

SECTION ONE



**UNIVERSITY OF PROFESSIONAL STUDIES,
ACT, 2012
(ACT 850)**

Vision

To be a world class education provider in both academic and professional disciplines, nationally entrenched, regionally recognized and globally relevant.

Credo

Knowledge, a basis for development is relevant when shared and used.

Mission Statement

We strive to provide and promote higher professional education and training in Business and other social science related disciplines by leveraging a structured mix of Scholarship with Professionalism in Ghana and beyond.

We believe our first responsibility is to the students, staff, parents, alumni and all other stakeholders. In meeting their needs, everything we do epitomizes scholarship with professionalism.

Scholarship to us means “the pursuit and acquisition of knowledge”; and Professionalism means “application of knowledge for development in an ethical way”. These two are the key driving forces of UPSA's existence.

Values

Integrity, Respect and Service are the key values of UPSA's Code of Conduct.

Integrity

UPSA is determined to act consistently in accordance with its principles and espoused values.

Respect

Respect in the University's community means respect for one's self, others and the University's values.

Service

Service in the UPSA community means recognizing social needs and applying our strengths and knowledge to address those needs

Norms

Developing a system that focuses on the head, heart and hands within an intensive teaching, learning and research environment is the stream flowing

through UPSA Code of Conduct. We consider the norms stated in the Draft Policy for Tertiary education in Ghana as our minimum target for to be responsive to and operate within the norms and ethical guidelines of all relevant professional bodies. **Continual Improvement is the hallmark of UPSA vision and mission.**

These are what the "People of UPSA" that is Students, Staff, Alumni, Parents other Stakeholders - strive for always.

Quality Statement

“Superior Educational Value”

Strategic Intent

The strategy is to position UPSA as a unique business education and research model that blends scholarship with professionalism and a University of excellence in Africa and beyond.

Major Functional Areas

In achieving its mission and objectives, the University relies on three functional areas which include:

- Teaching and Learning
- Research and Community Service
- Business Development and Skills Training

Products Offered under the Key Functional Areas

Teaching and Learning

a. Accounting and Finance Faculty

- Chartered Institute of Management Accountants (CIMA) U.K.
- Institute of Chartered Accountants, Ghana (ICAG)
- Association of Chartered Certified Accountants (ACCA) U.K.
- Bachelor of Science (BSc.) of Accounting
- Bachelor of Science (BSc.) Banking and Finance
- Diploma in Accounting

b. Management Faculty

- Institute of Chartered Secretaries and Administrators (ICSA) U.K.
- Chartered Institute of Marketing (CIM) U.K.
- Diploma in Management (Dip.Mgt.)

- Bachelor of Science (BSc.) Marketing
- Bachelor of Business Administration

c. Faculty of Communication Studies

- Diploma in Public in Relations Management
- Diploma in Information Technology

d. Graduate School

- Master in Business Administration (MBA) Auditing
- Master in Business Administration (MBA) Finance and Accounting
- Master of Business Administration (MBA), Corporate Governance
- Master of Business Administration (MBA), Marketing
- Master of Science (MSc.), Global Leadership
- Master of Philosophy (MPhil.), Global Leadership
- Master of Business Administration (MBA) Oil & Gas Accounting

e. Programmes awaiting accreditation as at January 2013

- Master in Business Administration (MBA) Total Quality Management
- Bachelor of Science (Bsc) Information Technology Management
- Bachelor of Science (Bsc) Public Relations Management

Research Directorate

- Institutional and Departmental Research Unit
- Students Research Unit
- Research Projects Unit
- Research Publication Unit

Business Development Centre

- Short Courses
- Consultancy Services
- Skills-Based Programmes
- ACCESS Programme
- Photocopying,
- Internet services
- Bookshop

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**THE EIGHTH HUNDRED AND FIFTY
ACT**

OF THE PARLIAMENT OF THE REPUBLIC OF GHANA
ENTITLED

UNIVERSITY OF PROFESSIONAL STUDIES ACT, 2012

AN ACT to transform the Institute of Professional Studies into a public
University and to provide for related matters.

DATE OF ASSENT: 9th October, 2012.

PASSED by Parliament and assented to by the President:

Establishment of the University

1. Establishment of the University of Professional Studies

- (a) There is established by this Act a body corporate with perpetual succession to be known as the University of Professional Studies.
- (b) Where there is hindrance to the acquisition of property, the property may be acquired for the University under the State Property and Contracts Act, 1960 (C.A. 6) or the State Lands Act, 1962 (Act 125) and the cost shall be borne by the University.

2. Campuses of the University

The University may establish other campuses of the University as the Council may determine.

3. Award of degrees

- (a) Without limiting its other powers, the University shall have power to award its own degrees including honorary degrees, diplomas and certificates.
- (b) The University may withdraw a degree, diploma or certificate it has awarded if it has the evidence that proves that
 - i. the degree, diploma or certificate was obtained through fraud or academic malpractice; or
 - ii. the process of acquiring the degree, diploma or certificate was tainted by an act that in the opinion of the University undermines the integrity of the award.

4. Aims of the University

- (1) The aims of the University are
 - a. to provide higher professional education, through teaching and research;
 - b. to provide service through extension and consultancy activities to the community outside the University; and
 - c. to undertake research in courses with the mandate of the University.
- (2) Despite subsection (1), the University shall place emphasis on
 - a. courses of relevance to the needs and aspirations of citizens in the area of
 - i. management,
 - ii. management sciences,
 - iii. accountancy,
 - iv. marketing,
 - v. finance,
 - vi. banking,
 - vii. communications,
 - viii. information technology
 - ix. law, and
 - x. any other related social science courses;

- b. teaching methodology that promotes critical and independent thinking;
- c. publication of books, journals and other suitable means of disseminating research work;
- d. the development of a close relationship with other institutions within and outside the country;
- e. the education and training of professional accountants, marketers and persons in other related fields of management; and
- f. continuing management education and specialist training for professional accountants, marketers and business executives.

Administration

5. The University Council

- (1) The governing body of the University is a Council consisting of
 - a. a Chairperson nominated by the President;
 - b. the Vice-Chancellor;
 - c. three persons nominated by the President at least one of whom is a woman; and
 - d. one elected representative of the
 - i.* University Teachers Association of the University;
 - ii.* Convocation
 - iii.* Professional bodies of accountants and marketers;
 - iv.* Ghana National Chamber of Commerce;
 - v.* University of Professional Studies Alumnae;
 - vi.* Teachers and Education Workers Union;
 - vii.* Conference of Heads of Assisted Senior High Schools;
 - e. one representative of the
 - i.* National Council for Tertiary Education,
 - ii.* Undergraduate students of the University elected by the Students Representative Council,
 - iii.* Post-graduate students of the University elected by the Graduate Students Association.
- (2) The Chairperson and other members of the Council shall be appointed by the President in accordance with article 70 of the Constitution.

- (3) The President, in making the appointments under paragraphs (a) and (c) of subsection (1), shall have regard to the academic qualifications, leadership qualities, gender and expertise relative to the mandate of the University.
- (4) The Chairperson of the Council shall preside at the Congregation and other ceremonies of the University in the absence of the Chancellor.

6. Functions of Council

- (1) The Council shall
 - a. ensure the implementation of the aims of the University;
 - b. promote income generating activities as part of the programme of the University;
 - c. control the finances of the University and determine the allocation and proper use of funds;
 - d. ensure the conservation and augmentation of the resources of the University; specifically in relation to matters affecting income or expenditure;
 - e. determine the strategic direction of the University and monitor and evaluate policy implementation; and
 - 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;
- (2) The Council shall exercise the powers referred to in subsection (1), only after consultation with the Academic Board in so far as they relate to matters which in the opinion of the Council are academic matters.

7. Establishment of committees

- (1) For the purpose of achieving the aims of the University, the Council may establish standing or ad-hoc committees comprising members or non-members of the Council and assign them functions that the Council considers appropriate.
- (2) A committee consisting entirely of non-members shall be advisory.

8. Tenure of office of members of the Council

- (1) A member of the Council except the Vice-Chancellor shall hold office for a period of three years and is eligible for re-appointment for another term only.
- (2) Where a member of the Council is absent for three consecutive meetings without reasonable cause the office of that member shall become vacant.
- (3) A member of the Council may resign from office in writing addressed to the President through the Minister.
- (4) 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.

9. Meetings of the Council

- (1) The Council shall meet at least three times in each academic year for the dispatch of business at the time in a place determined by the Chairperson.
- (2) The quorum at a meeting of the Council is eight.
- (3) The Chairperson shall preside at each meeting of the Council and in the absence of the Chairperson; members of the Council shall elect one of the government nominees present to preside.
- (4) 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.
- (5) The Council may co-opt a person to attend and participate in any of its meetings but a co-opted person is not entitled to vote at a meeting.
- (6) The Pro Vice-Chancellor, the Registrar and the Director of Finance shall attend meetings of the Council but are not entitled to vote.

- (7) The proceedings of the Council are not invalidated by reason of a vacancy among its members or by a defect in the appointment or qualification of a member.

10. Disclosure of interest

- (1) A member of the Council who has an interest in a matter for consideration at a meeting of the Council
 - a. shall disclose the nature of interest and the disclosure shall form part of the record of the consideration of the matter, and
 - b. shall not participate in the deliberations of the Council in respect of that matter.
- (2) A member ceases to be a member of the Council , if that member has an interest in a matter before the Council and
 - a. fails to disclose that interest, or
 - b. participates in the deliberations of the matter.

11. Allowances

Members of the Council and members of a committee of Council shall be paid the allowances approved by the Minister in Consultation with the Minister responsible for Finance.

12. General Powers of the Council

- (1) Subject to the provisions of this Act, the Council shall have power to do or provide for nay matter in relation to the University which the Council considers necessary or expedient.
- (2) The conferment of particular powers on the Council by other provisions of this Act shall not be taken to limit the generality of this section.

13. Principal Officers of the University

- (1) The Principal Officers of the University are
 - a. the Chancellor,
 - b. the Vice-Chancellor, and
 - c. the Chairperson of the Council

- (2) Prior to the assumption of office, the Principal Officers of the University shall take and subscribe to the oath of office as specified in the Schedule.

14. Chancellor of the University

- (1) There is a Chancellor of the University who is appointed by the Council.
- (2) The Chancellor is the head of the University and takes precedence over the other officers of the University.
- (3) The Chancellor shall hold office for a term of five years and is eligible for re-appointment for another term only.
- (4) The Chancellor shall preside at Congregations, meetings and ceremonies of the University at which the Chancellor is present.
- (5) The Chancellor shall be served with the summons, minutes and other documents related to meetings of the Council and may attend the meetings of the Council.
- (6) The Chancellor shall confer on qualified persons, degrees, diplomas and certificates awarded by the University in accordance with this Act and the procedures prescribed by the Statutes of the University.
- (7) The Chancellor may delegate functions under subsection (6) by directions in writing to the University Council.
- (8) Without limiting the functions of the Chancellor, where the integrity and well-being of the University are threatened by any matter, the Chancellor may in consultation with the Council intervene.

15. Vacancy in the Office of the Chancellor

- (1) The Office of the Chancellor shall become vacant upon
 - a. death;
 - b. resignation;

- c. removal from office; or
 - d. expiry of the term
- (2) The grounds and procedures for the removal from office of the Chancellor shall be contained in the Statutes of the University.

16. Vice-Chancellor of the University

- (1) The Council shall appoint a Vice-Chancellor.
- (2) The Vice-Chancellor shall hold office on the terms and conditions specified in the instrument of appointment.
- (3) The Vice-Chancellor is the academic and administrative head of the University.
- (4) The Vice-Chancellor is responsible to the Council for maintaining and promoting order and efficiency of the University.
- (5) The Vice-Chancellor shall perform such other functions as may be prescribed by the Statutes of the University.
- (6) The Vice-Chancellor shall hold office for a term of four years and is eligible for re-appointment for another term only.
- (7) The Vice-Chancellor shall before assuming office take and subscribe to the Oath of Office as specified in the Schedule.

17. Pro Vice-Chancellor

- (1) The Council shall appoint a Pro Vice-Chancellor in accordance with the Statutes of the University.
- (2) The Pro Vice-Chancellor shall attend a Council meeting but shall not vote at the meeting.
- (3) The Pro Vice-Chancellor shall be assigned such duties as the Council and the Vice-Chancellor shall determine.
- (4) The Pro Vice-Chancellor shall perform the function of the Vice-Chancellor in the absence of the Vice-Chancellor.

- (5) The Pro Vice-Chancellor shall hold office for a term of three years and is eligible for re-appointment for another term only.
- (6) The Pro Vice-Chancellor shall, before assuming office, take and subscribe to the Oath of Office as specified in the Schedule.

18. Academic Board

- (1) There is established by this Act an Academic Board which is answerable to Council.
- (2) The Board shall consist of the Vice-Chancellor and other persons of the University in accordance with the Statutes.

19. Composition of the Academic Board

- (1) The Academic Board consists of
 - a. the Vice-Chancellor of the University who is the Chairperson;
 - b. the Pro Vice-Chancellor;
 - c. Provosts, Deans and Vice Deans;
 - d. Directors of School, Institutes and Centres;
 - e. Heads of Academic Departments;
 - f. Professors and Associate Professors;
 - g. Director of the Business Development Centre;
 - h. Director of Quality Assurance;
 - i. the Librarian of the University;
 - j. the Registrar of the University; and
 - k. nine members, five of whom are non-teaching staff, elected by Convocation in accordance with the Statutes of the University.
- (2) The Academic Board may establish standing and ad-hoc committees for the purpose of carrying out its functions under this Act and as may be determined by the Statutes except that, a committee comprising 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.

20. Functions of the Academic Board

- (1) The Academic Board shall, subject to the powers of the Council
 - a. formulate and implement academic policies of the University;
 - b. devise and regulate courses of instruction and study subject to accreditation by the National Accreditation Board;
 - c. regulate the
 - i. conduct of examinations, and
 - ii. award of degrees, diplomas and certificates;
 - d. advise the Council on the appointment of academic staff, admission of students and the award of scholarships and bursaries;
 - e. report on matters that are referred to the Academic Board by the Council;
 - f. make representations to the Council on any matter connected with the University;
 - g. perform other functions specified in the Statutes of the University; and
 - h. promote and supervise research work.
- (2) The Academic Board shall ensure the acquisition of professional qualifications of students.

21. Professional Advisory Committee

- (1) There is established by this Act a committee of the Academic Board known as the Professional Advisory Committee.
- (2) The Professional Advisory Committee consists of members specified in the Statutes of the University.
- (3) The Professional Advisory Committee shall
 - a. advise the Academic Board on the appropriate training programmes for professional accountants, secretaries and administrators, marketers, bankers and related professional;
 - b. review the programmes of study instituted by the University and advise the Academic Board on the programmes;

- c. monitor professional standards of the University and advise the Academic Board on measures to maintain high standards; and
- d. perform other functions determined by the Academic Board;

22. Registrar of the University

- (1) The Council shall appoint a Registrar for the University.
- (2) The Registrar shall hold office on the terms and conditions specified in the instrument of appointment in accordance with the Statutes.
- (3) The Registrar is the Secretary to the
 - a. Office of the Chancellor
 - b. Council; and
 - 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 may perform any other functions provided in the Statutes.
- (6) The Registrar shall before assuming office take and subscribe to the Oath of the Office as specified in the Schedule.

23. Director of Finance

- (1) The Council shall appoint a Director of Finance for the University.
- (2) The Director of Finance shall perform functions as prescribed in the Statutes.
- (3) The Director of Finance is responsible to the Vice-Chancellor in the performance of the duties of the Director of Finance.

24. Appointment of other Staff

- (1) The Council may appoint such other staff as are necessary for the effective performance of the functions of the University.

25. Internal Organization of the University

- (1) Subject to this Act, the Council may make appropriate arrangements for the internal organization of the University including:
 - a. establishment, variation and supervision of academic divisions, faculties, schools, institutes, centres, departments and other bodies in the campuses in Accra or elsewhere;
 - b. awarding professorships and promoting lecturers;
 - c. making academic or administrative appointments and promotions;
 - d. awarding fellowships, bursaries, exhibitions, scholarships and prizes;
 - e. conferring honorary degrees and other awards;
 - f. promoting professional development; and
 - g. developing other facilities including hostels.

- (2) The University may
 - a. enter into an agreement or relationship with another institution whether academic or non-academic and 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 subsection (1), only after consultation with the Academic Board on matters which in the opinion of the Council are academic.

Financial and miscellaneous provisions

26. Funds of the University

- (1) The funds of the University include
 - a. subvention approved by Parliament,
 - b. tuition and hostel fees,
 - c. donations and gifts,
 - d. facility subsidy fees,
 - e. grants,

- f. endowments,
 - g. investments, and
 - h. moneys from other sources approved by the University Council.
- (2) Any sum of money received by or on behalf of the University shall be paid into a bank account of the University opened by or on the authority of the Council.
- (3) For the avoidance of doubt, moneys received by or standing to the credit of an establishment of the University shall form part of the funds of the University as defined under this Act.
- (4) The Council may invest the funds of the University that are not required for immediate use as the Council considers appropriate.

27. Internal Audit Unit

- (1) There is established by this Act an Internal Audit Unit which shall constitute a part of the University.
- (2) The Council shall appoint personnel required to ensure an effective and efficient internal auditing of the University
- (3) The Unit established under subsection (1) shall in accordance with the Internal Audit Agency Act 2003, (Act 658), establish standards and procedures to carry out an internal audit of the University.
- (4) The Audit Report Implementation Committee of the University as established under section 30 (1) of the Audit Service Act, 2000 (Act 584) is responsible for the implementation of the recommendations in the internal audit reports.
- (5) The Audit Report Implementation Committee may co-opt a senior member of the University to serve on the Committee.

28. Students' Governance

- (1) The University shall have a Students' Representative Council.

- (2) The Students' Representative Council is responsible for representing students duly admitted and registered to study at the University.
- (3) The constitution and other governing instruments of the Students' Representative Council shall
 - a. be drawn up by the students subject to the approval of the Academic Board; and
 - b. conform to this Act, statutes and any other rules, regulations, directives and edicts duly issued by the University.
- (4) A constitution or a governing instrument drawn up by the Students' Representative Council which is inconsistent with paragraph (b) of sub-section (3) shall to the extent of the inconsistency be void.
- (5) The Statutes may grant the Students' Representative Council representation on appropriate bodies and organs of the University.

29. Matriculation

- (1) A student admitted to the University shall take the Matriculation Oath and sign the Matriculation Register.
- (2) A student who fails to comply with subsection (1) shall not continue as a student.

30. Statutes of the University

The Council shall ensure the implementation of this Act by Statutes which shall in particular

- (a) regulate the
 - i.* appointment,
 - ii.* conditions of service,
 - iii.* termination of appointment, and
 - iv.* retirement benefits of the employees of the University;
- (b) determine the persons who form the academic staff of the University;
- (c) determine the persons who are authorized to sign contracts, cheques and other documents on behalf of the University and to regulate the procedure in relation to transactions entered into by the University;

- (d) fix the academic calendar of the University;
- (e) ensure that the seal of the University is kept under proper custody and is used only on the authority of the Council;
- (f) provide for any matter which is required by this Act to be prescribed by statute; and
- (g) determine the rules and procedures relating to discipline of students and employees of the University.

31. Procedures for enacting Statutes

Subject to the provisions of this Act, the Council may by statute regulate its own procedure.

32. Convocation

- (1) There shall be a Convocation of the University with the membership prescribed by the Statutes of the University.
- (2) The convocation shall have other powers and functions prescribed by the Statutes of the University.
- (3) The Registrar shall compile a register of the members of Convocation which shall be published each academic year.
- (4) The persons whose names appear on the register shall be entitled to vote at the Convocation.
- (5) The Convocation shall meet at least once each academic year at the time and place determined by the Vice-Chancellor.
- (6) Despite subsection (5), the Convocation shall meet upon a request made by a number of members as prescribed in the Statutes.
- (7) The Convocation shall receive and discuss a report from the Vice-Chancellor on the state of the University and future plans for the University.
- (8) The Convocation may express an opinion on any matter that affects the University and may refer the matter to the Council or the Academic Board.

33. Dispute settlement

- (1) There is established by this Act a body known as the University of Professional Studies Appeals Board.
- (2) The Council shall appoint the members of the Appeals Board.
- (3) The Appeals Board consists of
 - a. a chairperson who is a retired justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed;
 - b. two lawyers of at least ten years standing at the Bar who are persons of high moral integrity, at least one of whom is a woman; and
 - c. two persons who are not legal practitioners or employees of the University who are persons of high moral integrity, at least one of whom is a woman.
- (4) The Appeals Board shall hear and determine on appeal
 - a. acts or omissions in contravention of this Act or the Statutes enacted by the Council;
 - b. a breach of employment contract 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; or
 - e. any other matter or dispute referred to the Appeals Board by the Council.
- (5) The chairperson and two other members of the Appeals Board constitute a panel for the hearing and determination of a matter before the Appeals Board.
- (6) In the absence of the chairperson, one of the two lawyers as provided for in paragraph (b) of the subsection (3) shall act as chairperson.
- (7) 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 functions of the acting chairperson;
- d. the establishment of the Secretariat of the Appeals Board; and
- f. any other relevant matter.

34. Anti-discrimination

- (1) Without limiting the power of the University to adopt affirmative action policies, the University or an officer of the University shall not discriminate against a person on the basis of that person's race, ethnic origin, political opinion, colour, gender, 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 staff or other staff member;
 - e. promoted as an academic staff or other staff member, or
 - f. granted an advantage, privilege or other benefits accorded all other persons.
- (2) For the purpose of subsection (1), “an officer of the University” includes a principal officer, staff or other employee, an agent, servant or any other person performing or acting in an official capacity for or on behalf of the University.
- (3) For the purpose of this section “discriminate” means to give a different treatment to different persons attributable only or mainly on the grounds stated in subsection (1).

35. Accounts and audit

- (1) The Council shall ensure that the University keeps books of account and proper records in the form approved by the Auditor-General.
- (2) The Council shall submit the annual accounts of the University to the Auditor-General for audit within three months after the end of the financial year.

- (3) The financial year of the University shall be the same as the financial year of the Government.
- (4) The accounts shall be under the signature of the Vice-Chancellor and Director of Finance.
- (5) The Auditor-General shall, not later than three months after the receipt of the accounts, audit the accounts and forward the audit report to Parliament with a copy to the Minister.

36. Annual report and other reports

- (1) The Council shall, within eight months after the end of each academic year, submit to the Minister a report 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, sources and use 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 Minister shall, within one month after the receipt of the annual report submit the report to Parliament with a statement that the Minister considers necessary.
- (4) The Council shall also submit to the Minister, any other report which the Minister may request.

37. Exemption from taxes, duties and other charges

The University is exempt from the payment of taxes, duties and other charges that the Minister responsible for Finance may determine with the prior approval of Parliament.

38. Interpretation

In this Act, unless the context otherwise requires,

“Board” means the Academic Board established under section 18;

“Congregation” means a gathering of the University as prescribed in the Statute, for the purpose of conferring degrees and awarding diplomas and certificates;

“Convocation” means the Principal Officers of the University and such other senior members of the University appointed by the Council or the Academic Board who are registered as members of the Convocation;

“Council” means the University Council;

“disclosure of interest” includes pecuniary, material, academic and relational interest in a matter being deliberated upon or decided upon by the University;

“Matriculate” means to officially become a student of the University;

“Minister” means the Minister responsible for Education;

“Statutes” means administrative guidelines enacted by the University Council in accordance with this Act to govern the internal operations of the University; and

“University” means the University of Professional Studies established under section 1 of this Act.

39. Transitional provisions

- (1) Subject to this Act, property which at the commencement of this Act was vested in the Council of the Institute of Professional Studies or was in any other manner held on behalf of, or for the purposes of the Institute of Professional Studies is, by virtue of this Act vested in or held on behalf of, or for the purposes of the University established under this Act.
- (2) Subject to this Act, each contract entered into by the Council of the Institute of Professional Studies shall have effect as if entered into by the University and obligations subsisting against the Council of the Institute of Professional Studies shall subsist against the University under this Act and that other person, except where otherwise provided

by this Act, and until otherwise provided in the exercise of functions conferred by this Act, all other matters and things relating to the Institute of Professional Studies shall continue as nearly as may be in relation to the University.

- (3) Until the date of the first meeting of the University Council, the Council of the Institute of Professional Studies shall have and exercise the powers conferred by this Act on the University Council and any act lawfully made or done by the Council of the Institute of Professional Studies before that date has effect as if done by the University Council.
- (4) The Council of the Institute of Professional Studies shall act until the University Council provided for under section 5 of this Act is established.

40. Repeal and savings

- (1) The Institute of Professional Studies Act, 1999 (Act 566) is hereby repealed.
- (2) Despite subsection (1) the Statutes, Regulations, Bye-laws, notices, orders, directions, appointments, policies, instructions, guidelines or any other act lawfully made or done under the authority of the Institute of Professional Studies Act, 1999 (Act 566) not being inconsistent with this Act shall continue in force as if made or done under this Act and shall continue to have effect until reviewed, cancelled or terminated.

SCHEDULE

OATH OF OFFICE

Section 12(2)

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 Professional Studies and the Republic of Ghana in the office of and that I will uphold, preserve, protect and defend the University as by law established (So help me God).

(To be sworn before the President or such other person as the President may designate).

Date of Gazette notification: 16th October, 2012

SECTION TWO



STATUTES

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UNIVERSITY OF PROFESSIONAL STUDIES, ACCRA (UPSA) STATUTES

PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD

The Council of the University of Professional Studies, Accra

IN EXERCISE of the power conferred on it by the University of Professional Studies Act 2012, Act 850

DESIROUS of carrying into effect the objectives of the University of Professional Studies as stated under the University of Professional Studies Act 2012, Act 850, DO HEREBY MAKE, ADOPT AND ENACT THESE STATUTES.

1.0 DEFINITION OF TERMS

In these Statutes, unless the context otherwise requires:

- 1.1 **ACADEMIC BOARD** means the Academic Board established by section 8 of the Act.
- 1.2 **ACADEMIC YEAR** means the period running from August to July each year or any other period determined by the Academic Board.
- 1.3 **ACT** means The University of Professional Studies Act 2012, Act 850.
- 1.4 **BUSINESS DEVELOPMENT CENTRE** means the Business Development Centre as established under the Statutes of the University.
- 1.5 **CENTRE FOR INTERNATIONAL EDUCATION** means the Centre for International Education as established under the Statutes of the University.

- 1.6 **CHANCELLOR** means the Chancellor of the University appointed under Section 14 of the Act.
- 1.7 **COMMITTEE** means a group of persons with a defined terms of reference
- 1.8 **CONGREGATION** means a gathering of the University community under section 32 of the Act.
- 1.9 **CONVOCATION** means persons holding offices in the University approved by the Academic Board.
- 1.10 **COORDINATOR** means the head of a specific outfit which is equivalent to a unit or section.
- 1.11 **COUNCIL** means The University of Professional Studies Council as established by the University of Professional Studies Act 2012, Act 850.
- 1.12 **DEAN OF FACULTY** means the Head of a branch of a Division as established by the University of Professional Studies Act 2012, Act 850.
- 1.13 **DEAN OF SCHOOL** means the Head of a branch of a Division as established by the University of Professional Studies Act 2012, Act 850.
- 1.14 **DEAN OF STUDENTS** means the Dean of Students as established under the Statutes of the University.
- 1.15 **DIRECTOR OF BUSINESS DEVELOPMENT CENTRE** means the Director, Business Development Centre as established under the Statutes of the University.
- 1.16 **DISTANCE LEARNING SCHOOL** means a branch of a Division established by the University of Professional Studies that provides tuition to students, where the source of instruction is separated by time and space.
- 1.17 **DIVISIONS** as established by the University of Professional Studies Act 2012, Act 850 includes Faculties and Schools.
- 1.18 **FACULTY** means a branch of a Division as established by the University of Professional Studies Act 2012, Act 850.

- 1.19 **FUNCTIONS** include powers and duties.
- 1.20 **JUNIOR MEMBER** means any person registered for the time being for a programme of studies or research in the University.
- 1.21 **JUNIOR STAFF** means a person in the employment of the University of the rank below that of an Administrative Assistant or its equivalent.
- 1.22 **LECTURER** includes a Lecturer and a Research fellow.
- 1.23 **MATRICULATION** means a meeting to formally admit new students.
- 1.24 **OPERATIVE DATE** means the day on which the Statutes enacted by the UPSA Council shall be brought into effect.
- 1.25 **PROFESSOR** and “Professorial Status” include Associate Professor.
- 1.26 **PRO-VICE-CHANCELLOR** means the Pro Vice -Chancellor of the University as established by the University of Professional Studies Act 2012, Act 850.
- 1.27 **REGISTRARY** refers to the Central Administration under the Registrar.
- 1.28 **SCHOOL** means a branch of a Division as established by the University of Professional Studies Act 2012, Act 850.
- 1.29 **SENIOR MEMBER** means any member of the academic, professional and/or administrative staff who by appointment becomes a member of Convocation.
- 1.30 **SENIOR STAFF** means a person in the employment of the University of the rank not lower than that of an Administrative Assistant or its equivalent.
- 1.31 **STAFF** means the person, other than senior member, in the employment of the University.
- 1.32 **UNIVERSITY** means The University of Professional Studies (UPSA) as established by the University of Professional Studies Act 2012, Act 850.

1.33 **VICE-CHANCELLOR** means the Chief Executive of the University as established by the University of Professional Studies Act 2012, Act 850.

1.34 **WEEKEND SCHOOL** means a branch of a Division established by the University of Professional Studies, that provides tuition to students at Weekends.

2.0 UNIVERSITY'S PROPERTY

All the properties, real and personal, of every description now or hereafter belonging to the University shall remain and be vested in the University; and all Trusts for or to be executed by the University under any former name as per the description or by the former proprietor, Interim Management Board, the Ministry of Education, Ghana Education Service, Technical Education Division shall ensure to the benefit of the University or in accordance with the provisions of these Statutes be executed by the University.

3.0 COUNCIL

There shall be an established Council which shall be the governing body of the University. The membership of the Council shall be as stipulated by the Act.

There shall be established Committees within the Council as specified in Schedule 'A' of these Statutes.

3.1 Election of Senior Members Representative to the Council

- a. Convocation shall elect one (1) person, who should be of the rank of a Lecturer or above to represent them on Council.
- b. All members of Convocation shall be qualified to vote in elections for the Council.
- c. All members of Convocation shall be qualified to vote by proxy provided that a member shall not be so qualified if at the date of election he is outside Ghana; and or is on study leave without pay.

- d. A member who qualifies to vote by proxy shall, not later than twenty-four (24) hours prior to the election, communicate in writing to the Registrar the name of his proxy.
- e. The returning officer shall be the Registrar who shall be responsible for conducting the election by secret ballot. He shall be assisted by two (2) scrutineers appointed by the Academic Board. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of votes and the declaration of the candidates elected have been correctly carried out.
- f. The Registrar shall notify all members of Convocation of the existence of vacancies on the Council and shall at the same time call for nomination to reach him within two (2) weeks from the date of notification of the vacancy.
- g. All candidates for election must first be proposed and seconded in writing to the Registrar by at least three (3) Senior Members and the candidates must have signified in writing their willingness to stand for the elections.
- h. The Registrar shall set a date for election not later than two (2) weeks after closure of nomination and notify all Senior Members accordingly.
- i. In the event of casual vacancy occurring in the Senior Members' representation on Council through death, resignation, or any other cause, the Registrar shall within seven (7) days of becoming aware of this fact, notify the Senior Members of such vacancy and shall conduct a bye-election in the same manner as the main elections.
- j. A person elected under bye-election shall hold office for the unexpired term of the member whom he replaces.

3.2 Meeting of Council

- a. Meeting of Council shall be in accordance with the Act.
- b. Council shall meet at least three (3) times in each academic year for the dispatch of business at the time and in the place determined by the Chairperson.
- c. Notice of a meeting of Council other than an emergency meeting and the business to be transacted thereat shall be given in writing to each member of Council by the Registrar not later than seven (7) days before the scheduled date for such a meeting.
- d. The quorum at a meeting of the Council shall be eight (8) voting members present and shall include the Vice-Chancellor of the University, or the person acting in that capacity.
- e. The Chairman shall convene a special meeting of the Council upon the request of not less than one third (1/3) of the members provided such request:
 - i. is in writing.
 - ii. states the purpose of the meeting.
 - iii. is dated and signed by all the requisitionists.
- f. An ex-officio member could appoint his deputy to attend Council meetings.
- g. The representatives of the Student's Representative Council and the UPSA branch of the Graduate Students Association of Ghana shall withdraw from discussions concerning reserved business and shall not receive papers and minutes relating to these items. Reserved business includes a business dealing with matters concerning individual members of the university

3.3 Powers and Functions of the Council

- i. Subject to the provisions of the University of Professional Studies Act (2012) Act 850, the Council shall have power to do or provide for any

matter in relation to the University which the Council considers necessary or expedient.

- ii. The conferment of particular powers on the Council by other provisions of Act 850 shall not be taken to limit the generality of this section.

3.3 Committees of Council

Council shall have the following Standing Committees (See Schedule A):

- Finance Committee
- Development Committee
- University Tender Committee
- Business Oversight Committee
- Audit Review Implementation Committee (ARIC)

4.0 POWER OF COUNCIL TO ENACT STATUTES

These Statutes are made in accordance with the powers conferred on Council under section 30 of the Act.

5.0 CHANCELLOR

5.1 There shall be a Chancellor of the University who shall be appointed by Council in accordance with section 14 of the Act. The Chancellor shall be the head of the University and he shall take precedence over all other officers of the University.

5.2 The Academic Board shall receive nominations from Management and after diligent search and enquiry the names of at least two (2) persons, but not more than three (3), who:

- a. must be citizens of Ghana;
- b. must have distinguished themselves in the world of letters, science, business or public affairs;
- c. In the opinion of both Academic Board and Council are fit and proper persons to be Chancellor, shall be presented to Council.

- 5.3 A person shall not be nominated and elected to the Office of Chancellor unless he or she satisfies the requirements of Clause 2(b)-(e) of Article 94 of the Constitution of the Republic of Ghana, 1992.
- 5.4 The Academic Board shall not submit the name of any person for appointment as Chancellor without the prior consent of that person in writing.
- 5.5 The Chancellor shall be entitled to:
- a. make representations to Council on any matter concerning the University and may attend its meetings;
 - b. be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.
- 5.6 The Chancellor may be removed from office for good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of a simple majority of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a representative.
- 5.7 The Chancellor shall:
- a. preside at Congregations and other meetings and ceremonies of the University at which he is present;
 - b. be served with the summons, minutes and other documents concerning meetings of the Council and may attend those meetings; and
 - c. confer on qualified persons degrees, diplomas and certificates awarded by the University in accordance with the Act and procedures prescribed by these Statutes.
- 5.8 The Chancellor shall hold office for a term of five (5) years and is eligible for re-election but shall not be elected for more than two (2) terms.

6.0 THE VICE-CHANCELLOR

6.1 Appointment

There shall be a Vice-Chancellor of the University to be appointed in the manner provided by the Act to serve under the Council as the academic and executive head and the chief disciplinary officer of the University. The Vice-Chancellor shall by virtue of his office be a member of Council, Congregation, Convocation, the Academic Board and Standing Committees as provided for by the Statutes.

6.2 Mode of Appointment

There shall be a Search Committee comprising:

- a. Two (2) Members of Council one (1) of whom shall be the Chairman.
- b. Two (2) Members of Academic Board.
- c. One (1) other person who need not be a member of Council.

The Search Committee shall determine their own procedures and make recommendations to Council for appointment.

6.3 Duties and Responsibilities

The Vice-Chancellor as Chief Executive of the University shall:

- a. be responsible in accordance with the Act, these Statutes, and with the decisions of the Council and the Academic Board, for organizing and conducting the financial and administrative business of the University.
- b. have over-all authority over the academic, financial and administrative staff and shall submit annually through the Academic Board to the Council, a statement of the staff which, in his opinion, is necessary for the transaction of the University's business, together with an estimate of the expenditure required for the maintenance of such staff.
- c. have the right and duty to advise the Council and the Academic Board on all matters affecting policy, finance, governance and administration of the University, and for this purpose he shall have unrestricted rights of attendance and speech at all matters of the Council and of all bodies

set up by the University whether executive, or advisory, which are charged with the consideration of such matters.

- d. subject to the approval of Council, have the power to delegate any of the functions assigned to him by the Act and these Statutes to such officers and Senior Members of the University as shall seem to him appropriate.
- e. be the Chief disciplinary officer of the University.
- f. for the avoidance of doubt, Vice-Chancellor shall have unrestricted rights of attendance and speech at the meeting of university bodies, whether executive or advisory.
- g. Unless otherwise provided in the Act or in this statutes, the Vice-Chancellor is, by virtue of office, the Chairperson of every board or committee of which the Vice-Chancellor is a member.

6.4 **Casual Vacancies**

In the event of any casual vacancy occurring in the office of the Vice-Chancellor by reason of resignation, incapacity, death or any other cause, the Pro Vice-Chancellor shall act as Vice-Chancellor until Council is able to make a formal appointment.

6.5 **Resignation**

The Vice-Chancellor may resign his office by notice in writing addressed to the Chairman of Council.

7.0 **THE PRO-VICE-CHANCELLOR**

There shall be a Pro-Vice-Chancellor appointed by Council in accordance with the provisions of the Act and the Statutes.

7.1 **Mode of Appointment**

The mode of appointment shall be as provided for under Statute 6.2

7.2 **Duties and Responsibilities**

The Pro-Vice-Chancellor shall:

- a. exercise the powers specified in the Act and such others as may be delegated to him by the Vice-Chancellor.
- b. co-ordinate the day-to-day control and administration of academic affairs.
- c. represent the Vice-Chancellor when required.
- d. chair relevant Committees.

7.3 **Casual Vacancies**

In the event of any casual vacancy occurring in the office of the Pro-Vice-Chancellor by reason of resignation, incapacity, death or any other cause, the Council on the recommendation of the Vice-Chancellor shall appoint the most Senior Dean to act as Pro-Vice-Chancellor until Council is able to make a formal appointment.

7.4 **Resignation**

The Pro-Vice-Chancellor may resign his office by notice in writing addressed to the Chairman of Council.

8.0 **THE ACADEMIC BOARD**

There shall be an Academic Board of the University as provided for in the Act.

8.1 **Composition of the Academic Board**

- a. The Academic Board shall consist of:
 - i.* the Vice-Chancellor of the University who is the Chairperson;
 - ii.* the Pro-Vice-Chancellor;
 - iii.* Provests, Deans and Vice Deans;
 - iv.* Directors of Schools, Institutes and Centres;
 - v.* Heads of Academic Departments;
 - vi.* Professors and Associate Professors;
 - vii.* Director of the Business Development Centre;

- viii.* Director of Quality Assurance;
 - ix.* the Librarian of the University;
 - x.* the Registrar of the University; and
 - xi.* nine(9) members, five of whom are non-teaching staff, elected by Convocation in accordance with the Statutes of the University.
- b. The Academic Board may establish Standing and Ad-hoc Committees for the purpose of carrying out its functions under this Act and as may be determined by the Statutes except that, a committee comprising entirely of non-members shall be advisory only.
- c. A person who is an ex-officio member of the Board may be represented at a meeting by a person designated by that member.

In Attendance

- i. Director of Finance
- ii. Director of Information Technology Service
- iii. Director of Administration
- iv. Director of Academic Affairs - Recorder

8.2 Powers and Functions of the Academic Board

The Academic Board shall, subject to the powers of the Council -

- a. formulate and implement academic policies of the University
- b. devise and regulate courses of instruction and study subject to accreditation by the National Accreditation Board (N.A.B)
- c. regulate the:
 - i.* conduct of examinations and
 - ii.* award of degrees, diplomas and certificates;
- d. advise the Council on the appointment of academic staff, admission of students and the award of scholarships and bursaries;
- e. report on matters that are referred to the Academic Board by the Council;

- f. make representations to the Council on any matter connected with the University;
- g. perform other functions specified in the Statutes of the University and
- h. promote and supervise research work.

8.3 **Meetings of the Academic Board**

- a. The Vice-Chancellor shall convene a meeting of the Academic Board at least twice a semester. Emergency meetings may be convened by the Vice-Chancellor.
- b. At least seven (7) days written notice shall be given to all members for an ordinary meeting.
- c. A special meeting of the Academic Board may be convened on the written request of at least a third of members of the Academic Board submitted to the Vice-Chancellor stating the purpose of or matters to be discussed at the special meeting. In the event of such a request being made, the Vice-Chancellor shall convene a special meeting within three (3) days of the receipt of the request, specifying in the notice of such meeting, those matters to be considered.
- d. The quorum for the transaction of business of the Academic Board shall not be less than one half of its total membership.
- e. To make rules and regulations relating to discipline of Junior Members

8.4 **Standing Committees of the Academic Board**

Subject to the approval of Council, the Academic Board may appoint Committees and assign functions to such Committees as it may determine from time to time.

The Standing Committees, for the time being, their composition, procedure and functions shall be in accordance with Schedule 'B' to these Statutes.

The terms of all elected members of committees of the Academic Board shall be two (2) years terminable at the end of the second semester of the 2nd year.

Elections shall be held in the middle of the second semester of the year in which the term of the committee members comes to an end.

8.5. Election of Representatives of Convocation to the Academic Board

Election of representatives of Convocation to the Academic Board shall follow the same procedure for election of members of Convocation to the Council under Statute 3.1

8.6 Committees of the Academic Board

The Academic Board shall have Standing Committees as stated in schedule B

9.0 THE REGISTRAR

There shall be a Registrar appointed in accordance with the Act to serve as Secretary to the Council.

9.1 Mode of Appointment

The mode of appointment of the Registrar shall be as provided for under Statute 6.2

9.2 Duties and Responsibilities

The Registrar shall be:

- a. the Chief Administrative Officer of the University and responsible to the Vice-Chancellor for the administrative functions of the University in addition to any other duties specified in the Act and these Statutes.
- b. non-voting member of the Academic Board and his or her representative shall serve as secretary to all Boards and Committees.
- c. responsible for the safe custody of the University's Seal and for affixing it to documents of the University.

10.0 BUSINESS DEVELOPMENT CENTRE

There shall be a Business Development Centre of the University which shall carry out duties such as consultancies, continuing education and other income generating activities relating or relevant to education and training. The Business Development Centre shall be headed by a Director.

10.1 The Director of the Business Development Centre shall be appointed by Council in accordance with the Statutes of the University.

10.2 Duties and Responsibilities

The Director of the Business Development Centre shall:

- i. Provide leadership in the planning, implementation and control of all activities in the Business Development Centre.
- ii. Represent the Business Development Centre on the Academic Board and on any other relevant committee.
- iii. Prepare and present quarterly and annual reports on the Business Development Centre to the Academic Board.

11.0 DIRECTOR OF FINANCE

11.1 There shall be a Director of Finance who shall be appointed by Council.

11.2 The Director of Finance is, under the Vice -Chancellor, responsible for the integrity of the finances of the University.

11.3 The Director of Finance shall:

- a. prepare for the consideration of the Academic Board the statements, accounts and estimates required by the Board;
- b. call for and receive moneys due to the University and make on behalf of the University the authorised payments;
- c. ensure that throughout the University proper books of accounts and records of the University are kept in a manner and form required by the Academic Board;

- d. report to the Finance Committee a case of failure to maintain the financial and other records of the University in the form required by the Council.
- e. prepare consolidated accounts of the units of the University.
- f. afford every facility to both internal and external auditors in the performance of their functions; and
- g. source for funds for the University.

12.0 DIRECTOR OF INTERNAL AUDIT

12.1 There shall be a Director of Internal Audit who shall be appointed by Council.

12.2 The Director of Internal Audit shall report directly to the Vice-Chancellor and shall be responsible for the integrity of all financial transactions within the University.

12.3 The Director of Internal Audit shall:

- i. ensure the establishment and operation of an efficient and effective financial control system;
- ii. Pre-audit all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements;
- iii. conduct periodic examination of the accounts of the University including the self-accounting units;
- iv. monitor and ensure that all expenditure incurred have been authorised and are within budgetary provisions;
- v. conduct periodic management audit and submit reports to the Vice-Chancellor.
- vi. liaise with External Auditors and ensure that appropriate action is taken on reports and audit findings.

- vii. submit periodic audit reports on the activities of Departments / Units to the Vice Chancellor; and
- viii. Submit reports in line with the requirements of the Audit Report Implementation Committee (ARIC).

13.0 DIRECTOR OF QUALITY ASSURANCE

There shall be a Director for Quality Assurance in the University. The Director for Quality Assurance shall be answerable to the Vice – Chancellor for the performance of the duties of his office.

13.1 Duties of the Director for Quality Assurance

The Director for Quality Assurance shall:

- i. Design, implement, maintain, monitor, review and improve quality assurance policies and practices within the University;
- ii. Oversee the day to day administration of the Quality Assurance Directorate and report quarterly to the Vice-Chancellor on monitoring, maintenance, review and improvement of quality management systems of the University in line with the mission and vision of the University;
- iii. Design, Monitor, maintain, review and improve systems for quality management in the University;
- iv. Monitor compliance with procedures regarding the University's academic standards and quality assurance processes;
- v. Coordinate the development, implementation and maintenance of the processes needed for a quality management system that ensures compliance with assessment criteria of the National Accreditation Board and the national norms;
- vi. Promote awareness of stakeholder needs and requirements (customer requirements) by the University community; provided that such needs and requirements shall include national education requirements, professional bodies' requirements, industry and Labour market

- requirements, results of tracer studies, students and graduate satisfaction surveys;
- vii. Liaise with external parties on matters related to the quality management system;
- viii. Make the following inputs into the management review report
- Results of academic audits
 - Customer feed back
 - Process performance and students achievement conformity
 - Attrition (performance or fee related drop outs, transfer, deferment, death etc.)
 - Status of preventive and corrective actions
 - Follow-up actions from previous management reviews
 - Changes that could affect the quality management system
 - Recommendation for improvement
- ix. Advise the Vice-Chancellor on procedures to implement and monitor recommendations for quality improvement throughout the University;
- x. Implement corrective and follow-up action from management reviews and academic audits and report findings to the Vice Chancellor;
- xi. Monitor and report to the Vice - Chancellor on compliance with admissions criteria at the end of every admission;
- xii. Oversee the process of academic audits and institutional self-evaluation;
- xiii. Design, implement, monitor and review processes for ensuring that all staff are informed of the purpose, processes and outcomes of self-assessment and academic audits;
- xiv. Monitor compliance with students' assessment procedures (interim assessments, moderation of examination questions, and external assessment of marked scripts) and ensure that reports from external assessors have been communicated and complied with;

- xv. Ensure that instructional standards for teaching and learning at the departmental level are in place;
- xvi. Analyse and report to the Vice – Chancellor on attendance of faculty members with the view to ensuring that quality standards of teaching and learning are met;
- xvii. Advise on the adequacy of learning and students support resources as well as recommend measures to the Vice- Chancellor to ensure that such resources are available;
- xviii. Ensure that recommendations from the Professional Advisory Committee, programme surveys and students concerns have been incorporated in the development of new academic programmes and the review of existing academic programmes;
- xix. Provide mechanism for the appraisal of Academic Staff and communication of the results of such appraisal to relevant bodies;
- xx. Provide mechanism for feedback from industry regarding the performance of students (on the job or internship) and for addressing such feedback;
- xxi. Provide mechanism for feedback from students and students' complaints with regards to teaching and learning;
- xxii. Provide mechanism for ensuring that requirements for students progression from one level to the other and requirements for awards are compiled with before the award of certificates and Degrees;
- xxiii. Monitor students satisfaction on the effectiveness of the academic processes (online admissions, registration, timetabling, graduation, etc);
- xxiv. Conduct tracer studies and report biennially;
- xxv. Submit to the Vice Chancellor an annual Quality Audit Plan for approval and subsequent distribution to all concerned parties;

xxvi.Ensure compliance with the Standards Operating Procedure for documents and records management;

xxvii.Perform such other functions as may be assigned to him by the Vice- Chancellor, the Academic Board or the Management of the University.

14.0 DIRECTOR OF INFORMATION SERVICES & TECHNOLOGY

The Information Services & Technology Director (ISTD) has responsibility for ensuring the acquisition, application and integration of information technology systems and services that support the academic and administrative strategies of the University. The Director is the campus leader on information technology policy and practices and has the direct responsibility for managing the department of Information Technology Services.

14.1 Key tasks

The Director of Information Technology Services shall:

- a. Develop and implement a strategic plan for ISTD that supports the strategic plan for the University, as well as the academic and administrative needs of the University, including computers, telecommunications and appropriate budget and staffing needs.
- b. Manage all technology staff and oversee equipment and services, including classroom technology, audio/visual recording, online exam administration, web-based services and training.
- c. Address concerns of faculty, students, staff and administrators in the University. This position requires the planning and the developing of services to meet the short and long-term technology needs of the University.
- d. Advise the Director for Library & Information Services in areas relating to information technology, ensuring the University

effectiveness in responding to the technology needs of faculty, students, staff and administrators.

- e. Serves as a hands-on member of the ISTD, participating in the provision of technology services, maintenance and support as necessary.
- f. Works with faculty, staff and University administration to identify opportunities for the application of information technology in such areas as collaborative learning environment, instructional media services, computer-based presentations, multimedia development, video conferencing and paperless business and student services.
- g. Provides operational leadership to the ISTD team and assists in designing, implementing, maintaining and upgrading all IT infrastructures on campus – (local area networks, application, file and print servers, personal computers and operating systems).
- h. Provides overall direction for ISTD activities related to academic and administrative support, to include overall management of administrative and academic computing, information services, telecommunications, media services, training and development for technology, and electronic resources including but not limited to laptop universal access, campus web technology, and programming services.

15.0 DIRECTOR OF PUBLIC AFFAIRS

15.1 The Director of Public Affairs shall, under the Registrar, be responsible for cultivating, coordinating and maintaining the University's relations with its publics, including the media.

15.2 Without prejudice to the generality of the foregoing, the Director of Public Affairs shall also be responsible for:

- a. overseeing University functions and events including Congregation and 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. the production of University publications; and
- f. the discharge of any other assignments that the Registrar shall deem necessary.

15.3 In order to aid in the execution of his public relations duties the Director of Public Affairs shall undertake information gathering and analysis, perception studies and the identification of various groups of the general population.

15.4 The Director of Public Affairs shall act as the spokesperson of the University affairs.

15.5 The Director of Public Affairs may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his/her appointment. The Council may also remove a Director of Public Affairs from office for good cause and in accordance with the instrument of appointment.

16.0 DIRECTOR OF PHYSICAL DEVELOPMENT

The Physical Development Officer is responsible for planning, directing, developing and managing the physical infrastructure, building construction projects and campus facilities of the University. The officer shall also be involved in coordination with various University Units/faculties/institute/schools and relevant Local Authority and other national agencies or committees.

- a. Oversee the preparation of a comprehensive master plan of the University physical facilities for long term periods.

- b. Act as the primary agent for the University in all matters dealing with construction projects, which includes substitutions and changes in the provision of the approved specifications.
- c. Review plans and specifications for work to be performed by contractor(s) to ensure that preferred architectural and engineering design features are incorporated, and that preliminary drawings are thoroughly coordinated and reviewed by all involved agents.
- d. Continually monitor projects during the construction phase and work directly with the architectural and engineering inspectors to ensure that plans and specifications are followed and construction problems are minimized.
- e. Ensure the development and implementation of programmes for planned and preventive maintenance of all structural and operating systems involved in campus facilities.
- f. Ensure that all operations and activities under his/her supervision are in compliance with all applicable codes, rules and regulations for fire and building, health and safety, etc.
- g. Establish an audit mechanism for all outsourced contracts that ensures regular feedback to all the contractors of any gaps identified between service levels received and those established in the service level agreements.
- h. Prepare construction status reports for the University's Authority/Management.
- i. Perform campus planning, space utilization, project program of requirements and other tasks to include special studies that involve technical investigations and analysis and recommend solutions to unique planning, engineering and administrative problems as may be required, and report to the Vice - Chancellor.

- j. Prepare operating budget requests and manage established capital budget, providing leadership in controlling operating expenses and special project costs.
- k. Facilitate the continual collection, organisation and analysis of data on the condition of all campus facilities for use in planning and decision making and report on the findings and implications for institutional planning.

17.0 DIRECTOR OF ADMINISTRATION

The Director of Administration shall, under the Registrar:

- a. lead in the development and implementation of the human resource policies of the University;
- b. provide strategic planning with respect to the human resource needs of the University;
- c. ensure the timely renewal and termination of employment contracts;
- d. institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice-Chancellor and the Council;
- e. manage and advise on the collective bargaining process and collective agreements with unionized staff;
- f. institute a system for continuing education and in-service training for all employees of the University; and
- g. discharge any other assignment that the Registrar shall deem necessary.

18.0 DIRECTOR OF HEALTH SERVICES

The Director of University Health Services shall:

- a. Establish administrative policies, procedures, and controls to ensure provision of High-quality health care services to University community.

- b. Develop clinic protocols, perform physical examinations and identify health care needs of patients.
- c. Develop and implement the annual budget for University Health Services.
- d. Implement adequate accounting controls to monitor assets, liabilities, revenues, and expenses of the health facility.
- e. Recommend required and appropriate hospital equipment and other relevant facilities to be stock in the University Hospital/clinic.
- f. Determine the need for and orders laboratory, radiographic, or other studies to establish or support a diagnosis.
- g. Educate the University community on preventive health regimes.
- h. Monitors treatment progress of patients.
- i. Consults on patient care at the request of the clinic nurse- practitioners.
- j. Approves prescriptions recommended by qualified nurse practitioners. Writes progress notes in the medical record insuring complete documentation of existing medical conditions and treatments prescribed.
- k. Prepare medical correspondence and reports as needed.
- l. Provide direct supervision and training to the nursing staff, nursing students, and nurse practitioner students. Functions as a health team leader in emergency situations.
- m. Participate in providing educational programming for the university student on health issues.
- n. Serve as a member of the Environment and Food Safety Committee.
- o. Provide outreach to the University community to promote health education.

- p. Interact with academic departments and University staff members as a consultant in regard to health or medical issues or concerns.

19.0 DIRECTOR OF SPORTS

The Director of Sports shall, under the Registrar, be responsible for the overall management of sports within the University.

19.1 Without prejudice to the generality of the foregoing, the Director of Sports shall be responsible for:

- a. the development of sports and related activities;
- b. organization of sporting events;
- c. liaising with external sports organizations;
- d. the management of the Sport Directorate;
- e. advising the Academic Board on matters relating to the award of academic credit for student participation in sports;
- f. holding sporting clinics for the members of the University;
- g. representing the University on external sporting bodies;
- h. the preparation of teams for sporting events; and
- i. the discharge of any other assignments that the Registrar shall deem necessary.

20.0 DIRECTOR OF ACADEMIC AFFAIRS

The Director of Academic Affairs is responsible for providing:

- a. Strategic leadership, administration and the implementation of the University's academic strategy and policy at the Faculty/School/Institute level, including fostering strategic change and development in admissions, coursework programs, teaching and learning, examinations, graduation and student affairs.
- b. Assisting the Pro Vice-Chancellor, Deans of Faculties/Schools/Institutes and HODs to align academic activities to achieve the

relevant outcomes specified in the Strategic Plan, the Teaching and Learning Plan and other relevant University plans; and

- c. Facilitating, assessing and reporting faculty progress against strategic goals and operational plans in teaching and learning, coursework, quality assurance and student affairs.

20.1 In addition to the functions specified above, the Academic Director is required to carry out other such duties as may be reasonably required or undertake any other function as would be determined by the Vice-Chancellor or Management of the University.

21.0 DIRECTOR OF INSTITUTE OF PROFESSIONAL STUDIES

There shall be an Institute of Professional Studies of the University which shall carry out such continuing professional education, consultancies, and other income generating activities relating or relevant to education and training. The Institute of Professional Studies shall be headed by a Director.

The Director of the Institute of Professional studies shall be appointed by Council in accordance with the Statutes of the University.

21.1 Duties and Responsibilities

- a) Responsible for initiating, encouraging, promoting, facilitating and coordinating professional programmes.
- b) Responsible for managing the Institute of Professional Studies.
- c) Coordinate the collaborations that the University has with other professional organizations.
- d) Present quarterly reports to management on the activities of the Institute.
- e) Provides accurate and timely information to potential students, faculty and administrators concerning professional programmes.

- f) Promoting the development, diversification and effective delivery of Professional programmes to address emerging national issues.
- g) Provide leadership in the planning, implementation and control of all activities in the Institute.
- h) Represent the Institute of Professional Studies on the Academic Board and on any other relevant committee.
- i) Perform any other duties that may be assigned by the Vice-Chancellor.

22.0 **DEAN OF STUDENTS**

22.1 There shall be a Dean of Students who shall be appointed by the Vice Chancellor on the recommendation of the Academic Board.

22.1 **Duties and Responsibilities**

- a) The Dean shall liaise with Deans of Faculties, Heads of Department, Heads of Units, Heads of Sections, the Registrar, Hall Wardens, Counselors and the Students Representative Council in all matters affecting the welfare of students.
- b) The Dean of Students shall have responsibility for the welfare of Junior members of the University in relation to academic, residential and social matters.
- c) The Dean shall be the intermediary between the Students Representative Council (SRC) and the University's Management.
- d) The Dean shall be given prior information by the Students Representative Council (SRC) on any function or activity organized by the SRC and the holding of such activities or function shall be with the approval by the Dean of Students.
- e) The Dean shall approve all activities organized by the SRC and any other student group of the University.

23.0 DIRECTOR, RESEARCH AND CONSULTANCY CENTRE

Responsible for the promotion, administration and oversight of all research, scholarly and consultancy activities of the University.

23.1 Duties and responsibilities

- a) Fosters research and scholarly activity in the University's community.
- b) Administering contract research.
- c) Designs and implements project and programme management solutions that ensure the satisfaction of clients.
- d) Setting standards and ensuring effective dissemination of high quality research output.
- e) Fund-raising for research.
- f) Ensure the implementation of the University's research policy.

24.0 DEAN OF GRADUATE STUDIES

Responsible for the promotion, administration and oversight of all graduate programmes and instruction.

24.1 Duties and responsibilities

- a) Provides accurate and timely information to potential students, faculty and administrators concerning the Graduate programmes.
- b) Reviews and approves all thesis and dissertations.
- c) Approves the awarding of all graduate degrees.
- d) Accreditation of all faculty teaching and supervising graduate programmes to maintain high standards and ensure high quality graduate programme output.
- e) Promoting the development, diversification and effective delivery of graduate programmes to address emerging national issues.

25.0 DEAN OF DISTANCE LEARNING

Responsible for the promotion, administration and oversight of all Distance Learning School (DLS) programmes and instruction.

25.1 Duties and responsibilities

- a) Ensures that only qualified students are admitted into and remain on the Distance Learning School programme.
- b) Provides accurate and timely information to prospective students, faculty and administrators concerning the Distance Learning School programmes.
- c) Counsels Distance Learning School students with academic challenges.
- d) Recommends for approval by the responsible faculty or school, the award of Distance Learning School degrees.
- e) Works with the Distance Learning School Staff to carry out all administrative duties.
- f) The Dean shall be responsible to the Vice Chancellor.

26.0 DEAN OF WEEKEND SCHOOL

Responsible for the promotion, administration and oversight of all Weekend School (WS) programmes and instruction.

26.1 Duties and Responsibilities

- a) Ensures that only qualified students are admitted into and remain on the Weekend School programme.
- b) Provides accurate and timely information to prospective students, faculty and administrators in matters relating to Weekend School programmes.
- c) Counsels Weekend School students with academic challenges.
- d) Recommends for approval by the responsible faculty or school, the award of Weekend School degrees.

- e) Works with the Weekend School Staff to carry out all administrative duties.
- f) The Dean shall be responsible to the Vice-Chancellor.

27.0 DEAN OF EVENING SCHOOL

Responsible for the promotion, administration and oversight of all Evening School (WS) programmes and instruction.

27.1 Duties and Responsibilities

- a) Ensures that only qualified students are admitted into and remain on the Evening School programme.
- b) Provides accurate and timely information to prospective students, faculty and administrators in matters relating to Evening School programmes.
- c) Counsels Evening School students with academic challenges.
- d) Recommends for approval by the responsible faculty or school, the award of Evening School degrees.
- e) Works with the Evening School Staff to carry out all administrative duties.
- f) The Dean shall be responsible to the Vice-Chancellor

28.0 DEAN, CENTRE FOR INTERNATIONAL EDUCATION & COLLABORATION

Responsible for initiating, encouraging, promoting, facilitating and coordinating international programmes and linkages, faculty and student exchanges and mobility, collaborative research projects across academic disciplines and global networking.

28.1 Duties and Responsibilities

- a) Responsible for managing the Centre for International Education.

- b) Coordinate the collaborations that the University has with other international institutions.
- c) Present quarterly reports to management on the activities of the Centre.
- d) Perform any other duties that may be assigned by the Vice-Chancellor.

29.0 SECONDMENT

- 29.1 An employee of the University may be seconded to serve in government or any other sector of the Public Services of Ghana or the private sector or international organizations for a period of up to four (4) years.
- 29.2 A request for secondment shall be made by a representative of 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 senior member to apply for leave of absence from the University is not extinguished by reason only of this requirement.
- 29.3 Before the secondment of a member under this Statutes, the University shall enter into an appropriate contract under which it is entitled to reimbursement from the Government or the Public Service or the private entity for the salary and other emoluments and facilities including housing of a Senior Member seconded to Government or the Public Service or the private entity.
- 29.4 For the avoidance of doubt, a member shall not be seconded or granted leave to take up appointment as an officer of a political party or any movement of a partisan nature.
- 29.5 On completing the secondment, the Senior Member shall be granted a year's leave to prepare to resume academic work.

30.0 CONVOCATION

The membership of Convocation of the University shall be as specified in Schedule D.

It shall be the responsibility of the Registrar to maintain a Register of members of Convocation, which shall be published each year.

30.1 Functions of Convocation

In addition to any other process or functions granted by these Statutes to Convocation, it shall be the function of Convocation to express opinion on matters affecting the University and to refer any matter to the appropriate statutory body for further consideration.

30.2 Meetings of Convocation

- a) The Vice-Chancellor shall convene a regular meeting of Convocation once in a semester.
- b) A report on the state of the University shall be presented to Convocation at a regular meeting in the first semester.
- c) Upon the request in writing of not less than fifteen (15) members of Convocation stating the purpose for which the meeting is to be called or upon the request of the Council of Convocation, the Vice-Chancellor shall summon an extraordinary meeting of Convocation. The notice summoning such meeting shall specify the business to be considered.
- d) No extraordinary meeting shall be called within three months of the last foregoing meeting if the purpose of the intended extraordinary meeting is the same or substantially the same as the foregoing meeting.
- e) If any question shall arise as to whether or not the purpose of the two meetings in question is the same or substantially the same, the decision of the Vice-Chancellor thereon shall be final.

30.3 Quorum

The quorum of Convocation for the dispatch of business shall be not less than one third of the total membership.

31.0 THE COUNCIL OF CONVOCATION

There shall be a Council of Convocation consisting of nine (9) members including the Chairman elected by Convocation. The Chairman of the Council of Convocation shall be of the rank of Associate Professor or above.

31.1 Functions

The Council of Convocation shall be charged with the responsibility of protecting the interest of convocation. Without prejudice to the generality of its responsibilities, the Council of Convocation shall fulfill the following specific functions:

- a) To ensure the observance and implementation of decisions of Convocation.
- b) To consider all events of the University and ensure that issues of interest to Convocation are brought to its attention.
- c) To protect the interests of individual members of Convocation.
- d) To make proposals to Convocation for the improvement and effective governance of the University.

31.2 Meetings of the Council of Convocation

The Council of Convocation shall meet at least once in a semester.

32.0 CONGREGATION

32.1 Membership

There shall be a congregation of the University, which shall be composed of:

- a) Chairman of Council
- b) Members of Council

- c) Members of the Academic Board
- d) All graduates, diplomats of the University
- e) Members of Convocation
- f) Members of Convocation who have retired
- g) Honorary Graduands

32.2 **Meetings**

Congregation shall meet at least once a year on the summons of the Vice-Chancellor of the University:

- a) Receive a report on the University from the Vice Chancellor.
- b) Receive address from other distinguished personalities specially invited for the purpose.
- c) Witness the ceremony of conferring Degrees, Diplomas and Certificates of the University.

33.0 **STRUCTURE OF FACULTIES AND DEPARTMENTS OF THE UNIVERSITY**

The internal organization of the University into Faculties shall be in accordance with Schedule E.

33.1 **Deans**

Academic Faculties shall have as administrative heads, Deans, who shall be appointed in accordance with schedule F.

33.2 **Functions of a Dean**

- a) A Dean shall be responsible for providing leadership to the FacultyBoard in the exercise of its powers.
- b) The Dean shall be responsible to the Vice Chancellor for providing leadership in the Faculty and for maintaining and promoting efficiency and order in the Faculty in accordance with policies and

procedure prescribed by the Act, the Statutes or as may be directed from time to time by Council, the Academic Board or the Faculty Board.

- c) The Dean shall be the Chairman of the Faculty Board.
- d) He shall liaise with industries, professional institutions, associations and similar bodies and organise consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.
- e) He shall liaise with other Faculties and take responsibility for the organization of common courses.
- f) He shall coordinate the work of Departments within the Faculty.

33.3 **Faculty Board**

There shall be in each Faculty a Faculty Board whose members shall include:

- a) The Dean of the Faculty.
- b) Professors, Associate Professors or its equivalence within the Faculty.
- c) All Heads of Departments within the Faculty.
- d) One Representative from each Department within the Faculty.
- e) The Librarian or his representative.

33.4 **Tenure of Office**

A member of the Faculty Board who is a representative of a Department, shall serve a term of 3 years, but shall be eligible for re-election.

33.5 **Meetings of the Board**

The Board shall meet at least twice in a semester. The Dean may call emergency meetings by giving at least 24 hours' notice to members.

A special meeting of the Board may be called on the written request of one-third of members of the Board submitted to the Dean stating the subject matter to be considered at that special meeting. The Dean shall, within three

days of receipt of the request, convene a meeting of the Board. The quorum for a Board meeting shall be 50% of the total membership.

33.6 **Powers and Functions of the Faculty Board**

Subject to the laws of Ghana and these statutes, the Board of each Faculty shall have the following powers and functions:

- a) To regulate within the general policy approved by the Academic Board, the teaching and study of the courses or tasks assigned to the Faculty.
- b) To ensure the provision of adequate facilities for instruction and research and practical training in the disciplines assigned to the Faculty.
- c) To recommend to the Academic Board internal and external Examiners for appointments.
- d) To make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees) diplomas, certificates, studentship, scholarship and prizes within the Faculty.
- e) To advise on regulations and syllabuses dealing with courses of study for degrees, diplomas and other awards of the Faculty.
- f) To deal with any matters referred or delegated to it by the Academic Board.
- g) To appoint such sub-committees as it may consider necessary for the discharge of its functions.

33.7 **Head of Department**

A Department shall have a Head who shall be appointed by the Vice Chancellor in consultation with the Dean of the Faculty from among the professorial members of the Department or in their absence among the next lower category of senior members, that is, Senior Lecturers and Lecturers in that order.

33.7.1 **Functions of a Head of Department**

Subject to the powers of the Faculty Board and the Academic Board, the Head of Department shall:

- a. Organize the approved teaching and research programmes of the Department and ensure that the research is carried out;
- b) Maintain acceptable standards of teaching by all the units under it and any other academic work;
- c) Provide for the examination of students;
- d) Liaise with the Dean of the Faculty in matters affecting the Department;
- e) Convene a meeting of the members of the Department at least twice a semester for the purpose of planning and evaluating the activities of the Department;
- f) Be responsible for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of University policy;
- g) Provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
- h) Advance and promote generally the well-being of the Department and persons engaged in the Department.

33.7.2 The term of office of a Head of Department shall be three (3) years. He shall be eligible for re-appointment for another three (3) years.

34.0 **DISCIPLINE IN THE UNIVERSITY**

General

- a. The Vice-Chancellor shall be responsible for discipline within the University and in this connection; he shall act in accordance with rules formulated by Council.

- b. The Vice Chancellor may delegate his authority in respect of discipline as he deems appropriate.
- c. Except otherwise provided, the Disciplinary Rules under schedule G to these Statutes shall apply to discipline in the University.
- d. In special circumstances, the Vice Chancellor may refer disciplinary cases to the Governing Council.

34.1 **Discipline of Senior Members**

a. **Disciplinary Committee**

There shall be established in the University a Disciplinary Committee which shall determine cases affecting Senior Members referred to it by the Vice-Chancellor.

b. **Composition**

The composition of the Disciplinary Committee shall be as follows:

- i) A Chairman elected by the Academic Board on the advice of the Vice-Chancellor;
- ii) Two members of the Executive Committee appointed by the Vice-Chancellor;
- iii) Two members of convocation who shall be of the rank of at least Heads of Department nominated and approved by Executive Committee. At least one of whom shall have a legal Background;
- iv) The Registrar shall be secretary to the Disciplinary Committee. In the absence of the Registrar, any person not below the rank of Assistant Registrar shall act as secretary. The committee may at its discretion invite any other person to be in attendance.
- v) It shall be an Adhoc committee.

c. **Quorum**

The quorum for transaction of business by the Committee shall be any three (3) members including the Chairman.

d. **Powers**

The Disciplinary Committee shall have the power to recommend to the Vice -Chancellor the imposition of any of the penalties enumerated under this Statute. Such recommendation shall be communicated to Council.

34.2 **Procedure**

a. **Notice to Appear**

In all proceedings of the Disciplinary Committee, the Senior Member affected shall be entitled to a written notice stating (i) the charges against him/her for which the proceedings are initiated (ii) his/her right of appearance before the Committee for the purpose of explaining and or defending his conduct, (iii) the date, time and venue of the committee sitting.

b. **Witnesses**

The Senior Member concerned shall be entitled to call witnesses to testify on his/ her behalf and the Committee similarly shall be entitled to call and to hear witnesses.

c. **Legal Representation**

The Senior Member may if he/ she so wishes, be represented by Counsel provided he/ she has given a written notice to the Committee at least three days prior to the date of any particular sitting of the Committee.

The Disciplinary Committee shall make recommendations to the Vice-Chancellor.

34.3 **Interdiction Pending Determination of Case**

- a. Where a Senior Member has been charged with a disciplinary offence which, in the opinion of the Vice- Chancellor is serious or prejudicial to the proper discharge of the duties of the said Senior Member, the Vice -Chancellor as chief Disciplinary Officer of the University, may

in pursuance of his powers under the Act, suspend him from duties and all other functions of the University pending the determination of his case by the disciplinary Committee, provided that his salary and other perquisite other than the use of his official duty vehicle shall not be altered until the matter is determined by the Disciplinary Committee or by Council in case an appeal follows.

- b. It is the duty of the Vice- Chancellor to ensure that the case is determined as expeditiously as possible and he shall report to Council, at its next meeting, the circumstances leading to any action taken

34.4 **The University of Professional Studies Appeals Board**

- a. There shall be established in accordance with Section 33 of the Act, a body known as the University of Professional Studies Appeals Board.
- b. The Appeals Board shall hear and determine on appeal that matters on:
 - i) acts or omissions in contravention of the Act or the Statutes enacted by Council;
 - ii) breach of employment contracts by the University;
 - iii) the promotion of persons duly employed by the University;
 - iv) grievances by students and staff against the University on matters related to welfare and discipline; or
 - v) any other matter or dispute referred to the Board by the Council.
- c. The Council shall appoint the members of the Appeals Board.
- d. The Appeals Board consists of:
 - i) a Chairperson who is a retired justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed;
 - ii) two lawyers of at least ten years standing at the Bar who are persons of high moral integrity, at least one of whom is a woman; and

- iii) two persons who are not legal practitioners or employees of the University who are persons of high moral integrity, at least one of whom is a woman.
- e. The Chairperson and two other members of the Appeals Board constitute a panel for the hearing and determination of a matter before the Appeals Board.
- f. In the absence of the Chairperson, one of the two lawyers as provided for in paragraph (b) of subsection (3) shall act as chairperson.
- g. The Council shall establish the rules and procedures which govern.
 - i) the operations of the Appeals Board;
 - ii) the appointment and remuneration of the members of the Appeals Board;
 - iii) the functions of the acting Chairperson;
 - iv) the establishment of the Secretariat of the Appeals Board; and
 - v) any other relevant matter.
- h. A member of staff or student, affected by and not satisfied with the decision of the Disciplinary Committee shall be entitled, within fourteen (14) days of the receipt of such decision, to appeal (in writing) to the Appeals Board through the Vice Chancellor against such decision. The decision of the Appeals Board shall be final.
- i. Upon receipt of appeal, the Vice Chancellor shall refer it to the Appeals Board within fourteen (14) days.
- j. During the pending of such appeal, the Vice Chancellor may, if he deems it necessary, suspend the Senior Member appellant from all duties or functions of the University provided that his salary and other prerequisites, apart from the use of official vehicle, shall not be altered until the appeal is determined.

34.5. Discipline of Staff Other Than Senior Members

- a. Any member of the University being a Senior Staff or Junior Staff as defined by Statute 1, may for good cause, be disciplined by the Vice-Chancellor.
- b. The Vice-Chancellor shall be advised by and shall consult with the relevant Dean where applicable, and Head of Department concerned to provide appropriatediscipline to staff other than Senior Members.
- c. The Vice-Chancellor may delegate his authority under this Statute, subject to such review procedures, as he considers appropriate.
- d. The Vice-Chancellor shall appoint anAdhoc Committee on which a representative of the Senior Staff or junior Staff Association shall serve.
- e. The offending staff concerned must be given (a) notice in writing stating the grounds on which disciplinary action is being taken against him. (b) reasonable opportunity to defend himself/herself before a Disciplinary Committee constituted by the Vice-Chancellor.
- f. The provision relating to interdiction as applicable to Senior Members also applies to other staff than Senior Members.

34.6 Discipline of Junior Members

- a. It shall be the responsibility of the Vice Chancellor on the advice of, and in consultation with the Dean of Students, the relevant Dean of Faculty, the Department of the Junior Members concerned and subject to these Statutes and Regulations to provide for the discipline of Junior Members of the University.
- b. The Vice-Chancellor may delegate his authority subject to such review procedures, as he considers appropriate.
- c. The body responsible for the management of Residential facility shall be responsible for taking disciplinary action against any Junior Member for any break of Hall or Residential facility rules.

- d. Where the breach by a Junior Member is a major breach of discipline or might result in dismissal the matter shall be referred to the Vice-Chancellor for his decision. Where the Vice-Chancellor decides on dismissal, he shall report to the Academic Board at its next sitting.
- e. All major penalties imposed on Junior Members shall be subject to ratification by the Vice-Chancellor.

35.0 APPOINTMENT OF SENIOR MEMBERS

- a. The Council shall be the appointing authority of all employees of the University. The procedure for such appointment shall be as specified in Schedule C (I) to these Statutes. All professorial appointments shall be approved by Council on the recommendations of the appointment board.
- b. Notwithstanding anything in the foregoing, all employees except professorial appointments, shall be by the Vice-Chancellor on the recommendations of the Appointments Board.
- c. The Conditions of Service of the employees of the University referred to in the foregoing two paragraphs of the Statute shall be determined by Council.

35.1 Terms of Appointment of Senior Members

The terms of appointment of a Senior Member shall be specified in the letter of appointment. In addition, the following provisions shall be observed:

- i) Each Senior Member shall conform to such directives and regulations as have been given and or adopted by the Academic Board.
- ii) Each Senior Member shall give to the work of the Department to which he/ she is attached and to its extension and development and to the general interest of the University, such time and labour as shall be considered sufficient by the Vice Chancellor or Head of Department, and he shall not undertake or continue in any other work or occupation of any kind which may, in the opinion of the Vice Chancellor or Head

of Department, interfere with the proper performance of his duties or be detrimental to the interest of the University.

36.0 POWER TO MAKE REGULATIONS

- a. The Academic Board or Convocation may make regulations for their own procedures and for the exercise of their respective powers under the Act or under these Statutes, subject to the approval of Council.
- b. The Academic Board or Convocation shall not make or ratify any regulation altering, revoking, or adding to the Regulations for the time being in force except at its ordinary meeting and provided that notice of the proposed regulations has been given on the agenda paper of such meeting.
- c. Each Committee of the Academic Board and each Faculty Board may from time to time, subject in each case to review by the Academic Board as the case may be, make regulations for its own procedure and of the exercise of the power assigned to it by or under regulation of the Academic Board.
- d. Each Committee of the Academic Board shall report to the Academic Board in respect of matters delegated to it by the Academic Board provided that such reports shall be made at the first meeting of the Academic Board following the action taken by the committee.
- e. The Council, the Academic Board and Convocation respectively shall, in approving, ratifying, making, altering or revoking regulations observe the following conditions:
 - i) No regulation shall be repugnant to laws of Ghana or these Statutes of the University currently in force.
 - ii) Where in the Statutes or in any other law discretionary power is vested in any person or authority, that discretionary power shall
 - imply a duty to be fair and candid
 - not be arbitrary, capricious or biased.
 - iii) No person shall be awarded a degree other than an honorary degree, without having taken and passed the appropriate

examination or other tests as laid down in the prescribed regulation relating to the subject area to which the degree relates.

- f. If any doubt shall arise as to the validity of any regulations made by the Academic Board, Convocation, or any Committee or Board, the matter shall be referred to Council and the decision of Council thereon shall be final.

37.0 EXAMINATIONS

- a. The Academic Board shall prescribe the University's entrance requirements, the regulations governing all examinations for degrees, diplomas and certificates.
- b. The Academic Board may if it deems fit, approve of the examinations for degree or any part thereof and for other purposes, programmes of study and syllabi submitted by any Faculty or Department of the University.
- c. Boards of examiners for all prescribed examinations shall be approved by the Academic Board upon the recommendation of the respective Faculty Boards or the Board of Postgraduate studies.
- d. Academic Board upon the recommendation of the respective Faculty Boards or the Board of Graduate Studies.
- e. The Academic Board may delegate the performance of its functions in relation to examinations as and when it deems fit.

38.0 HALLS OF RESIDENCE

- a. There shall be such number of Halls within the University and such other residential facilities as the Academic Board may determine.
- b. Each Hall of residence or other residential facility shall consist of such number of students, members of academic staff and other employees of the University as the Residence Committee may determine. Every Senior Member at post shall be assigned to a Hall of Residence as a Fellow.

- c. Each Hall of Residence or other residential facility shall, where conditions permit, be managed, subject to these Statutes, by a Hall Council consisting of elected Fellows and the Student Representative (s) of that Hall or facility.
- d. The Hall Council shall be responsible for the management of each Hall or residential facility and shall be responsible for taking disciplinary action against any Junior Member with respect to breach of discipline in the Hall or facility provided always that, where the breach of discipline results in dismissal or is, in the opinion of the Hall Council, a major breach of discipline, the matter shall be referred to the Vice-Chancellor for his decision.

39.0 HONORARY DEGREES

- a. A Congregation for the conferment of honorary degrees shall be convened as and when Council shall determine.
- b. On the directive of Council, nominations for the award of honorary degrees shall be called for and received by the Registrar from all members of the University including the alumni of the University.
- c. The nominations received shall then be considered by a Joint Committee of Council and the Academic Board on which both Council and the Academic Board shall each be represented by three members.
- d. The Vice-Chancellor shall be the chairman of that committee.
- e. The decision of Council on recommendations submitted to it by the Joint Committee of Council and the Academic Board shall be final.
- f. Processes for nomination including final decision by Council shall be completed before the end of the First Semester in each year.

40.0 STUDENT REPRESENTATIVE COUNCIL(SRC)AND THE GRADUATE STUDENTS ASSOCIATION (GRASAG)

- a. There shall be a Student Representative Council (SRC) AND Graduate Students Association (GRASAG) elected by the various Junior Members of the University.
- b. The SRC/GRASAG shall be the official organ of the Junior Members of the University.
- c. The SRC/GRASAG shall, subject to the UPSA Act, these Statutes and other regulations, operate in accordance with a Constitution approved by the Academic Board .
- d. The SRC/GRASAG shall give prior information to the Dean of Students on any function or activity organized by the SRC and the holding of such activities or function shall be with approval by the Dean of Students.
- e. The SRC/GRASAG shall give prior information to the Dean about communication with persons, bodies, companies, institutions or any other entity outside the University.
- f. The SRC/GRASAG shall lodge its audited accounts with the Dean of Students for consideration and approval by the Academic Board not later than three months before the end of the academic year or any other period as determined by the Dean.

41.0 AMENDMENT OF STATUTES

- a. Amendments to the Statutes may be initiated through the Academic Board, which may make recommendations to Council in this regard.
- b. Any proposal for amendments to the Statutes shall be made by the Academic Board at a special meeting of the Board, which shall be convened at the instance of

- i. The Vice Chancellor or
 - ii. At least one-third ($1/3$) of the members of the Board.
- c. Each member of the Board shall be given at least fourteen (14) clear days' notice of the meeting.
- d. The notice to the meeting shall set out clearly the specific subject matter of the proposed amendment and the particular features of the Statutes to which they relate.
- e. No proposed amendment shall be valid unless it is adopted by the vote of at least two thirds ($2/3$) of the members of the Academic Board who are present and have voted .

42.0 AMENDMENT OF SCHEDULES

- a. The Academic Board shall have the power with the approval of the Council to amend the Schedules.
- b. Upon the approval of any such amendment by the Academic Board, it shall be reported to Council in writing at the next regular meeting of Council.
- c. Unless Council expresses its disapproval of the amendment, the approval of Council shall be deemed to have been given.

43.0 MISCELLANEOUS PROVISIONS

43.1 Quorum

Unless otherwise provided by the Act, these Statutes or Regulations adopted pursuant thereto or the schedules appended, the quorum for the transaction of business of any body set up by the University shall be not less than one half ($1/2$) of the total membership of that Body; or if such half is not a whole number, then the next higher whole number. If any committee or body set up by the University is unable to raise a quorum for two successive meetings, the chairman of the committee shall report the issue to the Executive Committee of the Academic Board for advice.

43.2 **Procedure**

Subject to such regulations as may be made under these Statutes in that behalf, any question as to the procedure to be observed in respect of any matter arising at a meeting of a body set up by the University shall be determined by the chairman of such meeting.

43.3 **Confidentiality**

Proceedings of Council, Academic Board, Convocation and Statutory Committees (and documents relating to them) shall be regarded as confidential and restrictive and shall not be disclosed or made available to non-members unless by the orders of Council or a Court of competent jurisdiction.

43.4 **External Courses**

Courses of study pursued by a student of this University in another Institution or place approved by the Academic Board on the recommendation of the Faculty Board, may with the approval of the Academic Board be deemed part of a qualifying scheme for a diploma or a degree in the University provided that such a candidate for the award has been registered in this University for a minimum of one year.

43.5 **Industrial Action by Unionised Employee**

- a. The University recognizes the right of every employee to freedom of association and of the right to demonstrate in order to protect his economic and social interests .
- b. Employees who engage in industrial action pursuant to their right to do so under any collective agreement or other labour arrangement shall do so in strict accordance with the Labour Act, 2003 (Act 651) and must respect the rights and freedoms of other members of the University and the general public.
- c. No industrial action taken or purported to be taken shall deliberately target the disruption of academic work and or the provision of essential services to campus.

- d. for the purposes of this Statute essential services shall have the same meaning as in the Labour Act, 2003 (Act 651)

43.6 **Decision-making by University Entities**

- a. A matter not expressly provided for by these Statutes or by regulations shall be determined by the Vice-Chancellor subject to approval or ratification by Council.
- b. Unless taken by consensus, a decision reached by a meeting of a University body shall not have effect unless it has the support of at least a simple majority of the members present and voting and if all votes cast are equal, the presiding person shall have a casting vote; the minutes shall record the result of the voting or reflect the consensus reached.
- c. No decision of the University shall be invalidated by reason only of the existence of vacancy in their membership of the body making the decision or of a defect in the appointment of a member of that body;
- d. Subject to the Act, these Statutes and regulations made by the Academic Board, all University bodies shall determine their own procedures.
- e. At a meeting of any University body, a member of that body may raise a point of order and shall relate only to a perceived breach of the provisions of the Act, the provisions of these Statutes and Regulations or rules of the University body in question. The member shall specify why in his opinion there has been a breach and the ruling of the person presiding shall be final and shall not be open to discussion.
- f. For the avoidance of doubt, these Statutes and Regulations made there under shall apply to all activities approved by the University whether occurring within or outside the physical location of the University including field trips and social events.
- g. Where in these Statutes an officeholder is said to be under another officeholder, it shall be taken to mean that the office holder is answerable to the other.

- h. Where a question arises as to the validity of a provision under these Statutes or a regulation made by the Academic Board or committee or Board or Hall Council, the decision of the Council on that question may be appealed to the Appeal Board established under the Act.
- i) For the purposes of this section, “Regulations” include Bye-laws.

43.7 **Effective Date of these Statutes**

These Statutes shall come into force on the 15th day of November 2012.

43.8 **Revocation**

The Statutes in force immediately before the promulgation of these Statutes are hereby revoked.

43.9 **Transitional Provisions**

- a. These Statutes shall come into force on the appointed day.
- b. The persons who immediately prior to the appointed day were respectively the Vice-Chancellor of the University, the Pro Vice-Chancellor(s) and the Registrar shall continue which they were appointed.
- c. The Academic Board, Convocation, Colleges, Faculties, Institutes, Schools and Centres and the respective governing boards as existing immediately prior to the commencement of these Statutes shall continue in existence as if constituted under these Statutes.
- d. For the purposes of the initial steps for giving effect to these Statutes:
 - i) 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 Statute.

- ii) Where any other difficulty arises in the initial constitution of a body under these Statutes, or otherwise, in the initial procedure, the Vice-Chancellor shall take the measures that are reasonably necessary in order to overcome the difficulty.
- e. The powers of each body existing in the University immediately prior to the appointed day, which are transferred under these statutes to any other body, shall continue in force until the other body has been duly constituted.
- f. The Bye-law, Regulation, Policies, Instruction, Guidelines 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.
- g. If within twelve months after the appointed day, a standing or any other committee, faculty or board of an Institute or School fails to make regulations regarding a matter for which the Academic Board considers necessary that Regulations are made or if within that period and of those bodies have made Regulations which the Academic Board has refused to ratify the, the Academic Board shall make the Regulations that it considers necessary regarding the matter.
- h. A person who immediately prior to the appointed day held an appointment in the University shall continue to hold that appointment until, under these Statutes or by virtue of the terms of appointment or recognition, that person ceases to hold that appointment.
- i. 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.

43.10 Annual Report

There shall be an Annual Report on the affairs of the various sections of the University submitted by the Vice Chancellor to Council for publication.

43.11 Activities Organized by the University

The University may organize activities on such days as it deems necessary.

43.12 Matters not covered in the Act or Statutes

Matters not expressly covered in the Act or in these Statutes or in any regulations, made pursuant thereto, shall be subject to the approval of Council to be determined by the Vice-Chancellor in consultation with the Academic Board.

SCHEDULE A

COMMITTEES OF COUNCIL

1. FINANCE COMMITTEE

a. Membership

- i) Chairman of Council - Chairman
- ii) Vice-Chancellor
- iii) Pro-Vice-Chancellor
- iv) Three (3) other members of Council, one (1) of whom shall be a Government nominee.

In Attendance

- i. Registrar
- ii. Director of Finance
- iii. Assistant Registrar - Recorder

b. Quorum

50% of its total membership

c. Functions

- i) To consider and advise the Council on the estimates of income and expenditure of the University and on accounts and all financial matters of the University.

- ii) To act on all matters referred to it by the Council and also act on behalf of the Council in emergencies or when necessary.
- iii) It shall be a Standing Committee of Council.

2. **DEVELOPMENT COMMITTEE**

a. **Membership**

- i) The Vice-Chancellor - Chairman
- ii) Two (2) other members elected by Academic Board
- iii) Two members elected by Council

In Attendance

- i. Registrar
- ii. Director of Finance
- iii. Physical Development Officer
- iv. Assistant Registrar - Recorder

b. **Quorum**

50% of total membership

c. **Functions**

To advise the Council generally on buildings and all matters concerning the physical development of the University.

3. **THE UNIVERSITY TENDER COMMITTEE**

There shall be the University Tender Committee as set up by the Procurement Act.

4. **BUSINESS OVERSIGHT COMMITTEE**

a. **Membership**

- i. Vice Chancellor - Chairman
- ii. Two Representatives from Council
- iii. Two (2) representatives from the academic staff one of whom should be of the rank of at least Associate Professor
- iv. Director, Business Development Centre

In attendance

- i) Registrar
- ii) Director of Finance

b. Functions

To oversee the operations of the Business Development Centre

SCHEDULE 'B'

STANDING COMMITTEES OF THE ACADEMIC BOARD

1. Academic Audit and Review Committee
2. Academic Prizes Committee
3. Administration Committee
4. Book Service Management Committee
5. Budget Committee
6. Chaplaincy Committee
7. Editorial Committee
8. Environment and Food Safety Committee
9. Examinations Committee
10. Executive Committee
11. Financial Operation Committee
12. Graduate Studies Committee
13. Guidance and Counseling Committee
14. Industrial Relations Committee
15. Information Technology Advisory Committee
16. International Education and Collaborations Committee
17. Inter Faculty Committee
18. Joint Admissions Committee
19. Library Committee
20. Medical Committee
21. Planning & Resource Committee
22. Professional Advisory Committee
23. Publications Committee
24. Quality Assurance Committee
25. Research , Conferences &Development Committee

26. Residence Committee
27. Scholarship & Staff Development Committee
28. Security Committee
29. Students Affairs Committee
30. Time-table Committee

1. **ACADEMIC AUDIT AND REVIEW COMMITTEE**

a. **Membership**

- i. Pro Vice Chancellor - Chairman
- ii. Director of Quality Assurance
- iii. Three officers appointed by the Vice Chancellor

b. **Quorum**

50% of its total membership

c. **Functions**

Shall be responsible for:

- i. curriculum development.
- ii. academic audit.
- iii. preparation of programmes for accreditation, standardization of programmes, and review of programmes for affiliated institutions.
- iv. determine for each programme; programme outcomes, objectives and philosophy.

2. **ACADEMIC PRIZES COMMITTEE**

a. **Membership**

Pro Vice Chancellor - Chairman
Director of Finance

Two members elected by the Academic Board

An alumnus appointed by the Vice Chancellor

b. **Quorum**

50% of membership

c. **Functions**

- i) To source for funding for academic prizes
- ii) To nominated candidates for the award of academic prizes

3. **ADMINISTRATION COMMITTEE**

a. **Membership**

- i) Vice-Chancellor - Chairman
- ii) Pro Vice-Chancellor's
- iii) Registrar
- iv) Director of Finance
- v) Director Business Development Centre

b. **Quorum**

50% of its total membership

c. **Function**

Shall assist the Vice- Chancellor in the day to day administration of the University.

4. **BOOKS SERVICE MANAGEMENT COMMITTEE**

Where the University enters into a contractual relationship with any organization for the management of the bookshop, a representative of the University shall serve on the Books Service Management Committee

5. **BUDGET COMMITTEE**

a. **Membership**

- i) The Vice Chancellor - Chairman
- ii) The Pro Vice-Chancellor
- iii) Deans
- iv) Director Business Development Centre
- v) One (1) Hall Master elected by the Residence Committee
- vi) Director of Finance
- vii) The Registrar

b. **Quorum**

50% of the total membership.

c. **Functions**

- i) To prepare for the approval of the Academic Board a yearly financial estimates of the University.
- ii) To do such other acts as Council or the Academic Board may authorize.

6. **CHAPLAINCY COMMITTEE**

a. **Membership**

- i) A chairman appointed by the Vice-Chancellor.
- ii) Three (3) members appointed by the Academic Board.
- iii) Five (5) representatives from all the recognised religious denominations
- iv) Director of Administration

b. **Quorum**

c. **Function**

To advise on religious activities in the University.

7. **EDITORIAL COMMITTEE**

a. **Membership**

- i) Chairman to be appointed by the Vice-Chancellor.
- ii) Director of Research and Consultancy Centre.
- iii) Coordinator of Publications.
- iv) Two lecturers from English Language or Communication Unit.
- v) One representative appointed by the Academic Board upon recommendation by the Vice-Chancellor.
- vi) Director of Public Relations or a representative.

b. **Quorum**

50% of its total membership

c) **Functions**

- i. To conduct preliminary reviews of scholarly papers submitted for publication in the Journal of Business Research
- ii. Ensure publication and any other assignment to be given by the Vice- Chancellor.

8. **ENVIRONMENT AND FOOD SAFETY COMMITTEE**

a) **Membership**

- i. Chairman to be appointed by the Vice-Chancellor.
- ii. One member elected by the Academic Board.
- iii. One member elected by the Residence Committee.
- iv. One member elected by the TEWU.
- v. One member elected by the SRC.
- vi. Physical Development Officer.
- vii. Sanitation Officer.
- viii. Medical Officer.

a) **Quorum**

50% of its total membership

c) **Function**

To regulate food safety and ensure environmental cleanliness in the University.

9. **EXAMINATIONS COMMITTEE**

a) **Membership**

- i. Pro-Vice- Chancellor - Chairman
- ii. Deans or their Representatives
- iii. Heads of Departments or their Representatives
- iv. Examinations Officer
- v. Director of Academic Affairs

b) **Quorum**

Fifty per cent (50%), including the Chairman

c) **Functions**

- i. Organises the examinations and other assignments that emerge from the examination regulations.
- ii. The examination committee is responsible for the observance of examination regulations and rules on appeals against decisions that have been made during examination procedures.
- iii. The examination committee reports to the Academic Board about its activities at the beginning of the academic year and can make suggestions regarding subject requirements and examination regulations.
- iv. They can also give detailed information about the composition of grades.

10. **EXECUTIVE COMMITTEE**

a) **Membership**

- i. The Vice-Chancellor - Chairman
- ii. The Pro-Vice-Chancellor
- iii. The Librarian
- iv. Deans
- v. Quality Assurance Director
- vi. Director Business Development Centre

In Attendance

- i. Registrar
- ii. Director of Finance

b) **Quorum**

50% of total membership

c) **Functions**

- i. To take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board.

- ii. To carry out such other functions as may from time to time, be delegated by the Academic Board.

11. **FINANCIAL OPERATIONS COMMITTEE**

a) **Membership**

- i. Vice-Chancellor - Chairman
- ii. Pro-Vice-Chancellor
- iii. Director ISTD - Member
- iv. Rep from Finance office
- v. Procurement Officer
- vi. Three (3) other members appointed by the Vice-Chancellor

b) **Quorum**

50% of its total membership

c) **Functions**

- i. To enhance financial management in the University.
- ii. To harmonies the integration of fee collection in the university.
- iii. To ensure good financial records management.
- iv. Assist in financial strategic planning.
- v. To monitor financial operations vis a vis budgetary allocations

12. **GRADUATE STUDIES COMMITTEE**

a) **Membership**

- i. Vice-Chancellor - Chairman
- ii. Director of Research and Consultancy Centre
- iii. Dean of Graduate studies
- iv. Dean of Centre for International Education
- v. One member appointed by the Academic Board
- vi. One member elected by each Faculty Board
- vii. Registrar

In attendance

- Director of Academic Affairs

b) **Quorum**

50% of its total membership

c) **Functions**

Co-ordination of Graduate Studies in the University:

- i. To approve on behalf of the Academic Board, candidates for higher degrees, supervisors, course work, thesis areas or titles and appointment of examiners on recommendations from the appropriate Faculty Boards;
- ii. To determine the results of graduate examinations on receipt of examiners' reports;
- iii. To request progress reports from supervisor's at the end of each academic year;
- iv. Assume responsibility for the general welfare of graduate students and, subject to the approval of the Academic Board, undertake any other functions as will promote graduate studies in the University.
- v. To liaise with Heads of Departments on all matters relating to graduate students.
- vi. To keep records of all graduate students.
- vii. To design and run own programmes
- viii. To establish and operate documentation units for all thesis and dissertation.

13. **GUIDANCE AND COUNSELING COMMITTEE**

a) **Membership**

- i. Pro-Vice-Chancellor - Chairman
- ii. One (1) representative from the Manpower Board
- iii. One (1) representative from the Public Services Commission
- iv. Two (2) persons appointed by the Vice-Chancellor from outside the University
- v. Two (2) representatives from each Faculty

- vi. One (1) representative from the SRC
- vii. The Director, Academic Affairs
- viii. The Dean of Students
- ix. University's Medical Officer
- x. The Chairman, University Alumni Association

In attendance

- Counseling Officer.

b) **Quorum**

50% of its total membership

c) **Function**

To determine and develop policies for career guidance and other educational advisory services for staff and students.

14. **INDUSTRIAL RELATIONS COMMITTEE**

a) **Membership**

- i. Pro-Vice-Chancellor - Chairman
- ii. One (1) representative from each Department
- iii. Dean of Students' Affairs
- iv. Dean of Graduate studies
- v. Director, Academic Affairs
- vi. Industrial Relations Officer
- vii. One (1) member appointed by SRC

In Attendance

- Registrar or his/her representative

b) **Quorum**

Fifty per cent (50%), including the Chairman

c) **Functions**

- i. To foster strong relations with industry, business and commerce;

- ii. To provide for the development of the entrepreneurial skills of the students and to keep under review the development of such skills.

15. INFORMATION TECHNOLOGY ADVISORY COMMITTEE

a) Membership

- i. Vice-Chancellor - Chairman
- ii. Pro-Vice-Chancellor
- iii. Director of ISTD
- iv. Three (3) other members appointed by the Vice-Chancellor
- v. A representative of the SRC

b) Quorum

50% of its total membership

c) Functions

- i. Co-ordinate and monitor the development of strategic IT projects to ensure adherence to standards, priorities, objectives and budgets approved in the IT Plan;
- ii. Appraise the viability and worth of IT projects to be undertaken, and recommend priorities and funding to the Management Committees;
- iii. Provide strategic planning direction for the exploitation of IT resources (link business strategy to IT strategy, set objectives); and
- iv. Recommend to Management Committees the long range IT plans, budget and priorities, IT policies and standards.

16. INTERNATIONAL EDUCATION AND COLLABORATION COMMITTEE (IECC)

a) Membership

- i. Vice-Chancellor - Chairman
- ii. Pro-Vice-Chancellor
- iii. Director of ISTD

- iv. Dean, International Education and Collaboration
- v. Coordinator, International Collaboration
- vi. Coordinator, Foreign Students
- vii. Three members appointed by the Vice Chancellor

b) **Quorum**

50% of its total membership

c) **Functions**

- i. To source for international collaboration and exchange programme
- ii. Exchange programmes for staff and students
- iii. Recruitment of international students
- iv. Formulation of policies for international education

17. **INTER FACULTY COMMITTEE**

a) **Membership**

- i. Pro – Vice Chancellor Chairman
- ii. One representative from each faculty board
- iii. Director of Research and Consultancy Centre
- iv. Dean of Graduate studies

In attendance

- i. Director of Planning & Management Information Systems
- ii. Director of Academic Affairs

c) **Quorum**

50% of its total membership

c) **Functions**

To consider any matter of general academic import and make recommendations to the Academic Board.

18. **JOINT ADMISSIONS COMMITTEE**

a) **Membership**

- I. The Vice-Chancellor
- ii. The Pro-Vice-Chancellor - Chairman
- iii. Deans
- iv. Director of Academic Affairs
- v. Heads of Department
- vi. The Registrar
- vii. Director of Research and Consultancy Centre

b) **Quorum**

50% of the total membership

c) **Functions**

- i. To approve selections recommended by the Faculty Boards.
- ii. To make recommendations to the Academic Board on Admission Policy of the University.

19. **LIBRARY COMMITTEE**

a) **Membership**

- i. The Pro-Vice-Chancellor - Chairman
- ii. One (1) member elected by each faculty or school
- iii. Director of Finance /Representative
- iv. Two (2) members appointed by the SRC
- v. Librarian

In Attendance

- Registrar

b) **Quorum**

50% of the total membership

c) **Function**

Subject to the approval of the Academic Board, to formulate, supervise and direct policies for the maximum development and

utilization of all libraries in the University and such other matters as may be delegated to it.

20. **MEDICAL COMMITTEE**

a) **Membership**

- i. Chairman appointed by the executive committee on the recommendations of the Vice-Chancellor
- ii. University Medical Officer
- iii. One (1) member elected by the Academic Board
- iv. Director of Administration
- v. One member elected by the TEWU
- vi. One member elected by the SRC
- vii. Matron of the Clinic

a) **Quorum**

50% of its total membership

c) **Functions**

- i. Subject to the direction of the Academic Board to be responsible for the formulation of policy for the efficient administration of the University Clinic.
- ii. The execution of controls of the University Campus, and the maintenance of appropriate and up-to date records on all activities of the Clinic.
- iii. In matters of Finance, to report to the Finance Committee and Development Committee as may be appropriate.

21. **PLANNING & RESOURCE COMMITTEE**

a) **Membership**

- i. The Vice-Chancellor - Chairman
- ii. The Pro-Vice-Chancellor
- iii. Director of Business Development Centre
- iv. Deans and Directors
- v. Director of Finance

- vi. The Registrar
- vii. Director of Audit
- viii. Quality Assurance Director
- ix. Physical Development Officer
- x. Procurement Officer
- xi. Director of Public Affairs
- xii. Director of IT

The Committee may co-opt any other person(s) when necessary to advise on technical issues. Such person(s) shall however not have the right to vote.

b) **Quorum**

50% of the total membership, which must include:

- i. The Vice-Chancellor or Pro-Vice-Chancellor
- ii. The Director of Finance or his/ her representative
- iii. The Registrar or his/ her representative

c) **Functions**

The functions of the Committee are:

1. To advise the Academic Board on:
 - i. The future development of the University on matters regarding academic, physical, financial and human resource development.
 - ii. Appropriate planning models and strategies covering all aspects of the University's activities.
 - iii. Matters relating to the establishment of new Faculties and or Departments.
 - iv. Programmes of study for the University taking into consideration the manpower needs of the nation and the goals set for the University.
2. To give general guidelines and directions to the operation of the Planning and Development Unit.

3. To consider the immediate and long term needs of the University and design appropriate strategies and plans to meet them.

22. **PROFESSIONAL ADVISORY COMMITTEE**

a) **Membership**

The Professional Advisory Committee shall comprise the following:

- i. Vice-Chancellor
- ii. Pro-Vice-Chancellor
- iii. Members of the Academic Review Audit and Review Committee
- iv. the Auditor-General or his/ her representative;
- v. one (1) representative of the –
 - Ministry of Finance;
 - Public Services Commission;
 - Ghana Employers Association;
 - Institute of Chartered Accountants, Ghana;
 - Chartered Institute of Marketing, Ghana.
- vi. For the performance of its functions the board can invite experts in attendance.

b) **Quorum**

50% of its total membership

c) **Functions**

The Professional Advisory Committee shall:

- i. advise the Academic Board on the appropriate training programmes for professional accountants, secretaries and administrators, marketers, bankers and related professional;
- ii. review the programmes of study instituted by the University and advise the Academic Board on the programmes;
- iii. monitor professional standards of the University and advise the Academic Board on measures to maintain high standards; and
- iv. perform other functions determined by the Academic Board;

23. **PUBLICATIONS COMMITTEE**

a) **Membership**

- i. Chairman to be appointed by Vice-Chancellor
- ii. Director of Public Affairs
- iii. One (1) member elected by each Faculty or School
- iv. One (1) member elected by the Academic Board
- v. The Librarian or his/ her representative
- vi. Publications Coordinator

In Attendance

- The Registrar or his representative

b. **Quorum**

50% of the total membership

c. **Functions**

Subject to the approval of the Academic Board:

- i. To formulate policies for the publication of books and periodicals in the University.
- ii. To administer such funds as may be provided for such publications.

24. **QUALITY ASSURANCE COMMITTEE**

a) **Membership**

- i. Vice-Chancellor - Chairman
- ii. Pro-Vice-Chancellor
- iii. Director of Quality Assurance
- iv. Two (2) members appointed by the Academic Board on the recommendations of the Vice-Chancellor
- v. Internal Auditor

In attendance

- Registrar
- Finance Director

b) **Quorum**

50% of its total membership

c) **Functions**

25. **RESEARCH, CONFERENCES &CONSULTANCY COMMITTEE**

a) **Membership**

- i. Chairman to be appointed by Vice-Chancellor
- ii. Director of Research and Consultancy Centre
- iii. Two (2) members elected by the Academic Board
- iv. One (1) members elected by each faculty
- v. The Librarian
- vi. Research Co-ordinator
- vii. Conference Co-ordinator
- viii. Consultancy co-ordinator

In Attendance

- The Registrar or his Representative

b) **Quorum**

50% of its total membership

c) **Functions**

- i. To determine the general policy on research and to co-ordinate research and conferences activities in the University as a whole.
- ii. To agree on research priorities and consider the general research needs of Faculties.
- iii. To advise on the allocation and disbursement of funds for research and to receive at periodic intervals reports on the expenditure of

funds and on the progress made in the prosecution of the research projects.

- iv. To submit annual reports to the Academic Board on the work of the Committee.
- v. To examine and take appropriate action on all application for assistance towards the attendance of conferences.

26. **RESIDENCE COMMITTEE**

a) **Membership**

- i. Pro-Vice-Chancellor - Chairman
- ii. Dean of Students
- iii. Hall Masters/Wardens
- iv. Two (2) members of the SRC
- v. One (1) student elected by each Hall
- vi. The Registrar
- vii. Director of Finance Representative
- viii. Director of Business Development Centre
- ix. Dean of Foreign Students
- x. Dean of Centre for International Education

b) **Quorum**

50% of the total membership

c) **Functions**

- i. To keep the Hall system under review.
- ii. To make Regulations to ensure the proper functioning of the Hall system.
- iii. To make adequate provisions for the supervision and welfare of the student body.

27. **SCHOLARSHIPS AND STAFF DEVELOPMENT COMMITTEE**

a) **Membership**

- i. The Vice-Chancellor - Chairman
- ii. The Pro-Vice-Chancellor
- iii. Deans and Directors
- iv. Heads of Department of Applicant

In Attendance

- The Registrar

b) **Quorum**

50% of total membership

c) **Function**

To advise the Academic Board on the University's staff development policy on the award of scholarship and grant of study leave.

28. **SECURITY COMMITTEE**

a) **Membership**

- i. Chairman appointed by the Executive Committee on the recommendations of the Vice-Chancellor
- ii. Two members appointed by the Academic Board
- iii. One member appointed by the SRC
- iv. One member appointed by TEWU
- v. Chief security Officer

In attendance

- Deputy Chief Security Officer
- The Physical Development Officer

b) **Quorum**

- 50% of its total membership

c) **Function**

To keep under review the security arrangements of the University.

29. **STUDENTS AFFAIRS COMMITTEE**

a) **Membership**

- i. Chairman to be appointed by Vice-Chancellor
- ii. Dean of Students
- iii. Dean of Foreign Students
- iv. Dean of Centre for International Education
- v. Industrial Relations officer
- vi. Student's Affairs Officer
- vii. Two (2) representatives appointed by the Academic Board
- viii. TEWU Representative

b) **Quorum**

50% of its total membership

c) **Functions**

- i. Serves as a liaison between the Management and the students.
- ii. Creates reports and recommendations concerning the improvement of business practices between the student body and management policies.
- iii. Considers any other matters requested by the Vice-Chancellor for Student Affairs or his/her representative.

30. **TIMETABLE COMMITTEE**

a) **Membership**

- i. The Pro-Vice-Chancellor - Chairman
- ii. A representative from Graduate school
- iii. Heads of Department
- iv. Director of IT
- v. Director of Academic Affairs
- vi. Examination & Timetable Officer

b) **Quorum**

50% of the total membership.

c. **Function**

To draw timetables for teaching and examinations in the University.

SCHEDULE C

PROCEDURE FOR THE APPOINTMENT AND PROMOTION OF SENIOR MEMBERS

1. **Vacancies**

Vacancies shall be announced by internal or external advertisement as appropriate.

The vacancies may be filled through:

- (a) Secondment from other Universities under a scheme of staff exchange;
- (b) Technical assistance;
- (c) A recommendation to the Vice-Chancellor by the Dean in consultation with the Head of Department, as appropriate; or
- (d) Application by individuals on their own initiative.

Notwithstanding section (1), a Senior Member of the University may apply for promotion at any time.

2. **Appointment by Promotion**

- (a) Promotion shall generally proceed from one rank to the immediate next rank that is, from Lecturer to Senior Lecturer to Associate Professor to Professor.
- (b) Notwithstanding the normal progression as stated in section (1) above a Senior Member of the University may apply at any time to be promoted to a rank for which that member feels qualified, with reasons.
- (c) In the case of an application for promotion from Lecturer to Senior Lecturer the applicant shall have completed his/her probation and

having taught for a minimum of three (3) years before becoming eligible to apply.

3. Submission of Application

- (a) Application indicating the position sought and the area of discipline concerned shall be submitted to the Vice-Chancellor through the Head of Department with a covering letter copied to the Registrar.
- (b) The Vice-Chancellor shall forward the application within twenty-one days of receipt to the Dean of Faculty.
- (c) In the case of an application for promotion, where the Dean considers that the application is complete, the effective date shall be the date on which the papers and any other documents submitted for assessment are received by the Vice-Chancellor
- (d) The effective date shall be confirmed in the minutes of the Faculty Appointments Review Committee.
- (e) The Dean shall forward to the Registrar one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the applicant.
- (f) In the case of a person applying from outside the University, the application shall be sent to the Vice-Chancellor who shall refer it to the Head of Department to be processed as in Subsection 3 (1) above.

4. Faculty Appointments Review Committee

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

representative each from other grades.

- (d) The Committee may co-opt others as appropriate to assist its work.
- (e) The Faculty Appointments Review Committee shall meet at least twice a semester.
- (f) On receipt of an application, the Dean shall refer it to the Faculty Appointments Review Committee for consideration.
- (g) The review process shall include a report from the Head of Department on an interactive assessment of the applicant.
- (h) An application shall not be withheld from the Faculty Appointments Review Committee.
- (i) 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 Board.
- (j) The Head of Department shall provide the establishment to the Faculty Appointments Review Committee.
- (k) Where there are no Professors in the Faculty, the Vice Chancellor in consultation with the Executive Committee shall appoint a three (3) member Committee to assess an applicant for appointment and for promotion. The members of the said committee should be of a grade not lower than that of the one to be assessed.
- (l) Members of the Faculty Appointments Review Committee sitting at any particular time for promotion should exclude members of a rank lower than the one to which the application relates.

5. **Handling of Application at the Dean's office**

- (a) Following consideration by the Faculty Appointments Review Committee, the Head of Department shall, in consultation with the Dean, nominate persons who may be asked to undertake an assessment of an applicant's work.

- (b) The Dean shall request each assessor to comment on each publication submitted for assessment, stating its contribution to the candidate's field and the candidate's academic standing in accordance with the University's grading or weighting system.
- (c) The request for an assessment shall be accompanied by
 - i. A copy of the application including the curriculum vitae,
 - ii. Copies of publications and any other exhibits of the applicant's work and
 - iii. The criteria for appointment or promotion
- (d) An assessment shall not be provided by the Head of Department on the applicant's publications.
- (e) For promotion from Lecturer to Senior Lecturer, assessment of publications shall normally be outside the University.
- (f) An external assessor is a person of standing in the applicant's field normally of the status of Professor or equivalent but not employed by or in any way currently connected with the University.
- (g) That assessor should not however, have been associated with the applicant's formal studies at the graduate or professional level nor should the assessor have been a collaborator.
- (h) All correspondence between the Dean and the assessor shall be copied to the Registrar.
- (i) Whether an applicant fails or passes, the Dean and Head of Department shall provide the applicant with the strengths and weaknesses of the application.

6. **Handling of Applications at the Registry**

- (a) The Registrar shall maintain a register of applications received in the office of the Registrar indicating the dates of receipt, and shall bring the register to the attention of the Appointments Board at least once a semester indicating the state of processing of each application.

- (b) When the processing of an application is completed, the Registrar on being satisfied that everything is in order, shall list the application for consideration by the Appointments Board, inviting the candidate for an interview where necessary.
- (c) In each case of an appointment or promotion the Registrar shall provide the Appointments Board with:
 - i. The approved departmental establishment,
 - ii. The approved criteria for appointment or promotion,
 - iii. The reports of the Faculty appointments Committee,
 - iv. The report of the assessors, and
 - vi. The salary scale and the recommended entry point.

7. Appointment to Teaching or Research Grades-Criteria

- (a) An application for appointment to a teaching or research grade, shall be assessed on the basis of evidence of continuing performance in respect of:
 - i. scholarship as exemplified through research or contribution to knowledge
 - ii. teaching, and
 - iii. extension work or service.
- (b) An application shall be supported by publications including books, refereed articles in journals or evidence of acceptance for publication.
- (c) The following may be taken into account by the Appointments Board:
 - i. contribution to University Boards or Committees, and
 - ii. extension work or service.

8. Tutor

The designation “tutor” applies to persons appointed to teaching positions in the Departments of the University who do not possess a researched degree but possess specialized expertise. The designation may also be applied to persons without researched degrees appointed temporarily to teaching positions.

9. **Research Associate**

The term “research associate” applies to persons without higher degrees but with demonstrable competence to operate in their areas of research.

10. **Assistant Lecturer or Assistant Research Fellow**

An applicant with a minimum of research in Master's Degree may be appointed to the grade of Assistant Lecturer for a maximum of four (4) years.

11. **Lecturer or Research Fellow**

(a) For the appointment of a Lecturer or Research Fellow, training in research as evidenced by a higher researched degree, preferably a doctorate degree or its equivalent or higher professional qualification is required.

(b) The appointment shall normally be for six (6) years, the first two (2) years of which shall be regarded as a period of probation.

(c) The appointment shall be reviewed before the end of the sixth year and may normally be renewed for no longer than three (3) more years.

(d) At the end of the ninth (9) years, the appointment shall terminate unless the lecturer or research fellow can be promoted to a grade above that of a lecturer.

(e) In exceptional circumstances, the Appointments Board may, on the recommendation of the Faculty Appointments Review Committee, extend the appointment for a further period not exceeding two (2) more years, at the end of which the appointment shall terminate unless the Lecturer or Research Fellow can be promoted to a grade above that of a Lecturer.

12. **Senior Lecturer or Senior Research Fellow**

(a) Appointment or promotion to the grade of Senior Lecturer or Senior Research fellow shall be considered on the basis of significant performance in:

- i. Scholarship as exemplified through research or contribution to knowledge through publications,
 - ii. Teaching, and
 - iii. Extension work or service.
- (b) The Head of Department shall provide the Dean, an assessment on teaching of the applicant, taking into consideration student assessment and external examiners' comments.
- (c) Extension work or service shall include matters described in subsection (iii) of section 7.
- (c) Applications for promotion based solely on teaching and extension work or service, or any other contributions that do not normally result in publications, shall not be considered during the first regular six (6) year contract.
- (e) Two assessors as described in subsection (f) and (g) of section 5 shall be required.

13. **Associate Professor**

- (a) Appointment or promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in the candidate's field or teaching and contribution to the intellectual life of the University and the development of the country and on teaching or extension service which shall be treated as described in subsection (a) of section 12.
- (b) Two (2) external assessors as described in 5. (f) Shall be required.
- (c) Appointment is tenured.

14. **Professor**

- (a) Appointment or promotion to the grade of professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and the development of the country and on teaching or extension work and service which shall be treated as described in subsection (a) of section 12.

(b) Two external assessors as described in subsections (f) and (g) of section 5 shall be required.

(c) Appointment is tenured.

15. **Visiting Scholar**

In consultation with the Pro - Vice Chancellor or Dean and Head of Department, the Vice Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one year, to which the designation “Visiting Scholar” shall apply.

16. **Adjunct Appointments**

The Appointments Board may recommend a person to the Council for an adjunct academic appointment.

17. **Emeritus Professorship**

(a) The candidates for the position of Emeritus Professor shall be active in their field and within easy reach of the University.

(b) The title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.

(c) Nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments Board and approved by the Council.

(d) A stipend is not attached to the position of Emeritus Professor, but the appointee shall have access to University facilities such as the Library and secretarial support and may assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

18. **Honorary Appointments**

(a) Honorary appointments may be conferred on persons who have achieved distinction in their fields.

(b) Nominations shall be reviewed by the Faculty Board which shall submit a recommendation including curriculum vitae to the Appointments Board.

- (c) Nominations for honorary professorship shall be subject to Council's approval.
- (d) Details of such appointments shall be provided by the Academic Board.

19. **Appointments or Promotion to Administrative or Professional Grades**
Criteria:

- (a) for appointment or promotion to the administrative or professional grades, demonstrated evidence or promise or continuing performance in respect of the following abilities shall be required:
 - i. Grasp of administrative procedures or regulations and organizational ability,
 - ii. Leadership,
 - iii. Initiative and reliability, and
 - iv. A sense of responsibility.
- (b) for the purposes of assessment in respect of subsection (1), the applicant shall furnish evidence of the applicant's contribution to the work of the University or any other institution, to which may be attached memoranda, other than a confidential material, to be reviewed as appropriate by the Registrar, Dean, Chairman of a University Board or Committee or any other person in a supervisory administrative capacity.

20. **Registry Appointment Review Committee**

- (a) There shall be a Registry Appointment Review Committee appointed by the Vice-Chancellor for two (2) years in consultation with the Registrar, membership of which shall reflect the various grades not below the grade of Assistant Registrar. Membership shall also include a member of the Academic staff not below the grade of Senior Lecturer
- (b) The Registrar is the Chairman of the Registry Appointment Review Committee, membership of which shall not exceed five (5), but the committee may co-opt others as appropriate to assist its work.

- (c) The Committee shall consider the applications for appointment or promotion and forward the list of the applicants with its comments and recommendations to the Appointments Board.
- (d) The Registry Appointment Committee shall meet at least twice a semester.

21. Assistant Registrar and Equivalent Professional Grades

- (a) The requirement for the appointment of an Assistant Registrar or equivalent professional grade is
 - i) An advanced (second) degree in administration or equivalent professional qualification.
 - ii) Satisfactory performance in the grade of Junior Assistant Registrar for at least two (2) years
- (b) The appointment shall normally be for four (4) years, the first year of which shall be graded a period of probation.
- (c) The appointment shall be reviewed before the end of the fourth year, and may be renewed upon satisfactory performance.
- (d) Promotion from one grade to another shall be subject to availability of vacancy.

22. Senior Assistant Registrar and Equivalent Profession Grade

- (a) For appointment to the grade of Senior Assistant Registrar or equivalent professional grade satisfactory performance in the grade of Assistant Registrar or equivalent position of at least four (4) years is required.
- (b) Two (2) external assessors are required.

23. Deputy Registrar/Director and Equivalent Professional Grade

- (a) For the appointment to the grade of Deputy Registrar/Director or equivalent professional grade, proven administrative ability, demonstrated by substantial and relevant working experience and written work including memoranda, reports, projects are required.

- (b) Two (2) external assessors are required
- (c) Appointment is tenured.

24. Administrative Director and Deputy Director

Appointment to the position of Administrative Director or Deputy Director shall proceed by open advertisement and assessment based on experience as well as evidence of competence and leadership.

25. Renewal of Contract

25.1 A member of staff whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide an updated Curriculum Vitae to the Dean through the Head of Department. It is equally incumbent on a member of staff to take steps to have his or her contract renewed. For renewal of contract the following documents shall be required:

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

25.2 Information from the member of staff obtained under subsection (1) and comments by the Head of Department shall be reviewed by the Faculty or Registry Appointments Review Committee which may recommend renewal, indicating the duration.

25.3 The Faculty Appointments and Promotions Review Committee and the Registry Appointments Review Committee shall have the power to recommend the renewal of the contract of staff whose contracts have expired; provided that the renewal of the appointment of staff who have attained the compulsory retirement age shall be subject to the approval of Council.

- 25.4 The Faculty Appointments and Promotions Review Committee shall submit summary reports to the University's appointment board on each renewal application approved.
- 25.5 The Faculty Appointments and Promotions Review Committee shall refer all unsuccessful applications for renewal of contract to the University's appointment board for final determination.
- 25.6 Re-engagement on contract beyond the compulsory retiring age may be recommended by the faculty appointment review committee on evidence of
- a) Continuing professional activity which may be ascertained from information provided under subsection (1)
 - b) Continuing good health,
 - c) Unavailability of staff in the critical area of specialization, there being no prospect of specialization, or of immediate recruitment.
- 25.7 The recommendations of the Faculty or Registry Appointments Review Committee in respect of renewal beyond compulsory retiring age shall refer specifically to each of the criteria indicated in section (7) of this schedule.

26. **Appointments and Promotions Board**

- 26.1 The Appointments and Promotions Board shall consist of:-
- a) Vice- Chancellor
 - b) The Pro-Vice-Chancellor
 - c) Two (2) members elected by the Academic Board not below the rank of Associate Professor; provided that where there are no Associate Professors, they should be chosen from the next lower rank.
 - d) The Dean of the Faculty of which the appointment is being made.
 - e) The Head of Department, in which the appointment is being made
 - f) The Head of a cognate Department in which appoint is being made.
 - g) The Registrar shall be in attendance

- 26.2 Persons from within and outside the University may be co-opted as appropriate.
- 26.3 The quorum for business is five (5), but a business shall not be conducted in the absence of:
- a) The Vice-Chancellor and the Pro-Vice-Chancellor
 - b) One (1) assessor
 - c) One (1) elected member
 - d) The Dean of the Faculty
 - e) The Head of Department
- 26.4 For first appointments; documentation to be reviewed by the University Appointment Board shall include:
- a) Completed application form;
 - b) Curriculum Vitae;
 - c) Copies of certificates (with originals to be presented at interview)
 - d) Relevant minutes of Faculty Appointments and Promotion Review Committee
 - e) Two interactive report (one on applicant's demonstration teaching/seminar and one from Dean of Faculty)
 - f) For candidate seeking appointments to grade of Senior Lecturer or higher-two External Assessors reports
- 26.5 For promotion to Senior Lecturer or Associate Professor or full Professor and equivalent grade, documentation to be reviewed by the University Appointment Board shall include:
- a) Completed application form;
 - b) Updated curriculum vitae;
 - c) Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - d) Summary of Annual Reports on staff member dating back to last appointment or promotion;
 - e) Summary of students' assessment of candidate dating back to five years;
 - f) Two External Assessors' reports

Notwithstanding subsection (1) and (2) the Vice- Chancellor shall be present for the appointment to the grade of Associate Professor or Professor.

26.6 The Board shall review applications received in the light of:

- a) The applicant's formal qualifications
- b) The applicant's experience
- c) The applicant's age
- d) Status of contract (short-term, long-term, post-retirement);
- e) The recommendations of the Faculty or Registry Appointment Review Committee
- f) The reports of External Assessors, and
- g) The Board's knowledge about candidate.

26.7 Appointment or promotion shall be made to named department or departments in a named discipline or profession in the broad subject area rather than to sub area of specialization.

26.8 Proceedings of the Appointments Board shall be kept in the form of,

- a) Minutes of general policy matters, and
- b) Minutes of individual appointments.

26.9 Minutes of the Appointment Board shall be provided to the members of the Board.

26.10 Minutes on general policy matters shall be circulated to the Deans, Heads of Departments and other members of the Academic Board.

26.11 Minutes of individual appointments shall be circulated to Heads of Department and Deans of the Faculties concerned.

26.12 Minutes covering the proceedings of the Appointments board shall be deposited at the University's Library.

26.13 The minutes on individual appointments shall be kept under security so that, subject to 28.10, 28.11 and 28.12, access to them shall require the written permission of the Vice Chancellor.

26.14 Except as provided for in 28.10 – 28.13 above, the documents in the appointment process and discussions at the Appointments Board shall be secret and confidential

26.15 The Registrar shall communicate the decision of the Appointment Board to the Applicant within two weeks, and in the case of appointment requiring prior approval by the University Council within two weeks after approval.

27. **Appeals**

(a) The Appointments Board may, on application, review its own decisions affecting an appointment or a promotion and for which purpose, as may as possible from the full list of membership of the Appointments Board as in 28.1-28.3 shall be summoned.

(b) Appeal lies from the Appointments Board to the University Appeals Board.

28. **Annexure**

28.1 For the purpose of this Schedule “extension work or Service” includes

- (a) national or international recognition,
- (b) contribution as hall tutor or academic advisor,
- (c) general community service,
- (d) clinical duty, and
- (e) any other matter the Appointments Board may decide to take cognizance of;
- (f) popular publications in newspapers or magazines shall be considered under “extension service” since they serve to educate the general public on specific social and other issues.

28.2 The categories of academic senior members are;

- (a) teaching staff, e.g. Lecturer; with load of 75% Full Time Equivalent teaching (12hrs) and 25% research,
- (b) Research staff, e.g. research fellow; ie. Senior members with at least 75% Full Time Equivalent research load, 25% teaching (4hrs)
- (c) resident tutor

28.3 “Publication” includes:

- (a) an article, a paper or an abstract published in a peer reviewed refereed journal
- (b) a book or a chapter of a book
- (c) a monograph
- (d) edited conference proceedings,
- (e) a technical or consultancy report , and
- (f) Documented creative works, such as works of art, plays, choreographies, musical scores, mechanical devices, inventions.

28.4 Technical or consultancy reports and abstracts may be submitted for assessment for promotion.

29. **Promotions Based on Long Service.**

A Lecturer in exceptional cases may be promoted from the grade of Lecturer to Senior Lecturer on the basis of long service if he/she has :

- (a) taught for a cumulative period of at least fifteen (15) years
- (b) published at least two (2) refereed articles.
- (c) rendered community service
- (d) been objectively assessed on his/her teaching.

30. **Appointment or Promotion of Lecturer to Senior Lecturer**

30.1 **Publication**

- (a) Wherever possible assessment shall be by peer preview within Ghana.
- (b) In all cases, there shall be two (2) assessors, one of whom shall, whenever possible, be from a cognate discipline.
- (c) The assessors shall be nominated by the Head of Department in consultation with the Dean of Faculty

30.2 **Teaching or Departmental Work**

- (a) There shall be student assessment in all cases.
- (b) The applicant for promotion should have taught for a period of four (4) consecutive years which includes probation.

- (c) Mode of assessment shall be by two (2) External Assessors who shall be nominated by the Head of Department in consultation with the Dean.
- (d) The Weighting Criteria for promotion shall apply

30.3 Appointment or Promotion from Senior Lecturer to Associate Professor

- (a) Appointment or promotion from Senior Lecturer to Associate Professor shall be based on work of outstanding scholarship in the candidate's field.
- (b) Mode of assessment shall be by two external assessors who shall be nominated or appointed by the Head of Department in consultation with the Dean.
- (c) For all professorial appointments, in order to avoid delays, it may be advisable to request three assessments any two of which may be used to arrive at a decision.
- (d) The applicant for promotion should have taught for a period of three (3) consecutive years after his/her last promotion.
- (e) The Weighting Criteria for promotion shall apply

30.4 Appointment or Promotion from Associate Professor to Professor:

- (a) Appointments or promotion from associate professor to professor grade shall be based on work of internationally acclaimed scholarship.
- (b) The applicant for promotion should have taught for a period of three (3) years after his/her last promotion.
- (c) The Weighting Criteria for promotion shall apply.
- (d) There shall be two (2) External Assessors who shall be appointed or nominated by the Head of Department in consultation with the Dean.

31.0 Procedure for Appointments and Promotions of Senior Staff and Junior Staff

There shall be an Appointments and Promotions Committee for:

a) **Senior Staff**

Membership

- i. Pro - Vice Chancellor - Chairman
- ii. Registrar
- iii. Director of Finance
- iv. Head of Department concerned or his Representative
- v. One person appointed by the Academic Board
- vi. The Dean of the respective Faculty as appropriate
- vii. Assistant Registrar (Personnel) Secretary

Quorum

The Quorum shall be three, including the Pro - Vice Chancellor and the Head of Department or his representative.

b) **Junior Staff**

Membership

- (i) The Pro - Vice Chancellor - Chairman
- (ii) Director of Finance
- (iii) Director of Administration
- (iv) The Dean of the respective Faculty
- (v) Head of Department Concerned or his representative
- (vi) Assistant Registrar (Personnel) - Secretary

1. All applications for appointments and promotions to Junior and Senior Staff positions shall be forwarded to the Head of Department concerned in the first instance The Head of Department shall then forward each application with his comments to the appropriate Committee.
2. The Committee concerned shall consider all applications for appointments and promotions and shall forward the papers of all applicants with its comments and recommendations to the Vice Chancellor pursuant to authority vested in him in Statute

32. Appeals Relating to Appointments and Promotions of Senior Staff And Junior Staff

- a. The Vice- Chancellor may, on application, review the decision of the Committee affecting appointments and promotions of Junior Staff and/or Senior Staff within ten days of appeal.
- b. Appeals shall lie from the decision of the Vice-Chancellor to the University's Appeals Board.

SCHEDULE D

MEMBERS OF CONVOCATION

Members of Convocation shall be the following persons holding office in the University of Professional Studies (UPS) approved by the Academic Board.

1. The Vice-Chancellor who shall (if present) presides over Convocation.
2. The Pro - Vice Chancellor who shall (if present) presides over Convocation in the absence of the Vice Chancellor.
3. The Director of Business Development Centre.
4. Deans.
5. Director of Quality Assurance
6. Professors, the Senior Lecturers, Senior Research Fellows.
7. Wardens/Tutors of Halls of Residence.
8. The Registrar, (and other senior members in the registry) the Director of Administration and Director of Academic Affairs
9. The Librarian and the Deputy Librarian.
10. Director of Finance, Deputy Director of Finance and Director of Audit
12. Lecturers, Research Fellows, and Research Officers.

13. Assistant Registrars, Assistant Librarians, Accountants and Assistant Research Fellows, Tutors and Assistant Lecturers.
14. Any other person(s) holding an office in the University approved by the Academic Board.

SCHEDULE E

STRUCTURE OF INSTITUTES/SCHOOLS/ FACULTIES/SCHOOLS AND DEPARTMENTS OF THE UNIVERSITY

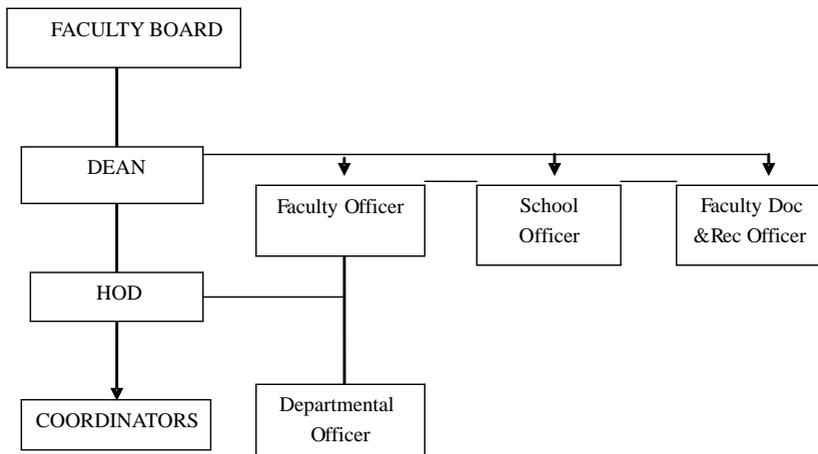
INSTITUTES/SCHOOLS/FACULTIES	DEPARTMENT	UNIT	REPRESENTATION ON FACULTY BOARD
ACCOUNTING & FINANCE	Accounting Banking and Finance	Diploma in Accounting Bachelor in Accounting MBA PhD Diploma in Banking and Finance Bachelor in Banking and Finance MBA PhD	❖ Dean ❖ Professor/Associate Professor or equivalent ❖ Head of Department ❖ Representative from each Department. ❖ Librarian or his Representative
MANAGEMENT	Marketing	Diploma in Marketing Bachelor in Marketing MBA PhD	❖ Dean ❖ Professor/Associate Professor or equivalent ❖ Head of Department ❖ Representative from each Department. ❖ Librarian or his Representative.

	Administration	Diploma in Business Management Bachelor of Bus. Admin. MBA PhD	
INFORMATION & COMMUNICATION STUDIES	Public Relations Information Technology	Diploma in Public Relations Management Bachelor in Public Relations Management MBA PhD Diploma in Information Bachelor in Science Information Technology	<ul style="list-style-type: none"> ❖ Dean ❖ Professor/Associate Professor or equivalent ❖ Head of Department ❖ Representative from each Department. ❖ Librarian or his Representative ❖
ECONOMICS & ACTUARIAL SCIENCE	Economics Actuarial Science	BSc Economics BSc Actuarial Science BSc Economics & Actuarial Science	❖
LAW	Law	LLB LLM	❖
DISTANCE LEARNING SCHOOL			❖
WEEKEND SCHOOL			❖
EVENING SCHOOL			❖

INSTITUTE OF PROFESSIONAL STUDDIES	Accounting Marketing Administration Banking Law IT	ACCA ICA GH CIMA CIM ICSA CIB Law	❖
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- v The Academic Board may at any point in time where necessary, revise the structure of Faculties and Departments to suit current developments.

c. Structure of Management



SCHEDULE F

APPOINTMENT OF DEANS OF FACULTIES

1. The Vice-Chancellor in consultation with the Heads of Department in the Faculty shall appoint Deans.
2. The Dean shall vacate his office if he/ she is absent for a period of more than one year. In such a situation, the vacancy shall be filled in accordance with the rules governing the appointment of Deans. (Schedule F, section 1)
3. A Vice Dean of a Faculty may be appointed by the Vice Chancellor in consultation with the Heads of Department in the Faculty. The Vice Dean shall assist the Dean in the performance of his duties. He/She shall act for the Dean during his absence. He/She shall perform such other functions as may be assigned to him by the Dean.
4. The tenure of office for the Dean and the Vice Dean shall be three (3) years.
5. Notwithstanding schedule F(3) above, the Dean or Vice Dean may be reappointed for another term

SCHEDULE G

DISCIPLINARY RULES

These rules shall be referred to as the Disciplinary Rules of the University and shall apply generally to all Senior Members, other staff and students except otherwise provided in these Statutes.

1. Offences

- An act constitutes misconduct by a person to whom these rules apply, if the act
- a. is done without reasonable excuse
 - b. amounts to a failure to perform in a proper manner duty imposed on the person, or

- c. contravenes any Regulations, Instructions, or Directives relating to Senior Members, Junior Members or other staff of the University, or
- d. is otherwise prejudicial to the efficient functioning of the University, or
- e. tends to bring the University into disrepute.

2. **Misconduct**

Without prejudice to paragraph (1) above, it is misconduct for a Staff to:

- a. be absent from duty without leave or reasonable excuse
- b. be insubordinate
- c. use without the consent of the proper authority any property or facility provided for the purpose of the University for a purpose not connected with the work of the University or not within the scope of his responsibility.
- d. engage in any activity, which is likely to bring the University into disrepute or cause disorder in the University.
- e. engage in gainful occupation outside the University without the written consent of the Vice-Chancellor.
- f. reveal confidential information to anyone not entitled to such information.
- g. verbally or physically assault any member of staff of the University.
- h. travel outside the country without the written permission of the Vice-Chancellor.

3. **Penalties**

For breach of any of these rules, any one or more of the following penalties may be imposed in any disciplinary proceedings where applicable:

- a) Dismissal
- b) Termination of Appointment
- c) Suspension for a stated period with or without pay.

- d) Reduction in rank or grade
- e) Deferment of increment i.e. postponement of the date on which the next increment is due, with corresponding postponement in subsequent years.
- f) Stoppage of increment, i.e. non-payment for a specified period of an increment otherwise due.
- g) Forfeiture of pay for stated period.
- h) Withholding of increment.
- i) Rustication.
- j) Interdiction
- k) Reprimand
- l) Verbal Warning
- m) Written Warning
- n) Signing of a bond to be of a good behaviour for a stated period
- o) Surcharge
- p) Any other appropriate sanctions.

Major penalties shall be imposed only by the Vice-Chancellor and minor penalties may be imposed by a delegated authority.

4. **Minor Offences**

The following shall be considered as minor offences:

- i. Sleeping during working hours depending on the job description of the employee
- ii. Trading on office premises
- iii. Failure to comply with reasonable instructions
- iv. Damage to official property through negligence
- v. Gambling on office premises
- vi. Absenteeism

- vii. Drunkenness during work performance
- viii. Unsatisfactory work performance
- ix. Use of insulting language towards another employee
- x. Acting as moneylender
- xi. Pecuniary embarrassment from whatever source

Disciplinary proceedings involving minor penalties shall be conducted summarily.

5. **Disciplinary action for Minor Offences**

- i. Verbal Warning
- ii. Written Warning
- iii. Suspension from duty without pay for a period not exceeding five (5) working days
- iv. surcharge

6. **Major Offences**

The following shall be considered as major offences

- i. Deceit of public officer in the performance of his official duties
- ii. Immoral conduct or indecency
- iii. Physical assault or fighting on office premises
- iv. Gross dereliction of duty
- v. Gross insubordination
- vi. Willful disobedience of lawful order
- vii. Habitual lateness to work
- viii. Stealing, misappropriation of funds, fraud or falsification of records
- ix. Conviction of felony or other serious criminal offences or failure to disclose same where it has a bearing on one's job
- x. Vacation of post

Where a major offence has been committed, the Vice Chancellor shall appoint a committee to conduct an enquiry into the charges and make recommendations to him.

7. **In every case where a disciplinary enquiry is to be conducted under Rule 7, the offender shall be**

- a) served with written charges against him/her
- b) given the opportunity to explain or defend himself.
- c) entitled to call witnesses to give evidence for him and hear the evidence of any witnesses against him.

8. **Disciplinary Rules and Procedures for Junior Members**

8.1 **Application**

- i. These rules apply to junior members of the University, and shall be enforced in the manner specified under these Statutes.

8.2 **Authority of the Academic Board to enact disciplinary rules**

- i. Without prejudice to the authority of the Vice – Chancellor to provide for the discipline of junior members of the University, the Academic Board of the University may from time to time enact additional rules and stipulate procedures to supplement the rules under these Statutes, and such rules and procedures shall be contained in the Hand books for junior members or other documents specified by the Academic Board.

8.3 **Offences**

It is an offence for a Junior member to:

1. Disobey lawful and reasonable instructions and requests given by staff and officers of the University;
2. Deceive a staff or officer of the University;
3. Fight a student, staff or officer of the University; or participate in a fight with a student; staff or officer of the University; or any other person on; provided that where the other person involved in the fight is

not a student, staff or officer of the University, no offence is committed unless the fight takes place on the campus of the University;

4. Fail, neglect or refuse to follow rules, regulations and procedures enacted by the University;
5. Gambling on the campus of the University;
6. Organise any activity on the campus of the University or in the name of the University without the prior written permission of the University;
7. Bring individuals or groups of individuals who are not students, staff or officers of the Institute into the campus of the University in connection with an activity on campus without the prior written permission of the University;
8. Defraud a student, staff or officer of the University;
9. Engage in a conduct that undermines the promotion, execution and the pursuit of the mandate and lawful objects of the University;
10. Obtain property belonging to a student, staff or officer of the University by means of false pretence;
11. To bring or direct a bailiff to serve a court process on a student or staff of the University on the campus of the Institute without first informing the Dean of Students or the Registrar;
12. Assault a student, staff or officer of the University, whether on campus or outside of campus;
13. Cause harm, injury or damage to a student, staff or officer of the University, whether on campus or outside of campus.
14. Cause harm, damage or injury to a person, not being a student or staff or officer of the Institute but lawfully on the campus of the University;
15. Rape, sodomise or sexually assault or harass a student, staff or officer of the University whether on the campus of the University or outside;

16. Rape, sodomise or sexually assault or harass a person, not being a student or staff or officer of the University but lawfully on the campus of the University;
17. Defame a student or staff, or officer of the University;
18. Fail, neglect or refuse to attend lectures without lawful and reasonable excuse;
19. Secure admission into the University with forged, fraudulent or unauthentic means including documents or other information;
20. Misappropriate, embezzle, steal, or fail, neglect or refuse to account for money or other property belonging to an association, club, organisation or society of students of the University including money or property belonging to the Student Representative Council (SRC);
21. Form and operate a club and belong to an association, club, society or organisation of students in the University without having first registered same in accordance or complied with applicable and relevant procedures and rules of the University;
22. Show disrespect, insubordination, bad faith towards Senior Members and administrative staff of the University, or engage in conduct that undermines discipline
23. Engage in a conduct that undermines discipline, threaten peace, security and order in the University;
24. Form, join, belong to, or operates or assist in the operation and promotion of a criminal and unlawful organisation, club or association or body whether on the campus of the University or outside of it;
25. Engage in conduct on or outside the campus of the University that brings the name of the Institute into disrepute;
26. Engage in any form of examination malpractice in respect of examinations conducted by the Institute or by the University in collaboration with other institutes and organisations;

27. Organise and move students of the University to participate in any programme outside of the Institute without the prior written permission from the Dean of Students or other authorised officer of the University;
28. Breach the matriculation oath;
29. Abet, conspire, collude or otherwise facilitate or contribute to the breach of any rule of the University;
30. Fail, neglect or refuse to exhaust internal procedures for resolving disputes and conflicts in the University and resorting to litigation or other external measures;
31. Deface, mutilate, remove or otherwise destroy official notices, documents; books and other such material without lawful and reasonable excuse;
32. Cause damage to property belonging to a student, staff or officer of the Institute;
33. Cause damage to property belonging to the University;
34. Engage in a conduct without lawful and reasonable excuse.

8.4 **Penalties for offences committed by Junior members**

A disciplinary Committee appointed under these regulations may, subject to the confirmation of the Vice-Chancellor, impose the under listed penalties for any of the offences listed above; provided that a penalty of dismissal shall be imposed only by the Vice-Chancellor.

1. Dismissal
2. Rustication
3. Suspension
4. Withholding of results, Degrees, Diplomas, certificates and other entitlements
5. Withdrawal of certificates, degrees and diplomas issued by the University

6. Cancellation of results of examinations conducted by the University or conducted by the University in collaboration with other institutions and organisations.
7. Refund of money and return of property
8. Indemnity
9. Apology
10. Signing a bond to be of good behaviour
11. Publication of photographs or pictures of offenders on the University's notice boards and newspapers
12. surcharge
13. Compensation

8.5 Authority to apply disciplinary rules

1. Where it is alleged that a junior member has committed an offence under these Statutes, the Vice – Chancellor or the management of the University shall appoint a disciplinary committee, comprising such number as the Vice - Chancellor or management may deem fit, to investigate the allegation.
2. The committee appointed by the Vice - Chancellor or management under Rule 1, shall have the authority to determine whether or not an offence has been committed and impose any of the penalties, except the penalty of dismissal, specified under these Statutes; provided that the Chairman of the Committee shall present its report to the Vice – Chancellor for confirmation.

8.6 Appeal against adverse decision

A junior member, against whom an adverse decision is made by a disciplinary committee appointed under these Statutes, shall have the right of appeal against the decision and any penalty imposed by the committee; and such appeal shall be to the Appeal Board established under the University of Professional Studies Act, 2012.

8.7 **Procedure for conducting disciplinary proceedings under these rules**

- i. A person, who is a subject of disciplinary proceedings under these Statutes, shall have the right to be treated fairly. The right to fair treatment under these Statutes include the right to be:
 - (a) Heard before any penalty is imposed on him;
 - (b) Treated impartially;
 - (c) Informed in writing of the offence he is alleged to have committed;
 - (d) Informed of the date, time and venue of the proceedings;
 - (e) Informed of his right to be represented by either a lawyer of his choice or other representative of his choice; and
 - (f) Informed of his right to invite witnesses to testify on his behalf.
- ii. Under these Statutes, the right to be heard shall not be interpreted to be limited to oral hearing and the personal appearance of the person subject to the proceedings before a disciplinary committee; but shall be interpreted to include written response to queries and requests for such responses.
- iii. A person who is subject to disciplinary proceedings under these Statutes shall be deemed to have been treated fairly where the opportunity is granted to such person to state his case or give his side of the case and he does not avail himself of the opportunity.

SCHEDULE H

1.0 **UNIVERSITY EXAMINATIONS**

The University examination shall be:

- (a) set according to the curricula and syllabuses approved previously by the Academic Board;
- (b) taken at the times prescribed previously by the Academic Board
Assessed by examiners approved previously by the Academic Board.

A programme indicating period of examination and arrangement for the examination shall be indicated at the beginning of each Semester.

2.0 APPOINTMENT OF EXAMINERS

- (a) University examinations shall be conducted by University Examiners comprising internal examiners and by external examiners where appropriate.
- (b) An Internal Examiner must be an academic staff of Menior member status appointed by the Appointments Board of the University.
- (c) An External Examiner must be an experienced academic staff member of a recognized academic institution which is not part of the University.
- (d) An experienced professional or consultant may also be engaged as an external examiner.
- (e) Lists of internal and external examiners shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.
- (f) In nominating an External Examiner for the first time a brief indication of the background of the examiner shall be provided to the Faculty Board.
- (g) An External Examiner may serve for three consecutive years after which the examiner shall not be engaged again till a period of three years has lapsed.
- (h) A person who has retired or resigned from the University may not be appointed external examiner until a period of three years has elapsed since leaving the service of the University

3.0 THE SETTING OF PAPERS

- a) The draft examination questions may be typed by the examiner personally or done in the presence of the examiner.
- b) The drafts shall be reviewed and approved by the Head of Departments to signify endorsement by the Department. The draft shall be delivered by the Head of Department or the representative who is a Senior

Member to the Vice-Chancellor of Academic Affairs or the designated representative for transmission to the External Examiner.

- c) The External Examiner shall review the draft question submitted, providing comments as appropriate and the internal examiner shall be invited through the Head of Department to review the external examiner's comments and approve the draft.
- d) Each Department shall designate one senior member as the Examination Officer for the Department and his/her duty shall be to assist the Head of Department in examination matters.
- e) The Academic Board shall set rules and procedures for the use of questions banks when necessary.
- f) The Academic Board shall set rules and procedures for computer based examination when necessary.

4.0 VENUE OF UNIVERSITY EXAMINATION

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

5.0 TIMETABLES

- a) The draft examination time-tables shall be put up on the University Notice Board not later than the seventh week of every Semester.
- b) Suggestions for amendment may be made through the Head of Department.
- c) The final time-tables indicating day and hour of each examination shall be posted on the University Notice Board normally at least four weeks before the commencement of the end of semester examinations.

- d) For the duration of the examinations, a daily time-table indicating day, hour and venue of each examination will be issued at least twenty-four hours in advance.
- e) Notice of at least forty-eight hours shall be given if the time and hour given on the general time-table have to be changed on the daily time-table.

6.0 **HANDLING OF EXAMINATION SCRIPTS**

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

7.0 **ASSESSMENT**

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

of Examiners, the details of which shall be kept under the strictest confidentiality.

8.0 BOARD OF EXAMINERS

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

References

1. University of Professional Studies Act 2012, Act 850
2. Institute of Professional Studies statutes January 2009
3. Basic Laws of the University of Ghana 2012