Chancellor.
 - c) Council shall determine whether the petition merits consideration.
 - d) Where Council determines that the petition merits consideration, it shall set up a five-member committee to investigate the matter raised in the petition.
 - e) Both the petitioner and the Vice-Chancellor shall be given the opportunity to be heard during the deliberations of the committee either in person or through a representative.
 - f) Council may in its absolute discretion determine whether the Vice-Chancellor shall be temporarily suspended or otherwise interdicted while the inquiry is pending.
 - g) Council shall have the right to accept, partially accept, or reject the recommendations of the committee, provided that no recommendation of the committee may take effect unless it has been approved by a special resolution of Council supported by not less than two-thirds of the entire members of Council.
2. One year before the post of Vice-Chancellor becomes vacant or when the post is vacant, the Council shall appoint a search party or committee to propose a successor for the consideration of the Council composed as follows:
 - a) three members nominated by Council;
 - b) three members nominated by the Academic Board; and
 - c) Chairperson appointed by the Council who is neither a member of the Council nor of the University.

3. The search party or committee shall determine its procedure.
4. The search party or committee shall report to Council and shall propose at least two names for the consideration of the Council together with the reasons for proposing each candidate.
5. The search party shall provide a ranking of the proposed names accompanied by the reasons.
6. A person shall not be appointed Vice-Chancellor if he/she has not been recommended by the search party or committee.
7. The Registrar shall act as secretary to the search party or committee.

Statute 12: Pro-Vice-Chancellor(s)

1. Pursuant to Section 17 of the Act, the Council shall appoint Pro-Vice-Chancellor(s) on the recommendation of the Appointments Board.
2. A person appointed as Pro-Vice-Chancellor shall hold office for a term of three years and is eligible for re-appointment for a further term of up to three years.
3. The primary functions of the Pro-Vice-Chancellor(s) shall be determined by the Council and they shall perform any other functions that the Vice-Chancellor may assign them.
4. A Pro-Vice-Chancellor shall act in the absence of the Vice-Chancellor. In accordance with Section 17 of the Act, Council at the time of appointment where there is more than one Pro-Vice-Chancellor shall determine the order of acting.
5. Whenever a Pro-Vice-Chancellor is absent from office for one month or more but not exceeding three months, the Vice-Chancellor shall make temporary arrangements for the performance of the functions of the office by the most senior Dean pending the return of the Pro-Vice-Chancellor.
6. In the event of a vacancy caused by the expiration of tenure or resignation or death or absence from office for any other sufficient cause for more than three months, the Council shall be notified and one of the Deans or a Dean who is of a Professorial rank shall be appointed by the Council to act in his place pending arrangements for a regular appointment.
7. The provisions stated in Statute 11 (1-7) on the removal of the Vice-Chancellor shall apply to the removal of the Pro-Vice-Chancellor(s).

Statute 13: The Registrar

1. The Council shall appoint a Registrar for the University.
2. The Registrar shall hold office on the terms and conditions specified in the letter of appointment in accordance with the Statutes of the University.
3. The Registrar is the secretary to the following:
 - (a) Office of the Chancellor
 - (b) Council
 - (c) Academic Board.
4. The Registrar is responsible to the Vice-Chancellor for the day-to-day administration of the affairs of the University.
5. The Registrar is the Chief Administrative Officer and the Chief Operations Officer (COO) of the University under the Vice-Chancellor.
6. The Registrar may perform any other functions provided for in the Statutes of the University.
7. The Registrar shall before assuming office take and subscribe to the oath of office as specified in the Schedule S1.
8. The Registrar shall hold office for a term of five (5) years. The person may be eligible for re-appointment for another term of five (5) years or part thereof.
9. The Registrar may resign from office in writing addressed to the Chairperson of the Council through the Vice-Chancellor.
10. The provisions stated in Statute 11 (1-7) on the removal of the Vice-Chancellor and Pro-Vice-Chancellor shall apply to the removal of the Registrar.
11. For the avoidance of doubt, six (6) months before the Registrar's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in Statutes 11 (2-6) of these Statutes.
12. The Search Committee shall recommend at least two persons in order of merit for consideration by the Council.

Statute 14: Duties of the Registrar

1. Without prejudice to the generality of Section 21(1) of the Act, the duties and responsibilities of the Registrar shall include the following:

- (a) the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials, and overseeing the process of registration;
 - (b) the preparation of the academic calendar, class schedules, time-tables, grade sheets, and the distribution of semester reports;
 - (c) the initiation of final graduation plans, the tabulation of classes, and the award of honours;
 - (d) the coordination of matriculation and congregation procedures and ceremonies;
 - (e) the maintenance of students' academic records permanently;
 - (f) the secretary to the Chancellor, the Council, the Academic Board, the Business and Executive Committee, and the standing committees of the Academic Board and keeping records and conducting correspondence on their behalf; and
 - (g) the preparation and presentation of an annual report through the Vice-Chancellor to the Council and the Academic Board on the operations of the Registry during the previous year within six months of the end of the year.
2. The Registrar shall be the secretary of the Academic Board.
3. The Registrar shall be responsible to the Council for the custody of the University Seal and for affixing it to documents in accordance with the Regulations made by the Council.
4. The Registrar shall cause to be published quarterly all policy decisions of the Council and the Academic Board.
5. The Registrar may delegate in writing to a senior member, the performance of a function vested in the Registrar by the Act or these Statutes.
6. In the event of a vacancy, the Council shall after consideration of a report from a Search Committee of the Council and the Academic Board appointed in the manner prescribed in Statute 11 (2-6) appoint a Registrar on terms and conditions determined by the Council.
7. The Registrar shall be assisted in the execution of the functions of his/her office by such number of officers as the University shall appoint on the recommendations of the Appointments Board and in accordance with these Statutes.
8. Without prejudice to the generality of the foregoing, the following officers shall functionally report to the Vice-Chancellor through the Registrar and together with the Registrar shall constitute the Registry:
 - a) Director of Academic Affairs

- b) Director of Finance
 - c) Director of Health Services
 - d) Director of Human Resource Division
 - e) Director of Information Technology Systems and Operations
 - f) Director of Internal Audit
 - g) Director of Physical Development and Estate Management
 - h) Director of Sports and Recreation
 - i) Head of Legal Office
 - j) Such other officers as the Vice-Chancellor may determine.
9. The terms and conditions of the officers as well as their specific duties and responsibilities shall be specified in the instruments of appointment.

Statute 15: The Academic Board

1. There shall be established by the UESD Act 2015, (Act, 898) Academic Board of the University which is answerable to the Council.

Statute 16: Composition of the Academic Board

1. The Academic Board consists of:
 - a) Vice-Chancellor of the University who is the Chairperson
 - b) Pro Vice-Chancellor
 - c) Deans and Vice-Deans of Faculties and Schools
 - d) Directors of Institutes and Centres
 - e) Heads of Academic Departments
 - f) Professors and Associate Professors
 - g) Representatives from:
 - i. an Academic department,
 - ii. a School,
 - iii. an Institute, and
 - iv. a Centre;
 - h) Librarian of the University
 - i) Registrar of the University who is the Secretary
 - j) Nine members, five of whom are non-teaching staff, elected by Convocation in accordance with this Statute.
2. The Academic Board may establish standing and ad-hoc committees to carry out its functions under the UESD Act 2015, (Act, 898) and as may be determined by this Statute

enacted by the Council except that a committee comprised entirely of non- members shall be advisory only.

3. A person who is an ex-officio member of the Board may be represented at a meeting by a person designated by that member.

Statute 17: Functions of the Academic Board

1. The Academic Board shall, subject to the Act:
 - a) formulate and implement the academic policies of the University;
 - b) devise and regulate courses of instruction and study subject to accreditation by the Ghana Tertiary Education Commission (GTEC);
 - c) promote and supervise research;
 - d) regulate:
 - i. the conduct of examinations; and
 - ii. the award of degrees, diplomas, and certificates;
 - e) authorise research work;
 - f) advise the Council on the appointment of academic staff, admission of students, and the award of scholarships and bursaries;
 - g) report on matters that are referred to the Academic Board by the Council;
 - h) make regulations for the admission of persons to courses approved by the University;
 - i) make regulations for the discipline of junior members of the University;
 - j) refer proposals on any matter to Convocation for consideration;
 - k) perform the functions conferred on it by the Act or by these Statutes subject to the Act;
 - l) delegate any of its functions;
 - m) determine the length of each academic year and divide the year into appropriate terms, semesters, or divisions;
 - n) make representations to the Council on any matter connected with the University; and
 - o) perform such other functions as the Council may assign to the Board from time to time.

Statute 18: Internal Organisation of the University

1. Subject to the Act, the Council may make arrangements as it considers appropriate for the

internal organisation of the University including:

- a) establishment, variation, and supervision of academic divisions, Schools, Centres, Departments, Institutes, hostels, and other bodies on the campus established in Somanya, Donkorkrom, and any other place as the Council may determine;
 - b) award of professorships and promotion of lecturers;
 - c) appointment and promotion of academic and administrative staff;
 - d) conferment of honorary degrees; and
 - e) award of fellowships, bursaries, exhibitions, scholarships, and prizes.
2. The University may:
- a) enter into an agreement or relationship with another institution whether academic or non-academic within or outside the country; and
 - b) incorporate within the University, another institution or body taking over the property, rights, privileges, and liabilities of that other institution or body.
3. The Council shall exercise the powers referred to in Section 24 (1) of the Act, only after consultation with the Academic Board on matters which in the opinion of the Council are academic.

Statute 19: Management and Administration of the University

1. The University shall be established in Somanya, Donkorkrom, and any other place as the Council may determine.
2. The Council will formulate criteria and procedures for the establishment of additional University campuses, taking into account the availability of long-term financial sources and other relevant factors.
3. A campus of the University shall be administered by a head appointed by the Council and shall hold office for a term of three (3) years and is eligible for re-appointment for another term only.
4. The University shall be centrally administered from the main campus in Somanya but may grant limited autonomy to the various campuses in terms of administrative and financial governance.
5. The University shall be managed and administered in accordance with sound and internationally acceptable university management and administration practices, benchmarks, principles, and ideas, including academic and financial integrity,

accountability, confidentiality, equity, equality of opportunity and transparency.

6. All officers and University bodies whether permanent or ad hoc shall, in accordance with the policy directions of the Council, manage and administer the affairs of the University in their various capacities in strict adherence to the principles as mentioned in Statute 18.

Statute 20: The University Librarian

1. The Council shall appoint a University Librarian on the recommendations of the Appointments Board. The person to be appointed University Librarian must be of professorial rank or a person qualified to be appointed as a professor.
2. The Council shall appoint the University Librarian on such terms and conditions as the Council may determine who shall be the professional and administrative Head of the University Library system.
3. The person to be appointed University Librarian must be a professional Librarian with considerable experience in managing modern libraries.
4. The person shall be appointed on such terms and conditions as the Council may determine and as specified in the letter of appointment.

Statute 21: Duties of the University Librarian

1. The University Librarian shall:
 - a) be responsible for the administration of all the University libraries, as well as related information and communication materials and resources;
 - b) be in charge of providing reading, listening, and viewing resources to support the University's teaching, research, and extension functions;
 - c) ensure that all of the University's libraries have a conducive environment for reading and studying;
 - d) be responsible for creating and maintaining linkages with local and international organisations involved in library work;
 - e) formulate strategies for the greatest development and utilisation of all University libraries in collaboration with the Library Committee and subject to the approval of the Academic Board;
 - f) ensure that the Library Committee's decisions, which have been authorised by the Academic Board, are carried out;
 - g) maintain professional and administrative control over the staff under the person's

- direction to ensure the efficient and effective operation of the University's libraries;
- h) manage the libraries, as well as related ICT materials and resources, in compliance with the Academic Board's Rules and Regulations; and
 - i) perform any other functions assigned to the person by the Vice-Chancellor.
2. The University Librarian shall be a member of the Academic Board and its Executive Committees.

Statute 22: Tenure, Removal and Replacement of the University Librarian

1. The University Librarian shall hold office for a term of five (5) years and be eligible for re-appointment for another term of five (5) years or part thereof.
2. The University Librarian may only be removed from office for 'good cause' in accordance with Statute 2.
3. For the avoidance of doubt, six (6) months before the University Librarian's position becomes vacant or when the post is vacant, a Search Committee shall be constituted by the Council to propose a successor for its consideration as prescribed in Statutes 11 (2-6).
4. The Search Committee will suggest two candidates for appointment to the Council in order of merit.
5. In line with the terms and conditions of the person's appointment, the University Librarian may resign from office by giving written notice to the Chairperson of the Council through the Vice-Chancellor.

Statute 23: Director of Finance

1. The Council shall appoint a Director of Finance on such terms and conditions as the Council may determine to serve as the Chief Financial Officer of the University.
2. The Director of Finance shall possess a postgraduate degree in the relevant area and shall be licensed by a recognised professional accounting body such as the Institute of Chartered Accountants (Ghana) to practise accountancy in Ghana and shall have had at least ten years post-qualification experience as a professional accountant.
3. The Director of Finance shall be responsible to the Vice-Chancellor in the performance of his/her duties.

Statute 24: Duties of the Director of Finance

1. The Director of Finance shall:

- a) be responsible for the management and maintenance of the integrity of the finances of the University;
- b) be responsible to the Vice-Chancellor for the financial administration of the University in accordance with the relevant provisions of national laws;
- c) report to the Council on the progress of plans and projections needed to prepare budgets for the next years on a regular basis;
- d) be responsible for the preparation of the annual operating budget of the University;
- e) be responsible for the formulation and implementation of policies relating to accounting and financial control in the University;
- f) be in charge of budgeting and budgetary control and long-term or strategic planning in respect of all the finances of the University;
- g) act as liaison with Ministries, Departments and Agencies in respect of financial matters affecting the University;
- h) be in charge of treasury management;
- i) call for and receive money due the University and make authorised payments on behalf of the University;
- j) allow internal and external auditors to use all of the facilities available to them in order to execute their duties;
- k) mobilise and advise on the investment of funds for the University;
- l) be responsible for the preparation and consolidation of final accounts, and commenting on management reports of External Auditors;
- m) oversee all accounting functions of all semi-autonomous bodies, self-accounting, and income-generating units within the University;
- n) ensure that proper records are kept of all University property, assets, inventory, and valuables of every kind in a register;
- o) report to the Finance Committee any case of failure to maintain the financial and other records of the University in the form required by the Council; and
- p) perform any other functions assigned to the person by the Vice-Chancellor.

Statute 25: Tenure, Removal and Replacement of the Director of Finance

1. The Director of Finance shall hold office for a term of five (5) years and be eligible for re-appointment for another term of five (5) years or part thereof.
2. The Director of Finance may only be removed from office for 'good cause' in accordance with Statute 2.

3. For the avoidance of doubt, six (6) months before the Director of Finance's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in Statutes 11 (2-6) of these Statutes.
4. The Search Committee shall recommend two persons for consideration by the Council for an appointment.
5. The Director of Finance shall be appointed on such terms and conditions as the Council may determine and as specified in the letter of appointment.
6. The Director of Finance may resign from office by notice in writing to the Chairperson of the Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 26: Director of Internal Audit

1. The Council shall appoint a Director of Internal Audit on such terms and conditions as the Council may determine, to serve as the Head of the Internal Audit Directorate of the University.
2. The Director of Internal Audit shall possess a postgraduate degree in a relevant area and shall be licensed by a recognised professional accounting body such as the Institute of Chartered Accountants (Ghana) to practice accountancy in Ghana and shall have had at least ten years post-qualification experience as a professional accountant with the requisite experience in auditing and controls.
3. The Director of Internal Audit shall report administratively to the Vice-Chancellor and functionally to the Audit Committee of the University and shall be responsible for the internal audit of the accounts and all financial transactions of the University according to the Internal Audit annual audit work plan.

Statute 27: Duties of the Director of Internal Audit

1. The Director of Internal Audit shall:
 - a) exert sound professional and administrative oversight over subordinate personnel to guarantee that the University's internal auditing system is efficient and effective;
 - b) evaluate the effectiveness of the risk management and governance process of the University and contribute to the improvement of that risk management and governance process;

- c) be responsible for evaluating and reporting on the University's internal control system's soundness and applicability;
 - d) provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of the University;
 - e) evaluate compliance of the University with enactments, policies, standards, systems and procedures; and
 - f) in consultation with the Vice-Chancellor, and in accordance with guidelines issued by the Internal Audit Agency, prepare an annual audit work plan of the activities required to be performed in the financial year which is determined by the risk assessment including the fiscal risk of the University.
2. Submit the annual audit work plan, referred to under Statute 27(1)(f) above which includes an appraisal and report on:
- a) budget planning and implementation, and compliance with national goals and objectives;
 - b) the development initiatives of the University;
 - c) procurement of goods, services and works;
 - d) value for money on expenditure;
 - e) follow-ups on the agreed audit recommendations and the required corrective actions;
 - f) systems of revenue collection for proper accountability; and
 - g) proper, timely and effective use of financial information systems.
3. Submit the following within thirty days after the beginning of the financial year:
- a) the annual work plan to the Vice-Chancellor and the Audit Committee; and
 - b) a copy of the annual work plan to the Internal Audit Agency.
4. Submit quarterly reports on the execution of the annual audit work plan to the Vice-Chancellor, the Audit Committee, and the Auditor General.
5. Have access to the information and property required to be audited.
6. Be provided with any relevant explanation required for the audit.
7. Report to the Vice-Chancellor any incidents of suspected fraud or misuse of public funds.

Statute 28: Tenure, Removal and Replacement of the Director of Internal Audit

1. The Director of Internal Audit shall hold office for a term of five (5) years and be eligible

for re-appointment for another term of five (5) years or part thereof.

2. For the avoidance of doubt, six (6) months before the Director of Internal Audit's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in Statutes 11 (2-6) of these Statutes.
3. The Search Committee shall recommend two persons for consideration by the Council for an appointment.
4. The Director of Internal Audit may resign from office by notice in writing to the Chairperson of Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
5. The Council may only remove the Director of Internal Audit from office for 'good cause,' in accordance with Statute 2, in particular, conduct that has compromised or threatened to compromise the financial integrity of the University.

Statute 29: Director of Physical Development and Estate Management

1. The Council shall appoint a Director of Physical Development and Estate Management on such terms and conditions as may be determined by the Council, to serve as the Head of the Physical Development and Estate Management Directorate of the University.
2. The Director of Physical Development and Estate Management shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.
3. The Director of Physical Development and Estate Management shall be responsible to the Vice-Chancellor and be in charge of the overall development and maintenance of the physical environment of the University and the provision of essential services efficiently and effectively.

Statute 30: Duties of the Director of Physical Development and Estate Management

1. The Director of Physical Development and Estate Management shall:
 - a) be responsible for the development and maintenance of the physical and infrastructural development and/or facilities of the University;
 - b) exercise oversight responsibility over Physical Development and Estate, Municipal Services and Divisions of the University;
 - c) act as custodian and manage the assets of the University through the Vice-



Chancellor;

- d) provide supervision of works and contracts to ensure that construction and renovations are in consonance with prevailing industry standards and specifications, taking due cognizance of the special needs and requirements of the University in addition to the Entity Tender Committee;
- e) provide pre-contract and post-contract activities with respect to works and act as the chief consultant and contract administrator for the University;
- f) subject to the approval of the Development Committee and on the advice of the University Legal Office, 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;
- g) manage all construction contracts to ensure compliance and timely delivery of projects;
- h) be responsible for the management and control of land use, and the maintenance of records on all land transactions entered into by, and on behalf of the University;
- i) manage and maintain the buildings, roads, drains, parks, and gardens of the University and their designs and drawings;
- j) facilitate the acquisition and allocation of housing for entitled employees of the University as may be determined by the Council;
- k) facilitate the acquisition and allocation of housing for all employees of the University as may be determined by the Council;
- l) supervise the construction, management, and maintenance of all physical facilities for students including pre-contract services;
- m) manage and control land use and see to the proper maintenance of records on all land transactions entered into by and on behalf of the University;
- n) ensure the provision of valuation services to the University; and
- o) perform any other functions assigned by the Vice-Chancellor.

Statute 31: Tenure, Removal and Replacement of the Director of Physical Development and Estate Management

1. The Director of Physical Development and Estate Management shall hold office for a term of five (5) years and be eligible for re-appointment for another term of five (5) years or part thereof.
2. The Director of Physical Development and Estate Management may only be removed from office for 'good cause' in accordance with Statute 2.



3. For the avoidance of doubt, six (6) months before the Director of Physical Development and Estate Management's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in Statutes 11 (2-6).
4. The Search Committee shall recommend at least two (2) persons for consideration by the Council.
5. The Director of Physical Development and Estate Management may resign from office by notice in writing to the Chairperson of the Council through the Vice-Chancellor in accordance with the terms and conditions of appointment.

Statute 32: The Director of Information Technology Systems and Operations

1. The Council shall appoint a Director of Information Technology Systems and Operations of the University on such terms and conditions as the Council may determine, to serve as the Head of the Information Technology Systems and Operations Directorate of the University.
2. The Director of Information Technology Systems and Operations shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.
3. The Director of Information Technology Systems and Operations shall report administratively to the Vice-Chancellor and functionally to the Information, Communication and Technology Committee of the University and shall be responsible for the Information Technology Systems and Operations of the University.

Statute 33: Duties of the Director of Information Technology Systems and Operations

1. The Director of Information Technology Systems and Operations shall:
 - a) be responsible for directing and managing computing and information technology strategic plans, policies, programmes, and schedules for academic and finance data processing, computer services, network communications, and management information services, to accomplish the goals and objectives of the University;
 - b) design, maintain and facilitate the implementation of integrated and sound ICT architecture and infrastructure for the University to improve teaching delivery and aided technologies;
 - c) direct the information and data integrity of the University and its business units;

- d) develop strategic plans and implement the objectives of the information technology needs of the University, to ensure adequate computing capabilities of the University;
- e) develop and establish operating policies and procedures for computing and information technology;
- f) evaluate overall operations of computing and information technology functions, and recommend enhancements;
- g) advise Management on strategic system conversions and integrations in support of institutional goals and objectives;
- h) advise on the preparation and review of university ICT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information;
- i) interact with senior academic decision-makers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information;
- j) review and recommend major contracts for computing and information technology services and equipment, including service level agreements;
- k) ensure the security of the information systems, communication lines, and equipment;
- l) oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages;
- m) ensure the development, review, and certification of all back-up and disaster recovery procedures and plans;
- n) identify and introduce emerging information technologies to the University;
- o) assess new computing technologies to determine the potential value for the University;
- p) determine University infrastructure needs to support and guide individual divisions/departments/centres/institutes/schools/campuses in computing and information technology efforts;
- q) establish and implement short-and long-term departmental goals, objectives, policies, and operating procedures;
- r) serve on planning and policy-making committees;
- s) recruit, train, supervise, and evaluate department staff; and
- t) undertake any other assignments that the Information, Communication and

Technology Committee shall deem necessary.

Statute 34: Tenure, Removal and Replacement of the Director of Information Technology Systems and Operations

1. The Director of Information Technology Systems and Operations shall hold office for a term of five (5) years and be eligible for re-appointment for another term of five (5) years or part thereof.
2. The Director of Information Technology Systems and Operations may only be removed from office for 'good cause' in accordance with Statute 2.
3. For the avoidance of doubt, six (6) months before the Director of Information Technology Systems and Operations' position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in Statutes 11 (2-6).
4. The Search Committee shall recommend at least two (2) persons for consideration by the Council.
5. The Director of Information Technology Systems and Operations may resign from office by notice in writing to the Chairperson of the Council through the Vice-Chancellor in accordance with the terms and conditions of appointment.

Statute 35: Director of University Health Services

1. The Council shall appoint the Director of Health Services on such terms and conditions as the Council may determine to serve as the Head of University Health Facilities and Services who shall report to the Vice-Chancellor through the Registrar.
2. The Director of University Health Services shall possess a postgraduate degree and have at least ten years post qualification experience as a licensed specialist in a health-related field. He/she must possess a valid Personal Identification Number (PIN).

Statute 36: Duties of the Director of University Health Services

1. The Director of Health Services shall:
 - a) exercise professional and administrative supervision over the entire medical, paramedical and all other staff within the University Health Services;
 - b) be responsible to the Vice-Chancellor through the Registrar for the efficient discharge of his/her duties;

- c) plan, develop and monitor the University Clinic(s)/Hospital and its health programmes;
- d) ensure the efficient and effective delivery of health services to members of the University and their families;
- e) ensure the availability of drugs, hospital equipment and other goods and services needed for the efficient operation of the University Hospital/Clinic;
- f) ensure that the University provides regular health extension services to its catchment areas;
- g) provide education, advice, and monitor health matters; and
- h) perform any other functions assigned to him/her by the Vice-Chancellor.

Statute 37: Tenure, Removal and Replacement of the Director of Health Services

1. The Director of Health Services shall hold office for a term of five (5) years and be eligible for re-appointment for another term of five (5) years or part thereof.
2. The Director of Health Services may only be removed from office for 'good cause' in accordance with Statute 2.
3. For the avoidance of doubt, six (6) months before the Director of Health Services' position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in Statutes 11 (2-6).
4. The Search Committee shall recommend at least two (2) persons for consideration by the Council.
5. The Director of Health Services may resign from office by notice in writing to the Chairperson of the Council through the Vice-Chancellor in accordance with the terms and conditions of appointment.

Statute 38: Director of Procurement

1. The Council shall appoint a Director of Procurement on such terms and conditions as the Council may determine, to serve as the Head of the Procurement Directorate with the direct responsibility for undertaking and coordinating all detailed procurement activities in respect of goods, works and related services and consultancy within the University.
2. The Director of Procurement shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.

Statute 39: Duties of the Director of Procurement

1. In the performance of his/her duties, the Director of Procurement shall be guided by Public Financial Management Act, 2016 (Act 921), the Public Procurement Act, 2003 (Act 663), the Public Procurement (Amendment) Act, 2016 (Act 914) and further enactments and amendments thereto as well as national rules, instructions and other regulatory instructions issued to clarify these enactments and report to the Vice-Chancellor.

2. The Director of Procurement shall be responsible for:
 - a) ensuring that all procurement requisitions approved by the Vice-Chancellor are processed most efficiently, upholding the principles of value for money, transparency and fairness;
 - b) receiving procurement requests from originating officers, checking that the proposed procurement is within the approved procurement plan and that budgeted funds are available before the commencement of the procurement process;
 - c) ensuring that funds are properly committed before the issuance of any contract or purchase order;
 - d) coordinating the preparation of specifications, terms of reference, bills of quantities, drawings, short-lists or advertisements, and prequalification, tender or request for quotations documents. Where so required by the Tender Committee, submission of documentation for review and approval by the Tender Committee before issues;
 - e) coordinating the publication of advertisements and notices of contract awards;
 - f) coordinating the process of opening of tenders and quotations and ensuring the preparation of formal records of tender or quotation opening in accordance with Section 56 of the Public Procurement Act;
 - g) participating in evaluation activities of the Tender Evaluation Panel where necessary and assisting in the preparation of formal Evaluation Reports;
 - h) preparing submissions for approval of the award by the appropriate authority in accordance with the threshold values established in Schedule 3 of the Public Procurement Act;
 - i) maintaining and updating the database of suppliers, contractors and consultants;
 - j) participating in negotiations with consultants where necessary or other tenderers where expressly permitted in the Public Procurement Act or regulations;
 - k) preparing notification of awards and contracts;
 - l) arranging publication of notices of contract awards;

- m) preparing contract documents and Purchase orders, in line with the award decision;
- n) preparing and issuing tender rejection and tender debriefing letters;
- o) preparing contract variations and modifications;
- p) assisting with the inspection and acceptance of goods, works and services; and
- q) maintaining contracts and procurement records in accordance with Section 28 of the Public Procurement Act and the Regulations.

Statute 40: Tenure, Removal and Replacement of the Director of Procurement

1. The Director of Procurement shall hold office for a term of five (5) years and be eligible for re-appointment for another term of five (5) years or part thereof.
2. The Director of Procurement may only be removed from office for 'good cause' in accordance with Statute 2.
3. For the avoidance of doubt, six (6) months before the Director of Procurement's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in Statutes 11 (2-6).
4. The Search Committee shall recommend at least two (2) persons for consideration by the Council.
5. The Director of Procurement may resign from office by notice in writing to the Chairperson of the Council through the Vice-Chancellor in accordance with the terms and conditions of appointment.

Statute 41: Director of Academic Planning and Quality Assurance (APQA)

1. The Council shall appoint a Director of Academic Planning and Quality Assurance on such terms and conditions as the Council may determine, to serve as the Head of Academic Planning and Quality Assurance with the direct responsibility for overseeing quality in all academic, and administrative units, programmes, and all other activities of the University.
2. The Director shall be of professorial status and shall be appointed by the Vice-Chancellor on terms and conditions recommended by the University Appointments and Promotions Committee.
3. The Director shall serve for a term of three (3) years and is eligible for re-appointment for another term only.
4. Where there is no Professor, a Senior Lecturer may be appointed for a term of two (2).

years.

5. The Director shall report to the Vice-Chancellor in the performance of his/her duties.
6. The Director shall be assisted by a committee in the discharge of his/her duties.
7. There shall be an Academic Planning and Quality Assurance sub-committee (Schedule C16) in the schools and the various Directorates with a maximum of five (5) members.

Statute 42: Duties of the Director of Academic Planning and Quality Assurance Directorate

1. The Director of Academic Planning and Quality Assurance Directorate is charged with the following duties:
 - a) advise the Academic Board on the determination and maintenance of acceptable levels of academic standards concerning teaching, learning and research;
 - b) conduct student evaluation of teaching and courses, every semester;
 - c) evaluate all employee services every semester;
 - d) conduct departmental reviews at least every five (5) years, to be preceded by self-assessment exercises and quality audits;
 - e) facilitate and oversee the preparation of quality audits, self-studies, quality assurance reviews, surveys, staff training, and development initiatives in collaboration with the Human Resources Office;
 - f) disseminate, regularly, matters related to quality enhancement to the University community, Ghana, and beyond;
 - g) organise annual exit surveys of graduating classes and periodically undertake tracer, students satisfaction survey and employer surveys;
 - h) coordinate the periodic review of the curriculum of all academic programmes in the University;
 - i) ensure institutional and programme accreditation and re-accreditation; and
 - j) perform any other functions relating to quality assurance as may be assigned to him/her by the Council and/or the Academic Board.

Statute 43: Tenure, Removal and Replacement of the Director of Academic Planning and Quality Assurance

1. The Vice-Chancellor may, on the advice of the Academic Board, withdraw the appointment of the Director for a 'good cause' in accordance with Statute 2.

2. The Director who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.

Statute 44: Director of Research, Innovation and Consultancy

1. The Council shall appoint a Director of Research, Innovation, and Consultancy on such terms and conditions as the Council may determine to serve as the Head of Research, Innovation, and Consultancy with direct responsibility for overseeing Research, Innovation, and Consultancy within the University.
2. The Director shall be of professorial status and shall be appointed by the Vice-Chancellor on terms and conditions recommended by the University Appointments and Promotions Committee.
3. The Director shall serve for a term of three (3) years and is eligible for re-appointment for another term only.
3. Where there is no Professor, a Senior Lecturer may be appointed for a term of two (2) years and may be eligible for re-appointment for another term only.
4. The Director shall report to the Vice-Chancellor in the performance of his/her duties.
5. The Director shall be assisted by the RICU Board (Schedule C18) in the discharge of his/her duties.
6. The Director shall be supported by the Pro-Vice-Chancellor in the general administration of RICD in respect of human, financial and material resources within the general framework of the University policy.

Statute 45: Duties and Responsibilities of the Director of Research, Innovation and Consultancy

1. The Director of Research, Innovation and Consultancy shall be responsible for:
 - a) developing and leading effective research fund-raising strategies;
 - b) setting standards and ensuring effective dissemination of high-quality research output;
 - c) setting, prioritising, and meeting targets that will drive the University's research enterprise;
 - d) fostering industry-University relations;

- e) ensuring effective dissemination of research funding sources and results; and
- f) promoting the development of faculty capability and capacity to deliver high-quality research output.

Statute 46: Tenure, Removal and Replacement of the Director of Research, Innovation and Consultancy

1. A Director who is of Professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.
2. The Director may resign from office by notice in writing addressed to the Vice-Chancellor in accordance with the terms and conditions of the person's appointment.
3. The Vice-Chancellor may only remove the Director from office for 'good cause' in accordance with the instrument of appointment as enshrined in Statute 2.

Statute 47: Director of Sports and Recreation

1. The Council shall appoint a Director of Sports and Recreation on such terms and conditions as the Council may determine to serve as the Head of Sports and Recreation with direct responsibility for overseeing the overall development and management of sports and recreation within the University.
2. The Director of Sports and Recreation must possess a postgraduate degree in the relevant area with relevant post-qualification experience.
3. The Directorate shall be headed by a Director, appointed by Council on terms and conditions recommended by the University Appointments and Promotions Committee.
4. The Director of Sports and Recreation shall report to the Vice-Chancellor through the Registrar.

Statute 48: Duties of the Director of Sports and Recreation

1. The Director of Sports and Recreation shall be responsible for:
 - a) developing sports and related activities;
 - b) organising sporting events for members of the University;
 - c) liaising with external sports organisations;
 - d) advising the Academic Board on matters relating to the award of academic credit

- for student participation in sports;
- e) holding sporting clinics for the members of the University;
 - f) representing the University on external sporting bodies;
 - g) preparing teams for sporting events; and
 - h) discharging any other assignments that the Vice-Chancellor shall deem necessary.

Statute 49: Tenure, Removal and Replacement of the Director of Sports and Recreation

1. The Director of Sports and Recreation shall hold office for a term of five (5) years and be eligible for re-appointment for another term of five (5) years or part thereof.
2. The Director of Sports and Recreation may only be removed from office for 'good cause' in accordance with Statute 2.
3. The Director of Sports and Recreation may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. The Director of Sports shall be assisted by a Committee in the discharge of the assigned duties.

Statute 50: Director of Institutional Planning

1. The Council shall appoint a Director of Institutional Planning on such terms and conditions as the Council may determine, to serve as the Head of Institutional Planning with the direct responsibility for leading the way in conducting surveys to establish trends and collaboratively translating the University's strategic objectives into meaningful indicators of the University.
2. The Director shall be of professorial status and shall be appointed by the Vice-Chancellor on terms and conditions recommended by the University Appointments and Promotions Committee.
3. The Director shall serve for a term of three (3) years and is eligible for re-appointment for another term only.
4. Where there is no Professor, a Senior Lecturer may be appointed for a term of two (2) years.
5. The Director shall report to the Vice-Chancellor in the performance of his/her duties.

6. The Director shall be assisted by a committee in the discharge of his/her duties.

Statute 51: Duties of the Director of Institutional Planning

1. The Director of Institutional Planning shall be charged with the following duties:
 - a) be responsible for the provision of data analysis and information towards supporting decision-making processes, planning activities, meeting reporting requirements of external agencies, and responding to strategic-level requests;
 - b) provide data that informs the University's decision-making and planning processes in the areas of admissions, enrolment management, staffing, course accreditation, revenue estimation, and projection as well as alumni relations;
 - c) respond to internal data requests from any level of management and compiles data on applications, admissions, enrolments, and graduations annually;
 - d) respond to inquiries for information on the University to regulators such as the Ministry of Education, and Ghana Tertiary Education Commission (GTEC) among others;
 - e) provide data for external ranking purposes;
 - f) formulate, monitor, and evaluate the Strategic Plan of the University mostly through seminars and workshops;
 - g) provide technical support in the formulation, implementation, and evaluation of the individual Strategic Plans of the various Units of the University; and
 - h) conduct annual Entry and Exit surveys on students to ascertain their level of satisfaction with the application, admission, and enrolment procedure of the University as well as their general life on campus both academic and social.

Statute 52: Tenure, Removal and Replacement of the Director of Institutional Planning

1. The Director who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.

2. The Vice-Chancellor may, on the advice of the Academic Board, withdraw the appointment of the Director for a 'good cause' in accordance with Statute 2.

Statute 53: Deans of Schools and Directors of Centres

1. A School/Centre shall be headed by a Dean/Director who shall be of professorial status appointed by the Vice-Chancellor on terms and conditions recommended by the University Appointments and Promotions Committee. Where there is no Professor, a Senior Lecturer may be appointed to act.
2. The Dean/Director shall be the Chairperson of the School/Centre Board.
3. The Dean/Director shall report to the Vice-Chancellor through the Pro-Vice-Chancellor in the performance of his/her duties.

Statute 54: Duties of the Dean/Director

1. The Dean/Director shall be responsible for:
 - a) providing leadership to employees of the School/Centre;
 - b) maintaining and promoting the efficiency and good order of the School/Centre;
 - c) overseeing the general administration and management of the financial, human and material resources of the School/Centre in accordance with the policies and procedures prescribed by the Act and these Statutes, or as may be determined by the Council, the Academic Board and the School/Centre Board;
 - d) ensuring that the approved academic programmes and services of the School/Centre are effectively and efficiently carried out by its members;
 - e) ensuring the training of students and monitoring of lecturers in collaboration with Heads of Department;
 - f) liaising with professional institutions, associations and similar bodies, and organising consultative committees comprising members of the School/Centre and experts in the various professional fields within the School/Centre;
 - g) collaborating with other Schools/Centre in the organisation of common courses;
 - h) coordinating the work of the School/Centre, with the assistance of the Heads of Department;
 - i) mobilising funds to carry out the relevant activities of the School/Centre; and
 - j) convening at least two (2) School/Centre Board meetings in a semester for the purpose of planning, teaching, researching, regulating courses, and evaluating the activities of the School/Centre.

Statute 55: Tenure, Removal and Replacement of the Dean/Director

1. The Vice-Chancellor may, on the advice of the Academic Board, withdraw the appointment of a Dean/Director for a 'good cause' in accordance with Statutes 2.
2. The Dean/Director of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.
3. Where the position of Dean/Director for a School becomes vacant, the University Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend two (2) of them to the Vice-Chancellor for appointment.

Statute 56: Dean of the School of Graduate Studies

1. There shall be a School of Graduate Studies headed by a Dean.
2. The Dean shall be appointed by the Vice-Chancellor on the recommendation of the Business and Executive Committee.
3. The Dean of the School of Graduate Studies shall be of professorial status and shall perform the functions of a Dean of an Academic School and shall report to the Vice-Chancellor through the Pro-Vice-Chancellor.
4. There shall be established a Board of Graduate Studies to govern the school.
5. The composition of the Board is as prescribed in Schedule C (13) of these Statutes.
6. The Board shall perform the following functions, but not limited to:
 - a) give approval of candidature and supervisors based on the recommendations from the Departmental and School Boards;
 - b) recommend the appointment of both Internal and External Examiners to the Academic Board based on the recommendations from the Departmental and School Boards;
 - c) maintain records of all graduate students;
 - d) grant provisional approval to graduate examination results based on the recommendations from the Departmental and School Boards;
 - e) co-ordinate and approve examination of dissertations and theses of graduate students;

- f) liaise with the various Heads of Departments and Deans on all matters relating to graduate studies in the various Departments and Schools;
 - g) approve the curriculum and mode of delivery of all graduate programmes.
7. Members of the School Board with the exception of the Dean shall serve for a term of two (2) years and are eligible for re-appointment for another term.

Statute 57: Tenure, Removal and Replacement of the Dean of Graduate Studies

1. A Dean who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only.
2. The Dean may resign from office by notice in writing addressed to the Vice-Chancellor in accordance with the terms and conditions of the person's appointment.
3. The Vice-Chancellor may only remove the Dean from office for 'good cause' and in accordance with the instrument of appointment as enshrined in Statute 2.

Statute 58: Dean of International Programmes

1. There shall be established University International Programmes Office to handle all matters affecting the University vis-à-vis its relationship with other associated institutions in respect of academic and other matters.
2. The International Programmes Office shall be headed by a Dean who shall be of a Professorial status.
3. The Dean shall be appointed by the Vice-Chancellor on the recommendation of the University Appointments and Promotions Committee.

Statute 59: Duties of the Dean of International Programmes

1. The Dean shall perform the following functions:
 - a) regularly update the database on the University's collaborators or partners in respect of national and international academic programmes, and to handle matters involving both staff and student visits and exchange programmes;
 - b) handle all agreements involving the University and its collaborators or partners in respect of external academic and other programmes in conjunction with the Registrar's office;
 - c) publish annually a comprehensive report on the activities of the Office; and

- d) perform any other relevant functions as may be assigned by the Vice-Chancellor.
2. The Dean shall be assisted in the discharge of his/her duties by the Board of the Office of International Programmes composed as prescribed in Schedule C (15) of these Statutes.

Statute 60: Tenure, Removal and Replacement of the Dean of International Programmes

1. The Dean shall hold office for a term of three (3) years in the case of a professor and two (2) years in the case of a Senior Lecturer and may be eligible for reappointment for another term.
2. The Dean may resign from office by notice in writing addressed to the Vice-Chancellor in accordance with the terms and conditions of the person's appointment.
3. The Vice-Chancellor may only remove the Dean from office for 'good cause' and in accordance with the instrument of appointment as enshrined in Statute 2.

Statute 61: The Dean of Students Affairs

1. There shall be an Office of the Dean of Students Affairs headed by a Dean who shall not be below the rank of a Senior Lecturer or equivalent grade.
2. The Dean of Students Affairs shall be appointed by the Vice-Chancellor on terms and conditions as recommended by the University Appointments and Promotions Committee.
3. The Dean of Students Affairs shall report to the Vice-Chancellor.

Statute 62: Duties of Dean of Students Affairs

The Dean of Student Affairs shall perform the following duties:

- (a) counselling and placement of students;
- (b) providing chaplaincy services through the Interfaith Committee (Schedule D3) to students and other members of the University;
- (c) resolving conflict between students and halls/ hostels of residence as well as conflicts involving students outside of halls and hostels;
- (d) making presentation to the University about ways of enhancing the quality of students' life;
- (e) ensuring the maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their university experience;

- (f) ensuring the orderly organisation of students' activities within the university;
- (g) providing leadership to all bodies and activities that promote the well-being of students of the University including the Students' Representative Council (SRC), and the Graduate Students Association of Ghana (GRASAG);
- (h) overseeing the management of dues and other levies collected by the Students' Representative Council (SRC) and the Graduate Students Association of Ghana (GRASAG) from students or on behalf of students;
- (i) overseeing the formation of students' associations;
- (j) working with student groups and the Sports Directorate in developing extra-curricular programmes and activities of the University;
- (k) co-ordinating with the groups to encourage the participation of students in the activities that promote personal growth and development of students;
- (l) encouraging the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the University, and responsibility for personal actions;
- (m) ensuring that any disciplinary actions imposed on any student(s) by the recognised authority of the University are complied with; and
- (n) giving permission to students to go on protest marches and demonstrations whether within or outside the University.

Statute 63: Tenure, Removal and Replacement of the Dean of Students

Affairs

1. The Dean of Students Affairs who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.
2. The Dean of Students Affairs may resign from office by notice in writing addressed to the Vice-Chancellor in accordance with the terms and conditions of the person's appointment.
3. The Vice-Chancellor may only remove the Dean of Students Affairs from office for 'good cause' in accordance with the instrument of appointment as enshrined in Statute 2.
4. The Dean of Students Affairs shall be a member of the Academic Board, Executive Committee of the Academic Board, the Hostel Management Committee and such other Committees or Boards as the Academic Board may determine.
5. The Dean of Students Affairs shall be assisted by a Board in the discharge of his/her duties.

Statute 64: Head of Department

1. A Department shall have a Head who shall be appointed by the Vice-Chancellor on the recommendation of the Dean of the School normally in rotation from among the professorial members of the Department or in their absence, among the senior lecturers.
2. In appointing a Head of Department, the Dean of the School shall recommend the two most Senior Members of the Department to the University Appointment and Promotion Committee for consideration.
3. In the absence of a suitable candidate, the Vice-Chancellor may appoint a Head from another department.

Statute 65: Duties of the Head of Department

1. In the performance of his/her duties, the Head of Department shall report to the Vice-Chancellor through the Dean of the School.
2. Subject to the powers of the School Board and the Academic Board, a Head of Department shall:
 - a) be responsible to the Vice-Chancellor through the Dean and the Pro-Vice-Chancellor for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of the University policy;
 - b) provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
 - c) organise the approved teaching and research programmes of the Department and encourage faculty to carry out research;
 - d) maintain acceptable standards of teaching and any other academic work;
 - e) lead the introduction of innovative and demand-driven academic programmes;
 - f) ensure effective assessment of student performance;
 - g) ensure student assessment of course content and teaching;
 - h) liaise with the Dean of the School in matters affecting the Department;
 - i) be responsible for recommending to the School Board the development of syllabi and courses in consultation with members of the Department;
 - j) convene at least two (2) Departmental Board meetings in a semester for planning, teaching, researching, regulating courses, and evaluating the activities of the Department;

- k) make recommendations for the appointment and promotion of staff of the Department;
- l) advance and promote generally the well-being of the Department and persons engaged in the Department;
- m) maintain discipline in the Department subject to these Statutes;
- n) liaise with other departments, professional institutions, associations and similar bodies on academic and other matters affecting the Department; and
- o) consult with other Senior Members of the Department on matters affecting the welfare of the Department as a whole and, shall seek the approval of the Dean on such matters.

Statute 66: Tenure, Removal and Replacement of the Head of Department

1. The Vice-Chancellor may, on the advice of the Academic Board, withdraw the appointment of a Head of Department for a 'good cause' in accordance with Statute 2.
2. The Head of Department who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.

Statute 67: Academic Units of the University

1. Academic units of the University shall comprise Schools, Institutes, Centres, Departments and any other units of teaching and research as may be determined by the Council, based on the recommendations of the Academic Board.
2. The structure, status, functions, privileges and responsibilities of the Academic units shall be in accordance with these Statutes.

Statute 68: Functions of School Boards

1. Subject to the Act, Statutes and resolutions of the Academic Board, the powers and functions of each School Board shall include the following:
 - a) regulate the teaching and study of a course or courses assigned to the School, subject to the approval of the Academic Board;
 - b) ensure the provision of adequate instruction and facilities for research in the courses assigned to the School;
 - c) determine all matters relating to teaching, learning and research in the School;

- d) coordinate the teaching, learning, research and extension programmes of the School;
 - e) recommend examiners to the Academic Board for approval and appointment;
 - f) make Regulations and propose syllabi dealing with courses of study and any other questions relating to the work of the School, subject to the approval of the Academic Board;
 - g) determine all matters relating to the progress of students following schemes of instruction, study and research within the School and keep appropriate records of them;
 - h) conduct examinations in accordance with Schedule C25;
 - i) submit proposals to the Academic Board for academic development within the school;
 - j) make recommendations to the Academic Board for the award of degrees, diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the School;
 - k) promote cooperation and linkages with other Schools and institutions within or outside the University on academic matters;
 - l) appoint such sub-Committees as it may deem fit in the discharge of its functions;
 - m) deal with any matter referred or delegated to it by the Academic Board; and
 - n) discuss any other matters relating to the School and make decisions or recommendations to the relevant University body as appropriate.
2. The quorum for a School Board meeting shall be half of the Board including the Dean.

Statute 69: Director of Institutes

1. The Council may establish Institutes for the purposes of engaging in research, teaching or professional activities -their specific functions, duties and responsibilities shall be contained in the established Statute.
2. The Vice-Chancellor shall appoint the Director of an Institute on terms and conditions recommended by the University Appointments and Promotions Committee.
3. The Director shall be of professorial status or its equivalent with similar experience.
4. For the purposes of appointment or promotion or approval of a course of study, an Institute shall be assigned to a designated School at the time of its establishment.
5. The Director of an Institute shall report to the Vice-Chancellor through the Dean of the

designated School.

Statute 70: Duties of the Director of Institute

1. The Director shall be responsible for the following:
 - a) providing leadership to the Institute and maintaining and promoting the efficiency and good order of the Institute in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by the Council, the Academic Board and the School Board;
 - b) ensuring that the approved programmes and services of the Institute are duly carried out by its members; and
 - c) overseeing the general administration and management of the Institute in respect of human, financial and material resources within the general framework of the University policy.

Statute 71: Tenure, Removal and Replacement of the Director of Institute

1. The Director of Institute who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.
2. The Director of Institute may resign from office by notice in writing addressed to the Vice-Chancellor in accordance with the terms and conditions of the person's appointment.
3. The Vice-Chancellor may only remove the Director of Institute from office for 'good cause' and in accordance with the instrument of appointment as enshrined in Statute 2.
4. The Director of Institute shall be assisted by a Board in the discharge of his/her duties.
5. The Vice-Chancellor shall appoint the most senior Head of Department to act during the absence from the University or incapacity of the Director for a period not exceeding three (3) months or in the event of a vacancy occurring by resignation or death or any other sufficient cause.
6. Where the position of Director for an Institute becomes vacant, the University Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend one of them to the Council for an appointment.

Statutes 72: Head of Centre

1. The Council shall establish Centres for the purposes of engaging in teaching, research, or professional activities, and their specific functions and the duties and responsibilities of their officers shall be contained in the establishment Statute.
2. For the purposes of appointment or promotion or approval of a course of study, a Centre shall be assigned to a designated School at the time of its establishment.
3. A Centre may engage in teaching activities towards the award of a degree, diploma, certificate or other academic qualification approved by the Academic Board.
4. A Centre shall be headed by a Senior Member who shall be appointed by the Vice-Chancellor on terms and conditions recommended by the Appointments and Promotions Committee.
5. The Head of a Centre shall report to the Vice-Chancellor through the Dean of the Designated School.

Statute 73: Duties of Head of Centre

1. The Head of a Centre shall be responsible for the following:
 - a) provide leadership to the Centre and maintaining and promoting the efficiency and good order of the Centre in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by the Council, the Academic Board and the School Board;
 - b) ensure that the approved programmes and services of the Centre are duly carried out by its members;
 - c) oversee the general administration and management of the Centre in respect of human, financial and material resources within the general framework of the University policy; and
 - d) perform any other functions as may be determined by the Council.

Statute 74: Tenure, Removal and Replacement of Head of a Centre

1. Head of a Centre who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.
2. The Head of a Centre may resign from office by notice in writing addressed to the Vice-

Chancellor in accordance with the terms and conditions of the person's appointment.

3. The Vice-Chancellor may only remove from office for 'good cause' in accordance with the instrument of appointment as enshrined in Statute 2.
4. The Head of a Centre shall be assisted by a Board in the discharge of his/her duties.
5. The Vice-Chancellor shall appoint the most senior Head of Department to act during the absence from the University or incapacity of the Head of Centre for a period not exceeding three (3) months or in the event of a vacancy occurring by resignation or death or any other sufficient cause.
6. Where the position of Head of a Centre becomes vacant, the University Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend two (2) of them to the Vice-Chancellor for an appointment.

Statute 75: Head of Counselling and Human Development Centre

1. There shall be established a Counselling and Human Development Centre which shall be headed by a Senior Member, appointed by the Vice-Chancellor on terms and conditions recommended by the University Appointments and Promotions Committee.
2. The Head shall hold office in accordance with the terms and conditions specified in his/her letter of appointment and subject to satisfactory performance and conduct.
3. The Head of the Centre shall report through the Registrar to the Vice-Chancellor.

Statute 76: Duties of the Head of Counselling and Human Development Centre

1. The Head of Counselling and Human Development Centre shall be responsible for the following duties:
 - a) providing guidance and counselling services for the University;
 - b) providing available information on careers and assisting students to make appropriate choices;
 - c) promoting the development of the academic, career, social and personal development of students, staff and other members of the University community;
 - d) promoting the development of career guidance and counselling services, and
 - e) providing information on contemporary personal, occupational and health issues

for the advancement of the University and the larger community;

- f) assisting students/clients in discovering, understanding, and actualising well-defined moral values, beliefs and principles which promote healthy life in the University;
 - g) motivating students/clients to become agents of social transformation toward building a culture of peace and unity;
 - h) developing students'/clients' potential and capabilities in assuming leadership roles with passion and compassion in their chosen career/vocation;
 - i) educating students, especially as Peer Counsellors on counselling and counselling techniques;
 - j) organising workshops and seminars on contemporary issues in society; and
 - k) performing any other function relating to counselling and guidance as may be assigned to it by the Council or the Vice-Chancellor.
2. The Centre shall have an Advisory Committee whose composition is as prescribed in Schedule C20 of the Statutes.

Statute 77: Tenure, Removal and Replacement of Head of Counselling and Human Development Centre

1. The Head of Counselling and Human Development Centre shall hold office for a term of two (2) years and may be eligible for reappointment for another term of two (2) years only.
2. The Head may only be removed from office for 'good cause' in accordance with Statute 2.
3. He/she may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. He/she shall be assisted by a Committee in the discharge of the assigned duties.

Statute 78: Head of Centre for Gender Advocacy

1. There shall be established a Centre for Gender Advocacy which shall be headed by a Senior Member, appointed by the Vice-Chancellor on terms and conditions recommended by the University Appointments and Promotions Committee.
2. The Head of the Centre shall hold office in accordance with the terms and conditions specified in his/her letter of appointment and subject to satisfactory performance and conduct.

3. He/She shall report through the Registrar to the Vice-Chancellor.
4. The aim of the Centre for Gender Advocacy shall be to:
 - a) incorporate gender equity into the core values and business of the University;
 - b) create a working and learning environment, and culture supportive of social justice for both men and women;
 - c) be the place of choice for theoretically stimulating and socially relevant programmes and activities;
 - d) serve as a key driver of advocacy on gender equity, in Ghana but also in the West African sub-region and internationally; and
 - e) serve as a resource base and support centre for countrywide and internationally based gender networks and causes.
5. The Centre for Gender Advocacy shall be headed by a Professional Senior Member who shall be appointed by the Vice-Chancellor on the recommendation of the University Appointments and Promotions Committee.

Statute 79: Duties of the Head of Centre for Gender Advocacy

1. The Head of the Centre for Gender Advocacy shall perform the following functions:
 - a) institutionalise gender as a legitimate business of the University;
 - b) promote research on gender-related issues;
 - c) provide documentation on, and dissemination of, gender-related research;
 - d) provide services and facilities to meet some of the unique needs of staff and students;
 - e) promote advocacy and initiate policies on gender in the University;
 - f) generate linkages with, and provide extension work on, gender with key stakeholders in government, NGOs, civil society, and the donor community; and
 - g) perform any other relevant functions as may be assigned by the Vice-Chancellor.

Statute 80: Tenure, Removal and Replacement of the Head of Centre for Gender Advocacy

1. The Head of the Centre shall hold office for a term of two (2) years and may be eligible for reappointment for another term of two (2) years only.
2. The Head of the Centre may only be removed from office for 'good cause' in accordance with Statute 2.

3. The Head of the Centre may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. The Head shall be assisted by a Committee in the discharge of the assigned duties.

Statute 81: Head of Centre for Students with Special Needs

1. There shall be established a Centre for Students with Special Needs which shall be headed by a Senior Member, appointed by the Vice-Chancellor on terms and conditions recommended by the University Appointments and Promotions Committee.
2. The Head of the Centre shall hold office in accordance with the terms and conditions specified in his/her letter of appointment and subject to satisfactory performance and conduct.
3. He/she shall report through the Registrar to the Vice-Chancellor.
4. The Centre for Students with Special Needs shall among other things perform the following functions:
 - a) coordinate and administer specialised services, including consultation with faculty for students/staff with special needs (disabilities);
 - b) provide counselling on disability-related issues;
 - c) liaise with campus and external agencies, including referral and follow-up services to these agencies on behalf of students/staff with special needs;
 - d) provide adaptive technologies (e. g. computer training, assistive listening devices, adaptive computer hardware or software) including new devices that may become available with emerging technology;
 - e) provide oral and sign language interpreters;
 - f) provide note-takers for classroom and academic activities;
 - g) provide on-campus mobility assistance to and from lectures, etc;
 - h) create student volunteer programme/soliciting volunteers to provide support for tutoring, reading, scribbling, etc.);
 - i) provide registration assistance, including priority enrolment, assistance with applications for financial aid and related university services;
 - j) provide Braille and transcription services;
 - k) provide loaning services for tape recorders, Braille machines, enlarged prints, etc;
 - l) provide specialised orientation to acquaint students/staff with the campus

- environment;
- m) provide examination and test-taking adaptation and facilitation; and
 - n) monitor the academic progress of students with special needs.

Statute 82: Duties of the Head of the Centre of Students with Special Needs

1. The duties of the Head of the Centre of Students with Special Needs shall include:
 - a) ensuring the implementation of the University's policy of equal opportunities in respect of students with special needs;
 - b) administering the affairs of students with special needs in the University in pursuance of the equal opportunities policy of the University which should encompass admissions, accommodation, academic work, health, social and recreational needs;
 - c) liaising with the Admissions Office to ensure that the applications of students with disabilities are properly evaluated with reference to exemptions and waivers;
 - d) drawing up profiles of students with special needs and their subsequent distribution to faculties; departments and Halls of Residence;
 - e) ensuring that students with disabilities are given appropriate accommodation on campus;
 - f) organising orientation programmes for students with special needs in respect of their health, mobility, academic, social, recreational, and other needs to facilitate their fullest (participation and) integration into campus life;
 - g) liaising between students and departments during initial discussions;
 - h) enhancing disability awareness on campus by organising orientation programmes for faculty, students, and staff;
 - i) consulting with students with special needs in the search for technical advice on the nature of facilities they require in the Halls of Residence, lecture rooms, libraries, and the general environment on campus and forward findings to the University authorities for the necessary provision to be made;
 - j) consulting with students with special needs for advice as to the facilities they would require for their support in respect of learning, studies, work, examination, etc. and informing the University authorities to make the necessary provision and adjustment;
 - k) liaising between the University and outside agencies, governmental and non-governmental, concerned with the students with special needs to ensure that

students with special needs fully benefit from their programmes, financial and material assistance;

- l) liaising between students with special needs and Faculty Boards/other University bodies to facilitate the resolution of the problems and difficulties of students with special needs;
- m) ensuring that students with special needs get the professional help they need by liaising with governmental and non-governmental agencies; and
- n) coordinating and overseeing all services available to students with special needs and writing annual reports on them for the University's information and necessary policy decisions.

Statute 83: Tenure, Removal and Replacement of the Head for Students with Special Needs

1. The Head shall hold office for a term of two (2) years and may be eligible for reappointment for another term of two (2) years only.
2. The Head may only be removed from office for 'good cause' in accordance with Statute 2.
3. The Head may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. The Head shall be assisted by a Committee as specified in Schedule C21 in the discharge of the assigned duties.

Statute 84: Head of Community Engagement, Projects and Innovations Unit

1. There shall be established in the University, Community Engagement Projects and Innovation Unit (CEPIU) to handle all activities and programmes involving communities within and outside the catchment area as well as institutions of strategic interest for partnership with the University.
2. The Community Engagement Projects and Innovation Unit (CEPIU) shall be headed by at least an Assistant Registrar or higher who shall be appointed by the Vice-Chancellor on the recommendation of the University Appointments and Promotions Committee.

Statute 85: Duties of the Head of the Community Engagement, Projects and Innovations Unit

1. The Head of the Community Engagement Projects and Innovation Unit shall perform the following functions:
 - a) regularly update the database on the University's collaborators or partners in respect of community and industry engagement. This must be done in collaboration with the Deans of Schools, Directors of Centres and Institutes, and Heads of Departments;
 - b) liaise with communities and institutions for community outreach programmes;
 - c) collaborate with communities in the implementation of community-based projects;
 - d) carry out awareness and sensitisation programmes among identified stakeholders on University's research outcomes;
 - e) collaborate with opinion leaders and development organisations within the catchment area of the University for the implementation of development projects;
 - f) publish annually a comprehensive report on the activities of the Unit; and
 - g) perform any other relevant functions as may be assigned by the Vice-Chancellor;
2. The Head shall be assisted by a Committee (Schedule C22) in the discharge of the assigned duties.

Statute 86: Tenure, Removal and Replacement of the Head of the Community Engagement, Projects and Innovations Unit

1. The Head of Community Engagement, Projects and Innovations Unit shall hold office for a term of two (2) years and may be eligible for reappointment for another term of two (2) years only.
2. The Head may only be removed from office for 'good cause' in accordance with Statute 2.
3. He/she may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 87: Head of Students Financial Aid Office

1. There shall be a Head of the Students Financial Aid Office in the University who shall be appointed by the Vice-Chancellor on the recommendation of the Registrar and shall be

under the Registrar to provide equal educational opportunities and a sound environment free from financial tensions and emotions to brilliant/promising but needy students of the University.

2. The Office shall provide Financial Support at the University in the form of a full scholarship, partial scholarship, provision of accommodation, fee arrangements, and on-campus work-study or part-time job opportunities for students.
3. The Students Financial Aid Office shall among other things perform the following functions:
 - a) provide financial support in the form of bursaries and scholarships to Needy but brilliant students of the University of Environment and Sustainable Development;
 - b) ensure transparency in administering financial assistance to students;
 - c) identify university-based paid jobs that could be offered to students by the University to support their upkeep and training needs without compromising their academic work; and
 - d) engage in aggressive fundraising activities for the sustainability of the Students Financial Aid Office.

Statute 88: Duties of the Head of Students Financial Aid Office

1. The duties of the Head of the Students Financial Aid Office shall include:
 - a) analysing and evaluating the financial viability of students and families, and provide advice and counsel regarding available financial aid opportunities, eligibility requirements, and the application process;
 - b) reviewing and assessing the eligibility of applications for financial aid;
 - c) exercising professional judgment to determine whether adjustments should be made;
 - d) responding to inquiries and research and resolving problems related to transactions handled by the office;
 - e) serving as liaison with other institutions in the resolution of day-to-day administrative and operational issues;
 - f) providing information, in person, on the telephone, and through electronic Chat, to students, prospective students, and families regarding student financial aid;
 - g) conducting workshops and/or presentations to students, parents, and/or other interested parties on financial aid policy and procedural issues; and

- h) performing other job-related duties as may be assigned.

Statute 89: Tenure, Removal and Replacement of the Head of Students

Financial Aid Office

1. The head shall hold office for a term of two (2) years and may be eligible for reappointment for another term of two (2) years only.
2. He/she may only be removed from office for 'good cause' in accordance with Statute 2.
3. He/she may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. The Head shall be assisted by a Committee in the discharge of the assigned duties.

Statute 90: Head of Legal Office

1. There shall be established a Legal Office for the purpose of providing legal services for the University.
2. The office shall be headed by a Senior Legal Officer in good standing at the Ghana Bar and of high moral integrity.
3. In the discharge of his/her duties, the Legal Officer shall report through the Registrar to the Vice-Chancellor.

Statute 91: Duties of the Head of Legal Office

1. The Legal Officer shall be responsible for the following duties:
 - a) provide legal advice and guidance;
 - b) develop and implement mechanisms for internal dispute resolution;
 - c) prosecute cases in courts and litigation management;
 - d) document, prepare, and draft legal documents;
 - e) ensure compliance with established Acts of Parliament, statutes, general rules and regulations, and relevant laws of the Republic of Ghana; and
 - f) discharge any other related matters as shall be determined by the Council and or the Vice-Chancellor.

Statute 92: Tenure, Removal and Replacement of the Head of Legal Office

1. The Head of Legal Office shall hold office for a term of two (2) years and may be eligible for re-appointment.
2. The Head of Legal Office may only be removed from office for 'good cause' in accordance with Statute 2.
3. He/she may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. He/she shall be assisted by a Committee in the discharge of the assigned duties.

Statute 93: Head of Academic Affairs

1. The Vice-Chancellor shall appoint a Head of Academic Affairs who shall, under the Registrar, be responsible for the implementation of the academic policy of the University.
2. The Head of Academic Affairs shall assist the Registrar in:
 - a) the preparation and implementation of teaching and examination schedules;
 - b) the processing of admission applications including advertisements for such applications (Schedule C25);
 - c) the allocation of lecture rooms and examination Centres as well as other logistical matters relating to the academic agenda of the University;
 - d) the preparation of physical arrangements for all academic functions of the University;
 - e) the maintenance of academic facilities and the supervision of employees;
 - f) the preparation and issuance of statements of examination results, transcripts and certificates;
 - g) the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for junior members in consultation with the Director of Public Affairs; and
 - h) the discharge of any other assignments that the Registrar shall deem necessary.
3. Subject to these Statutes and without prejudice to the power of the Head of Academic Affairs to process admission forms, the admission of students shall be the exclusive responsibility of the Joint Admissions Committee (Schedule C23).
4. The Head of Academic Affairs may resign from office by notice in writing to the Registrar, in accordance with the terms and conditions of his appointment.

5. The Vice-Chancellor may also remove a Head of Academic Affairs from office for ‘good cause’ and in accordance with the instrument of appointment.

Statute 94: Duties of Head of Academic Affairs

1. The Head of Academic Affairs shall be responsible for:
 - a) the preparation and implementation of teaching and examination schedules (Schedule C25);
 - b) the advertisements for admissions;
 - c) the processing of admission applications;
 - d) the allocation of lecture rooms and examination Centres as well as other logistical matters relating to the academic agenda of the University;
 - e) the physical arrangements for all academic functions of the University;
 - f) the maintenance of academic facilities and the supervision of maintenance employees;
 - g) the preparation and issuance of statements of examination results, transcripts, and certificates (Schedule C25);
 - h) the preparation and publication of academic materials, including the Handbook of Regulations for Courses of Study for Junior Members, in consultation with the Legal Office and the University Relations Office; and
 - i) the discharge of any other assignments that the Registrar should deem necessary.

Statute 95: Tenure, Removal and Replacement of the Head of Academic Affairs

1. The Head of Academic Affairs shall hold office for a term of two (2) years and may be eligible for reappointment for another term of two (2) years.
2. The Head of Academic Affairs may only be removed from office for ‘good cause’ in accordance with Statute 2.
3. He/She may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. He/She shall be assisted by a Committee in the discharge of the assigned duties.

Statute 96: Head of University Relations Office

1. Council shall appoint a Head of University Relations Office who shall, under the Registrar, be responsible for cultivating, coordinating and maintaining the University's relations with its public, including the media.

Statute 97: Duties of Head of University Relations Office

1. Without prejudice, the University Relations Officer shall be responsible for:
 - a) overseeing University functions and events including Congregation and inaugural, inter-faculty and valedictory lectures;
 - b) receiving guests and visitors of the University and providing the necessary courtesies;
 - c) regulating and controlling the putting up of notices, posters, and banners;
 - d) the maintenance of relations with the Alumni of the University;
 - e) producing the University publications;
 - f) discharging any other assignments that the Registrar shall deem necessary;
 - g) undertaking information gathering and analysis, perception studies and the identification of various groups of the general population; and
 - h) acting as the spokesperson of the University affairs.

Statute 98: Tenure, Removal and Replacement of the University Relations Officer

1. The University Relations Officer shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years.
2. The University Relations Officer may resign from office by notice in writing to the Registrar in accordance with the terms and conditions of his appointment.
3. The Vice-Chancellor may also remove a University Relations Officer from office for 'good cause' in accordance with Statute 2.

Statute 99: The Head of Human Resource Office

1. There shall be a Head for the Human Resource Office in the University who shall be appointed by the Vice-Chancellor on the recommendation of the Registrar and shall be under the Registrar.

Statute 100: Duties of the Head of Human Resource Office

1. The Head shall perform the following duties:
 - a) lead in the development and implementation of the human resource policies of the University;
 - b) provide strategic planning with respect to the human resource needs of the University;
 - c) ensure the safekeeping and management of employees' records;
 - d) facilitate timely renewal and termination of employment contracts;
 - e) institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice-Chancellor through the Registrar;
 - f) manage and advise on the collective bargaining process and collective agreements with unionised staff;
 - g) institute a system for continuing education and in-service training for all employees of the University; and
 - h) discharge any other assignment that the Registrar shall deem necessary.

Statute 101: Tenure, Removal and Replacement of the Head of Human Resource Office

1. The Head of the Human Resource Office shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years.
2. The Head of the Human Resource Office may only be removed from office for 'good cause' in accordance with Statute 2.
3. He/She may resign from office by notice in writing to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.
4. He/She shall be assisted by a Committee in the discharge of the assigned duties.
5. The Head may resign from office by notice in writing to the Vice-Chancellor through the Registrar in accordance with the terms and conditions of his/her appointment. The Vice-Chancellor may remove the Head of Human Resource from office for 'good cause' in accordance with Statute 2.

Statute 102: Matriculation

1. Any person enrolling in the University for undergraduate or postgraduate studies shall be matriculated.
2. A person shall not matriculate into the University unless he/she has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
3. A student admitted to the University shall take the Matriculation Oath, Honour Code and sign the Matriculation Register.
4. A student who fails to sign the Matriculation Register shall be denied studentship and be sacked from the University.

Statute 103: Congregation

1. The University may hold a Congregation to confer and award degrees, diplomas and certificates.
2. A Congregation of the University shall be composed of the following:
 - a) Chancellors (past and present);
 - b) Members of Council;
 - c) Members of Convocation;
 - d) All graduands of the University;
 - e) Honorary graduands;
 - f) Alumni; and
 - g) Any person invited by the Council or Vice-Chancellor.
3. The Congregation of the University shall be to receive reports, witness the ceremony for conferring degrees, awarding diplomas and certificates of the University, and for any other purposes determined by the Chancellor.
4. A Congregation for the conferment of regular degrees shall be presided over by the Chancellor and shall be convened at least once every year at the time and place determined by the Chancellor in consultation with the Vice-Chancellor and the Council.
5. In the absence of the Chancellor, the Chairperson of the Council shall preside.
6. The procedure for the presentation of graduands and the conferment of degrees and any other matters relating to a Congregation shall be determined by the Academic Board.

Statute 104: Convocation

1. There shall be a Convocation of the University which shall be composed of the categories of persons specified in Schedule F.
2. The Registrar shall compile a register of the members of the Convocation which shall be published every academic year.
3. The persons whose names appear on the Register of Convocation are entitled to vote at the Convocation.
4. In addition to any other function granted by these Statutes to the Convocation, a meeting of the Convocation may express an opinion on any matter affecting the University and may refer any matter to a university body for further consideration.
5. Convocation shall meet in regular sessions once a semester at the time determined by the Chairperson of Convocation in consultation with the Vice-Chancellor to receive a report from the Vice-Chancellor on the state of the University and plans for its future development and progress.
6. The person presiding shall determine the procedure to be followed at the Convocation.
7. On the request in writing of not less than twenty-five members of Convocation stating the purpose for which the meeting is to be called, the Vice-Chancellor shall summon a special meeting of the Convocation within seven (7) days and the notice summoning the meeting shall specify the business to be considered.
8. The quorum for a meeting of Convocation shall not be less than one-third (1/3) of its total membership.
9. Convocation shall elect from among its members, senior members as provided by the Act to serve on the Council.
10. The term of a member of the Council elected by Convocation shall be reckoned from the beginning of the academic year in which the member was elected.
11. Where a vacancy occurs in Convocation's representation on the Academic Board, the returning officer shall call for nominations and where at the close of such nominations the number of candidates is more than the number of vacancies, the returning officer shall proceed to hold elections in accordance with the voting scheme set out in SCHEDULE A.

12. Where, however, the number of candidates is less than the number of vacancies, the Returning Officer shall declare the candidates elected and shall invite further nominations for the remaining vacancies.
13. The Registrar is the Returning Officer and is responsible for conducting the election by secret ballot in accordance with the simple majority vote system defined in SCHEDULE A of these Statutes.
14. A Convocation member of the Academic Board shall serve for a term of two (2) years and is eligible for re-election for another term only.
15. All members of Convocation shall be deemed to be employed on a full-time basis except as otherwise specifically provided by the Statutes or by the terms of a particular appointment.

Statute 105: Functions of Convocation

1. In addition to any other functions granted by these Statutes, Convocation:
 - a) may express an opinion on any matter that affects the University and may refer the matter to the Council or Academic Board;
 - b) may petition Council and/or Academic Board to reconsider any matter that in its opinion affects the welfare of the University;
 - c) shall receive and discuss an Annual Report from the Vice-Chancellor on the state of the University and plans of the University;
 - d) shall elect from among its members' persons as provided in the Act to serve on the Council and Academic Board.

Statute 106: The Leadership of Convocation

(a) Composition of the Leadership of Convocation

- i. There shall be a Leadership of Convocation consisting of nine (9) members including the Chairperson.
- ii. The Chairperson and the other members shall be elected by Convocation.
- iii. The Chairperson of the Leadership of Convocation shall preside over all meetings of Convocation except where the Chancellor is present.

- iv. Members of the Leadership of Convocation shall serve a term of two (2) years and are eligible for re-election for another term only. Elections shall be held not later than two months preceding the year in which the elected member is to begin his/her term of office.

(b) Functions of the Leadership of Convocation

1. The Leadership of Convocation shall be charged with the responsibility of protecting the interest of Convocation. Without prejudice to the generality of the responsibility, the Leadership of Convocation shall fulfil the following specific functions:
 - a) to convene, in consultation with the Vice-Chancellor, regular meetings of Convocation;
 - b) to ensure that decisions of Convocation are duly carried out or implemented;
 - c) to study all events of the University to ensure that matters of interest to Convocation are brought to its attention;
 - d) to safeguard the interest of individual members of the Convocation; and
 - e) to make proposals to Convocation for the improvement and proper functioning of the University.
2. The Leadership of Convocation shall report at least once a year the outcome of its activities to Convocation.

(c) Meetings of the Leadership of Convocation

1. The Leadership of Convocation shall meet at least twice each semester.
The Clerk of Convocation shall be the Secretary of the Leadership of Convocation.

(d) Rules of Procedure for the Leadership of Convocation

1. The rules for the Leadership of Convocation shall be determined by Convocation.

Statute 107: Election of Convocation members to the University Council

1. Convocation shall elect from among its members three (3) persons representing the professorial, non-professorial and non-teaching staff.
2. All eligible candidates for election must be proposed and seconded in writing to the Registrar by members of Convocation and must have signified in writing their willingness to stand.

3. The Registrar shall be the Returning Officer and shall be responsible for conducting the election by secret ballot in accordance with the voting system defined in SCHEDULE A of these Statutes. The Registrar shall be assisted by three (3) Scrutineers appointed by the Academic Board.
4. No election shall be valid unless and until the Scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the results thereof have been properly and correctly carried out.
5. As provided for in Statute 5(1) of this Statute, the term of office of a Convocation member of the Council shall be three (3) years and is eligible for re-election for another term only.
6. Election to the Council shall be held as soon as possible at the beginning of the Academic Year, and in any event, not later than August 31.
7. The Registrar shall notify all members of Convocation of the existence of vacancies on the Council, and shall at the same time call for nominations allowing two (2) weeks for these to be received.
8. The Registrar shall notify all members of Convocation of the date of the election, which shall not be later than two (2) weeks after the date on which nominations closed.
9. The election shall be conducted in two categories, namely, Professorial and Non-Professorial with separate lists of candidates and separate ballot papers for each category.
10. All members of the Convocation shall be entitled to vote in each category.
11. If an elected member of the Council who is a Senior Lecturer, a Lecturer or equivalent should, during his/her tenure of office, be appointed or promoted to Professorial status, he/she shall resign his/her membership.
12. If a vacancy in the Convocation representation of the Council occurs during the year through death, resignation, or any other cause, the Registrar shall notify the members of Convocation of such vacancy and shall conduct a bye-election. Such a bye-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the unexpired term for which the member whom he/she replaces was elected.

Statute 108: Student Accommodation

1. There shall be Halls of Residence/Hostels, and other residential facilities as may be

approved by the Council and headed by the Hall/Hostel Master/Warden appointed by the Vice-Chancellor.

2. The Hall/Hostel Master/Warden shall hold office in accordance with the terms and conditions specified in the person's appointment letter and subject to satisfactory performance and conduct. There shall be a performance appraisal by a committee appointed by Vice-Chancellor every five (5) years.
3. A Hall/Hostel and any other residential facility shall consist of several junior members of the University determined by the Academic Board in Regulations approved for the Halls/Hostels or the residential facility.
4. A Hall/Hostel and any other residential facility shall be managed in accordance with the statutes establishing it.
5. In the performance of his/her duties, the Hall/Hostel Master/Warden shall report through the Registrar to the Vice-Chancellor.
6. There shall be a Hall/Hostel Management Committee chaired by a Senior Member appointed by the Vice-Chancellor.
7. The Hall/Hostel Management Committee shall be composed as prescribed in SCHEDULE D (7) of these Statutes.
8. Members of the Hall/Hostel Management Committee shall hold office for a term of two (2) years and are eligible for re-appointment for another term.
9. A Hall/Hostel or any other residential facility management shall have the power to take disciplinary action for Hall-related offences following the due process **set-out** by the Hall/Hostel Management Committee.
10. Where the disciplinary action proposed is one of dismissal or is in the opinion of the Hall/Hostel Management Committee, a major breach of discipline, the disciplinary action shall be referred to the Vice-Chancellor for approval.
11. The power of the Council to establish a Hall of Residence or a Residential Facility may be exercised by the Council or in a joint venture with a private entity or individual. This Statute shall apply to such private entity or individual with such modification as may be appropriate in conformity with appropriate national laws regulating the venture.

Statute 109: Visiting Scholar

1. The Vice-Chancellor, may in consultation with the Board of the associated School, Centre, or Department approve a temporary appointment of a Visiting Scholar for a period of up to one year.
2. The person to be so appointed should be at least of a Senior Lecturer rank from a recognised university and should have a demonstrable track record of significant contribution to scholarship in the discipline concerned. In exceptional cases, a person from industry, commerce, public administration, or professional practice with vast and relevant experience and who has made significant contributions to his or her discipline or sector may be considered for appointment.
3. The person shall maintain a continued commitment to the University and demonstrate the ability, during the period of Visiting Scholarship, of making distinctive contributions to the University.
4. When a Visiting Scholar visits the University, he or she may be required to give lectures in his or her subject area.
5. Where a Visiting Scholar is at a post and is engaged by the University in teaching, research, or for other academic purposes, he or she shall receive all remuneration that he or she shall be entitled to by virtue of such full or part-time employment.
6. Where a visiting Scholar decides to join the University after one (1) year appointment, the normal procedure for appointing Senior Members will apply to the requirement.

Statute 110: Adjunct Scholar

1. An Adjunct scholar is a person with the expertise needed by the University who is qualified to provide specialised teaching services but who may otherwise be engaged elsewhere.
2. The person may apply on his/her own or may be invited by the School, Centre or Department to apply.
3. The appointment shall be for a period of up to one year or in exceptional cases as may be determined by the University Appointments and Promotions Committee (UAPC).
4. The University Appointments and Promotions Committee (UAPC) may recommend a person to the Council for an adjunct academic appointment.

5. Subject to the foregoing the normal procedures for appointment for Senior Members shall apply to Adjunct appointments.

Statute 111: Examinations

1. The Academic Board shall prescribe the University's entry requirements in conformity with existing standards prescribed by the Ghana Tertiary Education Commission and other existing regulations governing examinations for degrees, diplomas and certificates.
2. The Academic Board shall approve the examinations for any degree, diploma, certificate, or part thereof and other purposes, courses of instruction, and syllabi submitted by any School or Departmental Board.
3. The Board of Examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendations of the respective School Boards.
4. The Head of Department shall be the Chairperson of the Departmental Board of Examiners.
5. The Dean of a School shall be the Chairperson for the Board of Examiners of his/her school.
6. There shall be Policies and Regulations governing the conduct of the University examinations as approved by the Academic Board.

Statute 112: Student Governance

1. Students shall be entitled to form associations in the exercise of their right to freedom of association guaranteed under the Constitution. However, no student association shall be formed or operated within the University without the written approval of the Dean of Students Affairs.
2. All student associations shall be vetted and approved by the Dean of Students Affairs before they can operate in the University.
3. The right of students to demonstrate or go on procession or other public protests on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board. Without prejudice to the generality of the foregoing, students shall not demonstrate or go on procession or other public protests in and out of campus without the prior written approval of the Vice-Chancellor through the Dean of Students Affairs and in accordance with the relevant national laws.

Statute 113: Students' Representative Council/Graduate Students' Association of Ghana

1. In pursuance of Section 25 of the Act, there shall be a Students' Representative Council (SRC) and a Graduate Students Association of Ghana (GRASAG), elected by and representing the Junior Members of the University. The membership of the SRC/GRASAG is set out in the SRC/GRASAG constitution.
2. The constitution and other governing instruments of the Students' Representative Council, the Junior Common Rooms, and other student associations shall at all times conform to the Act, the Statutes of the University as enacted by the Council, and any other rules, regulations, directives and edicts, duly issued by the Principal Officers of the University in conformity with the Act.
3. The Vice-Chancellor, in consultation with the Academic Board, shall have the power to prescribe standards for contesting student offices.
4. The SRC/GRASAG shall be responsible for representing students duly admitted and registered to study at the University.
5. The Constitution and other governing instruments of SRC/GRASAG shall:
 - a) be drawn up by the students subject to the approval of the Academic Board; and
 - b) conform to the Act, the Statutes of the University and any other rules, regulations, directives and decrees duly issued by the University.
6. Any constitution or a governing instrument drawn up by the SRC or GRASAG which is inconsistent with paragraph (b) of subsection (5) shall to the extent of the inconsistency be void.
7. The Statutes of the University may grant the SRC/GRASAG representation on appropriate bodies and organs of the University.

Statute 114: Property and Contracts of the University

1. Subject to the Act and these Statutes, the University may for the purpose of the performance of its functions or any other purpose which the University considers necessary or expedient, acquire and hold movable or immovable property, sell, lease, mortgage or otherwise alienate or dispose of that property and to enter into any other transaction.

2. The authority to enter into contractual transactions, including transactions relating to land owned or held by the University, shall be vested in the Council.
3. No person shall enter into any transaction binding or intended to be binding on the University unless the said transaction has the prior approval of the Council.
4. The Council shall have the power to delegate in writing its authority to enter into contractual transactions to any of the Principal Officers of the University.
5. Without prejudice to leases in existence before the coming into force of these Statutes, the University may enter into contracts creating an interest in land owned by the University by way of lease, sub-lease, rentals etc. for a stated period determined by the Council but not exceeding thirty (30) years and shall be renewable for another agreed period at the option of the University.
6. All contracts relating to the procurement of goods, works and services shall conform to the provisions of the Public Procurement Act, 2003 (Act 663) (Act 914) as amended and any regulations made thereunder and also to the internal rules and regulations of the University on procurement.
7. All University property to be acquired may be treated as property required for public services and the State Property and Contracts Act, 1960 (C.A.G) or the State Land Act, 1962 (Act 125) shall apply with the modifications that are necessary to provide for the rest of the property acquired in the University and the cost of acquisition to be defrayed by the University.
8. The halls, hostels and residential facilities for students, lecture halls, libraries, hospitals, staff quarters, bungalows, guest houses, recreation grounds, farms and any other tenements of the University shall be exempted from the assessments and rates levied by a local authority as per Section 35 of Act 898.
9. The Council may borrow money on behalf of the University and may for this purpose use University property as security.
10. The University may enter into a contract or other arrangement with any other person or entity for the use of the University's facilities with the prior approval of the Vice-Chancellor.

Statute 115: Creation, Ownership and Use of Intellectual Property



1. Subject to the Act and any existing law on intellectual property, the University may create, own and use intellectual property in the form of copyrights, patents, industrial designs, trademarks and trade names by university employees.
2. The intellectual property right in a work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University shall be vested in the University.
3. There shall be a research/ethics copyright policy that shall take into account the statutory rights of the University and fair recompense to a member of the University who produces literary, artistic, musical, audiovisual, choreographic and derivative works as well as sound recordings and computer software and programmes and any other inventions in the course of his/her association with the University as an employee or a student or under the direction of a unit of the University.
4. Registered trademarks, trade names and industrial designs of the University shall be the property of the University and no person shall appropriate such trademarks or trade names for commercial or other purposes without the prior approval of the Council.
5. The University shall take prompt steps to register all its copyrighted works, patents, trademarks, trade names and industrial designs to facilitate proof of its ownership.
6. The Council shall approve incentives for persons who undertake any work, research, or other intellectual enterprise funded or otherwise undertaken with resources of the University to enable such person's benefit from their work, research, or other intellectual enterprises.

Statute 116: University Representation on External Bodies

1. The Registrar shall submit to the Academic Board annually, a list of external bodies and organisations on which the University is represented.
2. The Academic Board shall appoint Senior Members of the University to represent the University on those bodies and organisations. Where the expertise cannot be found among the Senior Members, the Academic Board may appoint any other member of the University.
3. Such representatives shall serve for a term spelt out by the external body and may be eligible for reappointment for another term only.
4. Without prejudice to sub-section (3), exceptions may be considered where the term requested by the external body or organisation is more than two (2) years.

5. A Senior Member may represent the University on more than one external body or organisation at any particular time, provided the member's expertise is needed.
6. A University representative on an external body shall submit a written report to the Academic Board annually through the Registrar.

Statute 117: Anti-discrimination

1. Without limiting the power of the University to adopt affirmative action policies from time to time as it deems necessary and prudent, the University or an officer of the University shall not discriminate against a person based on race, ethnic origin, nationality, political opinion, colour, gender, sex, occupation, religion or creed, disability, social or economic status to determine whether that person is to be:
 - a) admitted as a student of the University;
 - b) registered as a student of the University;
 - c) permitted to graduate from the University;
 - d) appointed as an academic or other staff members;
 - e) promoted as an academic or other staff members; or
 - f) granted any advantage, privilege or other benefit accorded to all other persons.
2. For purposes of sub-Section (1), an officer of the University includes a principal officer, staff or other employees, an agent, or any other person performing or acting in an official capacity for or on behalf of the University.
3. For purposes of this Section, "discriminate" means to give different treatment to different persons attributable only or mainly on the grounds stated in sub-Section (a).

Statute 118: Annual Report and Other Reports

1. The Council, shall within eight (8) months after the end of each academic year, submit a report to the Minister covering the activities of the University for the year to which the report relates and make that report available to the public.
2. The report shall cover the operations, admissions, new programmes, major infrastructural developments, sources and uses of funds, challenges, significant events and major policies of the University and shall include the report of the Auditor-General for the year to which the report relates.

3. The Council shall also submit to the Minister any other reports that the Minister may require in writing.

Statutes 119: Appointment of Employees

All appointments and promotions of employees are subject to procedures set out to review such applications.

1. There shall be two main categories of university employees, namely staff and senior members.
2. The appointment of all employees of the University shall be the responsibility of the Council.
3. The appointment of a person to a professorship shall be the responsibility of the Council on the recommendation of the Appointments Board.
4. The appointment of Senior Members up to the grade of Senior Lecturer shall be the responsibility of the Vice-Chancellor on the recommendation of the Appointments Board and shall be bound by the Criteria set out in SCHEDULE G of these Statutes.
5. The appointment of all staff shall be by the Registrar on behalf of the Vice-Chancellor and the recommendation of the Staff Appointments Committee.
6. The appointment of all Senior and Junior Staff shall be bound by the current Unified Conditions of Service for Unionised Senior and Junior Staff of public universities in Ghana.
7. A Senior Member may resign from office by giving at least six months' notice in writing to the Registrar provided that such notice shall be submitted by the end of December of the academic year in which he/she intends to resign and shall not take effect until the end of that academic year.
8. The resignation of staff shall be in accordance with their contract of employment or, where applicable, their collective agreement.

Statutes 120: Promotion of Senior Members

1. The appointment or promotion of Senior Members of the University shall be based purely on merit in accordance with principles of fairness and non-discrimination and in accordance with the provisions of the Act and these Statutes.

2. In considering an application for an appointment or promotion of a Senior Member, the appointing authority shall be bound by the criteria set out in SCHEDULE H to these Statutes.
3. The promotion of all Senior and Junior Staff shall be bound by the current Unified Conditions of Service for Unionised Senior and Junior Staff of public universities in Ghana.

Statute 121: Secondment

1. Any employee of the University may be seconded subject to the approval of Council to serve in government or any other sectors of the Public Services of Ghana or the private sector and other NGOs whose services promote national development.
2. Any secondment granted shall not exceed four (4) years unless otherwise determined by Council.
3. A request for secondment shall be made by a representative of the Government or the Public Services of the status of either a Minister or Chief Director of the Public Service or the Chief Executive of the requesting private entity, provided always that the obligation of a Staff to apply for leave of absence from the University is not extinguished by reason only of this requirement.

Statute 122: Discipline in the University

1. The Vice-Chancellor shall be the Chief Disciplinary Officer of the University.
2. The Vice-Chancellor as the Chief Disciplinary Officer shall be responsible for discipline within the University and shall act in accordance with the rules and regulations formulated by the Council under these Statutes.
3. Disciplinary offences in the University shall be as prescribed in these Statutes and other rules and regulations of the University.
4. Without prejudice to the generality of the offences prescribed in these Statutes and other rules and regulations of the University, disciplinary offences in the University shall also include the following:
 - a) conviction by a competent Court of law for any offence, which the Council considers to be such as to render the person concerned unfit for the discharge of the functions of the person's office;
 - b) conduct of a scandalous or other disgraceful nature which the Council considers to

- be such as to render the person concerned unfit to continue to be in the University, or the employment of the University, or to hold office;
- c) conduct which the Council considers to be such as to constitute a failure on the part of the person concerned to discharge or perform the functions of his/her office, or to comply with the terms of his/her appointment; and
 - d) conduct which, in the opinion of the Council, has brought the name of the University into disrepute.
5. The Vice-Chancellor may delegate any part of his/her authority in respect of discipline as deemed appropriate.
6. The following are the penalties that may be imposed for breaches of discipline in the University:
- a) dismissal;
 - b) termination of appointment;
 - c) suspension for a stated period without pay;
 - d) reduction in rank, status or grade;
 - e) interdiction;
 - f) forfeiture of pay for a stated period;
 - g) stoppage of increment of salary, i.e. non-payment for a specific period of an increment otherwise due;
 - h) deferment or withholding of increment of salary for a stated period, i.e. postponement of the date on which the next increment is due, with the corresponding postponement in subsequent years;
 - i) imposition of monetary fines which may be deducted directly from salary, other emoluments or any other lawful means;
 - j) reprimand; and
 - k) warning/caution
7. For the purposes of this Statute, sub-Section (6) Clause (a) to (i) above shall be treated as major penalties which shall be imposed only by the Vice-Chancellor in consultation with the Council. Clauses (j) & (k) shall be treated as minor penalties and may be imposed on behalf of the Vice-Chancellor as he/she may authorise.

8. Any person affected by any decisions of the Vice-Chancellor or the person or body to whom he/she has delegated authority shall have the right of review and appeal as prescribed by **Schedule B(7)**.
9. The Council may, by rules or regulations, make further provisions relating to disciplinary matters in the University.

Statute 123: Academic Offences

1. It shall be an offence for a Junior Member to:
 - a) forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
 - b) use or possess an unauthorised aid(s) or obtain unauthorised assistance in any academic examination or semester test or in connection with any other form of academic work in breach of the Honour Code;
 - c) impersonate another person, or have another person impersonated, at any academic examination or semester test or in connection with any other form of academic work or registration;
 - d) represent as one's idea or expression of an idea or work of another in any academic examination or semester test or in connection with any other form of academic work, i.e. to commit plagiarism;
 - e) submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
 - f) submit any academic work containing a purported statement of fact or reference to a source that has been concocted;
 - g) engage in the sale of academic material without authority;
 - h) gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person; or
 - i) steal a colleague's assignment or answer script.
2. It shall be an offence for a Senior Member to:

- a) approve, aid and abet any of the offences described in sub-Section (1a) of this Statute;
 - b) evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University;
 - c) evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or
 - d) award or change grades for a student or for a course not taken by a student or to procure same to be done.
3. It shall be an offence for a Senior or Junior Staff to:
- a) approve, aid and abet any of the offences described in sub-Section (1a) of this Statute;
 - b) forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
 - c) engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantages of any kind.
4. A graduate of the University may be charged with any of the above offences committed while he/she was an active student when in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

Statute 124: Other Offences

1. No employee or student of the University shall:
 - a) assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;
 - b) cause or threaten any other person with bodily harm, or cause any other person to fear bodily harm;
 - c) create a condition that unnecessarily endangers the health or safety of other persons;
 - d) threaten any other person with damage to such person's property, or cause any other person to fear damage to his/her property;
 - e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and

- i. that is based on race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, gender, sex, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;
- ii. that exceeds the bounds of freedom of expression or academic freedom as these are understood in university policies and accepted practices, including but not restricted to those explicitly adopted;
- f) cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others;
- g) steal, take, destroy or damage premises of the University or any physical property that is not his/her own;
- h) destroy or damage information or intellectual property belonging to the University or to any of its members;
- i) deface the inside or outside of any building of the University in any manner whatsoever;
- j) possess effects or property of the University appropriated without authorisation;
- k) create a condition that endangers or threatens the destruction of the property of the University or of any of its members;
- l) use any facility, equipment or service of the University contrary to the express instruction of a person or persons authorised to give such instruction, or without just cause;
- m) mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;
- n) bring a false charge or maliciously bring a charge against any member of the University;
- o) counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes, other rules, and regulations of the University;
- p) deface the floor, streets, light poles, and trees on campus with advertising or other material or notices howsoever described;
- q) sexually assault, defile or rape a person;
- r) use any building or place, on campus as a place of 'convenience' other than the

- designated buildings or places; or
- s) produce or distribute pornographic material on the premises of the University, or indecently expose himself/herself in public (including digital platforms).
2. All indoor areas and buildings of the University are designated no-smoking areas.
 3. Outdoor smoking is prohibited except at designated places.
 4. Without prejudice to the generality of sub-Section 1(a) of this Statute, it is an offence for a staff of the University to sexually harass another member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.
 5. No person found by a Disciplinary Committee to have committed an offence under these Statutes shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

Statute 125: Rules and Procedures Relating to Discipline

1. There shall be Disciplinary Committees for students (Junior Members) and each of the categories of employees of the University by the Act and these Statutes namely, Senior Members, and Senior and Junior Staff as recognised by the Act.
2. A Disciplinary Committee shall investigate an allegation of misconduct referred to it by the Vice-Chancellor and shall make appropriate recommendations on the charges, including sanctions.
3. The Vice-Chancellor may implement the decisions of the Disciplinary Committee in accordance with these Statutes.
4. Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate Disciplinary Committee set up by the Vice-Chancellor.
5. For the avoidance of doubt, it may not be necessary to constitute an investigation panel if the University is already in possession of the relevant evidence.
6. The person(s) identified in the evidence shall be made to appear before the appropriate Disciplinary Committee by the Vice-Chancellor.
7. Where a disciplinary action concerns a person, who is a member of the relevant Committee,

- the Vice-Chancellor in consultation with the Academic Board shall replace that person with a suitably qualified alternative.
8. A Disciplinary Committee established to deal with matters of discipline affecting Senior Members shall be as prescribed in Schedule C (10) of these Statutes.
 9. A Disciplinary Committee established to deal with matters of discipline affecting Senior and Junior Staff shall comprise as prescribed in Schedule C (11) of these Statutes.
 10. The Vice-Chancellor shall cause the Registrar to empanel a Disciplinary Committee to deal with any matter of discipline affecting Junior members which shall comprise as prescribed in Schedule C (12) of these Statutes.
 11. A disciplinary proceeding in respect of a Junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.
 12. The Registrar shall provide secretaries to the Disciplinary Committee.
 13. No charge shall be laid except with the approval of the Vice-Chancellor. A charge shall be in writing, addressed to the accused, signed by or under the authority of the Registrar and filed with the Secretary to the Disciplinary Committee. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairperson and the Secretary.
 14. Upon receipt by the Chairperson and the Secretary of a charge which appears to be in proper form, the Chairperson shall convene proceedings immediately and give appropriate notice of date, time and place for the hearing to the alleged offender. The Chairperson shall ensure that the proceedings are conducted with due dispatch.

Statute 126: Sanctions for Junior Members

1. One or more of the following sanctions may be imposed by a Disciplinary Committee upon breaches of discipline by any Junior Member of the University:
 - a) Expulsion from the University - Expulsion shall mean that the student shall be permanently denied registration in any University programme;

- b) Rustication - Suspension from a course or courses, a programme, an academic unit or division, or the University for such a period up to five (5) years as may be determined by the Disciplinary Committee;
- c) Disqualification from contesting elections or removal from any office in the University;
- d) Assignment of a grade Z (disqualification) or F/X (failure) for the piece of academic work in respect of which the offence was committed; or
- e) A reduction of the final grade in the course in respect of which the offence was committed.

Statute 127: Sanctions for Employees

1. Without prejudice to the Statutes herein relating to discipline, the University shall have the power to treat misconduct on the part of any employee as a matter of contract and may deal with such misconduct in accordance with the provisions of their contracts of employment and or the collective agreement as the case may be or generally under the Labour Act, 2003 (Act 651).
2. Alternatively, the University may sanction any of its employees by the following penalties:
 - a) Dismissal;
 - b) Termination of appointment;
 - c) Suspension for a stated period, without pay;
 - d) Demotion in rank, status or grade;
 - e) Interdiction;
 - f) Imposition of monetary fines which may be deducted directly from salary or other emoluments;
 - g) Stoppage of increment of salary;
 - h) Forfeiture of salary for a stated period;
 - i) Withholding of increment of salary;
 - j) Reprimand; or
 - k) Warning/Caution.

Statute 128: Dispute Settlement

1. The Council shall establish, in accordance with Section 38 of the Act, a body to be known as the UESD's Appeals Board.
2. The Appeals Board shall hear and determine appeal matters on:

- a) acts or omissions in contravention of the Act or the Statutes enacted by the Council;
 - b) breach of employment contracts by the University;
 - c) the promotion of persons duly employed by the University;
 - d) grievances by students against the University on matters related to welfare and discipline; and
 - e) any other matter or dispute referred to the Board by the Council.
3. The Council shall appoint the Members of the Appeals Board.
 4. The Appeals Board shall comprise as prescribed in SCHEDULE B (7) of these Statutes.
 5. (a) The Appeals Board shall consist of a Chairperson who is a retired Justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed, two lawyers of at least ten (10) years standing at the Bar who are persons of high moral integrity one of whom is a woman, and two persons who are not lawyers or employees of the University who are persons of high moral integrity one of whom is a woman.
 - (b) In the absence of the Chairperson, one of the two lawyers as provided in Clause 5 (a) above shall act as Chairperson.
 6. The Council shall establish the rules and procedures which govern:
 - a) the operations of the Appeals Board;
 - b) the appointment and remuneration of the members of the Appeals Board;
 - c) the establishment of the Secretariat of the Appeals Board; and
 - d) any other relevant matter.
 7. In the case of a dispute, disputants shall exhaust all internal procedures before they go to the Courts.

Statute 129: Resignation, Retirement and Termination of Appointment of University Employees

1. The resignation of any employee of the University shall be in accordance with their contract of employment or, where applicable, their collective agreement.
2. Except as may otherwise be provided by the Council, a Senior or Junior Staff may resign his/her appointment and thereby terminate his/her engagement with the University on

giving notice in writing under his/her signature to the Vice-Chancellor, at least three (3) months prior to the effective date of his/her resignation. In lieu of this, the Senior or Junior Staff shall forfeit three (3) months' salary.

3. Except as may otherwise be provided by the Council, a Senior Member may resign his/her appointment and thereby terminate his/her engagement with the University on giving notice in writing under his/her signature to the Chairperson of Council through the Vice-Chancellor, at least six (6) months prior to the effective date of his/her resignation. In lieu of this, the Senior Member shall forfeit six (6) months' salary.
4. Except as may otherwise be provided in special cases by the Council, an employee appointed to a full-time position in the University on a renewable contract or till retirement shall retire from his/her appointment and all other offices held by him/her in the University by virtue of his/her appointment at the end of the academic year following the date on which he/she attains the retiring age as specified by the University.
5. The Council may terminate the appointment of any Senior or Junior Staff of the University by giving three (3) months' notice of termination of appointment. The person shall have the right to appeal to the Appeals Board within one (1) month of notice.
6. The Council may terminate the appointment of any Senior Member of the University by giving six (6) months' notice of termination of appointment. The person shall have the right to appeal to the Appeals Board within one (1) month of notice.
7. Where a person appeals against a notice of termination of his/her appointment, the Appeals Board shall consider the appeal at least two (2) months before the date on which the termination is due to take effect, and its decision shall be final.

Statute 130: Dismissal/Termination of Appointment of University

Employees

1. Any employee of the University may be removed from office or dismissed from the University for 'good cause' by the Council, but he/she shall not be removed or dismissed until:
 - a) there has been an investigation relating to his/her case by the Disciplinary Committee as provided for in Statute 122 and the person concerned has been put

- before the Disciplinary Committee to defend him/herself;
- b) the Disciplinary Committee has made some adverse findings against him/her which gives cause for dismissal;
 - c) the report of the Disciplinary Committee has been considered and approved by the Council, and has been notified in writing of the grounds on which consideration is being given for his/her removal or dismissal;
 - d) the Council may dismiss an employee on 'good cause' and the affected staff shall have the right to appeal to the Appeals Board within one (1) month of notice of dismissal. The Appeals Board shall consider the appeal within two (2) months from the receipt of the grounds for the appeal; and
 - e) for the purpose of these Statutes, the interpretation of 'good cause' shall include any of the disciplinary offences prescribed in Statute 2.

Statute 131: Miscellaneous Provisions

1. Unless otherwise provided by these Statutes or Regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any University body shall be half (1/2) of the total membership, or if such half is not a whole number, then the next higher whole number. If any Committee cannot raise a quorum for two successive meetings, the Chairperson shall consult the Business Executive Committee of the Academic Board for a temporary variation in the quorum.
2. No decision reached at a meeting of any University Statutory body shall be valid unless it is taken in the presence of the prescribed quorum. If there is an equality of votes in respect of any decision reached at any meeting of any University Statutory Body, the Chairperson of the meeting shall have a casting vote.
3. Subject to such regulations as may be made under these Statutes, any question (s) as to the procedure to be observed in respect of any matter arising at a meeting of any University Statutory Body shall be determined by the Chairperson of such meeting.
4. Proceedings of the Council, Academic Board, Convocation and Statutory Boards and Committees and all other Committees of the University (and documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to non-members of those bodies or outsiders unless by the orders of the Council or a Court of competent jurisdiction.

5. In the absence of qualified candidates during appointment into an office that requires a defined rank, the Vice-Chancellor in consultation with the University Appointment Promotions Committee shall have the right to consider the candidate with the next lower rank.

Statute 132: Power of Council to Enact Statutes

1. These Statutes are made in accordance with the powers conferred on the Council under Section 26 of the Act.

Statute 133: Enactment of a Statute

1. A Statute of the University is enacted if:
 - a) a draft of the Statutes from the Vice-Chancellor's Office is sent to the members of the Council at least ten (10) days before the meeting at which it is to be considered;
 - b) after consideration by the meeting, the draft has been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three (3) days before the meeting;
 - c) the Statute, as provisionally approved, has been circulated to the members of the Council. Where in the opinion of the Council the Statutes affect academic matters, the Statute shall be circulated to the members of the Academic Board at least ten (10) days before the meeting at which the Statute is to be confirmed; and
 - d) the Statute is confirmed without amendment at a meeting of the Council not less than one (1) month or not more than six (6) months after the meeting at which it was provisionally approved.

Statute 134: Amendments to Statutes

1. The Academic Board may recommend to the Council any amendments to the Statutes.
2. Any proposal for amendment to the Statutes or any Section of it shall be submitted to the Academic Board for consideration.
3. Any proposal for amendments to the Statutes shall be considered by the Academic Board at a special meeting to be convened at the instance of the Vice-Chancellor or one-third

(1/3) of the total number of members of the Academic Board.

4. The quorum for the transaction of any business of the special meeting mentioned in subsection (3) above shall be two-thirds (2/3) of the total number of the members of the Board.
5. No amendments shall be valid unless adopted by an affirmative vote of two-thirds (2/3) of the total membership of the Board present.
6. Prior to the date of the meeting, each member shall be given seven (7) days' notice setting out the specific subject matter of the proposed amendments and the particular feature of the Statutes to which they relate.

Statute 135: Transitional Provisions

1. These Statutes shall come into force on the Appointed Day.
2. The persons who immediately before the Appointed Day were respectively the Vice-Chancellor, the Pro Vice-Chancellor, and the Registrar of the University shall continue to hold office for the periods under the terms and conditions under which they were appointed.
3. The Academic Board, Convocation, Schools, Institutes and Centres, and the respective Governing Boards as existing immediately prior to the commencement of these Statutes shall continue in existence as if constituted under these Statutes.
4. For the purposes of the initial steps for giving effect to these Statutes, the following shall apply:
 - a) where a superior body to be constituted under these Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend, or otherwise contribute to the constitution of the superior body shall be the corresponding body operating under the Statutes or the Regulations existing immediately prior to the Appointed Day; or where that body does not exist, then a temporary body shall be constituted by the Academic Board for this purpose in the manner as near as possible to the procedure laid down in these Statutes.
 - b) where any other difficulty arises in the initial constitution of a body under these Statutes, or otherwise in the initial procedure, the Chairperson of the Council and the Vice-Chancellor shall take the measures that are reasonably necessary in order

to overcome the difficulty.

5. The powers of each body existing in the University immediately prior to the Appointed Day which is transferred under these Statutes to any other body, shall continue in force until the other body has been duly constituted.
6. The Bye-laws, Regulations, and Standing Orders of the University existing immediately prior to the Appointed Day and not inconsistent with the Act or these Statutes shall remain in force until they are amended or repealed.
7. If within twelve (12) months after the Appointed Day, a Standing or any other Committee, Board of a School, or Board of an Institute fails to make Regulations regarding a matter for which the Academic Board considers necessary that Regulations are made; or if within that period any of these bodies have made Regulations which the Academic Board has refused to ratify, then the Academic Board shall make the Regulations that it considers necessary regarding that matter.
8. A person who immediately prior to the Appointed Day held an appointment in the University shall continue to hold that appointment until, under these Statutes or by virtue of the terms of the appointment or recognition, that person ceases to hold that appointment.
9. A provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who immediately prior to the Appointed day was a member of the administrative or teaching staff of the University.

Statute 136: Effective Date of these Statutes

1. These Statutes shall come into force on the **14th December, 2023**

SCHEDULES

Schedule A: ELECTIONS

A1: Simple Majority Vote System

1. The election shall be by secret ballot (manual or electronic).
2. The Registrar shall be the Returning Officer.
3. The Returning Officer shall be assisted by three (3) Scrutineers appointed by the Academic Board.
4. The Returning Officer and all three (3) Scrutineers shall sign the result declaration form.
5. All members of the electorate shall be qualified to vote by proxy and shall, not later than twenty-four (24) hours prior to the election, communicate in writing the names of their proxies to the Registrar.
6. Where an election is by manual ballot, the following procedure shall apply:
 - a) the ballot box shall be transparent;
 - b) in voting, every electorate shall indicate or mark on the ballot paper the name of the preferred candidate;
 - c) 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.
 - d) at the end of the Voting the Returning Officer shall:
 - i. arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidate; and
 - ii. credit each candidate with the total number of votes received.
7. Where the election is by electronic ballot, the procedure shall be as determined by the Registrar in the Notice of Poll.
8. The candidate who receives the highest number of votes shall be declared the winner.
9. In the event of the first two (2) candidates obtaining an equal number of votes, a second ballot or a third ballot shall be held.

10. In the event of the third ballot failing to produce a clear winner, the Returning Officer shall suspend the election and make a report thereof to the Academic Board through the Vice-Chancellor. The Academic Board shall then nullify the said election and call for fresh nominations and election at another time, within two (2) weeks.

SCHEDULE B: STATUTORY COMMITTEES OF THE COUNCIL

B1: Standing Committee

Composition

1. Chairperson of the Council as Chairperson
2. Vice-Chancellor
3. Pro Vice-Chancellor
4. One Government Nominee on the Council not in the employment of the University
5. One Member of the Council appointed by the Council
6. The Professorial Member of the Council representing Convocation
7. The Non-Professorial Member of the Council representing Convocation

In Attendance

1. Registrar as Secretary
2. Any other member that the Council may determine

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Standing Committee shall be to act on all matters referred to it by the Council and also act on behalf of the Council in emergencies or when necessary.
 - a) Decisions of the Committee shall be subject to ratification by Council.

B2: Finance Committee

Composition

1. Chairperson as appointed by the Council from outside the University

2. Vice-Chancellor
3. Pro-Vice-Chancellor
4. Registrar
5. Two members of the Council who are not in the employment of the University
6. Two Deans of Schools
7. Director of Finance
8. Director of Internal Audit
9. Two representatives elected by Academic Board
10. Two Representatives elected by Convocation
11. One Member elected by SRC

In Attendance

1. Director, Directorate of Physical Development and Estates Management
2. Any other member that the Council may determine

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. To consider and advise Council on estimates of income and expenditure of the University and accounts and all financial matters of the University.
2. To consider the report of the Audit Committee and implement the recommendations thereof.

B3: Development Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro-Vice-Chancellor
3. Registrar
4. Two Members from Council appointed by Council
5. Two members elected by Academic Board
6. Municipal Senior Planning Officer, Yilo Krobo Municipal Assembly
7. Director of Physical Development and Estate Management

In Attendance

1. Director of Finance
2. Director of Procurement
3. Architect/Quantity Surveyor/Engineer

4. Assistant Registrar, Legal Office
5. Director of DITSO

Quorum

1. The Chairperson and two (2) other members
2. In the absence of the Vice-Chancellor, one of the Government nominees shall preside

Functions

To advise the Council generally on buildings and all other matters concerning the physical development and land-related issues of the University.

B4: University Tender Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. A Legal Officer appointed by the Council
6. Three (3) Heads of Department including the User Department
7. One (1) Member of the Relevant Professional Body
8. One (1) Member appointed by the Ghana Tertiary Education Commission (GTEC)

In Attendance

Director of Procurement, Secretary

Quorum

The Chairperson and four (4) other members

Functions

1. Review and approve annual procurement plans and quarterly updates to ensure that they support the objectives and operations of the University, the various Schools, and Departments or entities confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget.
2. Review the schedules of procurement specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Public Procurement Act, 2003 (Act 663), as amended in its operating regulations and guidelines.

3. Ensure that the necessary concurrent approval is obtained from the relevant Tender Review Committee, in terms of the applicable threshold in Schedule 3 of the Public Procurement Act, 2003 (Act 663), as amended prior to the award of the contract.
4. Facilitate contract administration and ensure compliance with all reporting requirements under Act 663.
5. Assist the head of the entity to ensure that stores and equipment are disposed of in compliance with Act 663:
 - a) Decisions shall be by simple majority and the Chairperson shall have a casting vote.

B5: Honorary Degrees and Other Awards Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Two (2) Members appointed by the Council
5. Two (2) Members elected by Academic Board

In Attendance

Deputy/Senior /Assistant Registrar (Academic Affairs) as Secretary

Quorum

Four (4) including the Chairperson and one Member appointed by the Academic Board

Function

To make recommendations to the Council for the conferment of Honorary Degrees and other awards.

B6: Audit Committee

Composition

1. Chairperson elected from among the independent members
2. Two members nominated by the Internal Audit Agency from outside the University
3. One member nominated by the Institute of Chartered Accountants (Ghana) from outside the University
4. Two members of Council nominated by the Council

In Attendance

1. Vice Chancellor

2. Registrar
3. Director of Internal Audit
4. Director of Finance

Co-opted Members

In the performance of its functions, the Audit Committee may co-opt any Senior Management Personnel to serve on the Committee.

Quorum

Any three of the members including the Chairperson and one independent member

Functions

1. To provide advice to management on risk management, internal control, and compliance with laws, regulations, and ethical standards.
2. To review and advise on the strategic and annual Internal Audit plans.
3. To monitor the performance of the Internal Audit Unit against its annual internal audit plans and strategic plans.
4. To monitor the implementation of agreed internal and external audit recommendations.
5. To follow up Auditor-General and Public Accounts Committee's recommendations.
6. To prepare an annual report showing the status of implementation of recommendations made in all audit reports, risk management, and assurance processes in the University.
7. To perform such functions as are provided under Section 88(1) of the Public Financial Management Act, 2016 (Act 921) or any further amendments thereto.

B7: University Appeals Board

Composition

1. A Chairperson who is a retired Justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed;
2. Two (2) lawyers of at least ten (10) years standing at the Bar who are persons of high moral integrity, one of whom is a woman;
3. Two (2) persons who are not lawyers or employees of the University and of high moral integrity, one of whom is a woman.

In Attendance

Deputy/Senior/Assistant Registrar (Legal as Secretary)

Quorum

The Chairperson and two (2) other members

Functions

The Board shall hear and determine on appeal matters relating to:

- a) acts or omissions in contravention of the Act or the Statutes;
- b) breach of employment contracts by the University;
- c) promotion of persons duly employed by the University;
- d) grievances by students against the University on matters related to welfare and discipline; and
- e) any other matter referred to the Appeals Board by the Council.

B8: Board of Nominators

Composition

1. A Chairperson appointed by the Council
2. Two members of the Council not within the employment of the University
3. Three members from Convocation, at least, one of whom shall be a non-teaching staff
4. One member each representing
 - a) Alumni Association
 - b) Senior Staff selected from among its membership
 - c) Junior Staff selected from among its membership
 - d) Students Representative Council
 - e) Graduate Students Association of the University

Quorum

Half (1/2) of its total membership including the Chairperson

Function

Search, identify, and recommend suitable person(s) for appointment as Chancellor for the University.

B9: University Appointments and Promotions Board (UAPB)

Composition

1. Vice-Chancellor as Chairperson
2. Pro-Vice-Chancellor

3. Registrar
4. Two Professors elected by the Appointments and Promotions Committee
5. Two members nominated by the Council
6. External Assessors (during interview when necessary)

In Attendance

1. Deputy/Senior/Assistant Registrar (HR) as secretary
2. Dean/Director of the School /Unit to which the appointment /promotion is being made provided that the Dean/Director is not below the rank to which the candidate is seeking to be promoted /appointed
3. Head of the Department to which the appointment /promotion is being made provided that the Head of the Department is not below the rank to which the candidate is seeking to be promoted/appointed
4. The Head of Cognate Department as defined by the Academic Board
5. One Senior Member (Non-Teaching) not below the rank of a Director elected by the Academic Board to be a member during the consideration of the appointment or promotion of Senior Member (Non-Teaching)

Quorum

Four (4) members including the Vice-Chancellor

Rules and Procedures

1. No business shall be conducted in the absence of both the Vice-Chancellor and the Pro-Vice-Chancellor.
2. The Vice-Chancellor shall be present for appointments or promotions to Professorial ranks and equivalent grades.
3. The Board shall review applications received in the light of the following:
 - a) applicant's formal qualifications and experience;
 - b) status of contract (short-term, long-term, post-retirement, etc.);
 - c) recommendations of the School/Registry *Appointments and Promotions Committee*;
 - d) report(s) of External Assessors;
 - e) appointment/Promotion shall be made to a named department or departments;
 - f) proceedings of the University Appointments and Promotions Board shall be kept in the form of Minutes on general policy matters and Minutes of individual appointments;
 - g) minutes on general policy matters shall be sent to all Deans/Directors; heads of Department and other members of the Academic Board;

- h) relevant extracts from the minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required;
- i) all documents in the appointment process and all discussions at the Appointments Board shall be confidential;
- j) the Registrar shall communicate the decisions of the University Appointments and Promotions Board to the applicant within 48 hours, and in the case of appointments requiring prior approval by the University Council, within 48 hours after such approval;
- k) the University Appointments and Promotions Board may, on application, review its own decisions affecting appointment/promotion;
- l) for this purpose, the full membership of the University Appointments and Promotions Committee shall be present; and
- m) appeals against the decision of the University Appointments and Promotions Board shall be channeled through the UAPB to the University Council. In considering such appeals, the Council may be assisted by an expert appointed by the Council.

Functions

1. Consider and recommend the appointment and promotion of all Senior Members.
2. Formulate policies and make recommendations to Council for consideration.
3. Draw up rules and/or regulations and procedures for appointments and promotions and revise them periodically subject to approval by the Council.

B10: Strategy Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. A Representative of Council
5. Chairman of Finance Committee
6. Chairman of Physical Development and Estate Management Committee
7. 3 other members elected by Academic Board

Quorum

Five (5) members including the Chairperson

Functions

1. The Committee shall:
 - a. provide overall strategic direction for the University in order to ensure the attainment of its core objectives;
 - b. ensure coherence in the formulation and implementation of policies and programmes by the various organs of the University, including the Council; and
 - c. review the plans and programmes of the various organs of the University to ensure consistency with the aims and objectives of the University.

SCHEDULE C: STANDING COMMITTEES OF THE ACADEMIC BOARD

C1. Business and Executive Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Deans of Schools
5. Dean of Students
6. Director of Finance
7. Two Members elected by the Academic Board from its membership, one of whom shall be a non-teaching staff
8. Director of Research, Innovation, and Consultancy
9. Director of Physical Development and Estate Management
10. Director of University Health Services
11. Director of Information Technology Systems and Operations
12. Director of Internal Audit
13. Director of Procurement
14. University Librarian

In Attendance

1. Deputy/Senior/Assistant Registrar (Academic Affairs) as Secretary
2. Head University Relations Office

Quorum

Half of its membership including the Vice-Chancellor or Pro Vice-Chancellor

Functions

1. The Committee shall:
 - a. subject to the approval or ratification by the Academic Board, take such actions and make such decisions as may be necessary to implement the general policy established by Academic Board;
 - b. decide on the strength of all establishments in the University and the need or otherwise for the creation of new posts in consultation with Heads of Department;
 - c. receive detailed annual reports from the Registrar as to whether all Committees of the Academic Board have functioned well throughout the year;
 - d. advise the Academic Board on the University's policy on scholarships from time to time;
 - e. serve as an advisory body to the Vice-Chancellor; and
 - f. carry out such other functions as may from time to time be delegated to it by the Academic Board.

C2. Grants, Research and Conferences Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. University Librarian
6. Director of Internal Audit
7. Director of Research, Innovation and Consultancy
8. Director of Academic Planning and Quality Assurance
9. Dean of Graduate Studies
10. Deans of Schools
11. Any other Dean to be established
12. Two (2) Members elected by the Academic Board from its membership

In Attendance

1. Deputy/Senior/Assistant Registrar (RICU) as secretary
2. Head of Department of the applicant

Quorum

Half of its members including the Vice-Chancellor or Pro Vice-Chancellor

Functions

1. The Grants, Research and Conferences Committee, subject to the approval of the Academic Board to:
 - a) examine and take appropriate action on grants for research and conferences as may be approved by the Academic Board from time to time;
 - b) consider research proposals, approve and disburse funds allocated for the purpose;
 - c) consider applications to support funding for in-service training, research and conferences;
 - d) approve specific works for sponsorship by the University;
 - e) receive and publish research reports, and conferences from Units/Departments/Centres and prepare annually a comprehensive report to the Academic Board;
 - f) advise on and oversee externally funded projects; and
 - g) formulate and publish the research policies and priorities of the University and provide guidelines for the assessment of research proposals.

C3. Scholarship and Staff Development Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. Director of Internal Audit
6. Dean of Graduate Studies
7. Dean of International Programmes
8. Deans of Schools
9. Dean of Students Affairs
10. A Representatives of SRC
11. A Representatives of GRASAG

In Attendance

The Head of Unit/Section or Department of the Applicant. Deputy/Senior/Assistant Registrar (Human Resources) as Secretary

Quorum

Half (1/2) of its members including the Vice-Chancellor or Pro Vice-Chancellor

Functions

1. Subject to the approval of the Academic Board, the Committee shall:

- a) advise the Academic Board on the University Scholarship policy;
- b) consider the award of scholarships;
- c) advise on human resource development requirements of the University;
- d) receive and study applications, and recommend the granting of scholarships to appropriate persons; and
- e) consider applications for the grant of study/sabbatical leave /leave of absence with or without pay.

C4. Resource Mobilisation and Allocation Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. University Librarian
6. Deans of Schools
7. Director of Internal Audit
8. Director of the University Health Services
9. Director of Physical Development and Estate Management
10. Deputy/Senior Assistant Registrar (Academic Affairs)

The Committee may co-opt any number of persons from time to time to advise on technical issues. Such persons shall not have the right to vote.

In Attendance

1. Director of Quality Assurance and Academic Planning
2. Director of Information Technology Systems and Operations
3. Director of Procurement
4. Director of Finance
5. Senior /Assistant Registrar (Vice-Chancellor's Office) as Secretary

Quorum

The quorum shall be half (1/2) of its total membership

Functions

1. The Committee shall:
 - a) advise the Academic Board on the future development of the University on matters

- regarding academic, physical, financial and human resource development;
- b) advise the Academic Board on appropriate planning models and strategies covering all aspects of the University's activities as stated in paragraph (a) above;
 - c) give general guidelines and directions to the operations of the Academic Planning and Quality Assurance Unit;
 - d) advise the Academic Board on matters relating to the establishment of the new department;
 - e) consider the immediate and long-term academic needs of the University and design appropriate strategies and plans to meet them; and
 - f) advise on new programmes of study for the University, taking into consideration the manpower needs of the nation and the goals set for the University.

C5. Budgetary Committee

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Finance
5. University Librarian
6. Dean of Students
7. Dean of Schools
8. Director of Internal Audit
9. Director of Academic Planning and Quality Assurance
10. Director of Information Technology Systems and Operations
11. Director of Procurement
12. Director of Physical Development and Estate Management
13. Director of University Health Services
14. Two (2) Members elected by the Academic Board
15. One (1) Hall/Hostel representative

In Attendance

Deputy Registrar/Senior/Assistant Registrar (General Administration) as secretary Head of Budget

Quorum

Half (1/2) of its total membership

Functions

1. The functions of the Committee are to:
 - a) prepare a yearly statement of the estimates of the University for the approval of the Academic Board;
 - b) formulate and advise the Academic Board on the budgetary policy of the University; and
 - c) perform such other functions as the Academic Board may authorise.

C6. Library Committee

Composition

1. Pro Vice-Chancellor as Chairperson
2. University Librarian.
3. Director of Information Technology Systems and Operations
4. One (1) Member elected by each School Board
5. One (1) member nominated by the SRC
6. One member nominated by GRASAG
7. One (1) member representing school librarians

In Attendance

1. Deputy/Senior /Assistant Registrar (Academics) as secretary
2. Representative of the Director of Finance not below the rank of Accountant

Quorum

Half (1/2) of its membership

Functions

1. Subject to the approval of the Academic Board, the Committee shall:
 - a) formulate policies for the maximum development and utilization of all Libraries in the University;
 - b) conduct periodic assessments of the needs of the libraries within the University and submit annual budgets considering current best practices; and
 - c) perform any other relevant functions that may be referred or delegated to it by the Academic Board.

C7. Books and Publications Committee

Composition

1. Pro Vice-Chancellor as Chairperson

2. University Librarian
3. Director of Research, Innovation and Consultancy
4. Head of University Relations Office
5. Editor-in-Chief of University Journal
6. One (1) representative of each school
7. One (1) representative of the Students Representative Council (SRC)
8. One (1) representative of the Graduate Students Association of Ghana (GRASAG)

In Attendance

1. Representative of Director of Finance not below the rank of Accountant.
2. Senior/Assistant Registrar (University Relations Office) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee are to:
 - a) formulate policies on university publications;
 - b) publish books and periodicals in the University; and
 - c) administer such funds as may be provided for such publications.

C8. Information Technology Committee

Composition

1. Pro Vice-Chancellor -Chairperson
2. Director of Information Technology Systems and Operations
3. University Librarian
4. Representative of the Director of Finance
5. Head of Procurement
6. One (1) member elected by each School Board
7. One (1) member each nominated by SRC and GRASAG

In Attendance

1. Senior/ Assistant Registrar, APQA as secretary
2. Two (2) representatives from IT Directorate

Quorum

Half of its total membership including the Chairperson and Director of ITD

Functions

1. The functions of the Committee are to:
 - a) carry out ICT needs assessment and advise on ICT training needs for staff and students of the University;
 - b) oversee the organisation and development of the ICT Centres for teaching and learning as well as income generation;
 - c) advise the Academic Board on ICT policy for the University; and
 - d) ensure the implementation of ICT policy.

C9. Board of Trustees for Academic Prizes Fund

Composition

1. Pro-Vice Chancellor as Chairperson
2. Registrar or his/her representative
3. Director of Finance or his/her representative
4. Two (2) members elected by the Academic Board
5. Two (2) members elected by the Alumni Association

In Attendance

Deputy/Senior/Assistant Registrar (Academic and Student Affairs) as secretary

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee are to:
 - a) examine and approve offers by prospective benefactors and to determine acceptable levels of donations for academic prizes; and
 - b) advise prospective benefactors and the University in the light of its examination of terms and conditions for proposed awards.

C10. Disciplinary Committee for Senior Members

Composition

1. Pro Vice-Chancellor as Chairperson
2. Two (2) Senior Members are elected by the Academic Board.
3. Head of Legal Office
4. One (1) member each nominated by UTAG and GAUA

In Attendance

1. Senior/Assistant Registrar (Legal Office) as Secretary
2. The Committee may, at its discretion, invite any person to assist in its work.

Quorum

Five (5) members including the Chairperson and the Head of the Legal Office

Functions

1. The functions of the Committee are to:
 - a) investigate allegations of misconduct referred to it by the Chief Disciplinary Officer;
 - b) make appropriate decisions and recommendations on the charges including sanctions; and
 - c) deal with any other matter of indiscipline affecting Senior Members of the University.

C11. Disciplinary Committee for Senior and Junior Staff

Composition

1. A Senior Member appointed by the Vice-Chancellor as Chairperson
2. One (1) member each nominated by Senior and Junior Staff associations respectively
3. One Senior Member (Administration) nominated by the Registrar taking into account the subject matter of the proceedings
4. A Lawyer from the Legal Office

In Attendance

1. Senior/Assistant Registrar (Legal Office) as Secretary
2. The Committee may, at its discretion, invite any person to assist in its work.

Quorum

Four (4) members including the Chairperson and the Lawyer

Functions

1. The functions of the Committee are to:
 - a) investigate allegations of misconduct referred to it by the Chief Disciplinary Officer;
 - b) make appropriate decisions and recommendations on the charges including sanctions; and
 - c) deal with any other matter of discipline affecting the Senior and Junior Staff of the University.

Composition

1. A Senior Member appointed by the Vice-Chancellor as Chairperson

2. One (1) Senior Member elected by the Academic Board taking into account the subject matter of the proceedings
3. Dean of Students or his/her representative
4. A Counsellor from the Guidance and Counselling Unit
5. One (1) student each nominated by the SRC and GRASAG
6. A Lawyer from the Legal Office

In Attendance

1. Senior/Assistant Registrar (Legal Office) as Secretary
2. The Committee may, at its discretion, invite any person to assist in its work.

Quorum

Five (5) members including the Chairperson and the Lawyer

Functions

1. The functions of the Committee are to:
 - a) investigate allegations of misconduct referred to it by the Chief Disciplinary Officer
 - b) make appropriate decisions and recommendations on the charges including sanctions.
 - c) deal with any other matter of indiscipline affecting Junior Members of the University

C13. Board of School of Graduate Studies

Composition

1. Dean of Graduate School as Chairperson
2. Deans of Schools
3. One representative of each school
4. One representative of the Academic Board of Professorial status
5. One (1) representative of the Graduate Students

In Attendance

1. Deputy/Senior /Assistant Registrar (SGS) as Secretary
2. The Head of the Department where matters relating to the Departments are to be considered
3. Librarian or his/her representative

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

The functions of the Committee are to:

- a) formulate rules and regulations for the conduct of higher degrees and graduate diplomas;
- b) receive and approve graduate programmes submitted by the departments to the School of Graduate Studies Committee;
- c) approve admission of candidates for graduate studies;
- d) recommend results of higher degrees and graduate diploma examinations for approval by the Academic Board and recommend same to the Academic Board for the award of degrees and diplomas; and
- e) any other function as may be referred to them by the Academic Board.

C14. School Boards

Composition

1. Deans of the Schools as Chairperson
2. Heads of Departments in the School
3. Directors of Institutes and Centres in the School
4. One member elected from each Department
5. One member from a cognate School
6. Professors and Associate Professors of the school
7. School Librarian
8. Two (2) student representatives, one (1) undergraduate and one (1) postgraduate, who are not in the same department, elected by the students of the School
9. The School Board may co-opt any member of the University as and when necessary
10. The School Board may co-opt an external person into its membership upon approval by the Academic Board.

In Attendance

1. Deputy/Senior/Assistant Registrar of the School as Secretary
2. School Examinations Officer
3. School Accountant

Quorum

Half (1/2) of its total membership including the Dean

Rules

1. The term of office of members elected to the Board shall be two (2) years, but they may be

eligible for re-election for another term of two (2) years.

2. A member of the Board who is a student representative shall remain a member of the Board for a term of one (1) year and may be renewed for another term of one (1) year.

Functions

1. The functions of the Committee are to:
 - a) regulate the teaching, learning and study of a course or courses assigned to the School, subject to approval by the Academic Board;
 - b) ensure the provision of adequate instruction and facilities for research in the courses assigned to the School;
 - c) determine all matters relating to teaching, learning and research in the School;
 - d) co-ordinate the teaching, learning, research and extension programmes of the School;
 - e) recommend external examiners to the Academic Board for approval and appointment;
 - f) make Regulations and propose syllabi dealing with courses of study and any other questions relating to the work of the School, subject to the approval of the Academic Board;
 - g) determine all matters relating to the progress of students following schemes of instruction;
 - h) study and research within the School and keep appropriate records of them;
 - i) conduct examinations;
 - j) submit proposals to the Academic Board for academic development within the school;
 - k) make recommendations to the Academic Board for the award of degrees, diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the School;
 - l) promote cooperation and linkages with other Schools and institutions within or outside the University in academic matters.
 - m) appoint such sub-Committees as it may deem fit in the discharge of its functions;
 - n) deal with any matter referred or delegated to it by the Academic Board; and
 - o) discuss any other matters relating to the school and make decisions or recommendations to the relevant University body as appropriate.

C15. Board of the International Programmes Office

Composition

1. Dean of International Programmes Office as Chairperson
2. Deputy/Senior Assistant Registrar (Academic Affairs)
3. Representative of the Director of Finance not below the rank of Accountant
4. Head of URO or his/her representative
5. One (1) member from each School is elected by the School Board
6. One (1) member each nominated by SRC and GRASAG

In Attendance

Senior / Assistant Registrar in the International Programmes Office as Secretary

Quorum

One-half of its total membership including the Dean

Functions

1. The functions of the Committee are to:
 - a) ensure the management of all agreements establishing linkages between the University and foreign institutions of learning;
 - b) promote the programmes of the University to international students and researchers;
 - c) ensure the organisation of vacation schools and orientation programmes for foreign students;
 - d) ensure the provision of guidance and counselling services for international students;
 - e) ensure effective coordination of staff and student exchange and external staff training programmes;
 - f) ensure that a comprehensive database of students and external assistance programmes are created and maintained; and
 - g) see to the publication of the annual report on the activities of the office.

C16. Academic Planning and Quality Assurance Committee

Composition

1. Director as Chairperson
2. Deans of Schools
3. One Senior Member representing Quality Assurance Directorate
4. Representative of the Deputy Registrar, Academic Affairs
5. Representative of the Internal Audit Directorate
6. Representative of SRC
7. Representative of GRASAG

In Attendance

Senior/Assistant Registrar (Academic Planning and Quality Assurance Unit) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee are to:
 - a) provide direction and support for academic units with regard to academic planning and documentation of programme effectiveness;
 - b) advise the Academic Board on the future development of the University on matters regarding academic;
 - c) advise the Academic Board on the appropriate planning mode and strategies covering all aspects of the University's activities as stated in paragraph (b) above;
 - d) advise the Academic Board on matters relating to the establishment of new Schools/Institutes/Centres/Departments/Units;
 - e) advise on new courses and programmes of study for the University, taking into consideration the human resource needs of the nation and the goals set for the University;
 - f) maintain guidelines and standards for quality assurance, planning and assessment;
 - g) review and recommend new academic plans, programmes and new assessment systems to Academic Board as appropriate;
 - h) advise Academic Board on the modalities for the introduction of new academic programmes;
 - i) consider the immediate and long-term academic needs of the University and design appropriate strategies and plans to meet them;
 - j) provide general guidelines and directions to the operations of the Academic Planning and Quality Assurance Unit (APQAU);
 - k) determine the number of staff to be sponsored every year on professional programmes;
 - l) advise on sources of funding for such training programmes; and
 - m) formulate the human resources development policy for the University.

C17. Research, Innovation and Consultancy Management Committee

Composition

1. Vice-Chancellor as Chairperson

2. Pro Vice-Chancellor
3. Registrar
4. Deans of Schools
5. Representative of Directorate of Finance
6. Representative, UTAG
7. Representative, GAUA
8. Director of Research Innovation and Consultancy Unit
9. Dean of School of Graduate Studies

In Attendance

Assistant Registrar (RICU) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee shall include the following:
 - a) examine and take appropriate action on all applications for grants chargeable to the Social Research and Conference Fund that may be approved by the Academic Board from time to time;
 - b) maintain links with Research Funding Agencies and to serve as a channel for major research projects;
 - c) receive and publish reports on conferences and research from Schools/Directorates/Units and prepare annually a detailed report for submission to the Academic Board; and
 - d) consider applications from Senior Members and Staff to attend conferences.

C18. Advisory Board of the Office of Dean of Students Affairs

Composition

1. Chairperson appointed by the Vice Chancellor
2. Dean of Students Affairs
3. Two (2) members representing Heads of Halls/Hostels
4. One (1) member representing each School elected by the School Board
5. Head of Academic Affairs
6. One (1) member representing the Finance Directorate
7. Dean of International Programmes or his/her representative
8. One (1) member representing the University Interfaith Board

9. Head of Security or his/her representative
10. Head of Legal Office
11. One (1) member representing the Guidance and Counselling Centre
12. Two (2) members nominated by SRC
13. One (1) member nominated by GRASAG

In Attendance

Senior/Assistant Registrar (Office of Dean of Students) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee are:
 - a) developing guidelines and regulations for the orderly organization of student groups subject to approval by the Academic Board;
 - b) providing oversight responsibility to promote the welfare, provision of guidance, counseling, placement and chaplaincy services of the Junior Members of the University;
 - c) ensuring amicable and exhaustive resolution of conflicts involving students using all available internal processes;
 - d) serving as an internal adjudication body in all matters relating to student elections;
 - e) overseeing the management of dues and other levies collected by the SRC and GRASAG from students or on behalf of students;
 - f) promoting the development of a student culture that encourages the exercise of leadership, respect for diversity and the traditions of the University, and responsibility for personal actions; and
 - g) any other function delegated to it by the Academic Board.

C19. Sports and Recreation Committee

Composition

1. Chairperson appointed by Vice-Chancellor
2. Representative of the Registrar
3. Dean of Students Affairs
4. Director of Sports and Recreation
5. One (1) Senior Member elected by Convocation
6. Representative of Director of Finance

7. One (1) Representative each representing Senior and Junior Staff
8. One (1) Representative of SRC
9. One (1) Representative of GRASAG

In Attendance

1. Senior/Assistant Registrar (Academic and Student Affairs) as secretary
2. A Representative of Sports Coaches
3. Head of Security
4. Director, Directorate of Physical Development and Estate Management (DPDEM) or his/her representative

Quorum

Half (1/2) of its total membership.

Functions

1. The functions of the Committee are to:
 - a) oversee all sporting and recreational activities of both staff and students;
 - b) advise the Finance Committee on the provision of needed facilities for the development of sports and recreation;
 - c) advise Academic Board on sports and recreational policy for the University; and
 - d) oversee the participation of the University in games organised by universities locally and internationally.

C20. Advisory Committee of Counselling and Human Development Centre

Composition

1. Chairperson appointed by the Vice-Chancellor
2. Registrar or his/her representative
3. Dean of Students
4. Director of Sports and Recreation.
5. Director of University Health Services
6. Head, Counselling and Human Development Centre
7. Heads of Halls/Hostels
8. One (1) member each representing the SRC and GRASAG
9. One (1) member representing the University Alumni Association

In Attendance

Senior/Assistant Registrar (URO) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson and Head of Guidance and Counseling Centres

Functions

1. The functions of the Committee are to:
 - a) determine and develop policies for guidance and counselling, career and other educational advisory services for staff and students; and
 - b) assist in the provision of guidance, career development and counselling to the multi-ethnic and cross-cultural boundaries of the academic community.

C21. Advisory Board of the Centre for Students with Special Needs

Composition

1. Chairperson appointed by the Vice Chancellor
2. Dean of Students Affairs
3. Head of Academic Affairs
4. Head of Students Financial Aid Office
5. One (1) member representing the Finance Directorate
6. Head of Security or his/her representative
7. Head of Legal Office
8. Two (2) members representing Heads of Halls/Hostels
9. One (1) member representing each School elected by the School Board
10. One (1) member representing the Guidance and Counselling Centre
11. One (1) member nominated by SRC
12. One (1) member nominated by GRASAG

In Attendance

Senior/Assistant Registrar (Office of Dean of Students) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

The functions of the Committee are:

- a. developing guidelines, regulations and ensuring the implementation of the University's policy of equal opportunities in respect of students with special needs;
- b. providing oversight responsibility to promote the welfare, provision of guidance, counseling for students with special needs;
- c. developing guidelines that will ensure equitable provision of financial support in the form

- of scholarships and bursaries for special students; and
- d. any other function delegated to it by the Academic Board.

C22 Industrial Attachment Committee

Composition

1. Chairperson appointed by the Vice-Chancellor
2. University Industrial Attachment Coordinator
3. Head of CEPIU
4. One (1) member appointed by the Academic Board
5. One (1) student not in the First Year nominated by SRC

In Attendance

1. Deputy /Senior/Assistant Registrar (CEPIU as secretary).
2. One (1) representative from ALUMNI

Quorum

Half (1/2) of its members including the Chairperson and Coordinator

Functions

1. The functions of the Committee are to:
 - a) formulate and review policies and MOUs on industrial attachment for approval by the Academic Board;
 - b) identify host institutions where students can receive practical training;
 - c) monitor the student's progress and performance and advise the Academic Board;
and
 - d) constantly assess the adequacy of facilities in collaborating institutions and make recommendations to the Academic Board.

C23. Joint Admissions Committee

Composition

1. Pro Vice-Chancellor as Chairperson
2. One (1) Representative from all Heads of the Academic Department
3. Head of Academic Affairs
4. Representative of Directorate of Information Technology Systems and Operations (DITSO)
5. Head of Academic Planning and Quality Assurance Unit (APQAU)

In Attendance

1. Senior/Assistant Registrar (Admissions Office) as secretary
2. Representative, Admissions Office
3. Representative, Students Affairs

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee are to:
 - a) consider the selection of candidates for admission into the University;
 - b) make recommendations and continually advise on the review of the University's admissions policy;
 - c) advise on the review of the admission requirements of the University from time to time on the recommendations of Deans/Directors/HODs; and
 - d) perform any other relevant functions referred or delegated to it by the Academic Board.

C24. Scrutineers

Composition

Three members elected by the Academic Board.

Function

The function of the Committee is to assist the Returning Officer (Registrar) in the conduct of university elections.

C25. Examinations Committee

Composition

1. Senior Member appointed by the Vice-Chancellor as Chairperson
2. University Chief Invigilator
3. School Examination Officers
4. Deputy/Senior Assistant Registrar (Academic Affairs)

In Attendance

Assistant Registrar (Examinations) as Secretary

Meetings

The Committee shall meet at least once a semester

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee are to:
 - a) audit semester examination results received from the Departmental Boards and forward same to the School Boards;
 - b) examine students' examination results and identify trends in students' performance.
 - c) make recommendations in the reporting of examination results;
 - d) make recommendations on the uploading of students' examination results; and
 - e) perform any other relevant functions referred or delegated to it by the Academic Board.

SCHEDULE D: WELFARE SERVICES BOARD

1. There shall be established Welfare Services Board which shall be responsible to the Council through the Vice-Chancellor.

Composition

1. There shall be established the Welfare Services Board with functions prescribed in Statute 102. The composition of the Welfare Services Board shall be as follows:
 - a) Pro Vice-Chancellor as Chairperson
 - b) Registrar
 - c) Deans and Directors
 - d) Internal Auditor
 - e) Head of Legal Office
 - f) The University Chaplain
 - g) Chairperson of University Welfare Management Committee
 - h) Chairperson of UESD Basic School Planning Committee
 - i) Chairperson of Transport Committee
 - j) Chairperson of Security and Safety Committee
 - k) Chairperson of Health and Sanitation Committee
 - l) Head of Security Services
 - m) Two (2) members elected by Convocation, one of whom shall be non-teaching
 - n) One member elected by the Senior Staff
 - o) One member elected by the Junior Staff
 - p) One (1) student appointed by the SRC; and
 - q) One student appointed by GRASAG



2. The Secretary shall be at a rank not below an Assistant Registrar (Human Resources).
2. The Term of office of all elected or appointed members of the Welfare Services Board shall be two (2) years and are eligible for re-appointment for another term only.
3. Elections shall be held not later than one month before the appointee or the person elected is to begin his/her term of office.
4. The functions of the Welfare Services Board shall be to:
 - a) consider all matters affecting the welfare services in the University and, within the scope of the policy approved by the Council;
 - b) take such action or actions as the Board may deem necessary;
 - c) make reports and representations to Council either on its initiative or at the instance of Council on any matters within its scope; and
 - d) form sub-committees to perform specific functions.
5. The Vice-Chancellor shall convene a meeting of the Welfare Services Board at least once every semester. At least seven (7)-days' notice shall be given for such a meeting and of the matters to be considered.
6. Emergency meetings may be convened by the Vice-Chancellor at any time upon giving all members of the Board written notice.
7. A special meeting of the Welfare Services Board may be convened on the written request of half (1/2) of the membership of the Welfare Services Board submitted to the Vice-Chancellor with a statement of the matters to be discussed at such as a special meeting. In the event of such a request being made, the Vice-Chancellor shall convene a special meeting within seven (7) days of his/her receipt of the request specifying in the notice of such a meeting those matters to be considered.
8. The quorum for the transaction of business of the Welfare Services Board shall be half (1/2) of its total membership.

D1. Security and Safety Committee

Composition

1. Chairperson appointed by Vice-Chancellor from among Senior Members.
2. Deputy / Head of General Administration
3. Deputy / Head of Legal Office
4. Dean of Students

5. Director of DITSO
6. Director of Finance or his/her representative
7. One (1) Senior Member elected by Convocation
8. One (1) member each nominated by Senior and Junior Staff
9. One (1) member each nominated by SRC and GRASAG
10. Head of Security
11. Director of DPDEM or his/her representative
12. Transport Officer
13. Head of Halls/Hostels
14. One (1) member nominated by the District Command of the Ghana National Fire Service
15. One (1) member nominated by the District Command of the Ghana Police Service.
16. One representative of University Health Services/Head of Clinic

In Attendance

Deputy Registrar/Senior /Assistant Registrar (General Administration) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson and Head of Security

Functions

1. The functions of the Committee are to:
 - a) carry out security and safety needs assessment for the University;
 - b) recommend security and safety measures to the Welfare Services Board;
 - c) be responsible for all security and safety matters of the University;
 - d) recommend to the Welfare Services Board appropriate measures for security and safety at all University premises;
 - e) ensure the implementation of decisions on security matters in the University,
 - f) advise Welfare Services Board on the adequacy of security, safety, and ancillary staffing of the University to ensure the security and safety of the University Community;
 - g) advise the Welfare Services Board on the procurement and replacement of machinery and equipment; and
 - h) prepare an annual report on security and safety to the Academic Board for appropriate action.

D2. Transport Committee

Composition

1. Chairperson appointed by Vice-Chancellor from among Senior Members.
2. Representative of the Registrar
3. Representative of the Director of Finance
4. Deputy/Head of General Administration
5. Director of DPDEM or his/her representative
6. Transport Officer
7. Head of Security
8. Head of Legal Office
9. Representative of the Internal Auditor
10. One (1) person with expertise in Electromechanical Engineering
11. One (1) member each nominated by Senior and Junior Staff Associations, SRC and
12. GRASAG

In Attendance

Senior/Assistant Registrar (General Administration) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee are to:
 - a) undertake transport needs assessment for the University;
 - b) monitor and ensure the implementation of the transportation policy;
 - c) exercise responsibility over the organisation and management of the transport services in the University;
 - d) make regulations for, and monitor, the organisation and running of private taxis and other such allied services on campus;
 - e) regulate and monitor the effective functioning of the University's own commercial transport (Shuttle) system on campus;
 - f) put in place measures to ensure the safety of both human and vehicular traffic on campus; and
 - g) perform any other functions that may be delegated to it by the Welfare Services Board.

D3. Interfaith Committee

Composition

1. Chairperson appointed by the Vice-Chancellor

2. Dean of Students
3. University Chaplain
4. One (1) member elected by the Academic Board
5. One (1) representative each of the SRC & GRASAG
6. Representative of the UESD Choir
7. One (1) Representative of the Students Chaplaincy Council
8. One (1) Representative of other Religious Groups

In Attendance

Secretary not below the rank of Assistant Registrar

Quorum

Half (1/2) of its total membership including the Chairperson and University Chaplain

Functions

1. The functions of the Committee are to:
 - a) advise on religious activities in the University; and
 - b) formulate policy guidelines on religious activities in the University.

D4. UESD Basic School Management Committee

Composition

1. Chairperson appointed by Vice-Chancellor from among Senior Members.
2. Deputy Registrar /Head Human Resource Division
3. One (1) Representative, Directorate of Finance
4. One (1) Representative, Directorate of Physical Development and Estate Management
5. One (1) Representative of each of the Senior Members (Teaching and Non-Teaching)
6. One (1) Representative of each of the Senior and Junior Staff Associations
7. The District Director of the Ghana Education Service (GES) or his/her representative
8. The Heads of UESD Basic Schools
9. One (1) Teacher Representative each from Day Care/ Nursery School, Primary School and Junior High School
10. One (1) Parent/Teacher Association (PTA) Representative
11. One (1) Representative of SRC

In Attendance

1. Head of UESD Basic Schools Accounts Section
2. Senior Administrative Assistant at the UESD Basic Schools as secretary

Meetings and Quorum

The Committee shall meet at least once in a term and the quorum shall not be less than half (1/2) of its total membership

Functions

1. The functions of the Committee are to:
 - a) exercise oversight responsibility over the administration of the UESD Basic Schools;
 - b) formulate and implement the academic policy of the UESD Basic Schools, and generally to regulate and approve, within the general scope of GES policy, the programmes of study and activities in the Basic Schools;
 - c) consider the immediate and long-term academic, physical, financial, developmental and human resource needs of the UESD Basic Schools and recommend to the Welfare Services Board the appropriate plans and strategies to meet them;
 - d) make, either on its initiative, or at the request of the University Administration, reports and recommendations on any matter or matters affecting the UESD Basic Schools and within the scope of policies approved by the Ghana Education Service (GES) and the University, and to take such action or actions, as it may deem necessary for the development, welfare and good governance of the entire UESD Basic Schools system;
 - e) recommend teacher(s) for appointment and promotion by the University Appointments and Promotions Committee, where appropriate;
 - f) make regulations for, and handle membership into the Parent/Teacher Associations (PTAs) and any other such bodies as may be necessary to bring them in conformity with policies and/or directives approved by the University; and
 - g) exercise any other functions and powers as may be delegated to them by the Welfare Services Board or the University Administration.

D5. Health and Sanitation Committee

Composition

1. Pro Vice-Chancellor as Chairperson
2. Registrar or his/her representative
3. Dean of Students
4. Director of Works and Physical Development
5. Director of Finance or his/her representative
6. Director of University Health Services
7. Head of Security

8. Head, Grounds and Environmental Health Unit
9. Head of Guidance and Counseling Unit
10. Heads of Halls/Hostels
11. One (1) Senior Member with expertise in public health and sanitation elected by Convocation
12. One (1) member each nominated by Senior and Junior Staff Associations
13. One (1) Member each nominated by GAUA and UTAG
14. One (1) Member each nominated by SRC and GRASAG
15. One (1) member nominated by the District Command of the Ghana National Fire Service
16. One (1) member nominated by the Ghana Health Service

In Attendance

Deputy Registrar/Assistant Registrar (to be determined by Registrar) as Secretary

Quorum

Half (1/2) of its total membership including the Chairperson and Director of University Health Services

Functions

1. The functions of the Health and Sanitation Committee include to:
 - a) carry out health and sanitation need assessment for the University;
 - b) recommend health and sanitation measures to the Welfare Services Board;
 - c) be responsible for all health and sanitation matters of the University;
 - d) advise the Welfare Services Board on matters relating to the health and safety of staff, students and food vendors on Campus;
 - e) recommend to the Welfare Services Board appropriate measures on health and sanitation at all University premises;
 - f) ensure the implementation of decisions on health and sanitation matters in the University;
 - g) advise Welfare Services Board on the adequacy of medical, paramedical and ancillary staffing of the University Hospital/Clinic to ensure efficiency in health delivery to the University Community;
 - h) collate the prevalence records of reported cases of illnesses or diseases in the University hospital/Clinic and make appropriate recommendations thereon annually to the Academic Board for appropriate action;
 - i) advise the Welfare Services Board on the replacement of machinery and equipment, and the procurement of medication for the efficient delivery of health services; and

- j) advise and coordinate thorough medical examinations for first year students and, at least once every two years for all members of staff and annually for staff exposed to high health risk occupations.

D6. Housing, Estate, and Residential Management Committee

Composition

1. Pro Vice-Chancellor as Chairperson
2. Two (2) Members elected by the Welfare Services Board
3. Director of Physical Development and Estate Management
4. Maintenance Engineer
5. Estate Officer
6. One (1) Member each nominated by Senior Members (Academic and Non-Academic)
7. One (1) member each nominated by Senior and Junior Staff
8. Head of Security.

In Attendance

Senior/Assistant Registrar (General Administration.) as Secretary

Quorum

Half (1/2) of its total membership

Functions

1. The functions of the Committee shall include to:
 - a) advise the Welfare Services Board on the establishment and administration of an equitable and fair system for allocating the University Housing units;
 - b) identify and allocate houses to staff in accordance with approved policy;
 - c) review the housing/accommodation policy and procedures of the University;
 - d) determine the adequacy of the University housing units to the needs of staff; and
 - e) carry out any duty assigned to it by the Welfare Services Board.

D7. Halls/Hostels Management Committee

Composition

1. Pro Vice Chancellor as Chairperson
2. Dean of Students
3. Halls/Hostel Master/Warden
4. Representative of the Director of Finance
5. Representative of the Director of Works and Physical Development

6. Estate Officer
7. One (1) member representing Guidance and Counselling Centre
8. Head of Security
9. Representatives from the Schools (Senior Member)
10. One (1) member each nominated by the SRC and GRASAG

In Attendance

Secretary not below the rank of Assistant Registrar

Quorum

Half (1/2) of its total membership including the Chairperson

Functions

1. The functions of the Committee shall include to:
 - a) monitor and ensure the effective operation of the Hall/Hostel Management system of the University;
 - b) ensure adequate supervision and welfare of students;
 - c) advise Academic Board on matters relating to the conduct of Junior Members in the Halls/Hostels of Residence; and
 - d) carry out any other functions assigned to it by the Welfare Services Board

D8. Ghana Universities Staff Superannuation Scheme Management Board

Composition

1. Chairperson appointed by the Vice Chancellor
2. The Registrar
3. Director of Finance
4. Director of Internal Audit.
5. One (1) member elected by the Academic Board
6. One (1) representative elected by Senior Member (Academic)
7. One (1) representative elected by Senior Member (Non-Academic)

In Attendance

Secretary not below the rank of Assistant Registrar

Quorum

Half (1/2) of its total membership including the Chairperson and Director of Finance

Functions

1. The functions of the Committee shall include to:

- a) administer and keep under review the University's superannuation scheme;
- b) regularly give advice on how the securities, investments and monies accumulated under the Superannuation Scheme should be invested;
- c) ensure that funds of the Scheme are invested in approved securities/investments;
- d) ensure that the administrator of the Scheme prepares a Statement of Income and expenditure and a Statement of Financial Position at the end of each year;
- e) cause the Scheme's Accounts to be audited annually;
- f) ensure that individual statements are distributed on time; and
- g) any other functions as may be directed by Council.

SCHEDULE E: SCHOOLS AND CENTRES

The University for the purpose of achieving its aim shall have the following Schools and Centres in conformity with the Act:

1. School of Natural and Environmental Sciences
2. School of Sustainable Development
3. School of Built Environment
4. School of Agriculture and Agrobusiness Entrepreneurship
5. School of Graduate Studies
6. Three Research Centres
 - a) Centre for Agro-Entrepreneurship;
 - b) Centre for Agricultural Biotechnology; and
 - c) Centre for Climate Change and Sustainable Resources Development.
7. Any other Schools, Departments, Institutes and Centres approved by Council.

SCHEDULE F: COMPOSITION OF CONVOCATION

1. There shall be Convocation of the University with functions prescribed in Statute 104.
2. The composition of the Convocation shall be as follows:
 - a) Professors (including Professors and Associate Professors on post-retirement contracts),
 - b) All other Senior Members in the employment of the University.
2. A member of Convocation whose appointment is for only one year, other than a Head of a department, is not entitled to vote in the proceedings of Convocation.

SCHEDULE G: APPOINTMENTS AND PROMOTIONS

COMMITTEES

G1 (A). Senior Members (Academic)

Composition

1. Vice-Chancellor as Chairperson
2. Pro-Vice-Chancellor
3. Registrar
4. Two Professors elected by the Academic Board or
5. Two Alternate Professors elected by the Academic Board (In the Absence of Professors, Associate Professors may be considered)
6. External Assessors (during interview when necessary)
7. One Senior Member (Non-Teaching) not below the rank of a Director elected by the Academic Board to be a member during the consideration of the appointment or promotion of Senior Member (Non-Teaching)

In Attendance

1. Deputy/Senior/Assistant Registrar (HR) as secretary
2. Dean/Director of the School /Unit to which the appointment /promotion is being made provided that the Dean/Director is not below the rank to which the candidate is seeking to be promoted/appointed
3. Head of the Department to which the appointment/promotion is being made provided that the Head of the Department is not below the rank to which the candidate is seeking to be promoted/appointed

Quorum

Four (4) members including the Vice-Chancellor

Rules and Procedures

1. No business shall be conducted in the absence of both the Vice-Chancellor and the Pro-Vice-Chancellor.
2. The Vice-Chancellor shall be present for appointments or promotions to Professorial ranks and equivalent grades.
3. The Committee shall review applications received in the light of the following:
 - (a) applicant's formal qualifications and experience;
 - (b) status of contract (short-term, long-term, post-retirement, etc.);
 - (c) recommendations of the School/Registry;
 - (d) report(s) of External Assessors;

- (e) relevant extracts from the Minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required; and
- (f) all documents in the appointment process and all discussions at the Appointments committee shall be confidential.

Functions

1. Consider and recommend the appointment and promotion of all Senior Members (Academic).
2. Make inputs in the formulation of rules and/or regulations and procedures for appointments and promotions and revise them periodically subject to approval by the Board.
3. Review applications, interview persons and make appropriate recommendations to the Appointments Board for appointments and promotions by adhering to the approved criteria as contained in the appointments and promotions guidelines for Senior Members.

G1 (B). Senior Members (Administration)

Composition

1. Vice-Chancellor as Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Director of Physical Development and Estate Management
5. Director of Finance
6. Director of Internal Audit
7. Director of University Health Services
8. Director of Information Technology Systems and Operations

In Attendance

1. Deputy/Senior/Assistant Registrar (Human Resources) as secretary
2. Director or Head of the Division/Unit of the Applicant.

Quorum

Four (4) members including the Chairperson and Registrar

Functions

1. The functions of the Committee are to:
 - a) make recommendations to the University Appointments and Promotion Committee for the appointment and promotion of non-teaching Senior Members;
 - b) advise Appointments Board on the qualifications and expertise required for the

various categories of non-teaching Senior Members; and

- c) perform any other function referred or delegated to it by the Academic Board.

G2 (A). School Appointments and Promotions Review Committee

1. There shall be a School Appointments and Promotions Review Committee appointed by the School Board for a two-year term with the Dean as the Chairperson.
2. "Inter-School Appointments and Promotions Review Committee" may be constituted where necessary.
3. The School Appointments and Promotions Review Committee shall comprise confirmed staff, and where possible, it shall include a majority of professors including a professor from a cognate School appointed by the Board of School, and a representative each from the grades of Lecturers and Senior Lecturers.
4. The Committee may co-opt others as appropriate to assist its work.
5. The School Appointments and Promotions Review Committee shall meet at least twice a semester.
6. On receipt of an application the Dean or Director shall refer it to the School Appointments and Promotions Review Committee for consideration.
7. The review process shall include a report from the Head of Department on an interactive assessment of the applicant.
8. An application shall not be withheld from the School Appointments and Promotions Review Committee.
9. The Committee shall consider the applications for appointments and promotions and shall forward the list of the applicants with its comments and recommendations to the Appointments and Promotions Board.

G2 (B). Registry Appointments and Promotions Review Committee

1. There shall be a Registry Appointments and Promotions Review Committee appointed by the Vice-Chancellor for two years in consultation with the Registrar, membership of which shall reflect the various grades not below the grade of Assistant Registrar.

2. The Registrar is the Chairperson of the Registry Appointments and Promotions Review Committee, membership of which shall not exceed five, but the Committee may co-opt others as appropriate to assist its work.
3. The Committee shall consider the applications for appointment or promotion and forward the list of the applicants with its comments and recommendations to the University Appointments Board.
4. The Registry Appointments and Promotions Review Committee shall meet at least twice a semester.

G3. Senior and Junior Staff

Composition

1. Pro Vice-Chancellor as Chairperson
2. Registrar
3. One (1) member appointed by the Academic Board
4. Head, Human Resource Division

In Attendance

1. Dean of the relevant School
2. Head of Department of the applicant
3. Senior/Assistant Registrar (Human Resources) as Secretary

Quorum

Three (3) members including the Chairperson

Functions

1. The functions of the Committee are to:
 - a) make recommendations to the Vice-Chancellor for the appointment and promotion of Senior and Junior Staff;
 - b) advise Academic Board on the qualifications and expertise required for the various category of Senior and Junior staff; and
 - c) perform any other function referred or delegated to it by the Academic Board.

Criteria

1. For appointment or promotion to the administrative or professional grades, demonstrated

evidence or promise of continuing performance in respect of the following abilities shall be required:

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

2. For the purposes of assessment in respect of promotion, the applicant shall furnish evidence of the applicant's contribution to the work of the University or any other institution, to which may be attached memoranda, other than a confidential material, to be reviewed as appropriate by the Registrar, Dean, Director, Chairperson of a University Board or Committee or any other person in a supervisory administrative capacity. F

SCHEDULE S1: THE OATH OF OFFICE

I.....do (in the name of the Almighty God swear) (solemnly affirm) that I will at all times well and truly serve the University of Environment and Sustainable Development and the Republic of Ghana in the office of and that I will uphold, preserve, protect and defend the Constitution of the Republic of Ghana as by law established (So help me God).

.....
Signature

.....
Date

SCHEDULE S2: THE OATH OF SECRECY

I..... holding the office of do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted by law (So help me God).

.....
Signature

.....
Date



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