

# UNIVERSITY STATUTES

## Statute 1 – DEFINITION OF TERMS

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

**“The Act”** means of the Kwame Nkrumah University of Science and Technology, Kumasi, Act 1961 (Act 80) as amended by PNDC Law 240 of 1990 and Act 559 of 1998.

**“Operative Date”** means the day on which the Statutes enacted by the University Council shall be brought into effect by Council.

**“University”** means the Kwame Nkrumah University of Science and Technology, Kumasi, as established by the University of Science and Technology, Kumasi, Act 1961 (Act 80) as amended.

**“University College”** means an institution of higher learning with a separate campus but forming an integral part of the University and is formally recognized as having the potential to become a fully fledged University.

**“Council”** means the University Council established by the Act.

**“Principal”** refers to the Head of a University College of the University.

**“Provost”** refers to the Head of a College.

**“Professor”** refers equally to Professor and Associate Professor.

**“Non-Professor”** refers to any senior member academic, professional, or administrative who is not a professor.

**“Senior Member”** means any member of the academic, professional, or administrative staff who, by appointment, becomes a member of Convocation.

**“Junior Member”** means any person registered for a programme of studies or research in the University.

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

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

**“Convocation”** refers equally to senior members of the University.

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

**“Section”** means a unit in a Department formally recognized as a nursery for a potential Department.

**“Centre/Bureau”** means an establishment which is oriented to providing services including research and teaching for extension purposes, but not for the award of formal University degrees, diplomas, or certificates.

**“Department”** refers to a part of a Faculty that is concerned with teaching research and service in a part of a recognizable academic discipline and has been so designated by the Academic Board.

**“Division”** refers to a collection of related Departments but below the status of a Faculty.

**“Faculty”** means a collection of related Departments.

**“School”** means a semi-autonomous establishment which has faculty status and shares one or more of the following characteristics: association with a profession, or the preparation of students for certification by a profession.

**“College”** means a collection of Faculties.

**“Institute”** is equivalent to a Faculty.

**“Statutory Position”** refers to an office, rather than rank, held by a member of staff by virtue of these statutes.

**“He”** the masculine pronoun is taken to refer equally to female persons.

**“Alumni”** refers to:

- i. All Graduates and Diplomats of the University;
- ii. Former students of the Kumasi College of Technology who obtained the external degrees of the University of London;
- iii. All other past students deemed eligible by the Academic Board for membership of Congregation.
- iv. Senior members who are not past students but are deemed eligible by the Alumni Association for membership of the Association.

## **Statute 2 – GUIDING PRINCIPLES**

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

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

## **Statute 3 – REPEALS**

All the Statutes made by or for the Council of the Kumasi College of Technology and the Statutes made by or for the Council of the University of Science and Technology, Kumasi, which were in force immediately prior to the Operative Date are hereby repealed but not so as to revive the provisions of any Statutes or Charter repealed by those statutes or to repeal any provisions of any such Statutes or Charter exempted from repeal by those Statutes.

## **Statutes 4 – UNIVERSITY PROPERTY**

All the property, real or personal, of every description including intellectual 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 or description or by the Council of the former Kumasi College of Technology or by the Council of the University shall inure to the benefit of the University, or in accordance with the provision of these statutes be executed by the University.

## **Statutes 5 – PRINCIPAL OFFICERS**

The Principal Officers of the University shall be the Chancellor, the Chairman of the University Council and the Vice-Chancellor.

## **Statute 6 – THE UNIVERSITY COUNCIL**

- a) The governing body of the University shall be the University Council which shall consist of members as stipulated in the existing law.
- b) There shall be established Committees of the University Council as specified in Schedule B3 of these Statutes.
- c) Save as otherwise provided by law or these Statutes or by regulation by the appointing authority, the term of the office of any member of Council shall be two (2) years and may be renewed for another term of two (2) years.

## **Statute 7 – CASUAL VACANCIES ON THE UNIVERSITY COUNCIL**

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

## **Statute 8 – MEETINGS OF THE UNIVERSITY COUNCIL**

- a) 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 ten (10) days before the date fixed for such a meeting.
- b) Meetings of Council shall be in accordance with Act and the Schedule to the Act.
- c) Council shall meet at least three (3) times in every academic year.
- d) A meeting of Council may be convened by any of the principal officers of the University and shall be convened if eight (8) members of Council sign a request to that effect.
- e) If the Chancellor is present at a meeting of Council, he shall act as Chairman.
- f) The quorum at meetings of Council shall be eight (8).
- g) Questions shall be decided by a simple majority of voted cast.
- h) The Chairman shall have an original vote and a casting vote.

## **Statute 9 – POWERS AND FUNCTIONS OF THE UNIVERSITY COUNCIL**

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

- a) The control and disposition of all property, funds and investments of the University, and shall have power on behalf of the University.
  - i. To sell, buy, exchange and lease and accept leases of property;
  - ii. To borrow money on security of the property of the University or otherwise;
  - iii. Generally to enter into, carry out, vary, and cancel contracts;
- b) the control of the finances of the University and shall have power to determine finally any question of finance arising out of the administration of the University or the execution of its policy or in the execution of any trust by the University, provided always that before determining any question of finance which directly affects the educational policy of the University, Council shall invite the opinion of the Academic Board and shall take into consideration recommendations made by the Academic Board;
- c) the responsibility for all measures necessary or desirable for the conservation or augmentation of the resources of the University and for this purpose may from time to time specify any matter affecting the income or expenditure of the University in respect of which the consent of Council shall be obtained before action is taken or liability is incurred;
- d) the determination and allocation of funds at the disposal of the University. Unless for special reasons which Council may otherwise determine, all recurrent grants allocated by Council towards the purposes hereinafter mentioned shall be made in the form of block grants, that is to say:
  - i. For expenditure by the Academic Board upon those central activities of the University for which the University is wholly responsible, classified under such heads and sub-heads as Council, after consultation with the Academic Board, consider convenient; and
  - ii. For expenditure by the constituent bodies of the University as part of their general income;
- e) Annual determination of the expenditure necessary for the maintenance of:
  - i. The property of the University; and
  - ii. An adequate staff for transacting the academic, financial and administrative business of the University, and shall, in its discretion, appropriate monies for these purpose;

- f) Prescribing the manner and form in which units of the University shall submit accounts or estimates of income and expenditure; and
- g) The power, on the recommendation of the Academic Board, to confer the title of Emeritus Professor, Honorary Professor or Honorary Lecturer or any other academic title.

#### **Statutes 10 – THE CHANCELLOR**

- a) There shall be a Chancellor of the University who shall be appointed by the University Council in accordance with Schedule H, and shall be the Head of the University.
- b) He shall, by virtue of his office, be a member of Council and also of Convocation, and shall preside at all meetings of those bodies at which he is present.
- c) The Chancellor or shall hold office for a term of five (5) years but may be eligible for re-appointment for another term of five (5) years only.
- d) The Chancellor shall be furnished with copies of minutes of meeting of Council and of the Academic Board in addition to any other publications of the University.

#### **Statute 11 – CHAIRMAN OF THE UNIVERSITY COUNCIL**

- a) There shall be a Chairman of Council who shall be appointed in the manner prescribed in the Act as amended by the 1992 Constitution.
- b) The Chairman of Council shall preside over all meetings of Council except where the Chancellor is present.
- c) In the absence of the Chairman of Council from any meeting of Council, the members present shall elect one of the Government nominees to preside over the meeting.
- d) The Chairman shall be furnished with copies of minutes of meetings of the Academic Board in addition to any other publications of the University.

#### **Statute 12 – THE VICE-CHANCELLOR**

- a) There shall be a Vice-Chancellor of the University who shall be appointed by the University Council in accordance with Schedule I to serve as the academic and executive head and chief disciplinary officer of the University. The Vice-Chancellor shall, by virtue of his office, be a member of Council as provided for

by the Act, and also of Convocation, the Academic Board, the Welfare Services Board, and of every Committee of these Boards.

b)

- i. The Vice-Chancellor shall be the Chief Executive Officer of the University and shall be responsible, in accordance with these Statutes and with decisions of Council and the Academic Board, for organising and conducting the academic, financial, and administrative business of the University.
  - ii. He shall have overall authority over the academic, financial and administrative staff and shall submit annually, through the Academic Board, to Council a statement on the staff which, in his opinion, is necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.
- c) It shall be the right and duty of the Vice-Chancellor to advise Council and the Academic Board on all matters affecting policy, finance, governance and administration of the University, and for this purpose he shall have unrestricted right of attendance and speech at all meetings of Council and of all University bodies whether executive or advisory which are charged with the consideration of such matters.
- d) The Vice-Chancellor shall, subject to the approval of Council, have the power to delegate any of the functions assigned to him by these Statutes to Senior Members of the University as shall seem to him appropriate.
- e) The term of office of the Vice-Chancellor shall be four (4) years and may, upon application by him, be renewed for a further term of two (2) years.
- f) The Vice-Chancellor may resign his office by letter addressed to the Chancellor through the Chairman of Council.

### **Statute 13 – THE PRO VICE-CHANCELLOR**

- a) There shall be a Pro Vice-Chancellor who shall exercise powers as specified in the Act and such others as may be delegated to him by the Vice-Chancellor.
- b) In the appointment of a Pro Vice-Chancellor, the Vice-Chancellor shall nominate three (3) academic senior members who shall be Professors to be voted on by Convocation.

- c) After the election, the names of the two (2) persons with the highest number of votes shall be submitted to Council and Council shall then appoint one as Pro Vice-Chancellor. He shall be a non-voting member of Council.
- d) The Pro Vice-Chancellor so appointed shall vacate his post, if any, as Head of Department, or Dean, or Provost, or any other statutory position previously held by him.
- e) In the event of any casual vacancy in the office of the Pro Vice-Chancellor occurring by reason of resignation, incapacity, or death, or any other cause, the Chairman of Council, on the recommendation of the Vice-Chancellor, shall appoint one Provost to act as Pro Vice-Chancellor until Council is able to make a formal appointment.
- f) In the event of a temporary absence of both the Vice-Chancellor and the Pro Vice-Chancellor from campus or during a simultaneous vacancy in both offices, the Professorial Member of Council shall act for the Vice-Chancellor.
- g) The Pro Vice-Chancellor shall hold office for a term of two (2) calendar years reckoned from the first day of January following his election and may be eligible for re-election for another term of two (2) years only and not part thereof.
- h) The Pro Vice-Chancellor may resign his office by letter addressed to the Chairman of Council through the Vice-Chancellor.

#### **Statute 14 – THE REGISTRAR**

- a) There shall be a Registrar to the University who shall be appointed by the University Council in accordance with Schedule J on such terms and conditions as Council may determine. He shall act as Secretary to Council as provided by the Act.
- b) He shall be the Chief Administrative Officer of the University under the Vice-Chancellor.
- c) He shall be a non-voting member of Council.
- d) He shall be Secretary and a non-voting member of the Academic Board.
- e) Except as otherwise provided in these Statutes, he or his representative shall serve as Secretary of all other Boards and Statutory Committees of the University.
- f) The Registrar shall be responsible for the custody of the University Seal and for affixing same to relevant documents of Council and the Academic Board.



- g) The Registrar shall be responsible for the custody of all legal documents and records of the University.
- h) The Registrar shall regularly cause to be published in the University Recorder at the end of each quarter all policy decisions of Council, the Academic Board and the Welfare Services Board.
- i) The Registrar shall perform any other functions as may be assigned to him by the Vice-Chancellor.
- j) The Registrar shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, upon application by him, be eligible for re-appointment for another term of four (4) years.
- k) The registrar may resign his office by letter addressed to the Chairman of Council through the Vice-Chancellor.

#### **Statute 15 – THE FINANCE OFFICER**

- a) There shall be a Finance Officer of the University who shall be appointed by the University Council in accordance with Schedule J to serve as the Chief Accounting Officer of the University on such terms and conditions as Council may determine.
- b) The Finance Officer shall be responsible to the Vice-Chancellor for the financial administration of the University in accordance with the Financial Administration Act, 2003 (Act 654).
- c) Without prejudice to the generality of the powers hereby conferred on the Finance Officer by this Statute, or any other law, the specific functions of the Finance Officer shall include the following:
  - i. Formulation and implementation of policies relating to accounting and financial control in the University.
  - ii. Corporate planning involving budgeting and budgetary control and long term or strategic planning in respect of all the finances of the University.
  - iii. Liaison with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University.
  - iv. Treasury Management.
  - v. Subject to the approval of the Registrar, human resource management involving the regular appraisal, training and development of the staff under him.
  - vi. Preparation and consolidation of final accounts and commenting on Management Reports of External Auditors.

- vii. Ensuring, on behalf of the University Council, that proper records are kept of all University property, assets, stocks and valuables of every kind in a register.
  - viii. Oversight responsibility for the accounting functions of all the semi-autonomous bodies, self-accounting and income-generating units within the University.
  - ix. Any other functions as may be assigned to him by the Vice-Chancellor.
- d) The Finance Officer shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, upon application by him, be eligible for re-appointment for a further term of four (4) years.
  - e) The Finance Officer may resign his office by letter addressed to the Chairman of Council through the Vice-Chancellor.

#### **Statute 16 – THE DIRECTOR OF THE UNIVERSITY HEALTH SERVICE**

- a) There shall be a Director of the University Health Services who shall be appointed by the University Council to serve as the Chief Medical Administrator of the University Health Services.
- b) He shall be appointed in the manner prescribed in Schedule J of these Statutes, and on such terms and conditions as Council may determine.
- c) He shall exercise professional and administrative supervision over the entire medical, paramedical and all other staff within the University Health Services.
- d) He shall be responsible to the Vice-Chancellor, through the University Health Services Management Committee, for the efficient discharge of his duties.
- e) He shall, by virtue of his office, be a member of the University Health Services Management Committee.
- f) He shall perform any other functions as may be assigned to him by the Vice-Chancellor.
- g) The Director of the University Health Services shall hold office for a term of four (4) years from the first day of October of the academic year following his appointment. He may, upon application by him, be eligible for re-appointment for a further term of four (4) years.
- h) The Director of the University Health Services may resign his office by letter addressed to the Chairman of Council through the Vice-Chancellor.

#### **Statute 17 – THE INTERNAL AUDITOR**

- a) There shall be an Internal Auditor of the University who shall be appointed by the University Council to serve as the Head of the Internal Audit Unit of the University.  
  
He shall be appointed in the manner prescribed in Schedule J on these Statutes, and on such terms and conditions as Council may determine.
- b) He shall exercise professional and administrative supervision over the staff under him to ensure that the internal auditing system of the University is efficient and effective.
- c) The Internal Auditor shall, in accordance with the Internal Audit Agency Act, 2003 (Act 658) and in conformity with standards and procedures provided by the Agency set up under the said Act, carry out periodic internal audit of the University, and shall submit reports thereof to the Finance Committee of Council, through the Vice-Chancellor.
- d) The recommendations of the Internal Auditor, as contained in his report referred to in clause (c) above, shall then be implemented by the Finance Committee of Council.
- e) Copies of the Internal Auditor's reports shall be submitted to the Director-General of the Agency, and the Agency may, upon examination of the internal audit report, take such action as it considers appropriate including recommendation of prosecution and disciplinary action in respect of any breaches found.
- f) The Internal Auditor shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, upon application by him, be eligible for re-appointment for another term of four (4) years.
- g) The Internal Auditor may resign his office by letter addressed to the Chairman of Council through the Vice-Chancellor.

#### **Statute 18 – THE DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT**

- a) There shall be a Director of Works and Physical Development of the University who shall be appointed by the University Council to serve as the Head of the Works and Physical Developments Unit of the University.
- b) He shall be appointed in the manner prescribed in Schedule J of these Statutes, and on such terms and conditions as Council may determine.
- c) He shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of his Unit.

- d) He shall be responsible for the development and maintenance of the physical and infrastructural works and/or facilities of the University.
- e) He shall exercise oversight responsibility over the operations of the Estate Organisation, the Maintenance Unit, the Fire Service Unit, as well as all the Municipal Services of the University.
- f) He shall consider and advise the Tender Board on all matters affecting tenders on buildings and other projects of the University to enable the Board to make awards on them.
- g) Subject to the approval of the Development Committee and on the advice of the University Legal Services Unit, he shall handle or deal with all preliminary matters on contracts involving the physical or infrastructural development of the University and/or the use of any part(s) of the University lands.
- h) He shall perform any other functions as may be assigned to him by the Vice-Chancellor.
- i) He shall be responsible to the Vice-Chancellor for the efficient discharge of his duties.
- j) The Director of Works and Physical Development shall hold office for a term of four (4) years reckoned from the first day of October, of the Academic year following his appointment. He may, upon application by him, be eligible for re-appointment for a further term of four (4) years.
- k) He may resign his office by letter addressed to the Chairman of Council through the Vice-Chancellor.

#### **Statute 19 – THE UNIVERSITY LIBRARIAN**

- a) There shall be a University Librarian who shall serve as the professional and administrative Head of the University Library system.
- b) He shall be appointed in the manner prescribed in Schedule K. of these Statutes, and on such terms and conditions as Council may determine.
- c) He shall be responsible for the provision of adequate reading, listening, and viewing materials to support the teaching, research and extension functions of the University.
- d) He shall ensure the maintenance of good environment for reading and learning in all the libraries of the University.
- e) He shall be responsible for maintaining linkages with local and international organisations involved in library work.

- f) He shall, in conjunction with the Library Committee, and subject to the approval of the Academic Board, formulate policies for the maximum development and utilization of all the libraries in the University.
- g) He shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of the libraries in the University.
- h) He shall perform any other functions as may be assigned to him by the Vice-Chancellor.
- i) The University Librarian shall hold office for a term of four (4) years reckoned from the first day of October, of the Academic year following his appointment. He may, upon application by him, be eligible for re-appointment for a further term of four (4) years only, following favourable appraisal of his performance by a Committee appointed by Council during the last year of his tenure.
- j) He may resign his office by letter addressed to the Chairman of Council through the Vice-Chancellor.

## **Statute 20 – ACADEMIC BOARD**

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

The membership of the Academic Board shall be as follows:

- a) The Vice-Chancellor
- b) The Pro Vice-Chancellor
- c) Principals and Provosts
- d) Deans
- e) Directors of Institutes
- f) Heads of Academic Departments
- g) Professors
- h) The University Librarian
- i) Senior Members of Council who are not members of the Academic Board in any other capacity.
- j) Two members not below the rank of Lecturer and not of the same Faculty elected from each College by the academic Senior Members of the College.

- k) Two student representatives appointed by the Students' Representative Council (SRC).

The Registrar is Secretary to the Board.

## **Statute 21 – POWERS AND FUNCTIONS OF THE ACADEMIC BOARD**

Without prejudice to the generality of the powers of the Academic Board prescribed by the Act and these Statutes, the powers and functions of the Academic Board shall be as follows:

- a) To formulate and carry out the academic policy of the University and, generally, to regulate and approve the programme of studies and examinations held in the University.
- b) To promote research within the University and request, at the end of every academic year, reports from Colleges, Faculties, Schools, Institutes, Departments and Centres/Bureaux on research being done;
- c) To approve Internal and External Examiners on the recommendation of the Boards of Colleges, Faculties, Schools and Institutes.
- d) To suspend or remove examiners for negligence or inefficiency or other justifiable cause during their terms of office and in the case of death, illness or resignation of an Examiner or in the case of his suspension or removal, to appoint a replacement;
- e) To make regulations after receiving reports or proposals from the Boards of Colleges, Faculties, Schools, Institutes and other similar Boards relating to courses of study, degrees and other academic awards;
- f) To approve, on the recommendation of the College Boards, the award of Degrees, Diplomas, Certificates and other academic awards to persons who have pursued in the University a programme of studies or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners;
- g) To make, either on its own initiative or at the request of Council, reports and recommendations on any matter affecting the University and within the scope of policies approved by Council, and to take such action as it may deem necessary for the development, welfare and good governance of the entire University Community;

- h) To recommend to Council the appointment of Provosts, Professors including Honorary, Emeritus and Visiting Professors, Deans and Vice-Deans; Directors and Deputy Directors of Institutes and Heads of Department;
- i) Subject to the formal approval of Council, to make appointments, re-appointments, acting appointments and promotions of Senior Members of the University to posts other than those reserved for Council in clause (h) above;
- j) To make recommendations to Council on the establishment of new Colleges/Faculties, the combination of existing Colleges/Faculties, the abolition or change of the scope of any College/Faculty and the division of any College/Faculty into two or more Faculties;
- k) To make recommendations to Council on the establishment or dissolution of Centres/Bureaux and Departments;
- l) To review annually, and after any enquiries which it may think fit to make, the academic organisation and development of the University with special reference to the effectiveness of the University's work in relation to the provision of a University education responsive to the social, economic and technological needs of Ghana, and arising from such reviews, to report to Council;
- m) To determine, subject to any conditions made by donors which are accepted by Council, and after reports from the College Board concerned, the mode and conditions of competition for fellowships, scholarships, bursaries, medals and other prizes; and to determine for the award of these or to delegate this function to the College Board or Committees set up for that purpose by the Academic Board;
- n) To prescribe the University entry requirements and regulate the admission of persons to courses of study in the University in accordance with Schedule B1.10;
- o) To make regulations for the discipline of the Junior Members of the University and to take such steps as it deems proper for controlling organizations of the student body;
- p) To appoint three (3) of its members to serve on the Joint Council and Academic Board Committee as provided by Schedule B3.5;
- q) To refer proposals on any matters to Convocation for consideration;
- r) To exercise any other powers as are, or may be conferred on the Board by any Act or by these Statutes;
- s) To regulate the relationship between the University and associated institutions both national and international from the academic point of view; and

- t) To consider, for the approval of Council, a yearly statement of the estimates and accounts of the University as submitted by the Budgetary Committee.

## **Statute 22 – MEETINGS OF THE ACADEMIC BOARD**

- a) The Vice-Chancellor shall convene a meeting of the Academic Board at least twice in each semester.
- b) At least, seven (7) days' notice shall be given for such a meeting and of the matters to be considered. Emergency meetings may be convened by the Vice-Chancellor at any time upon giving all members of the Board at least 24 hours' written notice.
- c) A special meeting of the Academic Board may be convened on the written request of at least one-third (1/3) of the members of the Academic Board submitted to the Vice-Chancellor with a statement such request being made, the Vice-Chancellor shall convene a special meeting within seven (7) days of the receipt of the request specifying in the notice of such a meeting those matters to be considered.
- d) The quorum for the transaction of business of the Academic Board shall be one-half (1/2) of its total membership.

## **Statute 23 – STATUTORY COMMITTEES OF THE ACADEMIC BOARD**

- a) Subject to the approval of Council, there shall be such Statutory Committees of the Academic Board as the Board may from time to time determine.
- b) The Statutory Committees of the Academic Board, their composition and functions shall be in accordance with Schedule B1 to these Statutes.
- c) The term of office of all elected and/or appointed members of Committees of the Academic Board shall be two (2) years, and the period shall terminate at the end of the calendar year. Elections shall be held not later than 30<sup>th</sup> November of the year preceding that which the appointee or person elected is to begin his term of office.

## **Statute 24 – CONVOCATION**

There shall be a Convocation of the University which shall consist of the categories of persons specified in Schedule D. It shall be the responsibility of the Registrar to maintain a Registrar of Members of Convocation which shall be published annually.

## **Statute 25 – FUNCTIONS OF CONVOCATION**

In addition to any other powers or functions granted by these Statutes to Convocation, it shall be the function of Convocation to express opinion on all matters affecting the University and to refer any matter(s) to any University body for consideration.

## **Statute 26 – MEETINGS OF CONVOCATION**



- a) The Council of Convocation shall, in consultation with the Vice-Chancellor convene regular meetings of Convocation at least twice a year. At one of such meetings, the Vice-Chancellor shall present a report on the state of the University and its future plans.
- b) Upon the request in writing of not less than thirty (30) members of Convocation, stating the purpose for which the meeting is to be called the Council of Convocation shall, in consultation with Vice-Chancellor, summon a special meeting of Convocation. The notice summoning such a meeting shall specify the business to be considered.
- c) No special meeting shall be called within three (3) months of the previous meeting if the purpose of the intended special meeting is the same or substantially the same as that of the previous meeting.
- d) If any question shall arise as to whether or not the purpose of the two (2) meetings is the same or substantially the same, the decision of the Council of Convocation thereon shall be final.
- e) There shall be a Clerk of Convocation for who shall be appointed by the Registrar to serve as the Secretary of Convocation.
- f) The quorum of Convocation for the transaction of business shall be one-tenth (1/10) of its total membership.

## **Statute 27 – THE COUNCIL OF CONVOCATION**

### **a) Composition of the Council of Convocation**

- i. There shall be a Council of Convocation consisting of nine (9) members including the Chairman. The Chairman and the other members shall be elected by Convocation.
- ii. The Chairman of the Council of Convocation shall preside over all meetings of Convocation except where the Chancellor is present.
- iii. Members of Council of Convocation shall serve a term of two (2) years and may be eligible for re-election for another term of two (2) years only. Elections shall be held not later than 30<sup>th</sup> November of the year preceding that in which the elected member is to begin his term of office.

### **b) Functions of the Council of Convocation**

The Council of Convocation shall be charged with responsibility of protecting the interest of Convocation.

Without prejudice to the generality of the responsibility, the Council of Convocation shall fulfill specific functions:

- i. To convene, in consultation with the Vice-Chancellor, regular meetings of Convocation;
- ii. To ensure that decisions of Convocation are duly carried out or implemented;
- iii. To study all events of the University to ensure that matters of interest to Convocation are brought to its attention;

- iv. To safeguard the interests of individual members of Convocation; and
- v. To make proposals to Convocation for the improvement and proper functioning of the University.

The Council of Convocation shall report at least once a year the outcome of its activities to Convocation.

**c) Meetings of the Council of Convocation**

The Council of Convocation shall meet at least twice each semester.

The Clerk of Convocation shall be the Secretary of the Council of Convocation.

**d) Rules of Procedure for the Council of Convocation**

Rules for the Council of Convocation shall be determined by Convocation.

**Statute 28 – ELECTION OF CONVOCATION MEMBERS OF THE UNIVERSITY COUNCIL**

- a) Convocation shall elect from among its members two (2) persons, one of whom shall be a Professor and the other a Non-Professor to represent Convocation on Council.
- b) The Returning Officer shall be the Registrar who shall be responsible for conducting the election by secret ballot. The Registrar shall conduct the election in accordance with the system defined in Schedule A. He shall be assisted by three (3) 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 the votes and the declaration of the results thereof have been correctly carried out.
- c) All candidates for election must be proposed and seconded in writing to the Registrar by members of Convocation and must have signified in writing their willingness to stand.
- d) Excepts as hereinafter provided for in clause (g) of this Statute, the term of office of a Convocation member of Council shall be two (2) calendar years reckoned from the first day of January following his election.
- e) Elections to Council shall be held as soon as possible at the beginning of the Academic Year, and in any event, not later than 30<sup>th</sup> November. The Registrar shall notify all members of Convocation of the existence of vacancies on the Council, and shall at the same time call for nominations allowing two (2) weeks for these to be received.  
  
He shall then notify all members of Convocation of the date of the election, which shall not be later than two (2) weeks after the date on which nominations closed.
- f) The election shall be conducted in two categories, namely, Professorial and Non-Professorial with separate lists of candidates and separate ballot papers for

each category. All members of Convocation shall be entitled to vote in each category. If an elected member of Council, who is a Senior Lecturer, a Lecturer or equivalent should, during his tenure of office, be appointed or promoted to Professor, he shall resign his membership.

- g) If a vacancy in the Convocation representation on Council occurs during the year through death, resignation, or any other cause, the Registrar shall notify the members of Convocation of such vacancy and shall conduct a bye-election. Such a bye-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he replaces was elected.

## **Statute 29 – POWER TO MAKE REGULATIONS**

- a) The Academic Board, College Board, Convocation, and the Welfare Services Board 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, College Board, Convocation or Welfare Services Board shall not make or ratify any regulations altering, revoking, or adding to its 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 the Welfare Services Board may, from time to time, subject in each case to review by the Academic Board or the Welfare Services Board as the case may be, make regulations for its own procedure and for the exercise of the powers assigned to it by these Statutes or delegated to it by or under a regulation of the Academic Board, or the Welfare Services Board.
- d) Each Committee of the Academic Board or the Welfare Services Board shall report to the Academic Board or the Welfare Services Board as the case may be at its next sitting any action or actions taken by it in accordance with its general functions or any action specifically delegated to it by the Academic Board or the Welfare Services Board.
- e) The University Council, the Academic Board, Convocation and the Welfare Services Board shall, in approving, rectifying, making altering, or revoking regulations, observe the following conditions:
  - i. No regulation shall be repugnant to law or the Statutes of the University currently in force.
  - ii. No person shall awarded a degree (other than an honorary and aegrotat degrees), without the appropriate examinations or other tests as laid down in the prescribed regulations.

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

### **Statute 30 – CONGREGATION**

- a) There shall be a Congregation of the University which shall be composed of:
- i. The Chancellor
  - ii. Members of the University Council
  - iii. Members of Convocation
  - iv. All graduates and diplomats of the University
  - v. Former students of the Kumasi College of Technology who obtained the external degree of the University of London.
  - vi. All other past students of the Kumasi College of Technology deemed eligible by the Academic Board for membership
  - vii. Members of Convocation who have retired
  - viii. Honorary Graduands
  - ix. Alumni
- b) Congregation shall be summoned by the Chancellor or in his absence the Chairman of Council for the purpose of receiving reports on the University and witnessing the ceremony of awarding Degrees, Diplomas and Certificates of the University.

### **Statute 31: REGULATIONS FOR THE AWARD OF AEGROTAT DEGREE**

Candidates who have completed their programmes of studies but who have been absent, through illness, from part of the final examination for a first degree programme may apply to the Academic Board for the award of an aegrotat degree in accordance with following Regulations:

- a) Candidates who have completed more than half of the examination are eligible to apply for an aegrotat award.
- b) Applications from, or on behalf of candidates, must reach the Registrar not later than one month after the end of the relevant examinations, and should be accompanied by a report obtained from a medical practitioner endorsed by the Director of the University Health Services, his Dean and the Academic Tutor.
- c) An aegrotat degree will not be awarded unless the internal and external examiners consider that, for the work submitted as part of the examinations attended, the candidate reached a standard which, if also reached in the remainder of the examinations, he should have qualified for a ward.
- d) An aegrotat degree will be awarded without a class.

- e) A holder of an aegrotat degree may apply to proceed to a second or higher degree on complying with the regulations for such a degree.

#### **Statute 32 – HONORARY DEGREES AND AWARDS**

- a) A Congregation for the conferment of honorary degrees and awards shall be convened as and when Council shall determine.
- b) On the directive of Council, nominations for the conferment of honorary degrees and awards 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 be considered by a Joint Committee of Council and the Academic Board as provided for in Schedule B3.5.
- d) The decision of Council on recommendations submitted to it by the Joint Committee of Council and the Academic Board shall be final.

#### **Statute 33 – STRUCTURE AND HEADSHIP OF COLLEGES**

- a) There shall be in the University such Colleges and other academic units as Council may, on the recommendation of the Academic Board, establish.
- b) The internal organisation of the University into Colleges shall be in accordance with Schedule C1 to these Statutes.
  - i. Each College shall be headed by a Provost who shall be appointed by Council in the manner provided in Schedule K. In the absence of the Principal or the Provost the most Senior Dean in terms of status shall act as Provost.
  - ii. No person, while holding office as Principal or Provost, shall also be a Dean Faculty, Director of an Institute, Head of Department, or any other statutory position in the University.
  - iii. A Principal or a Provost shall hold office for a period of three (3) years and shall be eligible, upon completion of his term of office, for re-appointment for another term of three (3) years only and not part thereof, following favourable appraisal of his performance by a Committee appointed by the Academic Board during the last year of his tenure.
  - iv. If a Principal or a Provost is absent continuously for a period of one semester he shall vacate the position and a new Principal or Provost shall be appointed.

#### **Statute 34 – COMPOSITION OF A COLLEGE BOARD**

- a) There shall be in each College, a College Board whose membership shall consist of the following:

- i. The Provost of the College as Chairman
- ii. Deans of Faculties of the College
- iii. All Professors of the College
- iv. All Heads of Department within the Faculties
- v. All Academic Board members of the College
- vi. One representative from each cognate College appointed in accordance with Schedule C1
- vii. Librarian of the College
- viii. Two (2) other members of each Faculty, not of the same Department, elected by its Academic Senior Members
- ix. Two (2) student representatives who are not in the same Faculty elected by the students of the College

The Secretary shall be the Registrar of the College who shall be of the rank of Deputy Registrar.

Accountant of the College shall be in attendance.

- b) The term of office of the elected members shall be two (2) years, but they may be eligible for re-election for another term of two (2) years only and not part thereof.
- c)
  - i. Each College Board shall meet at least twice each semester. Emergency meetings of a College Board may be called by the Provost any time, by giving at least, a 24-hour notice to members.
  - ii. A special meeting of the Board shall be called by the Provost on the written request of, at least, one-quarter (1/4) of the members of the Board submitted to him with a statement of the subject shall then convene a special meeting of the Board within seven days of his receipt of the request.
  - iii. The quorum for a meeting a College Board shall be one-half (1/2) of its total membership.

### **Statute 35 – POWERS AND FUNCTIONS OF COLLEGE BOARDS**

Subject to the Act and these Statutes, the Board of each College shall have the following powers and functions:

- a)
  - i. to regulate, within the general policy approved by the Academic Board, all matters relating to the organisation of education, teaching, research, and study of the courses assigned to the College; and
  - ii. to deal with any matters referred or delegated to it by the Academic Board.

- b) To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the College.
- c) To recommend Internal and External Examiners of the College for appointment by the Academic Board.
- d) To recommend to the Academic Board to suspend or to remove Examiners for negligence or inefficiency or for any other justifiable cause during their terms of office, and, in the case of death, illness or resignation of an Examiner or in the case of his suspension or removal, to make new appointments.
- e) To advise on regulations and syllabuses dealing with courses of study for degrees and other awards of the College.
- f) To approve examination results and make recommendations to the Academic Board for the award of degrees (other than honorary degrees) diplomas, certificates, University fellowships, studentships and prizes within the College.
- g) To consider the College budget and make allocation to Faculties.
- h) In conjunction with the Central Undergraduate Admissions Committee, to recommend to the Registrar the admission of students into the College.
- i) To appoint such sub-committee as it may consider necessary for the discharge of its functions.
- j) To deal with any other matters that may be referred or delegated to it by the Academic Board.

### **Statute 36 – POWERS AND FUNCTIONS OF A PROVOST**

- a) The Provost of a College shall be responsible to the Vice-Chancellor for providing leadership to the College and for maintaining and promoting the efficiency and good governance of the College in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by the College Board, and the Academic Board.
- b) The Provost shall be the Chairman of the College Board.
- c) The Provost shall, in consultation with the Deans and Heads of Department, have the responsibility for the organisation of postgraduate training as well as staff development in the College.
- d) He shall liaise with industry, professional institutions, associations and similar bodies and organize consultative meetings of College members and industrial experts in the various professional fields within the College.

- e) He shall liaise with other Colleges/Faculties and take responsibility for the organisation of common courses.
- f) He shall coordinate the work of the Faculties and Departments within the College.
- g) He shall consult with, and be assisted by, the Deans and the Heads of Department in the execution of his duties.

### **Statute 37 – ACADEMIC FACULTIES OF THE COLLEGES**

- a) Each College shall consist of Faculties as specified in Schedule C2 to these Statutes.
  - i. Each Faculty shall be headed by a Dean who will be assisted by a Vice-Dean.
  - ii. The Dean and the Vice-Dean shall be elected from amongst all the Academic Senior Members of the Faculty who are Professors in accordance with the provisions of Schedule E to these Statutes.
  - iii. Where there are no Academic Senior Members who are Professors in the Faculty, the Dean or the Vice-Dean shall be elected from amongst the Heads of Department who are Senior Lecturers or of Senior Research Fellow rank.
  - iv. All the Academic Senior Members of a Faculty are eligible to participate in the election of the Dean and the Vice-Dean of the Faculty.
  - v. The election shall take place in May but not later than the third week of the month to enable the Dean and Vice-Dean assume office at the beginning of the academic year.
  - vi. A person elected as Dean shall be formally appointed by Council on the recommendation of the Academic Board. If he is a Head of Department, he shall vacate his position as Head of Department.
  - vii. A Dean shall hold office for a period of two (2) years if he is a Professor and shall be eligible, upon completion of his term of office, for re-election for another term of office unless at least two (2) years have elapsed from the date he last held that office.
  - viii. Where a Dean is not a Professor he shall hold office for one year and shall be eligible for re-election and re-appointment. He shall not be re-elected and re-appointment. He shall not be re-elected for another term of office unless at least two (2) years have elapsed from the date he held office.
  - ix. There shall also be an election every year of a Vice-Dean in accordance with Schedule E to these Statutes.
  - x. A Vice-Dean shall hold office for a period of one year and shall be eligible for re-election and re-appointment.



- xi. If the Dean is absent for a period of more than one semester he shall vacate the post and a new Dean shall be elected.
- xii. The election of Vice-Dean shall be subject to the approval of Council upon the recommendations of the Academic Board.
- xiii. The Vice-Dean shall act for the Dean during his temporary absence. In the event of simultaneous absence of the Dean and the Vice-Dean, the most senior Head of Department shall act.
- xiv. If the Vice-Dean is absent for a period of more than one semester he shall vacate the post and the most senior Head of Department shall act for the residue of his term.

### **Statutes 38 – COMPOSITION OF FACULTY BOARDS**

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

- i. The dean of the Faculty, as Chairman;
- ii. Professors of the Faculty;
- iii. Faculty members of the College Board elected by the Academic Senior Members of the Faculty;
- iv. All Heads of Department of the Faculty;
- v. Two members of each Department elected by the Academic Senior Members of the Department;
- vi. One representative from each Cognate Faculty as provided for in Schedule C3
- vii. Two (2) student representatives who are not in the same Department, elected by the students of the Faculty; and
- viii. Subject to the approval of the Academic Board, such other persons as may be determined by the Faculty or College Board.

The Secretary shall be a representative of the Registrar who shall not be below the rank of an Assistant Registrar.

- b) The term of office of members of Faculty Boards other than Heads of Department and Professors in the Faculty shall be two years. Such members of the Board shall be eligible for re-election.

- c)

- i. Each Faculty Board shall meet at least twice each semester, Emergency meetings of a Faculty Board may be called by the Dean anytime, by giving at least, a 24-hour notice to members.
- ii. A special meeting of the Board shall be called by the Dean on the written request of a least one-quarter (1/4) of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at that

special meeting. The Dean shall convene a special meeting of the Board within seven (7) days of his receipt of the request.

- iii. The quorum for a meeting of a Faculty Board shall be one-half (1/2) of its total membership.

### **Statute 39 – POWERS AND FUNCTIONS OF FACULTY BOARDS**

Subject to the Act and these Statutes, the Board of each Faculty shall have the following powers and functions under the Academic Board:

- a) To regulate within the general policy approved by the Academic Board, the teaching and study of the subjects assigned to the Faculty.
- b) To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the Faculty.
- c) To recommend to the Academic Board, through the College Board Internal and External Examiners for appointment.
- d) To advise on regulations and syllabuses dealing with courses of study for degrees and other awards of the Faculty.
- e) To make recommendations to the Academic Board through the College Board for the award of degrees (other than honorary degrees), diplomas, certificates, University fellowships, studentship, scholarships and prizes within the Faculty.
- f) To consider the Faculty budget and make allocation to the Departments.
- g) To recommend to the Registrar the admission of students into the Faculty through the College Board.
- h) To appoint such sub-committees as it may consider necessary for the effective discharge of its functions.
- i) To deal with any other matters that may be referred on delegated to it by the Academic Board and/or the College Board.

### **Statute 40 – POWERS AND FUNCTIONS OF DEANS AND VICE-DEANS OF FACULTIES**

#### **a) DEANS**

- i. The Dean of a Faculty shall be responsible to the Provost for providing leadership for the Faculty and for maintaining and promoting the efficiency and good governance of the Faculty in accordance with policies and procedures prescribed by the Act, these Statutes, or as may be determined from time to time by the Faculty Board, the College Board, the Academic Board and Council.

- ii. The Dean shall be the Head of the Faculty and the Chairman of the Faculty Board.
- iii. He shall have direct responsibility for Faculty administration, recommendations for the appointment and promotion of staff, postgraduate training and, subject to Statute 57, for maintenance of discipline.
- iv. It shall be the responsibility of the Dean of Faculty, with the approval of the College Board, to organize the teaching programme, to maintain acceptable standard of teaching and to ensure that adequate facilities are available for research in their respective disciplines.
- v. He shall collaborate with the Provost to liaise with industries, professional institutions, associations and similar bodies and organize consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.
- vi. He shall, in consultation with the Heads of Department, liaise with other Faculties and take responsibility for the organisation of common courses.
- vii. He shall, in consultation with members of the Faculty, be responsible for recommending to the College Board, the development of syllabuses and courses as well as the promotion of research in the Faculty.
- viii. He shall consult with, and be assisted by, the Heads of Department in the execution of his duties.
- ix. He shall consult with the Provost in matters affecting his Faculty and the College.

**b) VICE-DEANS**

The Vice-Dean of a Faculty shall:

- i. In the absence of the Dean, act for him as provided for in Statute 37; and
- ii. Perform any other functions that may be referred or delegated to him by the Dean or the Faculty Board.

**Statute 41 – ACADEMIC DEPARTMENTS OF THE UNIVERSITY**

- a) Each Faculty shall consist of Departments as specified in Schedule C2 of these Statutes.
  - i. Each Department in a Faculty shall have an appointed Head.
  - ii. The Head of Department shall be a Professor. Where there is no Professor in the Department, the headship of the Department shall be appointed from the next lower rank.
  - iii. When a vacancy occurs in the Headship of an Academic Department, the Dean of the Faculty concerned shall, subject to clause (vi) of this Statute, present the names and at he curriculum vitae of each the three (3) most senior academic members of the Department with his recommendations(s) to Appointments and Promotions Committee with its comments for

consideration. The recommendation(s) of the University Appointments and Promotions Committee shall be forwarded to the Academic Board for approval. The appointment shall be made by Council on the recommendation of the Academic Board.

- iv. The appointment of a Head of an Academic Department shall be for a period of two (2) years at a time for a maximum of four (4) years, if he is a Professor.
- v. Where the Head of an Academic Department is not a Professor, he shall hold office for a period of one year in the first instance, and shall be eligible for re-appointment for another term of one year.
- vi. The appointment of an Academic Head of Department shall not be renewed after he has served the maximum two (2) terms. He shall be eligible for re-appointment only after two (2) years have elapsed from the date he last held that office and only after all the academic senior members of his rank have had their turn.
- vii. It shall be the responsibility of the Head of Department, with the approval of the Faculty Board, to organize the teaching programme, to maintain acceptable standard of teaching and to ensure that adequate facilities are available for research in their respective disciplines.
- viii. The Head of Department shall, in consultation with members of the Department, be responsible for recommending to the Faculty Board the development of syllabuses and courses as well as promotion of research in the Department.
- ix. He shall have direct responsibility for departmental administration as well as recommendation for the appointment and promotion of staff and, subject to Statute 57, for maintenance of discipline.
- x. He shall liaise with other Departments, Faculties, Colleges, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department.
- xi. He shall consult with the Dean or Vice-Dean on matters affecting the Department and the Faculty.
- xii. Directors of Centres, Bureaux and similar academic units shall have the same functions and powers as Heads of Academic Departments. They shall be appointed in the same manner as Heads of Academic Departments.

b)

Each Academic Department shall have a Departmental Board comprising all Senior Members of the Department. The Board shall meet at least twice each semester in order to:

- i. Plan and evaluate its work;
- ii. Consider the general organisation and regulation of courses and research;

- iii. Consider the Departmental budget; and
- iv. Consider matters referred or delegated to it by the Faculty Board.

c)

- i. Meetings of the Department Board shall be convened by the Head of Department by giving at least seven (7) days' notice in writing to all the Senior Members in the Department. Emergency meetings of the Departmental Board may be called by the Head of Department anytime, by giving at least, a 24 – hour notice to members.
- ii. The Head of Department shall convene a special meeting at the written request of at least one-third (1/3) of the Senior Members of the Department submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven (7) days upon receipt of the request.

- d) The quorum for the transaction of any business of the Departmental Board shall be one-half (1/2) of the total number of members at post.

#### **Statute 42 – STRUCTURE AND HEADSHIP OF UNIVERSITY COLLEGES**

- a) There shall be in the University such University Colleges as council may, on the recommendation of the Academic Board, establish.
- b) A University College shall be headed by a Principal who shall be appointed by Council in the manner prescribed in Schedule K of these Statutes and shall have powers and perform functions in the University College similar to those of a Provost of a College.
- c) Subject to the Act and these Statutes, there shall be in each University College, a Board whose membership, powers and functions shall be similar to those of Colleges of the University as contained in Statutes 34 and 35 of these Statutes.

#### **Statute 43 – EXAMINATIONS**

- a) The Academic Board shall prescribe the University regulations governing all examinations for degrees, diplomas and certificates.
- b) The Academic Board may, if it thinks fit, approve the examinations for any degree or any part thereof and for other purposes, programmes of studies and syllabuses submitted by any College Board of the University.
- c) There shall be in each Faculty and Department an Examinations Officer who shall in conjunction with the Vice-Dean and the Registrar be responsible for the conduct for examinations in accordance with rules formulated by the Academic Board.

- d) Boards of Examiners for all prescribed examinations shall be approved by the Academic Board upon the recommendations of the respective College Boards or the Board of the School of Graduate Studies.
- e) The Provost of the College shall be the Chairman of the College Board of Examiners.

#### **Statute 44 – SCHOOL OF GRADUATE STUDIES**

- a) There shall be established a School of Graduate Studies which shall be headed by a Dean, to be assisted by a Vice-Dean.
- b) The Dean and the Vice-Dean shall be appointed by Council on the recommendation of the Academic Board in consultation with the Executive Committee.
- c) The Dean shall be a Professor and shall have the status and functions of a Dean of Faculty.
- d) The Dean shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only.
- e) Board of the School of Graduate Studies

There shall be established a Board of the School of Graduate Studies which shall be constituted as follows:

- i. Dean as Chairman;
- ii. Vice-Dean; and
- iii. Two (2) members elected by each College Board one of whom shall be a Dean and the other a Head of Department not below the rank of a Senior Lecturer or Senior Research Fellow.

#### **In Attendance**

The Secretary to the School Board who shall not be below the rank of Senior Assistant Registrar.

The Head of Department where matters relating to the Department are to be considered.

#### **f) Functions**

- i. To give approval of candidature, supervisors, coursework, thesis topics, titles and synopses for higher qualifications based upon the recommendations from the Departmental Board.

- ii. To recommend the appointment of Internal and External Examiners in respect of written papers, dissertations or theses to the Academic Board based upon recommendations from the Departmental Boards.
- iii. To keep records of all graduate students.
- iv. To give provisional approval to graduate examination results upon recommendations from Departmental Boards.
- v. To liaise with Heads of Department on matters relating to graduate studies in their various Departments.
- vi. In liaison with the International Programmes Office of the University, to establish and maintain links with graduate schools in other Universities or Institutions and promote exchange of graduate students and Staff engaged in graduate work between this University and other Institutions.

#### **Statute 45 – DEAN OF STUDENTS**

- a) There shall be established the office of the Dean of Students which shall be headed by a Dean who may be a Professor. The Dean shall be assisted by a Vice-Dean.
- b) The Dean and the Vice-Dean shall be appointed by Council on the recommendations of the Academic Board, on the advice of the Executive Committee.
- c) The Dean shall have the status of a Dean of Faculty.
- d) The Dean shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only.
- e) Board of the Office of the Dean of Students

There shall be established, for the Office of the Dean of Students, a Board which shall assist the Dean in the performance of his duties. The composition of the Board shall be:

- i. Deans as Chairman;
- ii. Vice-Dean;
- iii. Deputy Registrar (Academic and Student Affairs);
- iv. Two (2) Hall Masters/Warden elected by the Committee of Hall masters/Warden;
- v. Two (2) Senior Tutors elected by the Committee of Hall Masters/Warden;
- vi. The University Chaplains;
- vii. Two (2) Deans appointed by the Academic Board; and
- viii. Four (4) students appointed by the Students Representative Council (SRC) one of whom shall be non-resident and one of whom shall be a female.

#### **In Attendance**

The Secretary to the Office of the Dean of Students not below the rank of Assistant Registrar.

**f) Functions**

- i. The Dean of Students shall primarily be responsible for the welfare of the Junior Members of the University.
- ii. He shall normally act in “loco parentis” for all Junior Members whilst they are in the University.
- iii. He shall liaise with the Registrar, Deans of Faculties, Hall Masters/Warden, the Students Representative Council, and all other appropriate bodies in all matters affecting the welfare of Junior Members.
- iv. In the exercise of his functions, the Dean of Students shall be responsible to the Vice-Chancellor.

**Statute 46 – INTERNATIONAL PROGRAMMES OFFICE**

- a) There shall be established in the Vice-Chancellor’s Office of the University an International Programmes Office to handle all matters affecting the University vis-a-vis its relationship with other associated institutions both national and international in respect of academic matters.
- b) The international Programmes Office shall be headed by a Dean who shall be a Professor. He shall be assisted by a Vice-Dean.
- c) The Dean and the Vice-Dean shall be appointed by Council on the recommendations of the Academic Board, on the advice of the Executive Committee.
- d) The Dean shall have the status of a Dean of Faculty.
- e) The Dean shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only.

**f) Board of the Office of International Programmes.**

There shall be established for the International Programmes Office, a Board which shall be constituted as follows:

- i. Dean as Chairman
- ii. Vice-Dean
- iii. Deputy Registrar (Academic and Student Affairs)
- iv. One representative from each College elected by the College Board
- v. One person representing KNUST University Colleges



- vi. One student, who is not in the first year, appointed by the Students Representative Council (SRC)
- vii. The most Senior Deputy Finance Officer

### **In Attendance**

The Assistant Registrar in the International Programmes Office shall be Secretary

### **g) Functions**

- i. In collaboration with the Principals of KNUST University Colleges, Provosts of Colleges, Deans of Faculties and Heads of Department: to regularly update the database on the University collaborators or partners in respect of national and international academic programmes; and to handle matters involving both staff and student visits and exchange programmes.
- ii. In conjunction with the Registrar's Offices, to handle all agreements involving the University and its collaborators or partners in respect of external academic programmes.
- iii. To publish annually a comprehensive report on the activities of the Office.
- iv. To perform any other relevant functions as may be assigned by the Vice-Chancellor.

## **Statute 47 – PLANNING AND QUALITY ASSURANCE UNIT**

- a) There shall be established, in the Vice-Chancellor's Office of the University, a Planning and Quality Assurance Unit. The Unit shall be headed by a senior member appointed by the Vice-Chancellor.
- b) The Planning and Quality Assurance Unit shall be responsible for strategic planning, management of quality assurance, as well as the management of information systems of the University.
- c) Without prejudice to the generality of the functions hereby assigned to the Unit in clause (b) above, the Unit shall in consultation with Principals, Provosts, Deans, Heads of Department and the University Administration:
  - i. Coordinate the activities of the University Colleges, Colleges, Faculties and Departments regarding the preparation, implementation, monitoring and evaluation of strategic planning, as well as quality service delivery in respect of teaching, research, administration and other services in order to ensure that the University attains academic and service excellence;
  - ii. Prepare and maintain an up-to-date database on staff and students as well as basic statistics on the University; and
  - iii. To perform any other relevant functions as may be assigned to the Unit by the Vice-Chancellor.

## **Statute 48 – THE WELFARE SERVICES BOARD**

- a) There shall be a Welfare Service Board which shall be responsible to Council through the Vice-Chancellor.
- b) The composition of the Welfare Services Board shall be as follows:
- i. Vice-Chancellor, as Chairman;
  - ii. Pro Vice-Chancellor;
  - iii. Provosts of Colleges;
  - iv. Registrar;
  - v. Finance Officer;
  - vi. Internal Officer;
  - vii. Director of University Health Services;
  - viii. Director of Works and Physical Development;
  - ix. Dean of Students;
  - x. Head, Legal Services Unit
  - xi. The University Chaplains;
  - xii. Chairman, KNUST Basic Schools Management Committee;
  - xiii. Chairman, Transport Organisation Management Committee;
  - xiv. Transport Engineer;
  - xv. Chairman, Security Services Management Committee;
  - xvi. Head of Security Services;
  - xvii. Estate Officer;
  - xviii. Chairman, University Health Services Management Committee;
  - xix. Maintenance Engineer;
  - xx. Welfare Officer;
  - xxi. Two (2) members elected by Convocation from among its members;
  - xxii. One member elected by the Senior Staff;
  - xxiii. One member elected by the Junior Staff; and
  - xxiv. Four (4) students, two (2) resident and two (2) non-resident appointed by the Students Representative Council (SRC).
- c)
- i. The term of office of all elected or appointed members of the Welfare Services Board shall be two (2) calendar years. They shall be eligible for re-election or re-appointment for another term of two (2) calendar years only.
  - ii. Elections shall be held not later than 30<sup>th</sup> November of the year preceding that in which the appointee or the person elected is to begin his term of office.

- iii. The Secretary to the Board shall be the Deputy Registrar (General Administration).

#### **Statutes 49 – FUNCTIONS OF THE WELFARE SERVICES BOARD**

The functions of the Welfare Services Board shall be:

- a) to consider all matters affecting the welfare services in the University and within the scope of policy approved by Council, to take such action or actions as the Board may deem necessary; and
- b) to make reports and representations to Council either on its own initiative or at the request of Council on any matters within the scope of Schedule B2.

#### **Statute 50 – MEETINGS OF THE WELFARE SERVICES BOARD**

- a) The Vice-Chancellor shall convene a meeting of the Welfare Services Board at least once every semester. At least seven (7) days' notice shall be given for such a meeting and of the matters to be considered.
- b) Emergency meetings may be convened by the Vice-Chancellor at any time upon giving all members of the Board written notice.
- c) A special meeting of the Welfare Service Board may be convened on the written request of at least six (6) members of the Welfare Services Board submitted to the Vice-Chancellor with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the Vice-Chancellor shall convene a special meeting within seven (7) days of his receipt of the request specifying in the notice of such a meeting those matters to be considered.
- d) The quorum for the transaction of business of the Welfare Services Board shall be one-half (1/2) of its total membership.

#### **Statute 51 – COMMITTEES OF THE WELFARE SERVICES BOARD**

- a) The Committees of the Welfare Services Board, their membership and functions shall be in accordance with Schedule B2.
- b) The term of office of all elected and/or appointed members of these Committees shall be two (2) calendar years. They shall be eligible for re-election or re-appointment for another term of two (2) calendar years only.
- c) Elections shall be held not later than 30<sup>th</sup> November of the year preceding that in which the appointee or the person elected is to begin his term of office.

#### **Statute 52 – APPOINTMENTS BY THE VICE-CHANCELLOR**

- a) The Vice-Chancellor shall be the appointing authority of all employees of the University other than Senior Members. The procedures for such appointments shall be as specified in Schedule G to these Statutes.
- b) Notwithstanding anything to the contrary in the foregoing clause, the Vice-Chancellor may delegate to the Registrar or to any other officer of the University or any Appointments Committee or Board the power to make appointments.
- c) The Conditions of Service of staff of the University employed in accordance with clauses (a) and (b) of this Statute shall be determined by Council.
- d) The staff so employed shall be provided with a copy of the Conditions of Service pertaining to his employment at the time of his appointment.

### **Statute 53 – TERMS OF EMPLOYMENT OF SENIOR MEMBERS**

The terms of employment of a Senior Member shall be specified in his letter of appointment which shall be accompanied by a copy of the University Statutes and the Conditions of Service prevailing at the time of the appointment. In addition, the following provisions shall be observed:

- a) Each Senior Member shall comply with such directions and regulations as have been or shall be given and adopted by the Academic Board.
- b) Each Senior Member shall give to the work of the Department to which he 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 the 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 the Head of Department, interfere with the proper performance of his duties or be detrimental to the interest of the University.
- c) Consultancy services may be rendered, provided that:
  - i. Such projects are integrated into the research and teaching programmes of the various Faculties and Academic Departments and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his official duties;
  - ii. The Head of Department ensures that a Senior Member does not undertake any outside work if his normal University duties would be disrupted; and
  - iii. The Senior Member has obtained a written permission from the Vice-Chancellor for engaging in consultancy work.
- d) Whether the services referred to in clause (c) of this Statute are undertaken by individuals or groups, the following rules shall apply:

- i. The University shall levy a charge of 10% of the total earnings where University facilities are used.
  - ii. Where no University facilities or equipment are used, the University shall levy a charge of 5% of the total earnings, and
  - iii. In both cases, a declaration of earnings shall be made to the Vice-Chancellor and income tax laws complied with.
- e) Where abuses of the facility are proved, appropriate disciplinary measures, including withdrawal of the facility, may be taken by the Vice-Chancellor.

#### **Statute 54 – RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS**

- a) Except as may otherwise be provided by Council, as Senior Member may resign his appointment and thereby terminate his employment with the University on giving, in writing under his signature to the Vice-Chancellor, at least six (6) months' notice terminating on the last day of September of the year in which his resignation takes effect, or in default, he shall pay to the University six (6) months salary in lieu of notice.
- b) Except as may otherwise be provided in special cases by Council, a Senior Member appointed to a full-time post in the University or on a renewable contract shall retire from his appointment and all other statutory offices held by him in the University by virtue of his appointment at the end of the academic year in which he attains the compulsory retirement age of sixty (60) years. For the purpose of this clause, the academic year is presumed to end on the 30<sup>th</sup> day of September.
- c) Subject to the approval of Council, the Vice-Chancellor may terminate the appointment of any Senior Member by giving him six (6) months' notice in writing or in default, pay to him six (6) months' salary in lieu of notice, except that the person concerned shall, before the termination of his appointment becomes effective, have the right to appeal to Council within one month of his receipt of the notice.
- d) Where a person appeals against a notice of termination of his appointment, Council shall consider the appeal within three (3) months and Council's decision thereon shall be final.

#### **Statute 55: STAFF SUPERANNUATION SCHEME**

- a) There shall be established a superannuation scheme called the Ghana Universities Staff Superannuation Scheme (GUSSS) hereinafter called 'The Scheme'. The operations of The Scheme shall be coordinated by Council.
- b) The Scheme shall be managed by the GUSSS Management Committee established by Council.

- c) The Scheme shall be administered by the Finance Officer under the control of the GUSSS Management Committee.
- d) Members of the Management Committee shall serve for a term of two (2) years, and may be eligible for re-appointment or re-election for another term of two (2) years only.
- e) Members of the management Committee who resign or retire from their appointment in the University shall be deemed to have also re-signed from the Board. New members shall then be appointed to serve the residue of the term.

#### **Statute 56 – UNIVERSITY REPRESENTATION ON EXTERNAL BODIES**

- a) The Registrar shall submit to the Academic Board annually, a list of external bodies and organisations on which the University is represented.
- b) In consultation with the Academic Board, the Vice-Chancellor shall appoint Senior Members of the University to represent the University on those bodies and organisations.
- c) Such representatives shall serve for two (2) terms only and shall not be eligible for re-appointment upon completion unless after four (4) years. A term shall be two (2) years unless otherwise stipulated by the body or organisation concerned.
- d) No Senior Member shall serve on more than one external body or organisation at any particular time.
- e) A University representative on an external body shall submit a written report to the Academic Board annually through the Vice-Chancellor.

#### **Statute 57 – DISCIPLINE IN THE UNIVERSITY**

- a) General Provisions
  - i. The Vice-Chancellor shall be responsible for discipline within the University and, in this connection, he shall act in accordance with the rules formulated by the University Council under Schedule F of these Statutes.
  - ii. The Vice-Chancellor may delegate any part of his authority in respect of discipline as to him shall seem appropriate.

#### **b) Disciplinary Offences**

Disciplinary Offences in the University shall be as prescribed in Rules 2, 3 and 4 of Schedule F of these Statutes. Without prejudice to the generality of the offences prescribed in Rules 2, 3 and 4 of Schedule F of these Statutes, disciplinary offences in the University shall also include the following:-

- i. Conviction by a competent Court of law for any offence, which Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office.
- ii. Conduct of a scandalous or other disgraceful nature which Council considers to be such as to render the person concerned unfit to continue to be in the University, or in the employment of the University, or to hold office.
- iii. Conduct which Council considers to be such as to constitute failure on the part of the person concerned to discharge or perform the functions of his office, or to comply with the terms of his appointment.
- iv. Conduct which, in the opinion of Council, has brought the name of the University into disrepute.

c) Penalties for breach of discipline

The following are the penalties that may be imposed for breach of discipline in the University:-

- i. Dismissal
- ii. Termination of Appointment
- iii. Reduction in rank, status, or grade
- iv. Suspension for a stated period, with or without pay
- v. Deferment of increment, i.e. postponement of the date on which the next increment is due, with corresponding postponement in subsequent years
- vi. Stoppage of increment, i.e. non-payment for specific period of an increment otherwise due
- vii. Forfeiture of pay for a stated period
- viii. Rustication (in case of Junior Members)
- ix. Interdiction
- x. Reprimand
- xi. Warning
- xii. Caution

For purposes of this Statute, clauses (i) to (ix) above shall be treated as major penalties, which shall be imposed only by the Vice-Chancellor. The other penalties shall be treated as minor ones and may be imposed on his behalf.

- d) Any person affected by any decision of the Vice-Chancellor or the person or body to whom he has delegated authority shall have the right of review and appeal, as prescribed by the rules.
- e) Council may, by rules or regulations, make further provisions relating to disciplinary matters in the University.

**Statute 58 – DISCIPLINE OF SENIOR MEMBERS**

- a) There shall be established a Disciplinary Committee responsible to Council to determine cases affecting Senior Members of the University referred to it by the Vice-Chancellor.
- b) Disciplinary Offences shall be those stated in Statute 57 (b) above as appropriate and any others which may be provided for by the rules and regulations of the University.
- c) The Disciplinary Committee shall be composed as follows:
  - i. The Pro Vice-Chancellor as Chairman;
  - ii. Two (2) Members appointed by the Academic Board who shall be of the rank of a Professor;
  - iii. Two (2) Members, one representing University Teachers Association of Ghana (UTAG) and the other representing Ghana Association of University Administrators (GAUA);
  - iv. The Committee may, at its discretion, invite any other person(s) to be in attendance;
  - v. The quorum for the transaction of business of the Disciplinary Committee shall be all members;
  - vi. The Registrar shall be Secretary to the Committee. In the absence of the Registrar, anyone appointed to act as Secretary shall be of the rank of Deputy Registrar; and
  - vii. The Committee shall, as much as possible, submit its report to the Vice-Chancellor or within one month of its sitting.
- d) The Disciplinary Committee shall have power to recommend to the Vice-Chancellor the imposition of any of the following penalties:
  - i. Issuing of written warning to the Senior Member concerned;
  - ii. Stopping or withholding an increment of the salary of the Senior Member concerned for a period not exceeding twelve (12) months;
  - iii. Subject to the approval of Council, dismissal or termination of appointment of the Senior Member concerned; and
  - iv. Any other penalty as may be appropriate in accordance with Statute 57 (c).
- e) In all proceedings of the Disciplinary committee, the Senior Member affected shall be served with a written notice of the grounds upon which the proceedings are being initiated against him. He shall then appear before the Committee to explain his conduct.
- f) When the affected Senior Member is served with the notice referred to in clause (e) above, he may, within ten (10) days after the service of the said notice on him, furnish the Committee with the grounds upon which he intends to defend or exculpate himself.



- g) If no reply is received by the Disciplinary Committee within the time specified in the notice, it shall then proceed with the enquiry in his presence or in his absence, provided that he has been served with the notice.
- h) In all proceedings of the Disciplinary Committee, the Senior Member concerned shall be entitled to call witnesses on his behalf and the Committee shall similarly be entitled to call and hear witnesses.
- i) A Senior Member appearing before the Disciplinary Committee may, if he so wishes, be represented by Council, provided he notifies the Committee in writing, at least two (2) days before any particular sitting of the Committee, proceedings for that day may be adjourned.
- j) In all proceedings, the Disciplinary Committee shall not be bound to follow the rules of law relating to evidence as well as the procedures and technicalities of the Courts. The Disciplinary Committee shall make its own rules and regulations.
- k) 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 Senior Member concerned the proper discharge of the duties of the Senior Member concerned, the Vice-Chancellor, as the chief disciplinary officer of the University, may, in pursuance of his powers under the Act and these Statutes, suspend him from duty and all other functions in the University, pending the determination of his case by the Committee, but his salary and other perquisites (except the use of official vehicle(s) shall not be altered to his detriment until the matter is finally determined by the Committee and, if an appeal follows, by Council.
- m) The Vice-Chancellor shall report to Council, at its next meeting, the actions taken by him on the Committee's report.
- n) Where no adverse findings have been made against a Senior Member, the Vice-Chancellor shall communicate this to him within seven (7) days of the receipt of the Committee's report and if he had been suspended, be restored to his former position forthwith.

#### **Statute 59 – DISMISSAL OF SENIOR MEMBERS**

- a) Any Senior Member of the University may be removed from office for good cause by Council, but he shall not be dismissed until:
  - i. There has been an investigation relating to his case by the Disciplinary Committee as provided for in Statute 58, and the person concerned has been put before the Committee to defend himself;
  - ii. The Disciplinary Committee has made some adverse findings against him which give cause for his dismissal;

- iii. The report of the Disciplinary Committee has been considered and approved by Council; and
  - iv. He has been notified in writing of the grounds on which consideration is being given for his dismissal;
- b) For the purpose of this Statute, the interpretation of “good cause” shall include any of the disciplinary offences prescribed in Statute 57 (b).

#### **Statute 60 – DISCIPLINE OF STAFF OTHER THAN SENIOR MEMBERS**

- a) Any member of the University being a Senior Staff or Junior Staff as herein before defined in Statute 1 may, for good cause, be disciplined by the Vice-Chancellor.
- b) The Vice-Chancellor shall be advised by, and shall consult with relevant Provost, where applicable, or any other University Authority concerned to provide for the discipline of 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 person concerned must be notified in writing of the grounds on which disciplinary action is being taken against him and must be given reasonable opportunity to defend himself before the Disciplinary Committee constituted by the Vice-Chancellor.
- e) The procedure for the discipline of staff other than senior members shall be as provided in rules 7 and 8 of Schedule F.

#### **Statute 61 – 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, Hall Master/Warden and the Head of Department of the Junior Member concerned and subject to these Statutes and Regulations, to provide for the discipline Junior Members of the University.
- b) The Vice-Chancellor may delegate his authority, subject to such review procedures, as he considers appropriate.
- c) The Council or body responsible for the management of each Hall or residential facility shall be responsible for taking disciplinary action against any Junior Member for any breach of discipline in the Hall provided that where the breach of discipline might result in dismissal or, is in the opinion of the Council of the Hall or Residential facility, a major breach of discipline the matter shall be referred to the Vice-Chancellor for his decision. The Vice-Chancellor, if he so wishes, may refer the matter to the Academic Board. Where the Vice-Chancellor decided on dismissal, he shall report to the Academic Board at its next meeting.

## **STATUTE 62 – HALLS OF RESIDENCE**

- a) There shall be such number of Halls of Residence of the University and such other residential facilities as Council may determine. Halls of Residence shall be governed by Hall Masters/Wardens.
- b) Each Hall of Residence or other residential facility shall consist of such number of students and staff as the Residence Committee may determine. Every Senior Member 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 representatives 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 of 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.
- e) Hall Masters/Wardens shall serve for a term of two (2) years, and may be eligible for re-appointment or re-election for another term of two (2) years only.

## **Statute 63 – ENACTMENT OF A STATUTE**

A Statute shall be taken to be enacted if, but only if:-

- a) it is initiated through the Academic Board which will make recommendations to the Council in that regard;
- b) a draft of the Statute has been circulated to the members of the University Council at least fourteen (14) days before the meeting at which it is to be considered; and
- c) after consideration by Council the draft has been provisionally approved either without amendment(s) or only with amendments of which notice in writing was circulated to the members at least three (3) days before the meeting; and
- d) the Statute as provisionally approved has been circulated the members of the Council, (and where in the opinion of the Council it affects academic matters, to members of the Academic Board), at least seven (7) days before the meeting at which it is proposed to confirm the Statute; and

- e) the Statute is confirmed without amendment at a meeting of the Council held not less than one month nor more than six (6) months after the meeting at which it was provisionally approved.

## **SCHEDULE A: SIMPLE MAJORITY VOTE SYSTEM**

1. The election shall be by secret ballot, and the ballot box shall be transparent.
2. The Registrar shall be the Returning Officer.
3. All members of the electorate shall be qualified to vote by proxy and shall, not later than twenty-four (24) hours prior to the election, communicate in writing the names of their proxies to the Registrar.
4. Every elector, in giving his vote, shall indicate or mark on the ballot paper the name of the candidate he prefers.
5. A ballot paper shall be invalid on which:
  - i. No name is indicated or marked or
  - ii. More than one name is indicated or marked
6. At the end of the Voting:
  - i. The Returning Officer shall arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidates; and
  - ii. The Returning Officer shall then credit each candidate with the total number of votes received by him.
7. The candidate who receives the highest number of votes shall be declared the winner.
8. In the event of the first two (2) candidates obtaining an equal number of votes, a second ballot or a third ballot shall be held.
9. In the event of the third ballot failing to produce a clear winner, the Returning Officer shall suspend the election and make a report thereof to the Academic Board through the Vice-Chancellor.
10. The Academic Board shall then nullify the said election and call for fresh nominations and election at another time within two (2) weeks.

## **SCHEDULE B1: COMMITTEES OF THE ACADEMIC BOARD**

### **B1.1 EXECUTIVE COMMITTEE**

a) **Composition**

Vice-Chancellor as Chairman  
Pro Vice-Chancellor  
Principals of KNUST University Colleges  
Provosts of Colleges

Dean of Students  
Dean, School of Graduate Studies  
Registrar

Six (6) members elected by the Academic Board from among its membership with not more than one from any particular College. Such members shall serve one term of two (2) years only.

### **In Attendance**

The Deputy Registrar (Academic and Student Affairs) as Secretary.

### **b) Functions**

- i. Subject to the approval or ratification by the Academic Board to take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board; and
- ii. To carry out such other functions as may, from time to time, be referred or delegated to it by the Academic Board.

### **c) Quorum**

**One-half (1/2) of its total membership.**

## **B1.2 BUGETARY COMMITTEE**

### **a) Composition**

Vice-Chancellor as Chairman

Pro Vice-Chancellor

Registrar

Principals of KNUST University Colleges

Provosts of Colleges

The University Librarian

Dean of Students

Dean, School of Graduate Studies

Finance Officer

The Director of University Health Services

The Director of Works and Physical Development

One Dean elected by the College Board from each College

One Hall Master elected by the Residence Committee

Head, Planning and Quality Assurance Unit

In Attendance

Deputy Registrar (General) as Secretary

b) Functions

On behalf of Council through the Academic Board:

- i. To administer the finances and property of the University, except where such functions have been assigned by Council or these Statutes to another person or body;
- ii. To prepare for the approval of the Academic Board a yearly statement of the estimates and accounts of the University as provided in Statute 21 (t); and
- iii. To do such other acts as Council or the Academic Board may authorize.

c) Quorum

One-half (1/2) of its total membership.

### **B1.3 UNIVERSITY APPOINTMENTS**

There shall be the University Appointments and Promotions Committee. The Committee shall have the following sub-committees:

1. The College Appointments and Promotions Committee; and
2. The Administration Appointments and Promotions Committee.

Composition

Vice-Chancellor as Chairman

Pro Vice-Chancellor

Registrar

Two (2) Professors other than Associate Professors elected by the Academic Board

Two (2) alternate Professors other than Associate Professors elected by the Academic Board

The Principal of the University College of the candidate under consideration

The Provost of the College of the candidate under consideration

The Dean of the Faculty of the candidate under consideration provided that the Dean shall not be below the rank to which the candidate is seeking to be promoted.

Where the rank of the Principal, the Provost or the Dean is below that of the position being considered, the Vice-Chancellor may co-opt another person (or persons) to replace him or them at the meeting of the Committee.

The Head of Department of the candidate shall be in attendance provided that he is not below the rank to which the candidate is seeking to be promoted.

With regard to interviews for new appointments to the position of Professor, an External Assessor shall be appointed to serve on the Committee.

The Deputy Registrar (Personnel) shall be the Secretary.

b) **Quorum**

One-half (1/2) of its total membership.

With regard to appointments and promotions to the positions listed below, an External Assessor shall be appointed to serve on the Committee. No business shall be conducted unless the Vice-Chancellor is present:

Deputy Registrars  
Deputy Finance Officers  
Deputy Internal Auditors  
Deputy Librarians

c) **Functions**

- i. To receive applications for appointments and promotions from Senior Members. Such applications shall, in the first instance, be considered by either the College Appointments and Promotions Sub-Committee or the Administration Appointments and Promotion Sub-Committee as appropriate.
- ii. To make the recommendations for the appointments and promotions of Professors, including Honorary and Visiting Professors, Heads of Departments and other Senior Member positions other than those listed hereinafter in clause (iii) to Council, through the Academic Board, for approval.

- iii. To make recommendations to the Academic Board for the appointments and promotions of Senior Lecturers and analogous ranks.
- iv. To inform applicants at six (6) monthly intervals of the status of the application for promotion.
- v. The Committee is empowered to make appointments and re-appointments up to lecturer and analogous ranks and report to the meeting of the Academic Board following the appointment, unless a member of the Committee objects to the appointment being made, in which case the decision shall be referred to the Academic Board.
- vi. To draw up rules and/or regulations and procedures for Appointment and Promotions and to revise them periodically.

### **1.3.1 THE COLLEGE APPOINTMENTS AND PROMOTIONS SUB-COMMITTEE**

- a) There shall be in each College, a College Appointments and Promotions Sub-Committee to consider applications for appointments and promotions to senior member positions in the Academic Departments of the College. The Provost of the College shall be the Chairman of the Sub-Committee. Where the Provost is below the rank of the position being considered, all the papers of the candidate shall be forwarded to the University Appointments and Promotions Committee.
- b) The membership shall be all Professors and all Deans of the College provided that such Deans shall not be below the rank of the position to which the candidate is seeking to be appointed or promoted. With regard to new appointments, the Head of Department of the candidate shall be in attendance.
- c) The College Appointments and Promotions Sub-Committee shall meet as and when applications are received.
- d) Applications for appointments and promotions shall be forwarded to the Head of Department in the first instance. The Head of Departments shall then forward each application with his comments to the Dean within one month. Upon his receipt of the application, the Dean shall refer it to the College Appointments and Promotions Sub-Committee for consideration within two (2) weeks. No application shall be withheld from the College Appointments and Promotions Sub-Committee.
- e) The Sub-Committee shall consider all applications for Appointments and Promotions and shall forward the papers of all applications with its comments and recommendations to the University Appointments and Promotions Committee within one month of receipt of the application.



- f) Where any member of the Sub-Committee is being considered for promotion, he shall not participate in the discussion.
- g) No business shall be conducted by the Sub-Committee unless there are, at least three (3) members present including the Provost of the College.
- h) If in the observation of the provision of clauses (b) and/or (g) of this Schedule, the membership of the Sub-Committee is less than three (3), then the papers of the candidate shall be forwarded directly to the University Appointments and Promotions Committee for its consideration.

### **1.3.2 ADMINISTRATION APPOINTMENTS AND PROMOTIONS SUB-COMMITTEE**

- a). There shall be an Administration Appointments and Promotions Sub-Committee to consider applications and promotions to senior members positions in Non-Academic Units in the University.
- b) Membership of the Sub-Committee shall consist of
  - i. Pro Vice-Chancellor as Chairman
  - ii. The Registrar
  - iii. The Finance Officer
  - iv. The Internal Auditor
  - v. The Director of Works and Physical Development
  - vi. The Director of University Health Services

The Deputy Registrar (Personnel) shall be the Secretary

- c) The Sub-Committee may co-opt any other members as appropriate to assist in its work.
- d) All applications for appointments and promotions shall be forwarded to the Registrar in the first instance. The Registrar shall then forward each application with his comments to the Administration Appointments and Promotions Sub-Committee for consideration within one month. No application shall be withheld from the Registrar and the Registrar in turn shall not withhold any application(s) from the Administration Appointments and Promotions Sub-Committee.
- e) The Sub-Committee shall consider all applications and promotions, and shall forward the papers of all applicants with its recommendations to the University Appointment and Promotions Committee within one month of receipt of the applications.
- f) The Administration Appointments and Promotions Sub-Committee shall meet as and when applications are received.

### **1.3.3 APPEALS RELATING TO APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS**

- a) Any Senior Member aggrieved and dissatisfied by a decision of the University Appointments and Promotions Committee may within one month of the notification of the decision to him petition the University Appointments and Promotions Committee.
- b) The University Appointments and Promotions Committee may, on applications, review its own decisions affecting appointment and promotions of Senior Members at the next meeting of the Committee.
- c) Appeals shall lie from the University Appointments and Promotions Committee to the University Council within three (3) months.
- d) In considering such appeals, Council may be assisted by an expert or experts appointed by Council.

#### **B1.4 RESIDENCE COMMITTEE**

There shall be established a Residence Committee of the University.

##### **a) Composition**

Pro Vice-Chancellor, as Chairman  
 Registrar  
 Dean of Students  
 Hall Masters and Hall Warden  
 Two (2) Senior Tutors elected by the Committee of Hall Masters/Warden  
 Two (2) Members appointed by the Academic Board  
 Four (4) Students appointed by the Students Representative  
 Council (SRC) two (2) of whom shall be non-resident  
 The University Chaplains

##### **In Attendance**

The Deputy Registrar (Academic and Students Affairs) as Secretary  
 Director of Works and Physical Development  
 Head of Security Services

##### **Quorum**

One-half (1/2) of its total membership.

##### **Functions**

- i. To keep the Hall System regularly under review,
- ii. Subject to the approval of the Academic Board, to make regulations to ensure the proper functioning of the Hall System;
- iii. Subject to the approval of the Academic Board, to make adequate provisions for the supervision and the welfare of the students of the University, and

- iv. To liaise with private hostel operators to ensure the maintenance of adequate standards in hostels.

## **B1.5 LIBRARY COMMITTEE**

### **a) Composition**

Pro vice-Chancellor, as Chairman  
University Librarian  
One Member to be elected each College Board  
Two (2) members to be appointed by the Students Representative Council (SRC)  
Manager, University Bookshop  
One Senior Member representative from the University Library system.

### **In Attendance**

Registrar or his representative not below the rank of Assistant Registrar as Secretary  
Finance Officer or his representative not below the rank of Accountant  
The most Senior Deputy Librarian

### **b) Quorum**

One-half (1/2) of its total membership

### **c) Functions**

- i. Subject to the approval of the Academic Board, to formulate policies for the maximum development and utilization of all Libraries in the University.
- ii. To perform any other relevant functions that may be referred or delegated to it by the Board.

## **B1.6 BOOKS AND PUBLICATIONS COMMITTEE**

### **a) Composition**

Pro Vice-Chancellor, as Chairman  
One member to be elected by each KNUST University College  
One member to be elected by each College  
One member to be appointed by the Students Representative Council (SRC)  
University Librarian  
Head, Department of Book Industry  
Head, University Relations Office  
Editor-in-Chief of the University Journal

### **In attendance**

Finance Officer or his representative not below the rank of Accountant  
Registrar or his representative not below the rank of Assistant Registrar as  
Secretary

**b) Quorum**

One-half (1/2) of its total membership

**c) Functions**

Subject to the approval of the Academic Board

- i. To formulate policies on University publications;
- ii. To publish books and periodicals in the University, and
- iii. To administer such funds as may be provided for such publications.

**B1.7 RESEARCH AND CONFERENCES COMMITTEE**

**a) Composition**

Vice-Chancellor

Pro Vice-Chancellor

Registrar

Principals of KNUST University Colleges

Provosts of Colleges

Two Research Fellows appointed by the Academic Board not below the rank of  
Senior Research Fellow from the Research Centres Deputy Registrar (Human  
Resources Development)

One member elected by each College, who is not below the rank of Senior lecturer

**In Attendance**

Head of the Department of the applicant

An Assistant Registrar/Senior Registrar as Secretary

**b) Quorum**

One-half (1/2) of its total membership.

**c) Functions**

Subject to the approval of the Academic Board:

- i. To formulate and publish the research policies and priorities of the University  
and to provide guidelines for the assessment of research proposals;
- ii. To examine and take appropriate action on all applications for grants



## **B1.7 RESEARCH AND CONFERENCES COMMITTEE**

### **a) Composition**

Vice-Chancellor, as Chairman

Pro Vice-Chancellor

Registrar

Principals of KNUST University Colleges

Provosts of Colleges

Two Research Fellows appointed by the Academic Board not below the rank of Senior Research Fellow from the Research Centres

Deputy Registrar (Human Resources Development)

One member elected by each College, who is not below the rank of Senior Lecturer

### **In Attendance**

Head of the Department of the applicant

An Assistant Registrar/Senior Registrar as Secretary

### **b) Quorum**

One-half (1/2) of its total membership

### **c) Functions**

Subject to the approval of the Academic Board:

- i. To formulate and publish the research policies and priorities of the University and to provide guidelines for the assessment of the research proposals;
- ii. To examine and take appropriate action on all applications for grants chargeable to the Research and Conference Fund; and
- iii. To receive and publish reports on research and conferences from Departments and prepare annually a comprehensive report for submission to the Academic Board.

## **B1.8 SCHOLARSHIPS COMMITTEE**

### **a) Composition**

Vice-Chancellor, as Chairman

Pro Vice-Chancellor

Registrar

Principals of KNUST University Colleges

Provosts of Colleges

Dean, School of Graduate Studies

KNUST Representatives on the Scholarships Review Committee of the  
Scholarships Secretariat

**In Attendance**

Deputy Registrar (Human Resource Development)

The Head of Department of the applicant

b) **Quorum**

One-half (1/2) of its total membership

c) **Functions**

Subject to the approval of the Academic Board:

- i. To advise the Academic Board on University Scholarships policy;
- ii. To consider the award of scholarships;
- iii. To consider applications for the grant of study/sabbatical leave; and
- iv. To advise on human resource development requirements of the University.

**B1.9 PLANNING AND RESOURCE COMMITTEE**

a) **Composition**

Vice-Chancellor, as Chairman

Pro Vice-Chancellor

Registrar or Deputy Registrar (Academic and Student Affairs)

Principals of KNUST University Colleges

Provosts of Colleges

University Librarian or Deputy Librarian

Finance Officer or Deputy Finance Officer

Director of the University Health Services

Director of Works and Physical Development or Chief University

Architect

Internal Auditor

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

**In Attendance**

Head, Planning and Quality Assurance Unit

Co-ordinator, KNUST Network Operating Centre

Deputy Registrars

Deputy Finance Officers

Assistant Registrar/Senior Assistant Registrar (Vice-Chancellor's Office) as Secretary

**b) Quorum**

The quorum shall be one-half (1/2) of its total membership including the Vice-Chancellor or Pro Vice Chancellor, Finance Officer or his Deputy, Director of Works and Physical Development or Chief University Architect and the Registrar of Deputy Registrar (Academic and Students Affairs).

**c) Functions**

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

**B1.10: CENTRAL UNDERGRADUATE ADMISSIONS COMMITTEE**

**a) Composition**

A Chairman appointed by the Vice-Chancellor and one representative from each College appointed by the College Board.

**In Attendance**

The Deputy registrar responsible for Academic and Student Affairs shall be the Secretary.



b) Term

Members shall hold office for not more than two (2) terms of two (2) years each.

c) Quorum

The quorum for all meetings shall be the Chairman and four (4) other members.

d) Functions

Subject to the approval of the Academic Board;

- i. To recommend, in consultation with the Principals of KNUST University Colleges, Provosts of Colleges, Deans of Faculties and Heads of Department, students for admission into all KNUST University Colleges, and Colleges of the University in accordance with the admission requirements and the University's admissions policy;
- ii. To continually advise on the review of the University's admissions policy;
- iii. To advise on the review of the admissions requirements of the University from time to time on the recommendations of the Principals, Provosts, Deans and Heads of Department; and
- iv. To perform any other relevant functions which may be referred or delegated to it by the Academic Board.

## **SCHEDULE B2: COMMITTEES OF THE WELFARE SERVICES BOARD**

### **B2.1 ESTATE ORGANISATION MANAGEMENT COMMITTEE**

a) **Composition**

Vice-Chancellor, as Chairman  
Pro Vice-Chancellor  
Registrar  
Finance Officer  
Director of Works and Physical Development  
Head, Department of Land Economy  
Estate Officer  
Environmental Engineer  
One member appointed by the Council of Convocation  
One member elected by the Residence Committee  
One member elected by Senior Staff  
One member elected by Junior Staff  
One member elected by the Health Services Management Committee

#### **In Attendance**

Chairman, Senior Members Housing Sub-Committee  
Chairman, Senior Staff Housing Sub-Committee  
Chairman, Junior Staff Housing Sub-Committee

Landscape Consultant  
Environmental Consultant  
Assistant Registrar/Senior Assistant Registrar (General Administration)  
as Secretary

b) **Meetings**

The Estate Organisation Management Committee shall meet at least once in a semester

c) **Quorum**

One-half (1/2) of its total membership

d) **Functions**

- i. To be responsible under the Welfare Services Board for the efficient running of the Estate including buildings, grounds and gardens; and, to ensure that the policy decisions taken by the Welfare Services Board are carried out.
- ii. To recommend modification of policies to the Welfare Services Board.
- iii. To perform any other functions as may be referred or delegated to it by the Welfare Services Board.

## **B2.2 HOUSING COMMITTEE**

a) **Composition**

Pro Vice-Chancellor, as Chairman  
One member elected from each College  
Chairman, Senior Member Housing Sub-Committee  
Chairman, Junior Staff Housing Sub-Committee  
Deputy Registrar (General Administration)  
Maintenance Engineer  
Estate Officer

### **In Attendance**

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

b) **Meetings**

The Housing Committee shall meet at least once every semester

c) **Quorum**

One-half (1/2) of its total membership

d) **Functions**

- i. To keep the housing accommodation of the University regularly under review and to determine its adequacy to the needs of staff and advise the Welfare Services Board accordingly;
- ii. To advise the Welfare Services Board on the establishment and administration of an equitable system for allocation the University housing units;
- iii. To set up such sub-committees as may be appropriate;
- iv. To advise the Welfare Services Board on the University Housing Policy; and
- v. To allocate houses to members of staff in accordance with established policy.

**B2.3 HEALTH SERVICES MANAGEMENT COMMITTEE**

a) **Composition**

Vice-Chancellor, as Chairman  
Pro Vice-Chancellor  
Registrar or his representative  
One Hall Master/Warden appointed by the Residence Committee  
Director of the University Health Services  
Dean of the Faculty of Pharmacy  
Dean of the Faculty of Medicine  
Dean of the Faculty of Allied Health Sciences  
Dean of Students  
Environmental Engineer  
The Finance officer or Deputy Finance Officer  
The University Chaplains  
One member appointed by the Council of Convocation  
One member elected by Senior Staff  
One member elected by Junior Staff  
Two students who are not in the first year, appointed by the Students Representative Council (SRC)

**In Attendance**

Pharmacy Superintendent  
The Chief Nursing Officer  
The Chief Health Superintendent  
Hospital Administrator as Secretary

b) **Meetings**

The Health Services Management Committee shall meet at least once every semester.

c) **Quorum**

One-half (1/2) of its total membership

d) **Functions**

- i. To keep under review the efficient and effective functioning of the University Health Services and make recommendations to the Welfare Services Board;
- ii. To consider and advise the Welfare Services Board on the adequacy of medical, paramedic and ancillary staffing of the University Hospital to ensure efficiency in health service delivery to the University Community.
- iii. To collate prevalence records of reported cases of illnesses or diseases in the University Hospital and make recommendations thereon annually to the Welfare Services Board for appropriate action;
- iv. To make recommendations to the Welfare Services Board on the replacement of machinery and equipment, and the procurement of medication for the efficient delivery of health services; and
- v. To advise and coordinate thorough medical checks, at least, once every four years for all members of staff and annually for staff exposed to high health risk occupation.

## **B2.4 SECURITY SERVICES MANAGEMENT COMMITTEE**

a) **Composition**

Chairman, a Senior Member, appointed by the Vice-Chancellor  
Dean of Students  
Deputy Registrar (General Administration)  
Head, University Security Services  
Head, University Legal Services  
One person representing the Committee of Hall Master/Warden  
One person representing the Finance Officer not below the rank of Accountant  
The Estate Officer  
The Maintenance Engineer  
The Transport Engineer  
Head, Fire Prevention Unit  
The Head, Ghana Police Service, KNUST  
One person appointed by Council of Convocation  
One person elected by Senior Staff  
One person elected by Junior Staff  
One student not in the first year, appointed by the Students Representative Council (SRC)

The Secretary of the Committee shall not be below the rank of Assistant Registrar

b) **Meeting and Quorum**

The Security Services Management Committee shall meet at least two (2) times in a semester, and the quorum shall be one-half (1/2) of the total membership.

c) **Functions**

- i. To exercise oversight responsibility over the organisation and management of the Security system in the University.
- ii. To keep under regular control and review the effective functioning and/or running of the Security system on campus.
- iii. To make regulations for, and/or put in place adequate measures for ensuring the safety and security of life and property on campus.
- iv. To advise the Welfare Services Board on the security system on campus.
- v. To perform any other functions that may be referred or delegated to the Committee by the Welfare Services Board.

## **B2.5 KNUST BASIC SCHOOLS MANAGEMENT COMMITTEE**

a) **Composition**

Chairman, a Senior Member appointed by the Vice-Chancellor Deputy Registrar (Personnel)

One person representing the Finance Officer not below the rank of an Accountant

One person representing the Director of Works and Physical Development who shall be a Senior Member

One person elected by University Teachers Association of Ghana (UTAG)

One person elected by Ghana Association of University Administrators (GAUA)

One person elected by Federation of University Senior Staff Association of Ghana (FUSSAG)

One person elected by Teachers and Education Workers Union (TEWU)

One person representing the Metro Director of the Ghana Education Service (GES)

The Heads of KNUST Basic Schools

Three (3) Parent/Teacher Association (PTA) Chairmen representing the KNUST Nursery/Day Care, Primary and Junior Secondary Schools.

The Secretary of the Committee shall not be below the rank of Assistant Registrar

**b) Meetings and Quorum**

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

**c) Functions**

- i. To exercise oversight responsibility over the administration of the KNUST Basic Schools.
- ii. To formulate and implement the academic policy of the KNUST Basic Schools, and generally to regulate and approve, within the general scope of GES policy, the programmes of study and activities in the Basic Schools.
- iii. To consider the immediate and long term academic, physical, financial, developmental and human resource needs of the KNUST Basic Schools and to recommend to the Welfare Services Board the appropriate plans and strategies to meet them.
- iv. To make, either on its own initiative, or at the request of the University Administration, reports and recommendations on any matter or matters affecting the KNUST Basic Schools and within the scope of policies approved by the Ghana Education Service (GES) and the University, and to take such action or actions, as it may deem necessary for the development, welfare and good governance of the entire KNUST Basic Schools system.
- v. To recommend teacher for appointment and promotion by the University Appointments and Promotions Committee where appropriate.
- vi. To make regulations for, and handle admissions into the University Associations (PTAs) and any other such bodies as may be necessary to bring them in conformity with policies and/or directives approved by the University.
- vii. To exercise any other functions and powers as may be delegated to them by the Welfare Services Board or the University Administration.

**B2.6 TRANSPORT ORGANISATION MANAGEMENT COMMITTEE**

**a) Composition**

Chairman, a Senior Member appointed by the Vice-Chancellor  
Deputy Registrar (General Administration)  
Transport Engineer

Head, Department of Mechanical Engineering  
Head, University Security Services  
Head, University Legal Service  
Welfare Officer  
One person elected by Senior Staff  
One person elected by Junior Staff  
One person representing the Finance Officer not below the rank of Accountant  
One person appointed by Council of Convocation  
One student, not in the first year, appointed by the Students  
Representative Council (SRC)

### **In Attendance**

The Traffic Officer  
Administrative Assistant (Transport Organisation)  
Head of Accountants Section (Transport Organisation)  
The Secretary of the Committee shall not be below the rank of Assistant Registrar

#### **b) Meetings and Quorum**

The Committee shall meet at least two times in a semester, and the quorum shall be less than one-half (1/2) of its total membership.

#### **c) Functions**

- i. To exercise oversight responsibility over the organisation and management of the transport services in the University.
- ii. To keep under regular control and review the effective functioning and/or running of the University's own commercial transport (Shuttle) system on campus
- iii. To make regulations for, and monitor, the organisation and the safety of private taxis and other such allied services on campus.
- iv. To make regulations for and/or put in measures for ensuring the safety of both human and vehicular traffic on campus.
- v. To advise the Welfare Services Board on the University transport system.
- vi. To perform any other functions that may be delegated to the Committee by the Welfare Services Board.

## **SCHEDULE B3: COMMITTEES OF THE UNIVERSITY COUNCIL**

### **B3.1 STANDING COMMITTEE**

#### **a) Composition**

Chairman of Council, as Chairman  
Vice-Chancellor  
Pro Vice-Chancellor  
One Government Nominee on Council

Professorial Member of Council  
Non-Professorial Member of Council

**In Attendance**

Registrar as Secretary

b) **Quorum**

One-half (1/2) of its total membership including the Chairman

c) **Functions**

To act on all matters referred to it by Council and also act on behalf of Council in emergencies or when necessary.

Decisions of the Committee shall be subject to ratification by Council.

**B3.2 FINANCE COMMITTEE**

a) **Composition**

Vice-Chancellor, as Chairman

Pro Vice-Chancellor

One Government Nominee on Council

Professorial Member of Council

Non-Professorial Member of Council

One member of Council appointed by Council

**In Attendance**

Registrar

Principals of KNUST University Colleges Finance Officer

Internal Auditor

Deputy Registrar (General Administration) as Secretary

b) **Quorum**

One-half (1/2) of its total membership

c) **Functions**

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

ii. To consider the report of the Internal Auditor and implement the recommendations thereof in accordance with Statute 17 (a) (v).  
Decisions of the Committee shall be subject to ratification by Council.



### **B3.3 DEVELOPMENT COMMITTEE**

a) **Composition**

Vice-Chancellor, as Chairman

Pro Vice-Chancellor

One Government Nominee on Council

Two (2) members of Council appointed by Council

**In Attendance**

Registrar

Finance Officer

Director of Works and Physical Development

Dean, Faculty of Architecture and Building Technology

Provost, College of Architecture and Planning

Deputy Registrar (General Administration) as Secretary

b) **Quorum**

Chairman and two (2) other members

c) **Functions**

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

### **B3.4 UNIVERSITY TENDER BOARD**

a) **Composition**

As prescribed by Law – Public Procurement Act, 2003 (Act 663)

**In Attendance**

Deputy Registrar (General Administration) as Secretary

b) **Quorum**

Five (5) including the Chairman

Decisions shall be by simple majority and the Chairman shall have a casting vote.

c) **Functions**

The Committee shall:

- i. Review procurement plans in order to ensure that they support the objectives and operations of the Institution, Faculty, Department or Entity;

- ii. Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget;
- iii. Review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Public Procurement Act 2003 (Act 663), its operating regulations and guidelines;
- iv. Ensures that the necessary concurrent approval is secured from the relevant tender Review Board, in terms of the applicable threshold in Schedule 3 of the said Act, (Act 663), prior to the award of the contract;
- v. Facilitate contract administration and ensure compliance with all reporting requirements under the Act; and
- vi. Ensure that stores and equipment are disposed of in compliance with the Act.

### **B3.5 JOINT COUNCIL/ACADEMIC BOARD COMMITTEE ON HONORARY DEGREES AND OTHER AWARDS**

#### **a) Composition**

Vice-Chancellor as Chairman

Three (3) members to be appointed by Council

Three (3) members to be appointed by the Academic Board

#### **Attendance**

Deputy Registrar (Academic and Student Affairs) as Secretary

#### **b) Quorum**

Four (4) including the Chairman and, at least one member appointed by the Academic Board.

#### **c) Functions**

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

## **SCHEDULE C1**

### **STRUCTURE OF COLLEGES AND REPRESENTATIONS ON COLLEGE BOARDS**

<b>COLLEGE</b>	<b>FACULTY/CENTRE</b>	<b>REPRESENTATION ON COLLEGE BOARD</b>
<b>AGRICULTURE AND NATURAL RESOURCES</b>	Agriculture Renewable Natural Resources Forest Resources Technology Centre for Biodiversity Utilization and Development Bureau of Integrated Rural Development KNUST Dairy/Beef Cattle Research Station Agriculture Research Station	Architecture and Planning Engineering Science Health Sciences Art and Social Sciences
<b>ARCHITECTURE AND PLANNING</b>	Architecture and Building Technology Planning and Land Economy	Agriculture and Natural Resources Science Engineering

	Institute of Human Settlements Research	Art and Social Sciences Health Sciences
ART AND SOCIAL SCIENCES	Fine Art Industrial Art Social Sciences Law KNUST Business School Centre for Cultural and African Studies	Agriculture and Natural Resources Architecture and Planning Science Engineering Health Sciences
ENGINEERING	Civil and Geomatic Engineering Electrical and Computer Chemical and Materials Engineering, Mechanical and Agricultural Engineering Centre for Energy Research and Development Technology Consultancy Centre (TCC)	Agriculture and Natural Resources Architecture and Planning Health Sciences Art and Social Sciences Science
HEALTH SCIENCES	Pharmacy and Pharmaceutical Sciences School of Medical Sciences Allied Health Sciences Kumasi Centre for Collaborative Research in Tropical Medicine (KCCR)	Agriculture and Natural Resources Architecture and Planning Art and Social Sciences Engineering Science
SCIENCE	Physical Sciences Biosciences Distance Learning National Centre for Mathematical Sciences (NCMS)	Agriculture and Natural Resources Engineering Health Sciences Architecture and Planning Art and Social Sciences

## **SCHEDULE C2**

### **STRUCTURE OF COLLEGES, FACULTIES AND DEPARTMENTS**

<b>COLLEGES</b>	<b>FACULTIES AND DEPARTMENTS</b>
<b>COLLEGE OF AGRICULTURE AND NATURAL RESOURCES</b>	<p><b>A. Faculty of Agriculture</b> Department of Animal Science Department of Crop and Soil Science Department of Horticulture Department of Agricultural Economics, Agribusiness and Extension</p> <p><b>B. Faculty of Renewable Natural Resources</b> Department of Agroforestry Department of Silviculture and Forest Management Department of Wildlife and Range Management Department of Fisheries and Watershed Management Department of Wood Science and Technology</p> <p><b>C. Faculty of Forest Resource Technology</b> Department of Forest Technology Department of Wildlife Technology Department of Wood Technology</p> <p><b>D. Research Centres</b> Bureau of Integrated Rural Development (BIRD) Centre of Biodiversity Utilisation and Development (CBUD) KNUST Dairy/Beef Cattle Research Station Agriculture Research Station</p>
<b>COLLEGE OF ARCHITECTURE AND PLANNING</b>	<p><b>A. Faculty of Architecture and Building Technology</b> Department of Architecture Department of Building Technology Department of Interior Design Department of Environmental and Conversation Department of Quantity Surveying Department of Building Service Technology and Management</p> <p><b>B. Faculty of Planning and Land Economy</b> Department of Planning</p>

	<p>Department of Development Policy  Department of Urban and Regional Planning  Department of Land Economy  Department of Real Estate</p> <p><b>C. Institute of Human Settlements Research</b>  Centre for Settlements Studies  Centre for Land Studies</p>
<b>COLLEGE OF ART AND SOCIAL SCIENCES</b>	<p><b>A. Faculty of Fine Art</b>  Department of Painting and Sculpture  Department of Communication Design  Department of General Art Studies</p> <p><b>B. Faculty of Industrial Art</b>  Department of Industrial Art  Department of Integrated Rural Art and Industry  Department of Publishing Studies</p> <p><b>C. Faculty of Social Sciences</b>  Department of Social Studies  Department of English  Department of Economics  Department of Modern Languages  Department of Geography and Rural Development  Department of History and Political Studies  Department of the Study of Religious</p> <p><b>D. Faculty of Law</b>  Department of Public Law  Department of Private Law  Department of Commercial Law</p> <p><b>E. KNUST Business School</b>  Department of Managerial Sciences  Department of Accounting and Finance  Department of Marketing and Corporate Strategy</p> <p><b>F. Research Centre</b>  Centre for Cultural and African Studies  Centre for Management Consulting and Business Research</p>
<b>COLLEGE OF ENGINEERING</b>	<p><b>A. Faculty of Chemical and Materials Engineering</b>  Department of Chemical Engineering  Department of Petroleum Engineering  Department of Fire and Safety Engineering</p> <p><b>B. Faculty of Civil and Geomatic Engineering</b></p>

	<p>Department of Civil Engineering  Department of Geomatic Engineering  Department of Geological Engineering</p> <p><b>C. Faculty of Electrical and Computer Engineering</b>  Department of Electrical Engineering  Department of Computer Engineering  Department of Telecommunications  Department of Biomedical Engineering</p> <p><b>D. Faculty of Mechanical and Agricultural Engineering</b>  Department of Mechanical Engineering  Department of Agricultural Engineering  Department of Aerospace Engineering</p> <p><b>E. Research Centres</b>  Technology Consultancy Centre (TCC)  International Centre of Materials Science and Technology (ICMST)  GIS Centre  Water and Environment Centre</p>
<b>COLLEGE OF HEALTH SCIENCES</b>	<p><b>A. Faculty of Pharmacy and Pharmaceutical Science</b>  Department of Pharmaceutical Chemistry  Department of Pharmacognosy  Department of Clinical and Social Pharmacy  Department of Pharmaceutics  Department of Herbal Medicine  Department of Pharmacology</p> <p><b>B. School of Medical Sciences</b></p> <p>i. <u>Division of Basic Medical Science</u>  Department of Anatomy  Department of Physiology  Department of Molecular Medicine  Department of Pathology  Department of Medical Microbiology  Department of Behavioural Sciences</p> <p>ii. <u>Division of Clinical Medicine</u>  Department of Surgery  Department Medicine  Department of Eye, Ear, Nose and Throat  Department of Obstetrics and Gynaecology  Department of Child Health  Department of Anaesthesiology and Intensive Care</p>

	<p>Department of Community Health Department of Radiology</p> <p><b>C. Faculty of Allied Health Sciences</b> Department of Nursing Department of Sports and Exercise Sciences Department of Medical Laboratory Technology</p> <p><b>D. Research Centres</b> Kumasi Centre for Collaborative Research in Tropical Medicine (KCCR)</p>
COLLEGE OF SCIENCE	<p><b>A. Faculty of Physical Sciences</b> Department of Computer Science Department of Mathematics Department of Chemistry Department of Physics Department of Statistics and Actuarial</p> <p><b>B. Faculty of Biosciences</b> Department of Biochemistry and Biotechnology Department of Food Science and Technology Department of Theoretical and Applied Biology Department of Environmental Sciences Department of Optometry and Visual Science</p> <p><b>C. Faculty of Distance Learning</b> Kumasi Virtual Centre for Information Technology (KVCIT) Centre for Distance and Continuing Education (CDCE)</p> <p><b>D. Institute of Science and Technology for Africa (ISTA)</b> Centre for Life Sciences Centre for Disease Control and Prevention Centre for Technology and Environment</p> <p><b>E. Research Centre</b> National Centre for Mathematical Sciences (NCMS) Biotechnology Centre</p>



### SCHEDULE C3

#### DESIGNATION COGNATE MEMBERS OF FACULTY BOARDS

FACULTY	COGNATE FACULTY MEMBERS
Agriculture	Renewable Natural Resources Mechanical and Agricultural Engineering Biosciences
Renewable Natural Resources	Agriculture Planning and Land Economy Biosciences
Forest Resources Technology	Renewable Natural Resources Planning and Land Economy Biosciences
Architecture and Building Technology	Planning and Land Economy Art Civil and Geomatic Engineering
Planning and Land Economy	Architecture and Building Technology
Institute of Human Settlements Research	Architecture and Building Technology Planning and Land Economy Social Sciences
Art	Social Sciences Law Chemical and Materials Engineering
Social Sciences	Art Institute of Human Settlements Research School of Medical Sciences
Law	Art Social Sciences Institute of Human Settlements Research
KNUST Business School	Social Sciences Physical Sciences Architecture and Building Technology
Chemical and Materials Engineering	Electrical and Computer Engineering Mechanical and Agricultural Engineering Biosciences
Civil and Geomatic Engineering	Mechanical and Agricultural Engineering Electrical and Computer Engineering Architecture and Building Technology
Electrical and Computer Engineering	Chemical and Materials Engineering

	Civil and Geomatic Engineering Physical Sciences
Mechanical and Agricultural Engineering	Chemical and Materials Engineering Electrical and Computer Engineering Renewable Natural Resources
Pharmacy and Pharmaceutical Sciences	School of Medical Sciences Allied Health Sciences Law
School of Medical Sciences	Pharmacy and Pharmaceutical Sciences Allied Health Sciences Distance Learning
Physical Sciences	Biosciences Distance Learning Electrical and Computer Engineering
Allied Health Science	Pharmacy and Pharmaceutical Sciences School of Medical Sciences Distance Learning
Biosciences	Physical Sciences Distance Learning Pharmacy and Pharmaceutical Science
Distance Learning	Physical Sciences Biosciences Allied Health Sciences
Institute of Science and Technology for Africa (ISTA)	Physical Sciences School of Medical Sciences Mechanical and Agricultural Engineering

#### SCHEDULED: MEMBERSHIP OF CONVOCATION

Members of Convocation shall be the following persons holding office in the Kwame Nkrumah University of Science and Technology.

- i. The Chancellor
- ii. The Vice-Chancellor
- iii. The Pro Vice-Chancellor
- iv. Principals and Provosts
- v. Professors, Senior Lecturers, Senior Research Fellows
- vi. Directors and Deputy Directors of Institutes, Centres and Bureaux of the University
- vii. Masters/Wardens of Halls of Residence

- viii. Registrar, Deputy Registrars, Senior Assistant Registrars and Assistant Registrar
- ix. University Librarian, Deputy Librarians, Senior Assistant Librarians, Assistant Registrar
- x. Finance Officer, Deputy Finance Officers, Senior Accountants, Accountant and System Programmers
- xi. Lecturers, Research Fellows, Research Officers-in-Charge of Research Stations and Assistant Research Associates
- xii. Internal Auditor, Deputy Internal Auditors, Senior Assistant Auditors and Assistant Auditors
- xiii. Director of University Health Services, Senior Medical Officers and Medical Officers
- xiv. Director of Works and Physical Development, Chief Architect, Chief Quantity Surveyor, Senior Quantity Surveyors, Senior Architects, Architects and Quantity Surveyors
- xv. The University Chaplains
- xvi. Any other Senior Members who are approved by the Academic Board for this purpose, provided that any such persons, shall not be entitled to vote in any proceedings of Convocation.

#### SCHEDULE E:      PROCEDURE FOR THE ELECTION OF DEANS AND VICE-DEANS OF FACULTIES

1. The Dean and Vice-Dean shall be elected from amongst all the Academic Senior Members of the Faculty, who are Professors. The election shall be by secret ballot. The electorate shall be the Faculty Board shall be the Returning Officer.
2. The candidate with the highest number of votes, provided that the number of votes received by him is more than 50% of the valid votes cast, shall be declared the winner.
3. Where no winner emerges as required in clause 2 above, a second ballot shall take place between the two (2) candidates with the highest number of votes. If after a second ballot there is still no clear winner the Provost shall have a casting vote.
4. If there is only one candidate, the voting shall be 'Yes' or 'No' and he shall not be considered Dean or Vice-Dean unless there is a majority vote in his favour, that is, more than 50% of the valid votes cast.
5. There shall be no specific nomination of candidates. All eligible candidates shall be considered nominated unless for good reasons acceptable to the electorate, they decline the nomination.

## SCHEDULE F: RULES MADE UNDER STATUTE 57

1. These Rules shall be referred to as the Disciplinary Rules of the University and shall, except as otherwise provided, apply to all staff and students of the University.
2. Any act done without authority or reasonable excuse by person to whom these Rules apply:
  - i. Any act done without authority or reasonable excuse by person to whom these R Which amount to a failure on his part to perform in a proper manner any duty imposed on him as such, or
  - ii. Which contravenes any regulation, instruction, or directive relating to staff or junior members of the University, or
  - iii. Which is otherwise prejudicial to the efficient or proper functioning of the University, or
  - iv. Which tends to bring the name of the University into disrepute, shall constitute a misconduct and the setting forth in Rules 3 and 4 herein and also in Statute 57 (b) of particular types of misconduct or offence shall not be taken to affect the generality of this Rule.

### 3. Staff

It is a misconduct for a staff of the University:

- a. To be absent from duty without leave of the appropriate authority or reasonable excuse;
- b. To be insubordinate
- c. To use without the consent and approval of the appropriate authority, any property, facility or facilities belonging to, or provided for the purpose of the University for some other purpose unconnected with the work of the University, and /or not within the scope of his responsibilities;
- d. To engage in any activity which is likely to bring the name of the University into disrepute; and
- e. To engage in any gainful occupation outside the University without the written consent or permission of the Vice-Chancellor.

### 4. Junior Members

It shall be a misconduct for a Junior Member of the University:

- a. To be absent from the campus without permission from the appropriate authority or reasonable excuse;
- b. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
- c. To indulge or to be involved in any anti-social activity while in residence or outside the campus which tends to bring the name of the University into disrepute.

5. For a breach of any of the provisions of Rules 2, 3 and 4 herein as well as the disciplinary offences listed in Statute 57 (b) any of the penalties specified in Statute 57 (c) as appropriate, may be imposed on the offender in any disciplinary proceedings.
6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
7. Where, in the opinion of the Vice-Chancellor, a major penalty should be imposed in any disciplinary proceedings in respect of staff other than a Senior Member, he shall appoint official(s) within the University above the rank of the person to be disciplined to conduct an enquiry into the charges and make appropriate recommendations to him.

In the case of;

- a. Junior staff, the Vice-Chancellor shall appoint an ad hoc Committee on which a representative of the Junior Staff Association shall serve;
  - b. Senior staff, he shall appoint an ad hoc Committee on which a representative of the Senior Staff Association shall serve; and
  - c. Senior Members, the provisions in Statute 58 shall apply.
8. In every case where disciplinary proceedings are to be conducted under Rule 7 above, the person concerned shall be served with written charges. He may, within ten (10) days after the service of the said notice on him, furnish the Committee with the grounds upon which he accompanied to the enquiry by Counsel and to call witnesses on his behalf and to hear the evidence of any witnesses against him. If no reply is received by the Committee within the time specified in the notice, it shall then proceed with the enquiry in his presence or in his absence, provided that he has served with the notice.
  9. The provisions of Rule 7 shall, however, not apply to Junior Members of the University.
  10. A person adversely affected by any decision of the Vice-Chancellor shall be entitled, within fourteen (14) days of notification to him of the decision, petition the Vice-Chancellor for a review of the decision.
  11. Where any such application for a review is refused by the Vice-Chancellor, the person concerned is entitled to appeal, within fourteen (14) days after any such refusal, to the University Council whose decision shall be final.
  12. All major penalties to be imposed on Junior Members shall be done by the Vice-Chancellor or shall be subject to ratification by him.
  13. In all disciplinary proceedings which might result in the imposition of a major penalty, except in the case of Junior Members, the Vice-Chancellor may, on advice, or in his own discretion, interdict or suspend the person(s) affected until the matter is finally determined. In the case of a Senior Member, the provision in clause (l) of Statute 58 shall apply during the period of suspension. In the case of any other staff, the provisions on the issue as contained in their current respective Conditions of Service as approved by Council shall apply.

14. Notwithstanding the provisions of clause 13 of these Rules any member of staff who absents himself from duty without leave or any reasonable excuse, shall not be entitled to his salary for the period that he stays away from work. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against him.
15. If any member of staff should absent himself from work without leave or permission or any reasonable excuse for more than ten (10) consecutive working days, he shall be regarded as having vacated his post or resigned from his employment without notice. He shall be informed in writing that his absence from duty has thus been regarded or of any action(s) taken against him.

## **SCHEDULE G: APPOINTMENTS AND PROMOTIONS COMMITTEE: SENIOR STAFF AND JUNIOR STAFF**

### **PROCEDURE FOR APPOINTMENT AND PROMOTION OF SENIOR STAFF AND JUNIOR STAFF**

1. There shall be an Appointments and Promotions Committee for:
  - a. **Senior Staff**
    - i. Composition  
Pro Vice-Chancellor, as Chairman  
Registrar  
Provost of the relevant College  
Dean of the relevant Faculty  
Deputy Registrar (Human Resources Development)  
Head of Department of the applicant  
One person appointed by the Academic Board  
In Attendance  
Senior Assistant Registrar (Personnel) as Secretary
    - ii. Quorum  
The Quorum shall be four (4), including the Chairman and the Head of Department of the applicant or his representative.
  - b. **Junior Staff**
    - i. **Composition**  
Pro Vice-Chancellor, as Chairman  
Provost of the relevant College  
Dean of the relevant Faculty  
Deputy Registrar (Personnel)  
Deputy Registrar (Human Resources Development)  
Head of Department of the applicant

### **In Attendance**

Assistant Registrar (Personnel) as Secretary

#### **ii. Quorum**

The Quorum shall be four (4), including the Chairman and the Head of Department of the applicant or his representative.

2. a). 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 within one month. On no account shall the Head Department withhold any application from the Committee.
- b). 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 the authority vested in him under Statute 52.

### **3. 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.
- b). Appeals shall lie from the decision of the Vice-Chancellor to the University Council.
- c). In considering such appeals, Council may be assisted by an expert or experts appointed by Council.

### **SCHEDULE H: PROCEDURE FOR THE APPOINTMENT OF CHANCELLOR**

1. In the appointment of a Chancellor of the University, Council shall set up a Search Committee to propose a suitable person for its consideration.
2. The Search Committee shall consist of nine (9) members composed as follows:-
  - i. Three (3) members of Council appointed by Council;
  - ii. Two (2) Senior members, one Academic and one non Academic elected by Convocations;

- iii. One person elected by Senior Staff;
  - iv. One person elected by Junior Staff;
  - v. One student, not in the first year, appointed by the Students' Representative Council (SRC); and
  - vi. One person elected by the Alumni Association
3. Council shall appoint one of the Council members of the Committee as Chairman. The Search Committee shall be at liberty to appoint its own Secretary from within or outside the University. The quorum shall be five (5) members including the Chairman who shall have an original and a casting vote.
  4. The Search Committee shall cause a notice to be published inviting nominations from the University Community and the Alumni Association. Ghanaians of good standing in public life may be nominated for the consideration of the Search Committee.
  5. The Search Committee shall, by secret ballot, elect three (3) candidates from the short-listed candidates and present their names in a report to Council which shall then elect one of them for appointment as Chancellor.

#### **SCHEDULE I: PROCEDURE FOR THE APPOINTMENT OF VICE-CHANCELLOR**

- i. In the appointment of a Vice-Chancellor, Council shall set up a Search Committee to propose a suitable candidate for its consideration.
- ii. The Search Committee shall consist of a Chairman and six (6) members, three (3) of whom shall be members of Council, two (2) of the Academic Board, and the remaining one of the Alumni Association. The outgoing Vice-Chancellor shall not be a member of the Search Committee.
- iii. Council shall appoint the Chairman of the Search Committee from outside the University. The Search Committee shall be at liberty to appoint its own Secretary from outside the University.
- iv. The Search Committee shall advertise the fact of the vacancy within the University, as well as within and outside the country in terms of criteria set out or prescribed by Council.
- v. The Search Committee shall determine its own procedure; they may make personal contact; receive applications from within and outside the University; prepare shortlist; conduct personal interviews of those short-listed; and make a report thereof to Council, including recommendation(s) for appointment.



- vi. The Search Committee shall be recommended for appointment as Vice-Chancellor confidentially and maintain its independence.
- vii. No person shall be recommended for appointment as Vice-Chancellor by Council who has not been interviewed and reported on by a Search Committee set up by Council for that purpose.
- viii. The Search Committee shall be at liberty to propose more than one name for the consideration of Council.
- b) Council shall accordingly consider the Report of the Search Committee and thereupon appoint a Vice-Chancellor who then shall take up the appointment upon terms and conditions as set out by Council.

**SCHEDULE J: PROCEDURE FOR THE APPOINTMENT OF REGISTRAR, FINANCE OFFICER, INTERNAL AUDITOR, DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT, AND DIRECTOR OF HEALTH SERVICES**

a)

- i. In the appointment of each of the above officers, Council shall set up a Search Committee to propose a suitable candidate for its consideration.
- ii. The Search Committee shall consist of five (5) members, two (2) of whom shall be members of Council, two (2) of the Academic Board, and a renowned member of the candidate's profession,
- iii. Council shall appoint one of the members of the Committee as Chairman. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- iv. The Search Committee shall advertise the fact for the vacancy within the University, as well as within and outside the country in terms of criteria set out or prescribed by Council.
- v. The Search Committee shall determine its own procedure; they may make personal contacts; receive applications from within and outside the University; prepare shortlists; conduct personal interviews of those short-listed, and make a report thereof to Council, including recommendation(s) for appointment.
- vi. The Search Committee shall as much as possible, conduct its work confidentially and maintain its independence.

- vii. No person shall be recommended for appointment by Council to any of the aforesaid positions who has not been interviewed and reported on by a Search Committee set up by Council for that purpose.
  - viii. The Search Committee shall be at liberty to propose more than one name for the consideration of Council.
- b) Council shall accordingly consider the Report of the Search Committee and thereupon appoint a suitable person who then shall take up the appointment upon terms and conditions as set out by Council.

**SCHEDULE K: PROCEDURE FOR THE APPOINTMENT OF PRINCIPAL, PROVOST AND UNIVERSITY LIBRARIAN**

- a) In the appointment of a Provost or a Principal or the University Librarian, Council shall appoint a Search Committee to propose a suitable candidate for its consideration.
- b) The Search Committee shall consist of a Chairman and four (4) other members of the Academic Board, one of whom shall be from the College concerned.
- c) Council shall appoint the Chairman of the Search Committee from outside the University who is a renowned academic. The Secretary to the Committee shall be the Deputy Registrar in charge of Academic and Student Affairs.
- d) The Registrar shall advertise the fact of the vacancy within the University, as well as within and outside the country in terms of criteria set out or prescribed by Council on the advice of the Academic Board.
- e) The Search Committee shall determine its own procedure; receive applications from within and outside the University; prepare shortlists; conduct personal interviews of those short-listed; and make a report thereof to Council, including recommendation(s) for appointment.
- f) The Search Committee shall as much as possible, conduct its work confidentially and maintain its independence.
- g) The Search Committee shall be at liberty to propose more than one name for the consideration of Council.
- h) Council shall accordingly consider the Report of the Search Committee and thereupon appoint a suitable person who then shall take up the appointment upon terms and conditions as set out by Council

- i) No person shall be recommend for appointment as Principal, Provost or University Librarian who has not been interviewed and reported on by a Search Committee set up by Council for that purpose.

#### SCHEDULE L: TRANSITIONAL PROVISIONS

1. Any Senior Member of the University who immediately before the coming into force of these Statutes, held any Statutory position with or without a fixed term shall continue to hold such offices as if he were appointed under these Statutes
2. Any person to whom clause 1 above applies who shall have already served more than one term upon the coming into force of these Statutes, shall be deemed to be in his final term of office. Where the person did not have a fixed term of office he would be deemed to be in his first term of office.