



**TAKORADI
TECHNICAL
UNIVERSITY**

Statutes

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Published By Authority

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PREAMBLE

These Statutes are derived from powers conferred on the Takoradi Technical University Council by the Technical Universities Act, 2016 (Act 922) as amended by Technical Universities (Amendment) Act, 2018 (Act 974) and with guidelines from the National Council for Tertiary Education. In the exercise of the powers conferred by Section 26 of the Act as amended, these statutes are made this Thursday 3rd December, 2020.

DEFINITION OF TERMS

In these Statutes, unless the context otherwise requires:

- “Academic Board”** means the Academic Board of Takoradi Technical University established by Section 18 of Act 922.
- “Act”** means the Technical Universities Act, 2016 (Act 922) as amended by Technical Universities (Amendment) Act, 2018.
- “Ad hoc Committee”** refers to a Committee set up by the Council, Academic Board or the Vice Chancellor or Registrar for a specific purpose or task.
- “Centre”** means an establishment with a Head and which provides specialised services relating to or including the following: teaching for extension purposes or for the award of Technical University degrees, diplomas or certificates, multi-disciplinary research, advocacy or consultancy.
- “Complicity”** means intentionally or knowingly helping or attempting to help another to commit an offense.
- “Commencement Date”** means the day on which these Statutes, enacted by the Council, shall be brought into effect by the Council.
- “Convocation”** means assembly composed of senior members of the University as provided for in the Statutes.
- “Council”** means the Council of the Takoradi Technical University established by the Act.

“Deception”	means providing false information.
“Department”	means a part of a Faculty or Administrative Section that is concerned with teaching, research and/or the provision of services and whose authority is designated by Council.
“Director”	refers to an academic and/or administrative Head of a Faculty, Directorate, Centre and an Institute.
“Directorate”	means a part of the Takoradi Technical University so designated.
“Faculty”	means a collection of related Departments.
“He”	refers equally to female persons.
“Impersonation”	includes assuming the identity of a person you are not.
“Institute”	means a semi-autonomous establishment whose primary focus is multi-disciplinary research or extension services.
“Junior Member”	means a student of the University.
“Junior Staff”	means those persons in the employment of the Technical University of the rank below that of an Administrative Assistant or its equivalent.
“Key Officers”	refers to the Vice Chancellor, the Pro Vice Chancellor, the Registrar and the Director of Finance.
“Misconduct”	means an act of indiscipline which contravenes any of the rules, regulations and policies of the University.
“Plagiarism”	includes the use or close imitation of language, intellectual creations and thoughts of another author both in electronic and hard impressions without due acknowledgment.
“Principal Officers”	includes the Chancellor of the Takoradi Technical University, Chairman of Council and the Vice Chancellor.
“Professorial Misconduct”	includes improper or inappropriate grading of students’ papers and oral exams, grade fraud, negligence intended towards cheating or assistance in cheating.

- “Professorial Status”** shall refer to the rank of a Professor and Associate Professor.
- “Sabotage”** means any act that undermines the achievement of any of the objectives of the University.
- “Section”** means a part of an academic or a non-academic Division that is lower than a Directorate, Faculty or Centre and higher than a Unit.
- “Seniority”** shall be determined first by rank and date obtained, then highest academic qualification and date obtained, then length of service within the relevant category and, in the event of equality, by age.
- “Senior Members”** means any member of the academic, professional or administrative staff not below the rank of Assistant Lecturer, Junior Assistant Registrar or its equivalent.
- “Senior Staff”** means those persons in the employment of the Technical University not below the rank of Administrative Assistant or its equivalent.
- “Standing Committees”** means committees established by the Act or these Statutes.
- “Technical University”** means Takoradi Technical University established under sub-section (1) of Section 1 and the 1st Schedule of the Technical Universities Act.
- “Unit”** means the part of an academic division lower than a Department or non-academic Division lower than a Section to render a specialised coordinating or support service.
- “WITED”** means Women in Technical Education Development

Words in the singular include the plural and vice versa.

STATUTE 1 POWER TO ENACT

In exercise of the powers conferred on the Council of the Takoradi Technical University by the Technical Universities Act, 2016 (Act 922) and Technical Universities (Amendment) Act, 2018 (Act 974). These Statutes are enacted this Thursday 3rd December, 2020 to promote the efficient and effective management and administration of the Technical University.

STATUTE 2 ENACTMENT OF UNIVERSITY STATUTES

(1) By this enactment, the Takoradi Technical University Council shall carry the Technical Universities Act 2016 Act 922 and Technical Universities (Amendment) Act, 2018 (Act 974) into effect and in particular to:

- (a) regulate the:
 - i. appointment;
 - ii. termination of appointment; and
 - iii. retirement benefit of employees of the University.
- (b) determine the persons who form the academic staff under this Act;
- (c) determine the persons who are authorised to sign contracts, cheques and any other documents on behalf of the University and otherwise regulate the procedure in relation to transactions entered into by the University;
- (d) fix the academic year of the University; and
- (e) ensure that the seal of the University is kept in proper custody and is used only on the authority of the University Council.

(2) A Statute of the University is enacted if:

- (a) the draft of the Statute has been circulated to the members of the University Council at least fourteen days before the meeting at which it is to be considered;
- (b) after consideration by the meeting, the draft is deemed to have been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three days before the meeting;
- (c) the Statute, as provisionally approved, shall be circulated to the members

of the University Council and where in the opinion of the Council the Statute affects academic matters, the Statute shall be circulated to the members of the Academic Board at least seven days before the meeting at which the statute is to be confirmed; and

(d) the Statute is deemed confirmed without amendment at a meeting of Council held not later than one month or not more than six months after the meeting at which it was provisionally approved.

STATUTE 3 UNIVERSITY PROPERTY

(1) All the property, movable and immovable, of every description now or hereafter belonging to the University or Government property in the possession of the University, shall remain and be vested in the University; and all Trust for, or to be executed by the Council of the University shall in lieu to the benefit of the University or in accordance with the provisions of these Statutes, be executed by the University.

(2) The University's property shall consist of movable and immovable property of every description acquired by purchase or gift or whatever manner for the use or benefit of the University.

STATUTE 4 UNIVERSITY COUNCIL

(1) There shall be a Council of the University in accordance with Section 5 of the Act and the Council shall be the governing body of the University.

(2) The Council may co-opt a person to attend a Council meeting in an advisory capacity, but the person shall not vote on a matter for decision at the meeting, and the presence of that person shall not count in the constitution of a quorum.

STATUTE 5 MEETINGS OF COUNCIL

(1) In addition to the provisions of the Act, notice of any meeting of Council and the business to be transacted shall be given in writing to each member of Council by the Registrar not later than seven days before the date fixed for the meeting except for an emergency meeting where the length of notice shall be three days.

(2) Notices and documents required for the purpose of Council meetings may be given or sent personally or posted. Where a notice for a document is sent by registered post, its service shall be deemed to have been properly effected at the time when such document would, in the ordinary course, be delivered.

STATUTE 6 POWERS AND FUNCTIONS OF COUNCIL

(1) Without prejudice to the generality of the powers of Council as provided by the Act and the Statutes, the powers and functions of Council shall include the following:

- (a) Oversee the internal organisation of the University, including the establishment, variation and supervision of academic Faculties, departments and facilities of the University;
- (b) Determine the overall educational mission and programmes for the furtherance of the University's objects;
- (c) Institute awards, fellowships and scholarship schemes in furtherance of the University's objects;
- (d) Award fellowships and other honorary titles to deserving persons;
- (e) Appoint the Vice Chancellor, Pro Vice Chancellor, Registrar, Director of Finance, Senior Members and other persons to academic and administrative positions in the University;
- (f) Manage the finances and fixed assets of the University;
- (g) Consider and approve annual budgets, income and expenditure of the University;
- (h) Be responsible for the discipline of staff of the University;
- (i) Ensure the implementation of the objectives of the University; and
- (j) Perform any other functions that are ancillary to the objectives of the University.

(2) The Council shall determine the allocation of all recurrent funds at the disposal of the University.

(3) The Council shall determine, annually, the expenditure necessary for the development of the University.

(4) The Council shall prescribe the manner and form in which units of the University shall submit accounts or estimates of income and expenditure.

(5) The Council shall have power, on the recommendation of the Academic Board, to confer Honorary Degrees or other academic titles.

STATUTE 7 OFFICE HOLDING OF MEMBERS OF COUNCIL**(1) Tenure:**

The Chairperson and members of Council, other than the Vice Chancellor shall hold office for a period of three years and are eligible for re-appointment for another term only.

Representatives of Unions, Institutions and other bodies shall have their tenure on Council in accordance with their respective constitutions.

(2) Vacancy:

(a) A member of Council, other than the Vice Chancellor, may at any time resign from office in writing to the appointing or institutional authority through the Chairperson of Council.

(b) Where a member of the Council is absent from three consecutive meetings, without a just cause, the office of the member shall become vacant.

(c) Where the office of a member becomes vacant by reason of:
(1) absence from three consecutive meetings without reasonable cause;
or
(2) resignation from membership of Council; or
(3) loss of membership of Association; or
(4) death,

a person nominated by the relevant body shall be appointed by the President for the unexpired term of the office.

(3) Disclosure of Interest:

A member of the Council who has an interest in a matter for consideration at a meeting of that Council shall:

(a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of that matter,

(b) request to be recused from the meeting; and

(c) not participate in the deliberations of the Council in respect of the matter.

(d) cease to be a member of the Council if that member has an interest in a matter before that council and:

- (e) fails to disclose that interest, or
- (f) fails to request to be recused and participates in the deliberations of that matter.

STATUTE 8 COMMITTEES OF COUNCIL

- (1) For the purpose of achieving the aims of the University, the Council shall establish Standing Committees for the effective and efficient governance;
- (2) Council shall establish the following Committees and any others as the Council may deem fit as Standing Committees of Council:
- (a) Finance Committee;
 - (b) Development Committee;
 - (c) Entity Tender Committee;
 - (d) Audit Committee; and
 - (e) University Appointments and Promotions Board.
- (3) The Composition, Meeting Procedures and Functions of the Committees shall be in accordance with Schedule A1-A5 to these Statutes.

STATUTE 9 PRINCIPAL OFFICERS

- (1) The Principal Officers of the University shall be the Chancellor, the Chairman of the University Council and the Vice Chancellor.
- (2) The appointment and functions of the Principal Officers are provided for in Schedule D of these Statutes.

STATUTE 10 CHANCELLOR OF THE UNIVERSITY

- (1) There shall be a Chancellor of the University as provided for by the Act, who shall be the Head of the University. He shall be appointed in the manner as prescribed in Schedule D 1 to these Statutes.
- (2) In accordance with section 14 of the Act 922, the Chancellor shall be the head of the University and shall take precedence over all the other officers of the University.
- (3) The Chancellor shall be entitled to:

- (a) make representations to the Council on any matter concerning the University and may attend its meetings;
- (b) be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.

Functions:

- (i) The Chancellor shall take precedence over all other members of the University and shall preside over all ceremonies or meetings of the University at which he is present.
- (ii) The Chancellor shall confer on qualified persons Degrees, Diplomas, and other qualifications awarded by the Council of the University in accordance with Act 922 and the procedures prescribed by these Statutes.
- (iii) The Chancellor may delegate functions under these Statutes by directions in writing to Council.
- (iv) Where the integrity and welfare of the University are threatened by any matter, the Chancellor shall, in consultation with Council, intervene.

Tenure:

- (i) The Chancellor shall hold office for a term of five years and shall be eligible for re-election but shall not be elected for more than two terms.

Vacancy:

- (i) The office of the Chancellor shall be vacant on:
 - (a) Resignation;
 - (b) Removal from office;
 - (c) Expiry of term; or
 - (d) Death.
- (ii) The Chancellor may be removed from office for good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of a simple majority of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a representative.

STATUTE 11 CHAIRMAN OF COUNCIL

- (1) There shall be a Chairman of the University Council who shall be appointed in the manner prescribed in the Act.
- (2) The tenure of office of the Chairman shall be as provided for in the Act.
- (3) The Chairman of the University Council shall preside over all the meetings of Council in the absence of the Chancellor.
- (4) He shall act in the absence of the Chancellor at congregations to confer Degrees, Higher National Diplomas, Diplomas and Certificates.
- (5) He shall be furnished with copies of minutes of meetings of the Academic Board in addition to other publications of the University.
- (6) The Chairman may resign from office by letter addressed to the Chancellor.
- (7) Council, by a resolution passed by at least two thirds of its members, may pass a vote of no confidence in the Chairman. Upon passing a vote of no confidence in the Chairman, the Registrar shall transmit a petition to Government requesting Government to recall the Chairperson.
- (8) Where the Chairman of the University Council is absent from meetings for a continuous period of twelve months, he shall cease to be the Chairman.
- (9) In the absence of the Chairman of the University Council from any meeting of Council, Council shall elect one of the government nominees to preside over the meeting.
- (10) In the absence of the Chancellor at any ceremony of the University, the Chairman of Council, if present, shall preside over such ceremony.

STATUTE 12 VICE CHANCELLOR

- (1) There shall be a Vice Chancellor of the University who shall be appointed by the University Council upon the recommendation of a Search Committee of Council and in accordance with the Act on such terms and conditions as Council shall determine. He shall be appointed in the manner presented in the Schedule D 2 to these Statutes.
- (2) The term of office of the Vice Chancellor shall be four years and may upon

application for renewal be eligible for re-appointment for another term of four years or part thereof only, provided that no part of the renewed term enters the compulsory retirement age. The procedure for the re-appointment of the Vice Chancellor is presented in the Schedule D 3 to these Statutes.

(3) The Vice Chancellor shall be the academic and administrative head, and chief disciplinary officer of the University.

(4) In the performance of these duties, the Vice Chancellor may refer certain matters to the appropriate committees which shall report to him.

(5) The Vice Chancellor shall, by virtue of his office, be a member of the University Council, the Academic Board, Convocation, Congregation and of every Statutory Committee of Council and some Standing Committees of the Academic Board.

(6) The Vice Chancellor shall keep the Academic Board informed of decisions of Council which have academic implications, and shall also keep Council informed of decisions of the Academic Board.

(7) The Vice Chancellor shall be responsible, in accordance with the Act and these Statutes and with decisions of the Council and the Academic Board, for organising and conducting the financial and administrative business of the University and also for promoting the efficiency and good order of the University.

(8) The Vice Chancellor shall have overall authority over the staff of the University. He shall submit annually through the Academic Board to the Council a statement of affairs on 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.

(9) It shall be the right and duty of the Vice Chancellor to advise the Council and the Academic Board on all matters affecting the policy, finance and administration of the University and for this purpose he shall have rights of attendance and speech at all meetings of Council and all University bodies, whether executive or advisory, which are charged with the consideration of such matters.

(10) The Vice Chancellor shall, on behalf of the Council, appoint all employees of the University other than Senior Members in accordance with procedures and terms laid down by the Council.

(11) The Vice Chancellor, subject to the approval of the Council, shall have the power to delegate any of the functions assigned to him by the Statutes to such office holders or Senior Members of the University as shall seem to him appropriate.

(12) The Vice Chancellor, whilst serving as a Vice Chancellor, shall not be considered for promotion.

**STATUTE 13 RESIGNATION AND REMOVAL OF THE VICE
 CHANCELLOR**

(1) The Vice Chancellor may resign from office by letter addressed to the Chairman of the University Council.

(2) The Vice Chancellor may be removed from office for good cause.

(a) Good cause in these Statutes include:

(i) Conviction for an offence deemed by the University Council to render him unfit for the execution of the duties of the office;

(ii) Conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office;

(iii) Conduct constituting failure or persistent refusal or inability or neglect to perform the duties or comply with the conditions of office and the Council's directives;

(iv) Any other circumstance determined by a special resolution of the University Council to be sufficiently serious in nature to constitute good cause.

(b) A petition for the removal of the Vice Chancellor shall be presented to Council by:

(i) A member of Council; or

(ii) A constituent through their respective representatives on Council.

(3) The University Council shall determine whether the petition merits any further attention.

(4) Where the Council determines that the petition raises issues that may satisfy the good cause under the provisions of Statute 8 (ii) (a), it shall then set up a five member Committee to investigate the matter(s) raised in the petition.

(5) Both the petitioner and the Vice Chancellor shall be given the opportunity to be heard during the deliberations of the Committee either in person or through a representative.

(6) Council may, in its absolute discretion, determine whether the Vice Chancellor shall be temporarily or otherwise interdicted while the inquiry is pending.

(7) The Council reserves the right to accept, partially accept or reject the recommendation of the Committee, provided that no recommendation of the Committee shall take effect unless it has been approved by a special resolution of the Council supported by not less than two-thirds of the entire members of the Council.

STATUTE 14 VACANCY IN THE OFFICE OF THE VICE CHANCELLOR

(1) When a vacancy occurs or is about to occur in the office of the Vice Chancellor, a Search Committee shall be constituted by the Council in a manner presented in the Schedule D 2 to these Statutes.

(2) The notification, application, selection and appointment processes shall commence at least six months before the expiration of the term of the incumbent.

(3) When a vacancy occurs in the Office of the Vice Chancellor through resignation, retirement or death, or any cause which incapacitates him in the performance of his functions and duties for twelve consecutive months, the Council shall set in motion the process for identification and appointment of a new Vice Chancellor; in any such event the Pro Vice Chancellor shall act as Vice Chancellor until a new Vice Chancellor is appointed.

(4) In the event of a temporary absence of both the Vice Chancellor and Pro Vice Chancellor from the University or when there are vacancies in both offices, the most Senior Dean shall act. Seniority shall be determined first by rank, then highest academic qualification, then length of service as Academic Dean, and, in the event of equality, by age.

STATUTE 15 KEY OFFICERS

(1) The Key Officers of the University shall be the Vice Chancellor, the Pro Vice Chancellor, the Registrar and the Director of Finance.

(2) The appointment of the Key Officers is provided for in Schedule D of these Statutes.

STATUTE 16 PRO VICE CHANCELLOR

(1) There shall be a Pro Vice Chancellor who shall be appointed by Council in accordance with the Act and on such terms and conditions as Council shall determine. The procedure for his appointment is established in Schedule D 4.

(2) The Pro Vice Chancellor shall hold office for a period of three years from the beginning of the First Semester of the academic year and shall be eligible for re-appointment for another term or part thereof only, provided that the three years renewal shall fall within the compulsory retirement age. The procedure for the re-appointment of the Pro Vice Chancellor is stipulated in Schedule D 5.

(3) The Pro Vice Chancellor shall hold office on such terms and conditions as may be specified in his instrument of appointment. The conditions of service including entitlements, allowances, perquisites, bonuses and emoluments that attach to the office shall be prescribed by Council.

(4) The Pro Vice Chancellor shall not be eligible for re-appointment until after a lapse of three years from the date the Pro Vice Chancellor has held that office.

(5) The Pro Vice Chancellor so appointed, shall vacate the post, if any, as Head of Department, or any statutory position previously held by the Pro Vice Chancellor and shall become a non-voting member of the University Council.

(6) In the event of any vacancy in the office of the Pro Vice Chancellor, occurring by reason of resignation, incapacity or death, or any other cause, Council shall, on the recommendation of the University Appointments and Promotions Board, appoint the most Senior Dean of Faculty to act. as Pro Vice Chancellor for the residue of the term of office of the outgoing Pro Vice Chancellor.

(7) In the event of an absence of both the Vice Chancellor and the Pro Vice Chancellor from the University, the most Senior Dean of Faculty shall act as Pro Vice Chancellor.

(8) The Pro Vice Chancellor may resign his office by writing to the Chairman of Council through the Vice Chancellor.

(9) The provision for the removal of the Vice Chancellor shall apply to the removal of the Pro Vice Chancellor.

STATUTE 17 REGISTRAR

(1) There shall be a Registrar who shall be appointed by Council upon the recommendation of a Search Committee of Council and in accordance with the Act, and on such terms and conditions as Council shall determine. The procedure for his appointment is established in Schedule D 6.

(2) The Registrar shall hold office for a term of four years and, upon application for renewal, be eligible for re-appointment for another term of four years or part thereof provided that no part of the renewed term enters the compulsory retirement age. The procedure for the re-appointment of the Registrar is presented in the Schedule D 7 to these Statutes.

(3) The Registrar must hold a minimum of Masters degree preferably in Administration and Management-related area. He must have served as a Deputy Registrar in a University or comparable grade in a similar institution/organisation for at least six years on the Deputy Registrar position. Applicant must be computer literate.

(4) In addition to the functions specified in the Act, the Registrar shall:

(a) be responsible for providing secretarial services for all Boards and Committees of Council and the Academic Board and its sub-committees.

(b) present an annual report to the Academic Board at the beginning of each academic year on the operations of the Office of the Registrar during the preceding year and on any other matters which will assist the Academic Board in the performance of its functions.

(c) be responsible for the custody of all legal documents and original copies of documents of title of properties, assets and records of the University.

(d) be responsible for the custody of the University Staff and Seal for affixing same to relevant documents of Council.

(e) be responsible for the establishment of annual University Bulletin and a

quarterly Newsletter or Gazette.

(f) cause to be published in the annual University Bulletin or Gazette all policy decisions of Council, Academic Board, other Boards and Committees of the University.

(g) perform other duties that may be assigned by Council or the Vice Chancellor from time to time.

(5) In the event of any casual vacancy in the office of the Registrar, the most Senior Deputy Registrar shall act.

(6) Where a vacancy occurs or is about to occur in the Office of the Registrar, a Search Committee shall be constituted by the Council in accordance with Schedule D 6.

(7) The Registrar may resign from office in writing, addressed to the Chairman of Council.

(8) The provision for the removal of the Vice Chancellor shall apply to the removal of the Registrar.

STATUTE 18 DIRECTOR OF FINANCE

(1) There shall be a Director of Finance who shall be appointed by the Council after the consideration of recommendations from a Search Committee in accordance with Schedule D 6 and shall take an Oath of Office as per the Act.

(2) The Director of Finance shall hold office for a term of four years and, upon application for renewal, be eligible for re-appointment for another term of four years or part thereof provided that no part of the renewed term enters the compulsory retirement age. The procedure for the re-appointment of the Director of Finance is presented in the Schedule D 7 to these Statutes.

(3) The Director of Finance shall be a Chartered Accountant and hold a Masters degree in the relevant field. He must have served as a Deputy Director of Finance in a University or comparable grade in a similar institution/organisation for at least six years. He must be computer literate.

(4) The Director of Finance shall report to the Vice Chancellor and be responsible for the administration of the finances of the University in accordance with the Public Financial Management Act, 2016 (Act 921).

(5) The Director of Finance shall:

- (a) prepare, for the consideration of the Academic Board, the statement of account and estimates required by the Board;
- (b) call for and receive monies due to the University and make on behalf of the University the authorised payments;
- (c) ensure throughout the University that proper books of accounts and records of the properties of the University are kept in a manner and form required by the Academic Board;
- (d) report to the Finance Committee cases of failure to maintain the financial and other records of the University in a form required by the Council;
- (e) prepare consolidated accounts of the units of the University;
- (f) source for funds for the University; and
- (g) comply with the Finance and Administrative Policy of the University as approved and adopted by Council.

(6) In the event of any casual vacancy in the office of the Director of Finance, the most Senior Deputy Director of Finance shall act.

(7) The notification, application, selection and appointment processes of the Director of Finance shall commence at least six months before the expiration of the term of the incumbent.

(8) The Director of Finance may resign from office in writing, addressed to the Chairman of Council.

(9) The Director of Finance may only be removed from office for good cause

(10) The provision for the removal of the Vice Chancellor shall apply to the removal of the Director of Finance.

STATUTE 19 OTHER OFFICERS

The University shall appoint the following Officers; Librarian, Director - Internal Audit, Director - Works and Physical Development, Director - International Programmes and External Linkages, Director - Quality Assurance and Academic Planning, Director - Career Development and Industrial Liaison, Director - Institute of Distance and Continuing Education, Director - Centre for Research, Innovation and Development, Director - Centre for Business Development and Entrepreneurship, Director - University Health Services, Director - Information and Communication Technology (ICT) Services, Director - Consular and General Administration, Director - Public Affairs, Director - Human Resource, Director - Academic Affairs, Director (Centre Manager) - Jubilee Technical Training Centre, Procurement Officer, Planning Officer, Industrial Liaison Officer, Career Development Officer, Quality Assurance Officer, Guidance and Counselling Officer and such other officers as it considers necessary upon such terms and conditions as the Council shall determine.

STATUTE 20 LIBRARIAN

(1) There shall be a Librarian who shall be appointed by the Council after the consideration of recommendations from a Search Committee in accordance with Schedule D 6.

(2) The Librarian shall hold office for a term of four years and upon application for renewal be eligible for re-appointment for another term of four years or part thereof provided that no part of the renewed term enters the compulsory retirement age. The procedure for the re-appointment of the Librarian is presented in the Schedule D 7 of these Statutes.

(3) The Librarian shall possess a minimum of a postgraduate degree in library or information science related studies. A PhD in Library Science or Studies is preferable. He must have served as a Deputy Librarian in a University or comparable grade in a similar institution/organisation for, at least, six years, be a scholar and a member of a Professional Body in Librarianship/Information Science, be computer literate and be conversant with library software.

(4) The University Librarian shall implement the decisions of the Library Board approved by the Academic Board and shall ensure that libraries and information and communication materials of the University are managed in accordance with the Rules and Regulations approved by the Academic Board.

(5) The Librarian shall be responsible for the provision of adequate, relevant and up-to-date reading and audio visual materials to support the teaching, research and

community service functions of the University.

(6) The Librarian shall ensure the maintenance of a good environment for reading and learning in all the Libraries of the University.

(7) The Librarian shall be responsible for maintaining linkages with local and international organisations involved in library work.

(8) The Technical University Librarian shall exercise professional and administrative supervision over the staff under that University's Libraries to ensure the efficient and effective functioning of the libraries of the University.

(9) The Technical University Librarian shall perform any other functions assigned by the Vice Chancellor of the University.

(10) The Librarian may only be removed from office for good cause.

(11) The provision for the removal of the Vice Chancellor shall apply to the removal of the Librarian.

(12) The University Librarian shall report to the Vice Chancellor through the Pro Vice Chancellor.

STATUTE 21

DIRECTOR OF INTERNAL AUDIT

(1) There shall be a Director of Internal Audit who shall be appointed by the Council after the consideration of recommendations from a Search Committee in accordance with Schedule D 6.

(2) The Director of Internal Audit shall hold office for a term of four years and, upon application for renewal, be eligible for re-appointment for another term of four years or part thereof provided that no part of the renewed term enters the compulsory retirement age. The procedure for the re-appointment of the Director of Internal Audit is presented in the Schedule D 7 of these Statutes.

(3) In determining the satisfactory performance of the Director of Internal Audit, the provisions for the re-appointment of the Vice Chancellor shall apply.

(4) The Director of Internal Audit shall report administratively to the Vice Chancellor and functionally to the Audit Committee (AC) of the University and shall be responsible for the assurance of integrity of all financial transactions within the University.

(5) The Director of Internal Audit shall be a Chartered Accountant and hold a Masters degree in the relevant field. He must have served as a Deputy Director of Audit or Finance in a University or comparable grade in a similar institution/organisation for at least six years.

(6) The Director of Internal Audit shall:

- (a) ensure the establishment and operation of an efficient and effective financial control system and report to AC for recommendations, if any.
- (b) vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements.
- (c) conduct periodic examination of the accounts of the University including self-accounting units.
- (d) monitor and ensure that all expenditure incurred have been authorised and are within budgetary provisions.
- (e) conduct periodic management audit and submit report to the AC and the Vice Chancellor.
- (f) liaise with External Auditors and ensure that appropriate action is taken on reported audit findings.
- (g) submit periodic audit reports on the activities of Faculties and departments to the Vice Chancellor and AC.

STATUTE 22 DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

(1) There shall be a Director of Works and Physical Development who shall be appointed by the Council after the consideration of recommendations from a Search Committee in accordance with Schedule D 6.

(2) Director of Works and Physical Development must have a minimum of Masters' Degree in the Built Environment or relevant area of study PLUS relevant Professional Qualification. He must have served as Deputy Director of Works and Physical Development in a University or comparable grade in a similar institution/organisation for at least six years. He must be computer literate.

(3) The Director of Works and Physical Development shall report directly to the Vice

Chancellor and shall be responsible for:

- (a) the implementation of the decisions of the Development Committee as approved by the Council;
- (b) the co-ordination of activities of the Estate and Maintenance, Grounds and Gardens and all other units under the Directorate of Works and Physical Development of the University;
- (c) monitoring the execution of contracts awarded by the University or being executed on behalf of the University;
- (d) providing quarterly reports on Estate, Maintenance and Grounds to the Vice Chancellor;
- (e) providing consultancy and supervisory services, when appropriate; and any other functions as may be referred to him by the Vice Chancellor or the Council.

**STATUTE 23 INTERNATIONAL PROGRAMMES AND
EXTERNAL LINKAGES OFFICE (IPELO)**

- (1) There shall be a Director for International Programmes and External Linkages Office under the Office of the Vice Chancellor. The Director shall be appointed by the Vice Chancellor, a senior academic, preferably of professorial rank.
- (2) The Director shall have oversight responsibilities for the Sections and Units under the Office.
- (3) The duties and responsibilities shall include;
 - (a) To encourage and support departments and staff participation in international projects, programmes and other scholarly pursuits.
 - (b) To help increase the number of international students, visiting scholars and Takoradi Technical University staff and students on exchange programmes.
 - (c) To seek international projects, collaboration/partnerships and sponsorship for the establishment of facilities that enhance teaching and learning.
 - (d) To develop appropriate centres and academic programmes with intercultural

focus and manage international alumni.

These are indicative only; additional duties/responsibilities may be prescribed in the terms of appointment.

STATUTE 24 CENTRE FOR RESEARCH, INNOVATION AND DEVELOPMENT

(1) There shall be a Director for the Centre for Research, Innovation and Development under the Office of the Vice Chancellor. The Director shall be appointed by the Vice Chancellor, a senior academic, preferably of professorial rank.

(2) The Director shall have oversight responsibilities for the Sections and Units under the Directorate.

(3) The duties and responsibilities shall include;

- a. Work to build the research management capabilities of staff
- b. Establish and standardize processes and practices in research administration
- c. Address the needs of researchers throughout the research process
- d. Coordinate in obtaining the necessary resources for research
- e. Facilitate valuable partnerships that will enhance the institution's research agenda
- f. Work to ensure protection of the university's research interests
- g. Ensure accountability to external funding sources
- h. Maintain links with research funding agencies and to serve as a channel for major research projects
- i. Make known and publish periodically research activities undertaken and progress made within the University
- j. Consider applications from members of staff to attend conferences and make recommendations to the Research, Conferences and Scholarships Committee
- k. Ensure submission of progress reports on all research projects in the University
- l. Institute programmes that will encourage research and innovation in the University

- m. Submit periodic reports to the Vice Chancellor on research activities in the University

These are indicative only; additional duties/responsibilities may be prescribed in the terms of appointment.

STATUTE 25 CENTRE FOR GENDER AND ADVOCACY

(1) There shall be a Director for the Centre for Gender and Advocacy under the Office of the Vice Chancellor. The Director shall be appointed by the Vice Chancellor, a senior academic, preferably of professorial rank.

(2) The Director shall have oversight responsibilities for the Sections and Units under the Centre.

(3) The duties and responsibilities shall include;

- (a) To create an enabling environment for equal opportunity for gender.
- (b) To promote research on gender-related issues.
- (c) To provide services and facilities to meet some unique needs of female staff and students of the university.
- (d) To promote advocacy and initiate policies on gender in the university.
- (e) To incorporate gender equity into the core values and business of the university.
- (f) To serve as a key driver of advocacy on gender locally and internationally.

These are indicative only; additional duties/responsibilities may be prescribed in the terms of appointment.

**STATUTE 26 CENTRE FOR BUSINESS DEVELOPMENT AND
ENTREPRENEURSHIP**

(1) There shall be a Director for the Centre for Business Development and Entrepreneurship under the Office of the Vice Chancellor. The Director shall be appointed by Council after the consideration of recommendations from the University Appointment and Promotions Board.

(2) The Director shall be a senior member not below the rank of Deputy Registrar or analogous rank.

(3) The Director shall have oversight responsibilities for the Sections and Units under the Centre.

(4) The duties and responsibilities shall include;

- (a) Play a leading role in the revenue mobilization drive of the University.
- (b) Coordinate all commercial activities of the Production Units of the University.
- (c) Liaise with the Faculties/Department to organize competency-based short courses.
- (d) Analyse market needs and trends in order to deliver appropriate marketing strategies to support the University's programmes and initiatives.
- (e) Liaise with Faculties/Departments to bid for local and international consultancy projects.
- (f) Liaise with industry and the business community to bid for local and international consultancy projects.
- (g) Coordinate the development and management of all non-academic commercial projects, tasks and initiatives in close collaboration with Heads of Departments, the Registrar and the Vice Chancellor.
- (h) Collect and analyse data on business opportunities and prepare business plans and reports needed for implementation by the departments.

These are indicative only; additional duties/responsibilities may be prescribed in the terms of appointment.

**STATUTE 27 DIRECTORATE OF INFORMATION AND
COMMUNICATION TECHNOLOGY SERVICES**

- (1) There shall be a Director of the Directorate of Information Communication Technology Services under the Office of the Vice Chancellor. The Director shall be appointed by Council after consideration of recommendations from the University Appointments and Promotions Board.
- (2) The Director shall be a senior member not below the rank of Deputy Director of ICT or analogous rank.
- (3) The Director shall have oversight responsibilities for the Departments under the Directorate.
- (4) The duties, responsibilities, qualifications and experience shall be as stated in the Scheme of Service for Staff of Technical Universities.

**STATUTE 28 DIRECTORATE OF UNIVERSITY HEALTH
SERVICES**

- (1) There shall be a Director of the Directorate of University Health Services under the Office of the Vice Chancellor. The Director shall be appointed by Council after consideration of recommendations from the University Appointments and Promotions Board.
- (2) The Director shall be a senior member not below the rank of Deputy Director of Health Services or analogous rank.
- (3) The Director shall have oversight responsibilities for the Sections and Units under the Directorate.
- (4) The duties, responsibilities, qualifications and experience shall be as stated in the Scheme of Service for Staff of Technical Universities.

STATUTE 29 PROCUREMENT OFFICER

- (1) There shall be a Procurement Officer under the Office of the Vice Chancellor. The Officer shall be appointed by Council after consideration of recommendations from the University Appointments and Promotions Board.
- (2) The Officer shall be a senior member not below the rank of Deputy Registrar or analogous rank.
- (3) The Officer shall have oversight responsibilities for the Sections and Units under the Office.
- (4) The duties, responsibilities, qualifications and experience shall be as stated in the Scheme of Service for Staff of Technical Universities.

STATUTE 30 LEGAL OFFICE

- (1) There shall be a Legal Officer under the Office of the Vice Chancellor. The Officer shall be appointed by Council on the recommendation of the University Appointments and Promotions Board.
- (2) The Officer shall be a senior member.
- (3) The Officer shall have oversight responsibilities for the Sections and Units under the Office.
- (4) The duties, responsibilities, qualifications and experience shall be as stated in the Scheme of Service for Staff of Technical Universities.

**STATUTE 31 DIRECTORATE OF QUALITY ASSURANCE AND
ACADEMIC PLANNING**

- (1) There shall be a Director for the Directorate of Quality Assurance and Academic Planning under the Office of the Pro Vice Chancellor. The Director shall be appointed by the Vice Chancellor, a senior academic, preferably of professorial rank.
- (2) The Director of Quality Assurance and Academic Planning shall have oversight responsibilities over;

- (a) Quality Assurance Office
- (b) Academic Planning Office

(3) The appointment of the Quality Assurance Officer and Academic Planning Officer shall be in accordance with the requirements of the Scheme of Service for Staff of Technical Universities.

(4) The duties, responsibilities, qualifications and experience shall be as stated in the Scheme of Service for Staff of Technical Universities.

STATUTE 32 DIRECTORATE OF CAREER DEVELOPMENT AND INDUSTRIAL LIAISON

(1) There shall be a Director for the Directorate of Career Development under the Office of the Pro Vice Chancellor. The Director shall be appointed by the Vice Chancellor, a senior academic, preferably of professorial rank.

(2) The Director shall have oversight responsibilities over;

- (a) Career Development Office
- (b) Industrial Liaison Office

(3) The appointment of the Industrial Liaison Officer shall be in accordance with the requirements of the Scheme of Service for Staff of Technical Universities.

(4) The appointment of the Career Development Officer shall be in accordance with the requirements of the Industrial Liaison Officer

(5) The duties and responsibilities shall be;

- (a) To provide oversight responsibilities for the Career Development and Industrial Liaison Officers.
- (b) To provide periodic reports to the Pro Vice Chancellor on the Directorate.

These are indicative only; additional duties/responsibilities may be prescribed in the terms of appointment.

**STATUTE 33 INSTITUTE OF DISTANCE AND CONTINUING
EDUCATION**

(1) There shall be a Director for the Institute of Distance and Continuing Education under the Office of the Pro Vice Chancellor. The Director shall be appointed by the Vice Chancellor, a senior academic, preferably of professorial rank.

(2) The Director shall have oversight responsibilities for the Sections and Units under the Institute.

(3) The duties and responsibilities shall include;

(a) Management and running of all Part-time (evening, weekend, sandwich) programmes of the University and all Diploma and Non-Tertiary programmes.

(b) Be responsible for the management of all continuing (professional development programmes) programmes of the University.

(c) Organise programme extension to new populations.

(d) Research into, and respond to the University's community educational needs by providing non-traditional learning in selected areas on-site and extended campuses.

(e) Be responsible and coordinate short courses and TVET related competency-based training.

These are indicative only; additional duties/responsibilities may be prescribed in the terms of appointment.

STATUTE 34 JUBILEE TECHNICAL TRAINING CENTRE

(1) There shall be a Director (Centre Manager) for the Jubilee Technical Training Centre under the Office of the Pro Vice Chancellor. The Director shall be appointed by the Vice Chancellor, a senior academic, preferably of professorial rank.

(2) The Director (Centre Manager) shall have oversight responsibilities for the Sections and Units under the Centre.

(3) The duties and responsibilities shall include;

- (a) Provide academic and administrative leadership.
- (b) Serve as liaison officer between the centre and external agencies.
- (c) Implementation and supervision of all standards at the centre.
- (d) Determine all matters relating to the progress of trainers and trainees following schemes of instruction of study and research and keep appropriate records of them.

These are indicative only; additional duties/responsibilities may be prescribed in the terms of appointment.

STATUTE 35 DIRECTORATE OF CONSULAR AND GENERAL SERVICES

- (1) There shall be a Director for the Directorate of Consular and General Services under the Office of the Registrar. The Director shall be appointed by Council after the consideration of recommendations from the University Appointment and Promotions Board.
- (2) The Director shall be a senior member not below the rank of Deputy Registrar or analogous rank.
- (3) The Director shall have oversight responsibilities for the Sections and Units under the Directorate.
- (4) The duties and responsibilities shall be as prescribed in the terms of appointment.

STATUTE 36 DIRECTORATE OF HUMAN RESOURCE

- (1) There shall be a Director for the Directorate of Human Resource under the Office of the Registrar. The Director shall be appointed by Council after the consideration of recommendations from the University Appointment and Promotions Board.
- (2) The Director shall be a senior member not below the rank of Deputy Registrar or analogous rank.

(3) The Director shall have oversight responsibilities for the Sections and Units under the Directorate.

(4) The duties and responsibilities shall be as prescribed in the terms of appointment.

STATUTE 37 DIRECTORATE OF PUBLIC AFFAIRS

(1) There shall be a Director for the Directorate of Public Affairs under the Office of the Registrar. The Director shall be appointed by Council after the consideration of recommendations from the University Appointment and Promotions Board.

(2) The Director shall be a senior member not below the rank of Deputy Registrar or analogous rank.

(3) The Director shall have oversight responsibilities for the Sections and Units under the Directorate.

(4) The duties and responsibilities shall be as prescribed in the terms of appointment.

STATUTE 38 DIRECTORATE OF ACADEMIC AFFAIRS

(1) There shall be a Director for the Directorate of Academic Affairs under the Office of the Registrar. The Director shall be appointed by Council after the consideration of recommendations from the University Appointment and Promotions Board.

(2) The Director shall be a senior member not below the rank of Deputy Registrar or analogous rank.

(3) The Director shall have oversight responsibilities for the Sections and Units under the Directorate.

(4) The duties and responsibilities shall be as prescribed in the terms of appointment.

STATUTE 39 GUIDANCE AND COUNSELLING UNIT

There shall be, under the Dean of Students' Affairs, a Guidance and Counselling Unit. The Unit shall be headed by a Guidance and Counselling Officer appointed by

the Vice Chancellor on the recommendation of the Appointments and Promotions Board.

The Unit shall provide:

- (a) psycho-educational counselling;
- (b) psychotherapy for various issues;
- (c) social/behavioural counselling;
- (d) academic and career counselling;
- (e) emotional, psychological and interpersonal counselling;
- (f) substance use and abuse/HIV/STI counselling;
- (g) peer counselling;
- (h) liaise with Faculties on various issues; and
- (i) liaise with hospitals on medical issues.

There shall be a Guidance and Counselling Committee whose composition and functions shall be as specified in Schedule B 27.

STATUTE 40 EXTERNAL AUDITORS OF THE UNIVERSITY

- (1) The Auditor General shall audit the accounts of the University in accordance with the Act.
- (2) The Auditor General shall have right of access to books, accounts and relevant records of the University and shall be entitled to such information and explanation as may be necessary for the proper discharge of their responsibilities.
- (3) A copy of the report of the Auditor General shall be made available to the Council.

STATUTE 41 ALUMNI OF THE UNIVERSITY

- (1) For the purpose of Section 5 (1)(n) of the Act, there shall be an Alumni Association representing the past students of the University.
- (2) Any past student of the University or of the former Takoradi Polytechnic or Takoradi Technical Institute shall be eligible for membership of the Association on fulfilling the conditions of membership prescribed by the Association.

(3) The Association shall have power to make its own rules and regulations, but such rules and regulations shall not contravene the Statutes and the Act of the University or any rules and regulations of the University.

(4) There shall be an Alumni Liaison Officer (a staff of the University) who shall liaise with the Alumni and the University.

STATUTE 42 FINANCE COMMITTEE

(1) There shall be a Finance Committee of the Council which shall have power to recommend:

- (a) investment or otherwise in the management of the University's funds;
- (b) the expenditure or authorisation of persons or bodies to incur expenditure from University funds, including any income accruing to any section of the University;
- (c) control and regulation of such expenditure by means of annual or other budgeting by making allocations subject to any conditions it may determine and by such means as it may deem fit;
- (d) the preparation of the annual accounts of the University for the approval of the Council;
- (e) The functions assigned to it in the University's Financial and Stores Regulations;
- (f) Any other functions delegated to it by the Council.

(2) The composition of the Finance Committee shall be as specified in Schedule A1 of these Statutes.

(3) The Committee shall meet at least once every quarter or twice in a semester.

(4) The Committee may establish such sub-committees as it considers necessary.

STATUTE 43 DEVELOPMENT COMMITTEE

(1) There shall be a Development Committee of Council which, subject to the general policy, control and guidance of Council, shall, on behalf of Council, be responsible for all matters concerning the acquisition, development, maintenance and disposal of landed properties that fall within the functions of Council.

(2) Without prejudice to the generality of these powers, the Committee shall, within the financial resources made available to it by the Finance Committee, have power to:

- (a) determine building programmes and approve plans for the physical development of the University in tandem with the approved Strategic Plan;
- (b) decide on locations for physical development (where appropriate);
- (c) facilitate contract administration and ensure compliance with all relevant regulations;
- (d) control all physical designs of the University;
- (e) take all such steps as it considers fit for the development, care and maintenance of the property of the University;
- (f) ensure that all values of assets or properties acquired by the University are transmitted to the Directorate of Finance to be entered into the University's Assets Register Book; and
- (g) perform any other functions delegated to it by the Council.

(3) The composition of the Development Committee is as shown in Schedule A 2 to these Statutes.

STATUTE 44 ENTITY TENDER COMMITTEE

There shall be an Entity Tender Committee as provided in Category C under Section 20 of the Public Procurement Act 2016, Act 914. The composition of the Entity Tender Committee shall be as found in Schedule A (6).

STATUTE 45 AUDIT COMMITTEE

There shall be an Audit Committee (AC) as provided in Section 86 (1) of the Public Financial Management Act 2016, (Act 921). The composition of the Audit Committee shall be as found in Schedule A (7).

STATUTE 46 UNIVERSITY APPOINTMENTS AND PROMOTIONS BOARD

(1) There shall be a University Appointments and Promotions Board which shall be responsible for the engagement and promotions of persons as officers or members of academic, administrative and other staff of the University. Subject to general policy, control and guidance of Council, the University Appointments and Promotions Board shall recommend to Council to:

(a) engage Professors, Honorary and Visiting Staff, and other academic members and staff and promote staff up to the rank of Senior Lecturer, Senior Assistant Registrar and their equivalent and report same to Council; except that, appointments and promotions to the professorial or its equivalent grades shall require approval of Council;

(b) engage or promote non-teaching Senior Members and other staff of the University; and

(c) recommend for appointment of Directors, Deans & Vice Deans.

(2) Membership of the Appointments and Promotions Board shall be as in Schedule A 3 to these Statutes.

(3) An outgoing Head of Department shall not participate in the selection of his successor except where the Appointments and Promotions Board otherwise decides.

(4) No person shall participate in the appointment to a post higher than that of his own substantive rank.

(5) Where the substantive rank of the Dean is lower than that of the post being considered, he shall be represented by a person of higher rank in the Faculty chosen by the Vice Chancellor. (Substantive rank means Professor, Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer or their equivalent).

(6) In the case of non-teaching departments where the substantive rank of the Head

is lower than that of the post being considered, the Acting Head shall be represented by the Head of a similar or cognate department with a similar or higher rank within or outside the University.

(7) There shall be two sub-committees of Appointments and Promotions Board constituted as shown in Schedule A (3.1 and 3.2) to these Statutes.

(8) The criteria for Appointment and Promotion of Senior Members shall be as provided in the Guidelines for Appointments and Promotions manual.

(9) In consultation with the Dean and Head of Department, the Vice Chancellor may:

(a) approve a short-term appointment for a period of less than one year for an applicant who does not propose to take up a regular appointment; the designation “Visiting Professor/ Lecturer/ Scientist” shall apply; and the appointment shall be reported to the Appointments and Promotions Board at its next regular meeting; and

(b) in urgent cases, approve a temporary appointment for a period of up to one year while an application for a regular appointment is being processed;

(10) Appointment of Visiting Lecturers, Research Fellows and other professionals shall be made to a department or other offices based on qualification and formal references.

STATUTE 47 ACADEMIC BOARD

(1) There shall be an Academic Board of the University as prescribed by the Act.

(2) The Academic Board shall consist of:

- (a) The Vice Chancellor – Chairman;
- (b) Pro Vice Chancellor;
- (c) Librarian;
- (d) Heads of Academic Departments;
- (e) All Professors and Associate Professors;
- (f) All Deans and Directors;
- (g) Three members, two of whom are non-teaching staff, elected by Convocation
- (h) The Registrar – Secretary.

In Attendance: Director of Finance;
Deputy Registrar/Senior Assistant Registrar
(Academic Affairs);
Industrial Liaison Officer.

STATUTE 48 POWERS AND FUNCTIONS OF THE ACADEMIC BOARD

(1) Without prejudice to the generality of powers of the Academic Board prescribed by the Act and the Statutes, the powers and functions of the Academic Board shall include the following:

- (a) Formulate and carry out the academic policy of the University and, generally, regulate and approve the programmes of instruction and examinations in the University;
- (b) Promote research within the University and request reports from Faculties and Departments at the end of every academic year;
- (c) Make regulations for the admission of students into the University;
- (d) Make arrangements for the conduct of examinations and determine dates for holding them;
- (e) Receive reports on the conduct of examinations for each academic year and comments on them from Faculty/Departmental Boards and make observations and recommendations on University examinations as it may consider appropriate;
- (f) Appoint Internal and External Examiners on the recommendations of Faculty Boards concerned and determine the terms and conditions of the appointments;
- (g) Suspend or remove examiners for negligence or other sufficient cause during their terms of office, and, in the case of death, illness or resignation of an examiner or in the case of his suspension or removal, appoint a substitute;
- (h) Make regulations after receiving reports or proposals from Faculty Boards relating to courses of study, degrees and academic distinctions;
- (i) Determine, and where necessary, admit continuing students of other universities of equal or similar rank to programmes of the University;

- (j) Award Degrees, Diplomas, Certificates and other academic distinctions to persons who have pursued, in the University, programmes of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners;
- (k) Make recommendations to Council on the institution in relation to combination, abolition, change of scope or division of any Faculty or department;
- (l) Recommend to the Council the affiliation of other institutions to the University on such terms and conditions as it may deem appropriate;
- (m) Determine, subject to any condition made by its donors which are accepted by the Council and report(s) from Faculty boards or Faculties concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes and examine for the award of these or delegate to the Faculties, departments, or committees set up for that purpose by the Academic Board to examine for and award them;
- (n) Review, annually, any enquiries which it may deem fit to effective organisation and development of academic work in the University inasmuch as University education is responsive to the social, administrative, scientific and technological needs of Ghana and report the outcomes of such reviews, and, possibly, the recommendations to Council on behalf of the institution, Faculties and departments or academic sections for the establishment of additional academic posts or for any other new development;
- (o) Regulate all matters relating to contents and methods of teaching and assessment by examination or otherwise for the award of degrees, diplomas and other academic certificates;
- (p) Determine, from time to time, the policy and procedure for ensuring discipline of students;
- (q) Determine and control the terms and conditions of research or other activities conducted in the University, for which payments are made by outside bodies;
- (r) Determine general policy matters relating to library facilities, teaching, workshops and such other academic services as are in its view necessary for the furtherance of the aims of the University;
- (s) Set up special boards to supervise the activities of both academic and non-academic income-generating departments/units of the University;
- (t) Determine the conditions under which and the extent, if any, to which periods

and courses of study and examinations passed at other Universities and other places of learning may be regarded as equivalent to periods and courses of study and examinations in the University;

- (u) Determine the academic year and the key dates and semesters within it;
- (v) Make, either on its own initiative or at the request of the Council, reports and recommendations on any matter affecting the University within the scope of policy approved by the Council and take such action as it may deem necessary for the development, welfare and good governance of the entire University community;
- (w) Submit a report on its activities to Convocation, at least, once in an academic year;
- (x) Refer proposals on any matter to Convocation for consideration;
- (y) Review the decisions of any of its sub-committees;
- (z) Determine any other matters of academic nature in the interest of the University;
- (aa) Advise the Council on the appointment and capacity building of academic staff;
- (ab) Promote collaboration, linkages, joint research and teaching activities with industry; and
- (ac) Report on matters that are referred to the Academic Board by the Council.

STATUTE 49

MEETINGS OF THE ACADEMIC BOARD

(1) The Vice Chancellor shall convene meetings of the Academic Board at least twice each semester. Emergency meetings may be convened by the Vice Chancellor at any time upon giving all members of the Academic Board three days' written notice, where possible.

(2) A special meeting of the Academic Board shall be convened on the written request of at least one third of the total membership of the Academic Board submitted to the Vice Chancellor with a statement of the matters to be discussed at the special meeting. In the event of such a request, the Vice Chancellor shall convene a special meeting within five days on receipt of the request, specifying in the notice of the

meeting the matters to be considered.

(3) The quorum for the transaction of business of the Academic Board shall not be less than 40 per cent of the total membership of the Board, including the Chairman or the Pro Vice Chancellor.

STATUTE 50 SUB-COMMITTEES OF THE ACADEMIC BOARD

(1) Subject to the approval of Council, there shall be such Sub-Committees of the Academic Board as the Academic Board may, from time to time, determine.

(2) For the time being, Committees of the Academic Board, their composition, procedures and functions shall be in accordance with Schedule B to these Statutes.

STATUTE 51 DIRECTORATES, FACULTIES, CENTRES, INSTITUTES, DEPARTMENTS AND OFFICES

(1) There shall be in the University such Directorates, Faculties, Centres, Institutes, Departments, Offices, Units and such other Divisions as Council may, on the recommendation of the Academic Board, establish.

(2) Each Faculty, Centre, Institute, Directorate shall be headed by a Dean or a Director, and each Department/Office/Unit by a Head.

STATUTE 52 APPOINTMENTS AND TERMS OF OFFICE FOR FACULTY DEANS

(1) Academic Faculties shall be headed by a Dean who shall be assisted by a Vice Dean.

(2) The Dean shall be appointed from amongst the academic senior members of the Faculty who are of professorial status through competitive interview.

(3) Where there are no suitable academic senior members of professorial status in the Faculty the Dean may be appointed from a cognate Faculty in the University.

(4) The candidate who places second in the competitive interview for Deanship shall

be recommended for appointment as Vice Dean.

(5) A Dean shall hold office for a period of three years if he is of professorial status, and may be eligible, upon completion of his term of office, for re-appointment for only another term of three years or part thereof.

(6) Where a suitable senior member of Professorial Status cannot be found in the University, a suitable senior academic member of Senior Lecturer Status with PhD, from the Faculty, may be appointed to act as Dean. He shall hold office for one year and shall be eligible for re-appointment for another year.

(7) In the absence of the Dean, the Vice Dean shall act as Dean. In the absence of both the Dean and the Vice Dean the most senior Head of Department in the Faculty shall act as Dean.

(8) When a vacancy occurs in the Faculty, the Vice Chancellor shall present the names and curriculum vitae of the three most senior and suitable academic members of the Faculty with his evaluation and recommendation(s) to the University Appointments and Promotions Committee for consideration. The recommendations of the Board shall be forwarded to Council for consideration and appointment.

(9) The duties of the Deans shall be as follows;

1. Provide academic and administrative leadership at the Faculty;
2. Coordinate Heads of Departments and other staff at the Faculty;
3. Ensure timely completion of Academic and Administrative tasks;
4. Chairman of all faculty boards/committees and
5. Any other duty that may be assigned by the Vice Chancellor from time to time.

STATUTE 53

BOARDS OF FACULTIES

(1) There shall be, in each Faculty, a Board whose membership shall include the Dean as Chairman, the Vice Dean, all members of the Academic Board within the Faculty, one other member of each Department elected by members of the Department, one representative from a cognate Faculty subject to approval of the Academic Board, such other persons as may be determined by the Faculty Board.

(2) The Faculty Officer, who shall be, at least, a Senior Assistant Registrar, shall

serve as a member/secretary.

(3) The term of office of a member of the Faculty Board who is not an automatic member of the Academic Board shall be two years and may be extended for another term only.

(4) Each Faculty Board shall meet at least once a semester. Emergency meetings of the Board may be called by the Dean with at least three days' notice.

(5) Members of the Board, where necessary, may request the Dean to convene an Emergency Meeting with a written request of at least half of the members of the Board. The Dean shall convene an Emergency Meeting of the Board within five days upon receipt of the request.

(6) In the absence of the Dean or the Vice Dean, the Board shall elect one of the Heads of Department from the Faculty to chair the meeting.

(7) The quorum for a meeting of a Faculty Board shall be 40 percent of the total membership.

(8) Copies of the minutes of the Board meetings shall be sent to the Vice Chancellor at least a week before the subsequent meeting of Academic Board.

STATUTE 54 POWERS AND FUNCTIONS OF THE FACULTY BOARDS

(1) Subject to the Act, Statutes and resolutions of the Academic Board, the powers and functions of each Board shall include the following:

- (a) Determine all matters relating to teaching and research;
- (b) Determine, subject to the approval of the Academic Board, the schemes of instruction and the regulations and syllabuses for examinations in the programmes;
- (c) Determine all matters relating to the progress of students following schemes of instruction of study and research and keep appropriate records of them;
- (d) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to co-ordinate the teaching and research programmes of all the departments of the Faculties;

- (e) Hold examinations in all programmes assigned to the Faculty;
- (f) Recommend to the Academic Board, Internal and External Examiners for appointment to the Faculty;
- (g) Make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the Faculty;
- (h) Submit proposals to Academic Board for academic development;
- (i) Discuss any matters relating to the work of the Faculty and express an opinion, if it so requires, to the Academic Board;
- (j) Deal with and, if requested, report on any matter referred to it by the Academic Board;
- (k) Appoint such sub-committees as it may consider necessary in the discharge of its functions; and
- (l) Appoint examination coordinators for all the respective Departments.

STATUTE 55**OFFICE OF DEAN OF STUDENTS' AFFAIRS**

- (1) There shall be an Office of the Dean of Students' Affairs which shall be headed by a Dean who shall be of Professorial status appointed by the Vice Chancellor. Where there are no persons of professorial status, the Dean of Students shall be appointed from among the Senior Lecturers preferably with a PhD. He shall be supported by a Vice Dean of similar rank.
- (2) To be appointed as Dean of Students' Affairs, a person must have served as a Dean or Vice Dean or Head of Department, Hall Warden or Vice Hall Warden.
- (3) The Dean and the Vice Dean shall hold office for a term of three years if of professorial status and may be eligible for re-appointment for another term of three years or part thereof and two years if he is a Senior Lecturer.
- (4) The Dean shall:
- (a) primarily be responsible for the welfare of the Junior Members of the University, and normally act "in loco parentis" for them whilst they are in the University;

- (b) liaise with the Pro Vice Chancellor, Registrar, the Director of Finance, Deans of Faculties, Hall Wardens, Hall Administrators, the Students' Representative Council and other appropriate bodies in all matters affecting the welfare of Junior Members; and
- (c) be responsible to the Pro Vice Chancellor in the exercise of his functions.

STATUTE 56 APPOINTMENT AND DUTIES OF HEADS OF DEPARTMENTS

- (1) A Head of Department shall be of professorial status and shall be appointed by the Vice Chancellor. Such appointment shall be made by the Vice Chancellor on the recommendations of the Dean who shall consult the Senior Members of the Department and propose three (3) names to the Vice Chancellor. Where there are no persons of professorial status, the Headship of the Department shall rotate among the senior lecturers in order of seniority.
- (2) The appointment of a Head of an Academic Department shall be for a period of three years if he is of professorial status and two years if he is of senior lectureship grade, and he shall be eligible for re-appointment for another three years only if he is a professor or two years only if he is a senior lecturer.
- (3) The appointment of an Academic Head of Department shall not be renewed after he has served the maximum two terms. He shall be eligible for re-appointment, at least, after four academic years have elapsed from the date he last held that Office.
- (4) The Head of Department shall be responsible to the Pro Vice Chancellor through the Dean for organising teaching and research in his Department, maintaining proper standards of teaching, providing for the examination of students within his Department and ensuring that the academic members and staff of his Department carry out their teaching, research and other duties in accordance with the Act, these statutes, policies and procedures laid down by the Academic Board, Faculty and Departmental Boards. In carrying out these responsibilities, the Head of Department shall consult the Dean of the Faculty and other members of the Department as far as it is practicable.
- (5) In the absence of a Head of Department for a period exceeding three months, the Vice Chancellor shall, in consultation with the Dean of the Faculty, appoint another member of the Department concerned to act.

(6) Where, in the opinion of the Vice Chancellor and the Dean of the Faculty, there is no person of sufficient seniority to head the Department or where it is not prudent to appoint a member of the Department to head the Department, the Vice Chancellor may, in consultation with the Dean of Faculty, appoint a person of appropriate rank from another Department to provide academic leadership.

STATUTE 57 DEPARTMENTAL BOARDS

(1) Each academic Department of the University shall hold a meeting of all its members at least twice a semester for the purpose of planning and evaluating its work. The meeting shall be convened by the Head of Department at the beginning and the end of the semester, but the Head of Department shall convene an Emergency Meeting at the written request of at least half the members of the Department submitted with a statement of the subject matter to be discussed. Such meeting shall be convened within three days upon receipt of the request.

(2) A Departmental Board shall be constituted into a Board of Studies for the purpose of considering matters relating to Higher Degrees in the programmes of the Department, and, for this purpose, members from cognate Departments may serve on it.

(3) Copies of the minutes of Departmental Board meetings shall be sent to the Vice Dean and the Dean of the Faculty for their information.

STATUTE 58 DEPARTMENTAL ADVISORY BOARD

(i) There shall be a Departmental Advisory Board which shall advise the Department on modern industrial practices and procedures in developing up-to-date curricular for the Department and also ensure that the programmes are relevant to industry.

(ii) The Departmental Advisory Board shall be made up of the Head of Department who shall be the Chairman, the most senior lecturer at the Department and three others nominated by the Head of Department from relevant industry and appointed by the Vice Chancellor.

STATUTE 59 CONVOCATION

(1) There shall be a Convocation of the University, the composition of which shall be as follows:

- (a) The Chairman of Council (who shall, if present, preside over Convocation);
- (b) Chairman of Convocation (who in the absence of the Chairman of Council, shall preside over Convocation);
- (c) All Senior Members as defined by the Statutes.

Quorum: Fifty members, including the Chairman of Convocation, the Vice Chancellor or the Pro Vice Chancellor and the Registrar.

(2) Convocation shall perform the following functions:

- (a) Express opinion on all matters affecting the University;
- (b) Refer any relevant matter to any University body for consideration;
- (c) Appoint scrutineers for any election the Academic Board may authorise;
- (d) Elect a Convocation Representative to Council as required by the Act;
- (e) Receive reports from its various representatives on the activities of the respective committees to which they have been appointed; and
- (f) Receive a report from the Vice Chancellor towards the end of each semester on the state of the University, including its academic, personnel, financial and infrastructural affairs and the future plans of the University. In particular, the Vice Chancellor's report to Convocation shall include an address on the following matters:
 - (i) Academic matters, including the approval and accreditation of programmes;
 - (ii) Staff and students' welfare;
 - (iii) External relations and affiliations;
 - (iv) Physical development, funds required to complete each project and expected completion dates; and
 - (v) Statement of income and expenditure for the immediate past semester.

(3) The Registrar shall be responsible for the maintenance of a register of members of Convocation which shall be published annually, before the end of each academic year.

(4) Convocation shall elect its own Chairperson, Vice Chairperson, one representative each from teaching and non-teaching membership group and a Secretary who shall constitute the Board of Convocation.

(5) Convocation shall elect two representatives (teaching and non-teaching) for council. The two elected council representatives shall be automatic members of the Board.

(6) Convocation shall meet, at least, once each academic year at the time and place determined by the Vice Chancellor of the Technical University.

(7) The Board shall meet, at least, once every semester. The term of office of the Board shall be three years, and members shall be eligible for an additional term only.

(8) The Board of Convocation shall be responsible for protecting the interests of Convocation. Without prejudice to the generality of the foregoing, the responsibility of the Board of Convocation shall be to fulfill the following specific functions:

- (a) Ensure that decisions of Convocation are duly carried out;
- (b) Study all events of the University to ensure that matters of interest to Convocation are brought to its attention;
- (c) Promote the interest of all members of Convocation; and
- (d) Make proposals to Convocation for the improvement and proper functioning of the University.

(9) The Vice Chairperson shall assist and deputise for the Chairperson and, in his or her absence, shall act as Chairperson.

(10) The Secretary shall keep minutes of all meetings of Convocation, all Board of Convocation meetings and be responsible for its correspondence.

(11) The Chairperson of Convocation shall convene a regular meeting of Convocation, at least, once a semester. The regular meetings of Convocation shall take place at such time as the Chairperson shall determine.

(12) Upon the request in writing of not less than twenty members of Convocation stating the purpose for which the meeting is to be called, the Chairperson shall, within five days, summon an Extraordinary Meeting of Convocation, and the notice summoning the meeting shall specify the business to be considered.

(13) No Extraordinary Meeting shall be called within two months of the last meeting if the purpose of the intended extraordinary meeting is the same or substantially the same as that of the last meeting.

(14) Copies of signed Minutes of Convocation meetings shall be deposited in the University Library and Registry for reference by interested members of Convocation.

STATUTE 60 ADMISSIONS, MATRICULATION AND CONGREGATION

(1) Admissions

- (a) Subject to these Statutes, the admission of students to the University shall be the exclusive responsibility of the Joint Admissions Board. The membership of the Joint Admissions Board shall be as specified in Schedule B 5.
- (b) The Board shall act in accordance with the criteria approved by the Academic Board.

(2) Matriculation

- (a) A student enrolling in the University for the first time shall be duly matriculated.
- (b) A student shall not be matriculated into the University unless he has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
- (c) A student admitted to the University shall take the Matriculation Oath and sign the Matriculation Register.
- (d) A student who fails to sign the Matriculation Register may be prevented by the University from graduating.
- (e) The Academic Board shall determine the manner of matriculation into the University.

(3) Congregation

- (a) There shall be a Congregation of the University which shall be composed of:
 - (i) The Chancellor;
 - (ii) The Council Chairman;
 - (iii) Members of the University Council;
 - (iv) Members of Convocation; and
 - (v) All graduands of the University.

- (b) The Congregation shall be held, at least, once each academic year on the summons of the Chancellor or such authorised person to receive reports and to witness the ceremony of awarding academic degrees, diplomas and certificates of the University.

STATUTE 61**HONORARY DEGREES AND AWARDS**

- (1) Honorary degrees and awards may be conferred on persons who have achieved distinction in their fields.

- (2) A Congregation for the conferment of honorary degrees and awards shall be convened as and when Council shall determine.

- (3) Recommendations for award of honorary degrees and other awards shall be received by the Council from the Academic Board.

- (4) All members of the Council, the Academic Board and Convocation shall have the right to submit to the Vice Chancellor in confidence, proposals for the conferment of honorary degrees and all the proposals shall be considered by an Ad hoc Sub-Committee of Council. The Vice Chancellor shall invite nominations from the Academic Board.

- (5) The selection of persons for the award of honorary degrees shall be the responsibility of an Ad hoc Sub-Committee of Council consisting of Chairman of Council as Chairman, the Vice Chancellor, the Pro Vice Chancellor, two members of Council and two members elected by the Academic Board, not necessarily from within its membership. The Committee shall report to the Council the names of persons selected for honorary degrees together with a statement of their careers and the grounds for their selection. The Council shall approve the recommendation of the Committee before the persons concerned are notified in writing.

- (6) The decision of the Council on recommendations submitted to it by the Committee shall be final.

(7) Processes for nomination, including final decision by Council, shall be completed before the end of the First Semester.

(8) All proceedings under clauses (iii), (iv) and (v) of this Statute shall be confidential.

(9) Honorary degrees shall not be conferred in absentia unless the Council otherwise decides.

STATUTE 62 TERMS OF APPOINTMENT OF SENIOR MEMBERS AND SENIOR STAFF

(1) Each Senior Member or Senior Staff shall conform to such directions and regulations as have been or shall be given and adopted by the Academic Board and approved by the Council or the Faculty Board as the case may be, as to his duties, the number of courses and lectures to be delivered and the periods at which such courses shall begin and over which they shall extend. Each Senior Member or Senior Staff shall contribute to the work of the department to which he is attached and to its extension and development and to the general interests 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 other work or occupation of any kind which may in the opinion of the Vice Chancellor or the Head of his Department interfere with the proper performance of his duties or be detrimental to the interest of the University.

(2) All appointments of Senior Members shall be on contract basis.

(3) Six months before the expiration of the contract of appointment of a Senior Member, the Senior Member concerned shall apply to renew his contract of appointment or terminate it.

(4) Private work and consultancy services may be carried on provided that:

(a) such services are integrated into the research and teaching programmes of the various Faculties and regulated and controlled to ensure that there is no conflict between the private interests of an Officer and his official duties;

(b) the Officer has obtained the permission of the Vice Chancellor through the Head of Department before engaging in private work;

(c) the normal day-to-day administration of such services are the responsibility of the Head of Department who shall ensure that an Officer does not undertake

any outside work if his normal duties would be disrupted; and

- (d) where abuses of University facilities are proved, appropriate disciplinary action, including possible withdrawal of the facility, shall be taken by the Vice Chancellor.

(5) Whether the services referred to in clause (iii) above are undertaken by individuals or groups, the following rules shall apply:

- (a) Except as may be otherwise determined by the Academic Board and Council, the University shall levy a charge of not less than 20 percent of the total earnings;
- (b) Where no University facilities or equipment are used, the University shall levy a charge of not less than 10 percent of the total earnings or a levy as determined by the Academic Board and the Council;
- (c) In both cases, a declaration of earnings shall be made to the Vice Chancellor and income tax laws complied with; and
- (d) Where the University facilities and staff are used to generate income, the income so accrued shall be paid into the University accounts and honorarium shall be paid to the staff concerned for their additional effort.

(6) The terms and conditions of service of all employees of the University shall be negotiated from time-to-time between the Management of the University and the respective Unions or between the Fair Wages and Salaries Commission representing the Government of Ghana and the respective Unions and shall be embodied in the Conditions of Service.

(7) Senior Members and Senior Staff shall be entitled to go on sabbatical leave in accordance with the Human Resource Policy at the time in force in the University.

STATUTE 63 RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENTS

(1) Except as may be otherwise provided by Council, a Senior Member may resign his appointment by giving six months written notice to the Vice Chancellor.

(2) In the case of teaching staff, the six months' notice should elapse at the end of the Academic Year.

(3) In the case of Senior and Junior Staff, the notice period shall be as stated in their conditions of service.

(4) Except as may be otherwise provided in special cases by the Council, a Senior Member or Senior Staff appointed to a full-time post in the University on a renewable contract or till retirement shall retire from his appointment and all other offices held by him in the University, by virtue of his appointment, at the end of the academic year following the date on which he attains the retiring age as specified by Law.

(5) Council may terminate the appointment of any Senior Member of the University by giving notice of termination of the appointment. The length of the notice period shall not be less than the minimum period by which the person is required by his contract with the University to give notice of resignation.

(6) Termination of the appointment of Senior and Junior Staff may be determined by the Vice Chancellor upon giving the minimum period by which the person is required by his contract with the University to give notice of resignation.

(7) Any member of Staff who absents himself from duty for a period of more than ten consecutive days without reasonable cause or explanation shall be deemed to have vacated his post and his appointment may forthwith be terminated.

STATUTE 64

SABBATICAL LEAVE

Sabbatical leave may be granted to Senior Members as part of approved scholarly or creative activity for academic/professional development or research. The definition, scope of application, purpose and conditions under which sabbatical leave may be granted are as set out in the Takoradi Technical University Staff Handbook.

STATUTE 65

POST RETIREMENT CONTRACTS

Council shall enact such procedures for the award of post retirement contracts. Post retirement contracts shall be given to Professors, and those in the analogous grades for period up to ten years, up to eight years for Associate Professors and those of analogous grades and Senior Lecturers and those of analogous grades up to five subject to the fulfillment of such criteria as medical fitness, evidence of mentorship and any other criteria as determined by Council.

STATUTE 66 POST CONTRACT PLACEMENT

Where an Officer serves his full term in office but has not yet reached the retiring age, the person may revert to the immediate lower rank available where applicable or his original rank prior to his appointment subject to the consideration and approval of Council.

STATUTE 67 GRIEVANCE PROCEDURES

(1) Where a junior member has a dispute or grievance with a colleague junior member or member of staff, he shall make a formal written complaint to his head of department in the case of academic issues and to his hall warden or the Dean of Students in all other matters.

(2) Where a member of staff has a grievance against another member of staff, he shall make a formal written complaint to his immediate superior for redress.

(3) In all such instances, the person to whom a grievance has been made shall investigate and resolve the matter within two weeks of receipt of the complaint.

(4) Where the matter is not resolved within the period stated or the person making the complaint is not satisfied with the manner in which the grievance was resolved, he shall appeal in writing to the immediate superior of the person to whom the original complaint was made.

(5) Where the matter is still not resolved within two weeks, the matter shall be referred to the Registrar or the Pro Vice Chancellor as the case may be who shall investigate the matter and resolve same within two weeks.

(6) Further appeal shall lie to the Vice Chancellor and then to the Governing Council.

(7) Further appeal from the Council shall lie to the Appeals Board as established by Section 39 (1) of the Technical Universities Act, 2016 (Act 922).

(8) This procedure shall be complied with before a junior member or staff can resort to the media or sue in court.

(9) Failure to comply with this procedure amounts to misconduct.

STATUTE 68 DISCIPLINARY MATTERS

(1) There shall be a permanent Disciplinary Board for each of the three categories of members of the University recognised by the Act and these Statutes, namely:

- (a) Senior Members;
- (b) Senior and Junior Staff; and
- (c) Junior Members.

(2) Any member of staff of the University may be removed from office for good cause, but he shall not be dismissed unless:

- (a) the Disciplinary Board as appropriate to the category of the member has fully investigated an allegation of misconduct referred to it by the Vice Chancellor and had made recommendations to the Vice Chancellor.
- (b) he has been notified in writing, the grounds on which he is being dismissed.
- (c) the report of the Disciplinary Board has been considered by Council in the case of Senior Members.
- (d) in the case of Senior and Junior staff, the report of the Disciplinary Board is considered by the Vice Chancellor.

(3) A person alleged to have committed misconduct shall appear in person before the Disciplinary Board alone or together with a qualified legal practitioner in good standing.

(4) When in doubt, the Board may ask for verifiable evidence of the qualification or the standing of a person appearing before it as a legal practitioner and may disallow the representation unless the Board is otherwise satisfied.

(5) In all proceedings of the Disciplinary Board, the alleged offender shall be entitled to call witnesses on his behalf and the Disciplinary Board shall similarly be entitled to call and to hear witnesses.

(6) A Senior Member adversely affected by any decision of the Disciplinary Board shall be entitled, within fourteen working days of the receipt of the Council's decision, to appeal to the Council for a review. The decision of the Council shall be final except that the person may be thereafter entitled to go to court if he wishes. While such an appeal is pending, the Vice Chancellor may, if he deems it necessary, suspend the member from all University duties and functions.

(7) Where a Senior Member, Senior or Junior Staff 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 Officer concerned, the Vice Chancellor, as the chief disciplinary officer of the University, may in pursuance of his powers under Section 16 (4) of the Act, suspend him from his duties and all other functions in the University pending the determination of his case by the Disciplinary Board. The Vice Chancellor shall report to the Council at the next meeting the circumstances leading to such action.

(8) The decisions or recommendations of the Disciplinary Board/the Vice Chancellor shall be communicated to the Council at its next sitting who may affirm or vary such recommendation(s) or decision(s).

(9) The Disciplinary Board, in arriving at its decision(s), shall be guided by the provisions of these Statutes and the Schedule of Offences and Corresponding Penalties as approved by the Academic Board.

(10) The Council may, subject to these statutes, give further directions toward disciplinary matters in the University.

STATUTE 69 APPOINTMENT OF DISCIPLINARY BOARD

1. The members of the Disciplinary Board shall be appointed by the Vice Chancellor and shall consist of:

(a) In the case of Senior Members:

- (i) Pro Vice Chancellor as Chairman;
- (ii) Registrar;
- (iii) A Dean;
- (iv) A person with legal training;
- (v) Two representatives nominated by relevant staff association or the case where he does not belong to any staff association or union, the Vice Chancellor shall appoint two persons from his staff category; and
- (vi) Secretary appointed by the Registrar.

(b) In the case of Senior and Junior Staff:

- (i) Pro Vice Chancellor as Chairman;
- (ii) Registrar;
- (iii) Head of Department;

- (iv) A person with legal training; and
- (v) Two representatives nominated by relevant staff association or the case where he does not belong to any staff association or union, the Vice Chancellor shall appoint two persons from his staff category.

(c) In the case of Junior Members:

Membership:

- (a) Pro Vice Chancellor – Chairman;
- (b) Registrar;
- (c) One person with legal training appointed by the Vice Chancellor;
- (d) Dean of Students;
- (e) Two elected members of the Students’ Representative Council; and

In Attendance:

- (a) The Deputy Registrar (Academic) as Secretary
- (b) The Head of Department concerned; and
- (c) Head of Counselling Unit

Quorum: Two-thirds of the membership

Functions: Investigate issues relating to:

- (a) examination malpractices;
- (b) students’ misconduct;
- (c) insubordination;
- (d) stealing, fighting, sexual offences etc.;
- (e) demonstrations and protests without due notification to the University; and
- (f) any other act of misconduct which is considered to be detrimental to the interest of the University.

2. Conflict of Interest

Where a disciplinary action concerns a person who is a member of the relevant disciplinary Board, the Vice Chancellor shall replace that person with a suitably qualified person as an alternative.

**STATUTE 70 SANCTIONS FOR SENIOR MEMBERS, SENIOR
AND JUNIOR STAFF**

(1) Where the Senior Members or Senior or Junior Disciplinary Board finds a staff guilty of misconduct, it may recommend one or more of the following sanctions:

- (a) Dismissal from office;
- (b) Termination of appointment;
- (c) Censure or reprimand in writing;
- (d) Demotion;
- (e) Withholding of salary increment for a specific period;
- (f) Suspension without salary;
- (g) Suspension of promotion for a specified period;
- (h) Suspension of appointment into any office for a period not exceeding five years;
- (i) Recovery of the money or property being the subject of misconduct with or without interest; and
- (j) Any other penalty or sanction acceptable to the Disciplinary Board.

STATUTE 71 SANCTIONS FOR JUNIOR MEMBERS

(1) Where the junior member's Disciplinary Board finds a junior member guilty of misconduct, it may recommend one or more of the following sanctions:

- (a) Dismissal or rustication from the University;
- (b) Cancellation of paper;
- (c) Signing of bond of good behaviour;
- (d) A fine;
- (e) Censure or reprimand in writing;
- (f) Withdrawal of an academic, University or Hall privilege, benefit, right or facility;
- (g) Recovery of the money (with or without interest) or property which is the subject of misconduct;
- (h) Withholding of certificate for a stated period;
- (i) Withdrawal of certificate; and
- (j) Any other penalty or sanction as may be prescribed by the Disciplinary Board.

(2) The disciplinary proceedings in respect of a junior member is without prejudice to the right of the Academic Board through its standing committee to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action, including disciplinary sanctions.

STATUTE 72 APPEALS BOARD

(1) There shall be an Appeals Board established in accordance with Section 39 (4) of the Technical Universities Act 2016, (Act 922).

(2) Membership

The Appeals Board shall consist of:

- (a) a chairperson who is a retired justice of the Superior Court of Judicature or a lawyer qualified to be so appointed;
- (b) two lawyers of at least ten years standing at the Bar who are persons of high moral integrity, one of whom is a woman; and
- (c) two persons who are not lawyers or employees of the University who are persons of high moral integrity, one of whom is a woman.

(3) Quorum

The Chairperson and two other members of the Appeals Board constitute a panel for the hearing and determination of a case or a matter before the Appeals Board.

In the absence of the Chairperson, one of the two lawyers shall act as a chairperson.

(4) Rules and Procedures

(a) A member of the University or person likely to be affected by a decision of the University and who has exhausted all internal grievance procedures and is still aggrieved by:

- (i) an order or decision of the Governing Council on an issue
- (ii) emanating from the Disciplinary Board;
- (iii) acts or omissions in contravention of the Technical Universities Act or the Takoradi
- (iv) Technical University's Statutes;
- (v) breach of employment contract;
- (vi) Promotion matters; and
- (vii) Any other decision taken by the Governing Council may appeal against the order or decision to the Appeals Board.

(b) An aggrieved member shall bring an appeal within twenty-one days of the date of the order or decision with all relevant supporting documents.

- (c) A notice of the appeal shall be in writing indicating clearly the reason(s) why he or she is dissatisfied with the order or decision.
- (d) The notice of appeal shall be served on the Registrar who shall acknowledge receipt of same in writing within two working days from the date of receipt of the notice.
- (e) Upon receipt of the notice of appeal, the Registrar shall compile:
- (i) the record of proceedings of the Disciplinary Board hearing; and
 - (ii) all relevant documents Council or the University relied upon in its order or decision which is the subject matter of the appeal.
- (f) The Registrar shall, within fourteen days, make copies of the record of proceedings or relevant document for each member of the Appeals Board and also serve a copy on the appellant (or aggrieved member).
- (g) The Registrar, in consultation with the Appeals Board, shall set a date for hearing and communicate same to the appellant. The date of the first hearing shall not be more than twenty-one days from the date of the Notice of Appeal.
- (h) The appellant shall appear in person but is entitled to come with his or her lawyer if he so desires.
- (i) The trial shall be a re-hearing of the issues determined by the Disciplinary Board or the Council.
- (j) The Appeals Board shall give its verdict in writing within fourteen days from the date of the hearing and communicate same to the Council for adoption and implementation.

(5) Appointment and Remuneration

The Council shall appoint members of the Appeals Board. Member of the Board shall hold office for a term of two years and eligible for re-appointment for another term only. The Appeals Board shall be entitled to a sitting allowance the same as that of the governing Council of the University.

(6) Termination of Office

- a. The office of a member of the Appeals Board shall become vacant by:
- i. death;
 - ii. resignation;
 - iii. removal from office by resolution of the Governing Council;
 - iv. non-attendance to meetings for 3 consecutive times without notice to the chairman of the Board;

b. In any such case, the Council shall appoint a replacement.

(7) Secretariat

The Appeals Board shall operate from the University's Council Chamber located at the ground floor of the main administration block or any other place designated for that purpose.

STATUTE 73 STUDENTS' REPRESENTATIVE COUNCIL

(1) In pursuance of Section 25 (1) of the Act, there shall be a Students' Representative Council (SRC) elected by and representing the Junior Members of the University. The membership and functions of the SRC are as set out in SCHEDULE E to these Statutes.

(2) The Chairpersons of the various Committees of the SRC shall be appointed from the various Faculties by the Executive Committee of the SRC.

(3) The SRC President shall represent the SRC on Council.

(4) The SRC shall furnish the University with the names of persons authorised to recommend the use of SRC property and money after newly elected officers have been sworn into office.

(5) The SRC shall submit its budget to the Council for approval at the beginning of every academic year.

STATUTE 74 REGULATIONS

(1) Subject to the Act, Scheme of Service for Staff of Technical Universities and these Statutes, the Academic Board may make regulations for its procedures and for the exercise of its powers under these Statutes.

(2) The Academic Board shall not make or ratify any regulation, altering, revoking or adding to its regulations for the time being in force except at a regular meeting of the Academic Board and unless notice of the proposed regulation has been given on the agenda paper for the meeting.

(3) Each Statutory or other Committee and each Faculty Board may, subject in each case to review by the Academic Board on request by any member of the Academic Board, make rules for its own procedure and for the exercise of the powers assigned or delegated to it by or under any regulations of the Academic Board.

(4) The Academic Board shall, in approving, ratifying, making, altering or removing regulations, observe the following conditions:

(a) No regulation shall be repugnant to the existing Laws of Ghana or to the Statutes of the University for the time being in force;

(b) No person shall be allowed to take any degree other than an honorary degree without the prescribed examinations or other adequate tests.

(5) All Regulations approved by the Academic Board and amendments to them shall be codified, numbered serially and published by the Registrar within one month of their approval.

(6) If any question arises as to the validity of any regulations made by the Academic Board under these Statutes, the question shall be referred to Council, and the decision of Council on it shall be final.

STATUTE 75 HALLS OF RESIDENCE

(1) There shall be such number of Halls of Residence and other residential facilities for students and other persons determined by the Academic Board in the University bearing such names as Council may determine.

(2) The membership of each Hall shall consist of the Students resident in it and other Students assigned to it who shall be known as Junior Members, and the Senior Members of the University assigned to it, who shall be known as Fellows. The assignment of Junior Members and Senior Members to Halls shall be in accordance with procedures laid down by the Academic Board. Every Senior Member and Academic Staff shall be assigned to a Hall of residence.

(3) The General Regulations for Halls of Residence in the University shall be as laid down in SCHEDULE F to these Statutes.

(4) The Constitution for the internal government of each Hall or facility shall be approved by the Academic Board, which shall also be responsible for approving the insignia and motto of each Hall.

(5) Each Hall of Residence and other residential facility shall be managed, subject to these Statutes, by a Hall Council consisting of Senior Officers and Junior Members elected by persons belonging to that Hall or facility in accordance with the Constitution of the Hall. The composition of a Hall Council shall be as stated in the approved Constitution of the Hall or facility.

(6) Subject to these Statutes, the Hall Council shall be responsible for taking disciplinary action against any Junior Member with respect to breaches of discipline of the Hall or facility. In the case of a Senior Member or Academic Staff who commits a breach of the discipline of the Hall, the Head of the Hall shall report to the Disciplinary Board for necessary action to be taken.

STATUTE 76

MISCELLANEOUS PROVISIONS

(1) All elected members of University Committees shall hold office for two years and shall be eligible for re-election except where the contrary is expressed, and in the case of ex-officio members, as long as they hold the office by virtue of which they are members. Election to University Committees under these Statutes shall normally be held within the last month to the end of the Second Semester.

(2) Unless otherwise provided by the Act, these Statutes or regulations adopted pursuant to them or the Schedules to these Statutes, the quorum for the transaction of business of any University committee shall not be less than one-third of the total membership or if the one-third is not a whole number, the next higher number. Where a quorum is unobtainable for three successive meetings of a Committee, the Chairman shall inform the Academic Board or the appropriate appointing body for the reconstitution of the Committee.

(3) Where a chairperson of a committee of the Council and the Academic Board is absent at a meeting, a member of the Committee elected by the other member's present shall preside.

(4) No decision reached at meeting of a University Committee shall have effect unless it is taken in the presence of prescribed quorum. If at a committee meeting, there is a tie in the taking of a decision, the person presiding at the meeting shall have, in addition to his original vote, a casting vote.

(5) Unless otherwise provided, all Statutory Committees and Boards of the University shall meet at least once in a semester.

(6) Every Committee of the University set up under the Act and these Statutes may appoint such sub-committees, with or without any of its own members, as it considers fit, and on such terms as it may determine, and any sub-committee so appointed may in the same manner appoint a working party. Any working party set up under this provision shall have a life not exceeding the life of the parent committee or sub-committee, whichever is less.

(7) Subject to such regulations as may be made under these Statutes, any question as to the procedure to be observed in respect of any matter arising at a meeting of a University body or Committee shall be determined by the person presiding at the meeting.

(8) Matters not expressly covered in the Act or in these Statutes or in regulations made under them shall be determined by the Vice Chancellor subject to the approval of the Academic Board or the Council as may be appropriate.

(9) Except as provided by Regulations, a person shall not hold more than one of the following offices concurrently:

- (a) The Office of the Vice Chancellor;
- (b) The Office of the Pro Vice Chancellor;
- (c) The Office of the Registrar;
- (d) The Director of Finance;
- (e) The Director of Internal Audit;
- (f) The Director of Works and Physical Development;
- (g) The Librarian;
- (h) The Office of Deans or Vice Deans;
- (i) The Directors (or their Deputies) of Directorates, Institutes and Centres;
- (j) The Heads of Offices, Departments or Sections/Units; and
- (k) Hall Warden.

STATUTE 77 OFFICIAL ORGANS

(1) There shall be a University Calendar (published annually) and a University Gazette (published quarterly) to deal with announcements in which shall be deemed to be sufficient official notification to all members of the University.

(2) It shall be the responsibility of the Chairman of a Statutory Committee to furnish the Registrar for publication in appropriate University organs a summary of all decisions taken at each meeting on matters of general interest to the University.

STATUTE 78 ANNUAL REPORT

There shall be an annual University report, which shall take into account reports from the various Sections of the University, submitted by the Vice Chancellor to the Council for publication. It shall be the responsibility of Deans of Faculties, Directors of Directorates/Centres/Institute, Heads of Departments/Sections/Units and Chairmen of Statutory Committees to submit reports on their activities.

STATUTE 79 SEAL OF THE UNIVERSITY

The Seal of the University shall be in the personal custody of the Registrar and shall be affixed to any document pursuant to a resolution of the Council directing the affixing of the Seal by the Registrar or some member of the University staff in the presence of the Vice Chancellor and/or the Pro Vice Chancellor. This clause shall not apply to the sealing of Diplomas and Certificates awarded under the authority of the Academic Board.

STATUTE 80 AMENDMENT OF STATUTES

(1) Where the Council confirms any proposed amendment to the Statutes, Council shall forward the amendments to the National Council for Tertiary Education for validation.

(2) Any proposals for amendments to the statutes shall be submitted to Council which shall initiate the process for amendments. Any proposals arising out of the process shall be submitted to Academic Board for its consideration provided that:

(a) the quorum for the transactions of any business to amend the Statutes shall be two-thirds of the total number of members of the Academic Board;

(b) a majority of the members present and voting in the affirmative;

(c) prior to the date of the meeting, each member is given fourteen clear days' notice setting out the specific subject-matter of the proposed amendments and the particular feature of the Statutes to which they relate. The notice shall be included in the Agenda;

(d) any draft amendment of the Statutes by the Academic Board shall be circulated to the members of the University Council at least fourteen days

before the date of the meeting at which the Statute(s) is to be considered;

(e) The Council shall, on the appointed date or any other date, consider the draft Statute(s) and may approve the draft provisionally either with or without amendment if written notice has been circulated to the members at least three days before the date of the meeting;

(f) within a period of not less than one month and not more than six months from the date of the meeting at which the Statutes were provisionally approved, the Council shall hold a meeting and confirm the Statute(s) without amendment.

(g) Except for instances where national laws require amendments, these Statutes shall remain in force for a minimum of five years before any amendments.

STATUTE 81 AMENDMENT TO SCHEDULES

The Academic Board shall recommend to the Council to amend the Schedules to these Statutes. The proposal for amendments shall be subject to the provisions of Statute 80.

STATUTE 82 VALIDITY OF ACTS OF COMMITTEES

No act or resolution of any committee or Board of the University shall be invalidated by any vacancy in its membership or defect in the appointment of any of its members.

STATUTE 83 SAVING OF EXISTING BODIES

Subject to these Statutes, all bodies and committees of the University in existence immediately before the coming into force of these Statutes shall continue in existence.

STATUTE 84 INTERPRETATION OF STATUTES

These Statutes shall be interpreted in such manner as not to conflict with the existing laws of Ghana.

STATUTE 85 COMMENCEMENT

These Statutes shall be deemed to have come into force on the 3rd day of December, 2020 and shall remain until amended or repealed by Council or by the promulgation of new Statutes.

SCHEDULE A**COMMITTEES OF COUNCIL****1. Finance Committee**

- Membership:** (a) Chairperson of Council as Chairman;
(b) Vice Chancellor;
(c) Pro Vice Chancellor;
(d) Registrar;
(e) Director of Finance;
(f) Director of Internal Audit;
(g) Two members of the Council (non-employees of the University) appointed by Council; and
(h) Three Deans elected by the Academic Board for the tenure of two years.

In Attendance: (a) The University Legal Officer; and Secretary

- Functions:** Without prejudice to the generality of Council's powers, the Finance Committee shall have power to:
- (a) recommend the investment of the University funds;
 - (b) recommend to the Council, annual estimates of the University;
 - (c) supervise the preparation of the annual accounts of the University for approval by Council;
 - (d) control and regulate such expenditure in the light of the University's approved annual budget and in accordance with the University's Finance and Administrative Policy;
 - (e) perform all the functions assigned to it in the University's Finance and Administrative Policy subject to any conditions that the Council may determine;
 - (f) carry out any other functions that may be assigned to it by the Council; and
 - (g) perform all the functions assigned to it by the University's Financial and Stores Regulations.

Quorum: Five members, including either the Vice Chancellor or Pro Vice Chancellor

2. Development Committee

- Membership:** (a) Vice Chancellor, Chairman;
(b) Pro Vice Chancellor;
(c) Two members of Council not in the employment of the University;
(d) Director of Works and Physical Development
(e) Two Deans elected by the Academic Board for the tenure of two years.

- In Attendance:** (a) Registrar;
(b) Director of Finance;
(c) Legal Officer of the University.

- Functions:** (a) Determine building programmes and approve plans for the physical development of the University;
(b) Determine the acquisition of land or landed properties;
(c) Advise and recommend all physical design on University lands or landed properties;
(d) Recommend, where necessary, Consultants and other professional persons as in its view are required for the implementation of developmental projects within the university; and
(e) Take all steps as it considers fit for the development, care and maintenance of the property of the University.

- Quorum:** Five members, including either the Vice Chancellor or the Pro Vice Chancellor.

3. University Appointments and Promotions Board

- Membership:** (a) Vice Chancellor of the University, Chairperson;
(b) Pro Vice Chancellor of the University;
(c) Two Members of professorial status elected by the Academic Board;
(d) Dean/Director of the Faculty/Directorate/Centre/ Institute to which appointment is being made;
(e) Head of Department/Unit in which the appointment is being made;
(f) One External Assessor in the candidate's area of specialisation.

- (i) The Registrar shall be in attendance and act as Secretary.
- (ii) The term of office of all members of the Committee (other than ex-officio members) shall be two years subject to re-appointment or re-election.

Meetings and Quorum

(a) The University Appointments and Promotions Board shall meet as and when necessary.

(b) The quorum for meeting shall be five members including the Vice Chancellor.

(c) The persons indicated in (c) above shall have the same rank or higher than the applicant seeking appointment and/or promotion.

(d) Where there are no persons of same rank or higher than the applicant seeking appointment and/or promotion, the Academic Board shall appoint persons of relevant rank and qualification from outside the University to constitute the Board.

(e) Decisions shall be by simple majority, and the Chairman shall have a voting right.

Sub-Committees of the University Appointments and Promotions Board

3.1 Faculty Appointments and Promotions Committee

(a) There shall be, in each Faculty, a Faculty Appointments and Promotions Committee. The Dean of the Faculty shall be the Chairman of the Committee.

(b) The membership shall be all persons of professorial status and all Heads of Department within the Faculty. Where there are no persons of professorial status, an Academic Board member other than the Head of Department or a member of rank not below the appointment to be made shall represent the Department. The Faculty Officer shall serve as the Secretary to the Committee.

(c) The Faculty Appointments and Promotions Committee shall meet at least once a semester.

(d) All applications for appointments and promotions shall be forwarded to the Head of Department, in the first instance, who shall send his comments to the Dean. On receipt of the application, the Dean shall refer it to the Faculty's Appointments and

Promotions Committee for consideration. No applications shall be withheld from the Faculty's Appointments and Promotions Committee.

(e) The Committee shall consider applications for appointments and promotions and shall forward the papers of all applicants with its comments and recommendations to the University Appointments and Promotions Board.

(f) The Committee shall not conduct business unless there are at least three members present, including the Chairman.

3.2 Administration Appointments and Promotions Committee

(a) There shall be an Administration Appointments and Promotions Committee for non-teaching senior members, senior staff and junior staff.

Membership: (a) Pro Vice Chancellor, Chairman;
(b) Registrar;
(c) Director of Finance;
(d) Head of Human Resource; and
(e) Convocation Representative
(Nominated by Convocation Board).

In Attendance:

(a) Head of Directorate/ Department/ Section/ Unit concerned;
(b) Dean of the respective Faculty where applicable; and
(c) Senior/Assistant Registrar (Human Resource) as Secretary.

Quorum: Four, including the Pro Vice Chancellor, Registrar and the Head of the Department into which the appointment or promotion is being made.

(b) Members of the Committee shall hold office for two years and shall be eligible for re-appointment.

(c) The Committee may co-opt others where appropriate to assist in its work.

(d) The Committee shall consider all applications for appointments and promotions and forward the papers of all applicants with its comments and recommendations to the University Appointments and Promotions Board.

(e) The Administration Appointments and Promotions Committee shall meet at least once a semester.

3.3 Appeals relating to Appointments and Promotions

The University Appointments and Promotions Board may, on application by a staff, review its own decisions affecting appointments or promotions. At the hearing of the review, the petitioner may be accompanied by his or her Legal Counsel and Union representative. Appeal shall lie from the Appointments and Promotions Board to the University Council. In considering of such appeals, the Council may appoint an expert for assistance.

4. Entity Tender Committee

The composition of the Entity Tender Committee shall, as in Schedule 1C of the Public Procurement Act 2016, Act 914, be as follows:

- (a) The Vice Chancellor, Chairman;
- (b) The Registrar;
- (c) The Director of Finance;
- (d) A Lawyer appointed by the Council;
- (e) Three Heads of Departments, including the User Department(s);
- (f) One member appointed by the National Council on Tertiary Education (NCTE);
- (g) One member of a Professional body; and
- (h) Secretary – Procurement Officer.

Quorum – Chairman and four other members

(i) Voting – Decisions shall be by simple majority and the chairperson shall have a voting right.

(ii) Without prejudice to the generality of the powers and functions of the Entity Tender Committee in Act 663, the committee shall:

- (a) review procurement plans in order to ensure that they support the objectives and operations of the Institution, Faculty, Department or Entity;
- (b) confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget;
- (c) 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 Act 663, its operating regulations and guidelines;

- (d) ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Schedule 3 of Act 663, prior to the award of the contract;
- (e) facilitate contract administration and ensure compliance with all reporting requirements under Act 663; and
- (f) ensure that stores and equipment are disposed of in accordance with Act 663.

5. Audit Committee

The composition of the Audit Committee shall be as in Section 87 (1) of Act 921 of the Public Financial Management Act 2016 (as amended) as follows:

- (a) An Audit Committee shall consist of five members;
- (b) The majority of members of Audit Committee shall be independent Members;
- (c) The Chairperson of the Audit Committee shall be elected from among the independent members of the Audit Committee;
- (d) One member shall be appointed by the Institute of Chartered Accountants, Ghana;
- (e) Two members shall be appointed by the Internal Audit Agency; and
- (f) Two members shall be appointed by the Council.

Functions: The functions of the Audit Committee shall be as spelt out in Section 88 of the Public Financial Management Act 2016, (Act 921).

SCHEDULE B**COMMITTEES OF THE ACADEMIC BOARD****1 . Executive Committee**

Membership: (a) Vice Chancellor, Chairman;
(b) Pro Vice Chancellor;
(c) Registrar;
(d) Director of Finance
(e) Director of Internal Audit
(f) Librarian
(g) Directors of Directorates, Institutes and Centres
(h) All Deans; and
(i) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of members shall form a quorum.

Functions: (i) The functions of the Committee are to:

- (a) take action and make decisions as may be necessary to implement the general policy established by the Academic Board and to carry out such other functions as may from time to time be delegated to it by the Academic Board;
- (b) decide on the strength of all establishments in the University and the need or otherwise for the creation of new posts in consultation with relevant Heads and advise the Academic Board on same;
- (c) receive from the Registrar, annually, reports as to whether all Committees of the Academic Board have functioned properly or not throughout the year; and
- (d) advise the Academic Board on the University Scholarship Policy and to award such Scholarships as may be approved from time to time.

(ii) The Minutes of meetings of the Executive Committee shall be reported to the Academic Board at its next meeting.

2. Academic Planning and Quality Assurance Committee

- Membership:** (a) Vice Chancellor – Chairperson;
(b) Pro Vice Chancellor;
(c) Director, Academic Planning and Quality Assurance;
(d) Deans of Faculty;
(e) Head of Quality Assurance Office;
(f) Head of Academic Planning Office;
(g) Dean of Students;
(h) Librarian;
(i) Head of Examinations Unit;
(j) Director of Finance;
(k) Registrar;
(l) Director of ICT Services;
(m) Director of Institute of Distance and Continuing Education; and

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a Quorum.

- Functions:**
- (i) To develop policy and standards for planning, quality assurance and assessment.
 - (ii) To maintain guidelines and standards for ensuring best practices in Departments and Units.
 - (iii) To review and recommend new academic plans and new assessment systems.
 - (iv) To develop policy and standards for planning quality assurance and needs assessment.
 - (v) To ensure the organisation and development of ICT as a vital tool in service delivery in all Departments and units.
 - (vi) To plan new academic programmes and to direct them to the appropriate body for accreditation.

3. Examinations Board

- Membership:** (a) Pro Vice Chancellor as the Chairman;
(b) Director, Academic Affairs;
(c) Head of Examinations Unit;
(d) The Faculty Examinations Coordinators;
(e) Head of Quality Assurance Office;
(f) Head of Academic Planning Office;
(g) Director of ICT Services; and
(h) Secretary appointed by the Registrar.

Quorum: Fifty percent (50%) of the membership constitute a quorum.

- Functions:** (a) To draw up time-table for teaching and examinations.
(b) To ensure that students observe examinations rules and regulations.
(c) To organise examinations and other related assignments that emerge from the examinations regulations.
(d) To report the Examinations Board's work to the Academic Board at the beginning of each academic year.
(f) Any other functions assigned to it by the Academic Board or the Vice Chancellor.

4. Library Board

- Membership:** (a) Chairman elected by the Academic Board;
(b) One member elected by each Faculty Board;
(c) Registrar or his representative;
(d) Two elected members of the Students' Representative Council;
(e) The Librarian; and
(f) Representative from ICT Services.

- In Attendance:** (a) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.
(b) Deputy Librarian.

Quorum: Fifty percent (50%) of the membership constitutes a quorum.

Functions: Subject to the directions of the Academic Board:

- (a) supervise and direct the operations of the Library;
- (b) recommend books, journals and other materials needed to stock the Library; and
- (c) any other functions assigned to it by the Academic Board or the Vice Chancellor.

5. Joint Admissions Board

Membership: (a) Pro Vice Chancellor – Chairman;
(b) Registrar;
(c) Deans of Faculties;
(d) Dean School of Graduate Studies
(e) Academic Planning Officer; and
(f) Director of ICT Services.
(g) Director of Institute of Distance and Continuing Education
(h) Dean of International Programmes and External Linkages

In attendance: (a) Director of Finance or his representative;
(b) Director, Academic Affairs;
(c) Admissions Officer; and
(d) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.

Quorum: Forty percent (40%) of membership constitutes a quorum.

Functions: (a) Approve qualified candidates recommended by the Faculty Admissions Board for admission into the University;
(b) Make recommendations to the Academic Board on admissions policy; and
(c) Any other functions assigned to it by the Academic Board or by the Vice Chancellor.

6. Publications Board

- Membership:** (a) Chairman who shall be of professorial status or, in the absence of a professor, a person of Senior Lecturer grade, elected by the Academic Board.
- (b) The University Editor who must have English Language or equivalent programme as his specialty.
- (c) One member of professorial status, or in the absence of a Professor, a person of Senior Lectureship grade elected by each Faculty Board;
- (d) Librarian;
- (e) Director of Centre for Research, Innovation and Development;
- (f) One person from the Centre for Languages and Liberal Studies, and
- (g) Deputy Registrar (Academic Affairs).

Members shall serve on the Board for a term of two years subject to renewal for another term of two years only.

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.

Quorum: Fifty percent (50%) of the membership.

- Functions:** (a) Review works and publications which are to be published by the University Journal.
- (b) Ensure the regular publication of the University Journal.
- (c) Oversee the general editorial policy of the University and engage in strategic planning and development of all publications.
- (d) Monitor the developments and copyright issues at national and international levels;

- (e) Assess editorial quality and content of publications including books, journal, magazines, newsletters, scientific communications and miscellaneous publications.
- (f) Review works and publications which are to be published in the name of the University.
- (g) Provide guidelines to authors for preparing and submitting manuscripts in line with the Ethics Policy of the University.
- (h) Provide a clear statement of the journal policies on authorship criteria to authors.

7. Research, Conferences and Scholarships Committee

- Membership:** (a) The Vice Chancellor – Chairman;
(b) Pro Vice Chancellor;
(c) Director of Finance or his representative;
(d) Registrar or his representative;
(e) Director of Centre for Research and Innovation;
(f) Two members elected by the Academic Board; and
(g) One member elected by each Faculty Board.

- In attendance:** (a) Director, Human Resource; and
(b) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

- Quorum:** Fifty percent (50%) of the membership constitutes a quorum.

- Functions:** (a) Examine and take appropriate action on all applications for grants of study leave, award of scholarships, research and conferences chargeable to the Special Research and Staff Development Fund;
- (b) Maintain links with research-funding agencies and to serve as a channel for major research projects and to publish periodically available research funding agencies for staff;
- (c) Make known and publish, periodically, research

activities undertaken as well as progress made within the University;

d) Consider applications from members of staff to attend conferences;

(e) Ensure the submission of progress reports on all research projects in the University before the deadline established by the Committee.

8. ICT Services Board

Membership: (a) Vice Chancellor or his representative as Chairman;
(b) Registrar or his representative;
(c) Director of Finance;
(d) Director of ICT Services;
(e) Director of Works and Physical Development;
(f) Librarian or his representative;
(g) Head of Academic Planning Office;
(h) Head of Quality Assurance Office;
(i) One member elected by each Faculty Board;
(j) A representative from SRC; and
(k) Technician in charge of University Website.

In Attendance: (a) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.

Quorum: Fifty percent (50%) of the membership constitute a quorum.

Functions: (a) Formulate an ICT policy for the University in accordance with the institution's Strategic Plan.

(b) Make recommendations regarding priorities and resource requirements to ensure the University is best placed to take advantage of innovations and best practices in ICT development.

(c) Monitor and control the progress of all activities arising from the implementation of the University's ICT Policy;

(d) Offer advice on the ICT training needs of staff and on the acquisition of ICT equipment for the University.

(e) Recommend proposals for cost-sharing and cost-recovery of the ICT facilities.

(f) Review, periodically, the ICT Policy of the University in the light of changes in technology or new visions and strategies.

9. Industrial Liaison Committee

Membership: (a) Pro Vice Chancellor – Chairman;
(b) Director, Centre for Career Development and Industrial Liaison
(b) Industrial Liaison Officer;
(c) Vice Deans of Academic Faculties;
(f) Senior/Assistant Registrar from the Industrial Liaison Office – Secretary.

Quorum: Fifty percent (50%) of the membership constitute a quorum.

Functions: (a) Organise and implement of industrial attachment programmes for staff and students;
(b) Streamline and oversee the industrial attachment programmes;
(c) Propose policies that shall improve the collaboration between the University and industry;
(d) Establish rapport with the world of work;
(e) Ensure that staff and students are given career development training.
(f) Develop guidelines for appointing supervisors of students on industrial attachment.
(g) Any other functions that may be assigned to it by the Academic Board or by the Vice Chancellor.

10. Career Development Committee

- Membership:** (a) Pro Vice Chancellor – Chairman;
(b) Director, Centre for Career Development and Industrial Liaison
(c) Career Development Officer;
(d) Head of Guidance and counselling Unit or his representative;
(e) Vice Deans of Academic Faculties;
(f) A representative elected by the Students’ Representative Council;
(g) Senior/Assistant Registrar from the Career Development Office – Secretary.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

- Functions:** (a) Organise and implement “Career Day” programmes for staff and students to provide career assistance or general advice to students.
- (b) Develop a framework for monitoring and following up students on internship.
- (c) Provide training for students in self-management and career development.
- (d) Ensure that staff and students are given career development training.
- (e) Organise and manage seminars/workshops on career planning skills for students.
- (f) Issue periodic reports on career activities to the Vice-Chancellor.

11. Students’ Affairs Committee

- Membership:** (a) There shall be established in the Office of Dean of Students a Students’ Affairs Committee which shall assist the Dean in the performance of his/her duties. The composition of the Committee shall be as follows:

- (i) The Dean – Chairperson;
- (ii) The Hall Wardens;
- (iii) The Guidance and counselling Officer;
- (iv) The Chaplain/Imam;
- (v) Two SRC Representatives (a male and a female); and
- (vi) One Representative from the Academic Board.

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

- Functions:**
- (a) Keep the students' welfare system under regular review;
 - (b) Perform parenting functions for Junior Members of the University, including counselling, and make any regulations to assist in the work of the Office of the Dean of Students;
 - (c) Have oversight responsibility of SRC, Faculty and JCR elections;
 - (d) Liaise with private hostel operators within the University community in determining proposed fees to be charged by the hostel operators and promote the interests and welfare of students in such hostels; and
 - (e) Perform any other functions referred to it by the Academic Board or by the Vice Chancellor.

12. Governing Board – School of Graduate Studies

- Membership:**
- (a) Pro Vice Chancellor, Chairman;
 - (b) Dean, School of Graduate Studies;
 - (c) Deans of Academic Faculties
 - (e) Deputy Registrar (Academic) representing the Registrar;
 - (f) A representative of Graduate Students (GRASAG);
 - (g) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.

- Quorum:** Fifty percent (50%) of the membership shall constitute a quorum.
- Functions:**
- (a) Appraise students' course work, dissertation topics, titles and synopses for higher qualifications based on recommendations from Departmental Boards;
 - (b) Recommend the appointment of internal and external examiners;
 - (c) Keep records of students and publish the handbook for the graduate programmes from time to time;
 - (d) Periodically initiate the process for review of curricula;
 - (e) Promote, increase and sustain enrolment to degree programmes from time to time;
 - (f) Make recommendations to the Academic Board for the award of degrees upon recommendations from the Faculty Boards;
 - (g) Liaise with Heads of Departments, through the Vice Deans, on matters of graduate programmes of all Departments; and
 - (h) Establish and maintain links with Graduate Faculties in other Universities and promote exchanges of graduate students and staff engaged in graduate work.

13. Residence Committee

- (i) There shall be a Residence Committee of the University with the following membership:
- (a) Pro Vice Chancellor, Chairman;
 - (b) Dean of Students;
 - (c) Hall Wardens or their representatives;
 - (d) Hall Administrators;
 - (e) Two elected members of the Students' Representative Council;
 - (f) One of the Hall administrators elected as Member/Secretary on rotational basis; and
 - (g) Head of Security Section.

- (ii) Fifty percent (50%) of the membership including either the Vice Chancellor or the Pro Vice Chancellor shall form a quorum;
- (iii) The functions of the Residence Committee shall be to:
- (a) keep under review the system of hall administration;
 - (b) make adequate provision for the supervision and welfare of Junior Members;
 - (c) make suitable arrangements for supervising the catering services of students;
 - (d) make proposals on hall fees to be paid by students to the Executive Committee of the Academic Board;
 - (e) review and make proposals on social and recreational facilities;
 - (f) see to the regular repair and maintenance works of hall facilities; and
 - (g) recommend disciplinary action(s) against any Junior Member with respect to breach of discipline of a hall(s).

14. Housing Committee

Membership: (a) Pro Vice Chancellor – Chairman;
(b) Registrar;
(c) Chairman of the Estate Management Committee;
(d) One representative of Technical University Teachers' Association, one representative of Senior Staff Association; one representative of Junior Staff Association; and
(e) Estate Officer – as a non-voting member (Secretary)

Quorum: Fifty percent (50%) of the membership shall form a quorum.

Functions: (a) Keep under review the accommodation and the Guest House facilities of the University and determine their adequacy to the needs of the University and advise

the Vice Chancellor appropriately;

(b) Advise the Vice Chancellor on the establishment and administration of an equitable system for allocating housing units based on the housing policy;

(c) Allocate housing units to staff of the University in accordance with an approved allocation system;

(d) Review the housing/accommodation policies and procedures of the University from time to time subject to the approval of the Convocation; and

(e) Ensure that University housing units are occupied by the University staff who have been allocated such facility.

15. Health, Sanitation and Environment Committee

- Membership:**
- (a) Chairman appointed by the Vice Chancellor;
 - (b) Registrar or his representative;
 - (c) One member elected by the Students' Representative Council;
 - (d) Director - University Health Services
 - (e) Head of Grounds;
 - (f) Hall Administrators;
 - (g) One representative of Technical University Teachers' Association, one representative of Senior Staff Association; one representative of Junior Staff Association; one representative of Technical University Administrators' Association; and
 - (h) Dean of Students.

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

- Functions**
- (a) Advise the Academic Board on matters relating to the health of staff, students and food vendors on campus;
 - (b) Recommend to the Academic Board appropriate

measures on sanitation at all premises of the University.

(c) Ensure the implementation of decisions on health and sanitation matters in the University;

(d) Ensure proper the functioning of the University Clinic; and

(e) Review the medical and sanitary services in the University and make recommendations on them to the Vice Chancellor.

16. Public Affairs Committee

Membership: (a) Pro Vice Chancellor, Chairman;
(b) Registrar;
(c) Director of Finance or his representative
(d) Director - Public Affairs
(e) Director of Works and Physical Development
(f) Director of ICT Services
(g) Head of Public and Media Relations
(h) Head of Events Management and Protocol
(i) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

In Attendance: Technician in charge of University Website.

Quorum: Fifty percent (50%) of the membership shall make a quorum.

Functions: (a) Plan, design and execute programmes for all official ceremonies;
(b) and any other functions that may be assigned by the University.

17. Sports and Recreation Committee

Membership: (a) Chairman appointed by the Vice Chancellor;
(b) Registrar or his representative;
(c) Head of Sports Section;

- (d) Dean of Students;
- (e) SRC General Secretary of Sports;
- (f) One student representative from each of the Halls; and
- (g) Two Senior Members appointed by the Vice Chancellor in consultation with the Head of Sports.

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

- Functions:
- (a) Keep under general review, sports and recreational activities of both staff and students;
 - (b) Draw up a sports calendar for each academic year;
 - (c) Help organise sporting activities;
 - (d) Advise the Vice Chancellor through the Registrar on provision of facilities for sports and recreation;
 - (e) Prepare and present periodic reports on sporting and recreational activities and account for the sports and recreation fund;
 - (f) Monitor and ensure maintenance and proper care of the sports equipment and facilities of the University; and
 - (g) Any other functions assigned by the Vice Chancellor or by the Academic Board.

18. Business Development Board

- Membership:**
- (a) Pro Vice Chancellor – Chairman;
 - (b) Registrar;
 - (c) Director of Finance or his Representative;
 - (d) All Academic Deans;
 - (e) The University Legal Officer;
 - (f) Director of Works and Physical Development; and
 - (g) Director of Centre for Business Development and Entrepreneurship.

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

Functions:

- (a) Keep under general review, the activities of all income generating units in the University;
- (b) Co-ordinate all commercial activities of all the production units of the University;
- (c) Explore avenues of generating income, including seeking consultancy projects for the University;
- (d) Develop and manage all non-academic commercial projects, tasks and initiatives, in close coordination with Heads of Departments and Management of the University;
- (e) Ensure that appropriate commercial framework, policies and practices are established and maintained;
- (f) Submit quarterly reports on its activities to the Academic Board through the Vice Chancellor; and
- (g) Any other functions assigned by the Vice Chancellor or by the Academic Board.

19. Security and Safety Committee

Membership:

- (a) Chairman appointed by the Vice Chancellor;
- (b) Director of Consular and General Administration;
- (c) Vice Hall Wardens;
- (d) Chief Security Officer;
- (e) Dean of students' Affairs
- (f) One representative elected by the Students' Representative Council;
- (g) One representative elected by GRASAG; and
- (h) One representative each of Senior Members - Teaching, Senior Members - Non-Teaching, Senior

Staff and Junior Staff.

In Attendance: (a) A representative from the Directorate of Works and Physical Development

(b) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

Functions: (a) Keep under review the security and safety measures in force at the University and suggest improvements;

(b) Carry out periodic inspection of the various structures on campus and advise the Vice Chancellor on related safety issues;

(c) Carry out periodic safety audit for the University and recommend control measures; and

(d) Oversee the conduct of periodic fire drills and simulation for students and staff.

20. Estate Management Committee

Membership: (a) Chairman appointed by the Vice Chancellor;
(b) The Legal Officer;
(c) Registrar;
(d) Director of Works and Physical Development;
(e) Estate Officer;
(f) Two other members with Civil and Electrical Engineering backgrounds respectively, appointed by the Vice Chancellor.

In Attendance: (a) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Four members, including the Director of Works and Physical Development, shall constitute a quorum.

- Functions:** To be responsible for:
- (a) efficient running of the University's Estate (including buildings and other physical infrastructure);
 - (b) care and maintenance of the University's facilities;
 - (c) allocation of spaces in the University and
 - (d) Any other functions delegated to it by the Vice Chancellor or by the Development Committee.

21. Legal Affairs Committee

- Membership:**
- (a) Vice Chancellor as Chairman;
 - (b) Legal Affairs Officer;
 - (b) The Registrar;
 - (c) Most Senior Dean;
 - (d) One lawyer appointed by the Vice Chancellor;

In attendance: (a) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

- Functions:**
- (a) Review contracts and agreements relating to the University;
 - (b) Advise the University on Legal issues;
 - (c) Draft Legal documents;
 - (d) Represent the University in court and other para-legal institutions; and
 - (e) Perform any other functions or task assigned to it by the Vice Chancellor or by the Council.

22. General Welfare Services Board

(i) There shall be a General Welfare Services Board which shall be responsible to the Vice Chancellor through the Registrar.

(ii) The composition of the Board shall be as follows:

- (a) Chairman appointed by the Registrar;
- (b) Director of Human Resource;
- (c) Head of Welfare and Industrial Relations;
- (d) Director of Finance or his representative;
- (e) Transport Officer;
- (f) One representative each of Senior Members - Teaching, Senior Members - Non- Teaching, Senior Staff and Junior Staff.

(iii) The term of office of all elected or appointed members of the Welfare Services Board shall be two years. They shall be eligible for re-election or re-appointment for another term of two years only.

(iv) The Secretary of the Board shall be the Assistant Registrar (General Administration) or his representative.

(v) The Board shall have the powers to co-opt any person to assist the Board in performing its functions.

- Functions:**
- (a) Develop and review welfare policies and make such reports and recommendations on matters affecting welfare services within the University.
 - (b) Work within the scope of policy approved by Council and take such action as the Board may deem necessary.

23. University Chaplaincy Board

- Membership:**
- (a) Chairman appointed by the Vice Chancellor;
 - (b) Dean of Students' Affairs;
 - (c) A Chaplain of the University appointed by the Vice Chancellor;
 - (d) The SRC Chaplain;
 - (e) Chief Iman of the Ghana Muslim Students' Association of the University;
 - (f) Head of counselling Office; and

(g) the Assistant Registrar, Students' Affairs, as Secretary

Functions

(a) Advise on all religious activities on the University Campuses;

(b) Liaise between the religious groups and the University authorities;

(c) Recommend the approval of Chaplaincies as they are formed; and

(d) Ensure harmony between the various religious groups in the University community.

24. Transport Committee

Membership:

(a) Pro Vice Chancellor – Chairperson;

(b) Registrar;

(c) Director of Finance;

(d) Director of Consular and General Services

(e) Transport Officer;

(f) A Representative of the SRC;

(g) Representative from the University Welfare Services Board;

(h) One Representative (elected by each Faculty);

(i) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum:

Fifty percent (50%) of the membership shall constitute a quorum.

Functions:

(a) Undertake needs assessment and advise the University on the kind of vehicle(s) to acquire for the University;

(b) Recommend policy guidelines for operating an efficient transportation system; and

(c) Monitor and ensure the implementation of the

transportation policy.

25. Guidance and Counselling Committee

- Membership:** (a) Pro Vice Chancellor, Chairperson;
(b) Registrar;
(c) Dean of Students Affairs
(d) Guidance and Counselling Officer;
(e) Chairman of the Chaplaincy Board or his representative;
(f) Head of Welfare and Industrial Relations;
(g) Legal Affairs Officer;
(h) Director of University Health Services; and
(i) A representative of the SRC.

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

- Functions:** (a) Draw up programmes to be implemented by the Guidance and counselling Unit every semester in the University;
- (b) Recommend policy guidelines for the provision of guidance and counselling to students and members of staff; and
- (c) Monitor and generally supervise the work of the Guidance and Counselling Unit of the University.

26. Jubilee Technical Training Centre Board

- Membership:** (a) Pro Vice Chancellor, Chairperson;
(b) Registrar;
(c) Director of Finance
(d) Director (Centre Manager) of JTTC
(e) Legal Officer
(f) Representative of the Trainees

In Attendance: (i) Accountant at the Centre
(ii) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

Functions: (a) Provide policy direction for the Centre.
(b) Consider and approve annual work plans of the Centre.
(c) Consider and recommend annual budget of the centre for the approval of Council.
(d) Monitor and generally supervise the work of the Centre.
(e) Consider any other issues that may from time to time arise at the Centre.

27. International Programmes and External Linkages Committee

Membership: (a) Vice Chancellor, Chairperson;
(b) Pro Vice Chancellor
(c) Registrar;
(d) Director of Finance
(e) Dean, IPELO
(f) All Academic Deans

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

Functions: (a) Provide policy direction for the Office.
(b) Consider and approve annual work plans of the Office.
(c) Consider and recommend annual budget of the Office for the approval of Council.

(d) Monitor and generally supervise the work of the Office.

(e) Consider any other issues that may from time to time arise a the Office.

28. Distance and Continuing Education Board

Membership: (a) Pro Vice Chancellor, Chairperson;
(b) Registrar;
(c) Director of Finance
(d) Director of IDCE
(e) Dean of Graduate Studies
(f) All Academic Deans
(g) Director of ICT Services

In Attendance: The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Board.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

Functions: (a) Provide policy direction for the Institute.
(b) Consider and approve annual work plans of the Institute.
(c) Consider and recommend annual budget of the Institute for the approval of Council.
(d) Monitor and generally supervise the work of the Institute.
(e) Consider any other issues that may from time to time arise a the centre.

29. Gender and Advocacy Committee

Membership: (a) Vice Chancellor, Chairperson;
(b) Pro Vice Chancellor
(c) Registrar;
(d) Director of Centre for Gender and Advocacy
(e) Legal Officer
(f) Female staff with STEM background
(g) The Registrar shall recommend a Secretary to the Vice Chancellor to be appointed to the Committee.

Quorum: Fifty percent (50%) of the membership shall constitute a quorum.

Functions: (a) Provide policy direction for the Centre.
(b) Consider and approve annual work plans of the Centre.
(c) Consider and recommend annual budget of the centre for the approval of Council.
(d) Monitor and generally supervise the work of the Centre.
(e) Consider any other issues that may from time to time arise at the Centre.

SCHEDULE C**RULES MADE UNDER STATUTE 64 – DISCIPLINARY MATTERS**

(1) These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and students of the University as the case may be.

(2) Any conduct without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in a proper manner a duty imposed on him, or which contravenes any regulation, instruction or directive relating to staff and students of the University or which is otherwise prejudicial to the efficient functioning of the University or tends to bring the name of the University into disrepute, shall constitute a misconduct.

(3) Without prejudice to the generality of Rule 2, it is a misconduct for a staff of the University to:

- (a) be absent from duty without reasonable excuse for ten consecutive working days;
- (b) be insubordinate;
- (c) use, without the consent of appropriate authority, any property or facilities provided for the purpose of the University for a purpose not connected with the work of the University or not within the scope of his responsibilities;
- (d) engage in any activities which are likely to bring the University into disrepute or cause disorder in the University;
- (e) engage in any full-time gainful occupation outside the University without the consent of the Vice Chancellor;
- (f) reveal confidential information to anyone not entitled to such information;
- (g) verbally or physically assault any member of staff of the University;
- (h) travel outside the country without written permission of the Vice Chancellor;
- (i) indulge in Academic Dishonesty or Academic Misconduct, including, but not limited to the following:
 - (i) plagiarism;
 - (ii) fabrication, falsification and forgery of information, data, and records.

- (iii) complicity; and
- (iv) professorial misconduct

- (j) leak examinations questions, aid or be involved in examination malpractice;
- (k) indulge in sexual harassment/misconduct;
- (l) be drunk during working hours;
use narcotic drugs;

(4) It shall be a misconduct for a Junior Member of the University to:

- (a) be absent from lectures and other prescribed assignments without permission or reasonable excuse for five consecutive days of teaching and learning;
- (b) be insubordinate;
- (c) address a Senior Member of the University or other officials of the University in insulting or disrespectful language;
- (d) indulge in any anti-social activities whilst in residence or outside the campus which tend to bring the University into disrepute;

(e) verbally or physically assault any member of staff, any Junior Member, a guest or visitor of the University;

(f) indulge in Academic Dishonesty or Academic Misconduct, including, but not limited to the following:

- (i) plagiarism;
- (ii) fabrication, falsification and forgery of information, data, and records;
- (iii) complicity;
- (iv) deception;
- (v) sabotage; and
- (vi) impersonation.

- (g) leak examinations questions, aid or be involved in examination malpractice;
- (h) indulge in sexual harassment/sexual misconduct;
- (i) be drunk during teaching and learning hours;
- (j) use narcotic drugs;
- (k) indulge in stealing/theft;
- (l) indulge in bullying; and
- (m) dress indecently.

SCHEDULE D

1. PROCEDURE FOR THE APPOINTMENT OF CHANCELLOR

(a) In the appointment of a Chancellor of the University, Council shall set up a Search Committee to propose a suitable person for its consideration.

(b) The Search Committee shall consist of five members composed as follows:

- (i) A Chairperson to be appointed by Council;
- (ii) Two members of Council appointed by Council;
- (iii) Two Alumni, one of whom shall be a woman; and
- (iv) The Registrar (who shall be Secretary to the Search Committee).

(c) 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.

(iv) The Search Committee shall, by secret ballot, elect three 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.

2. PROCEDURE FOR THE APPOINTMENT OF VICE CHANCELLOR

(a) (i) In the appointment of the Vice Chancellor, Council shall set up a Search Committee to propose a suitable candidate(s) for its consideration.

(ii) The Search Committee shall consist of, at least, five members, at least two of whom shall be members of Council, one nominee of the Academic Board and a person very well versed in tertiary education matters.

(iii) Council shall appoint one of the members of the Committee as Chairperson. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.

(iv) The Search Committee shall have power to co-opt any person with special technical and industrial expertise to assist in the determination of the candidate.

(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 conduct its work confidentially and maintain its independence.
- (vii) Except where only one person is found to be eligible, the Search Committee shall propose two eligible persons 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.

3. PROCEDURE FOR THE RE-APPOINTMENT OF VICE CHANCELLOR

- (a) (i) The Vice Chancellor shall submit an application addressed to the Chairperson of Council expressing interest in a second term of office.
- (ii) In considering the appointment of the Vice Chancellor, Council shall appoint a Committee to evaluate his performance.
- (iii) The Committee shall consist of five members, two of whom shall be members of the Academic Board.
- (iv) Council shall appoint one of the members of the Committee as Chairperson. The Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- (v) The Committee shall evaluate the performance of the Vice Chancellor as per his duties and vision statement.
- (vi) The Committee shall conduct its work confidentially and maintain its independence.
- (b) Council shall accordingly consider the Report of the Committee and appoint or otherwise.

4. PROCEDURE FOR THE APPOINTMENT OF PRO VICE CHANCELLOR

(a) The position for the appointment of a Pro Vice Chancellor shall be advertised within the University.

(b) The applicant shall be a teaching staff and shall be of Professorial status who can provide academic leadership and be abreast of policies and good practices in a tertiary institution.

(c) The University Appointments and Promotions Board (UAPB) shall evaluate the CVs and Vision Statement(s) and interview the nominee(s) and recommend one of them to Council for appointment as Pro Vice Chancellor.

5. PROCEDURE FOR THE RE-APPOINTMENT OF PRO VICE CHANCELLOR

(a) The incumbent Pro Vice Chancellor shall submit an application addressed to the Chairperson of Council through the Vice Chancellor at least six months to the end of his first tenure of office.

(b) The application shall inform the Council of his achievements and reasons for seeking reappointment.

(c) The Registrar shall forward same to the University Appointments and Promotions Board.

(d) The University Appointments and Promotions Board shall evaluate the performance of the Pro Vice Chancellor and make appropriate recommendations to Council.

6. PROCEDURE FOR THE APPOINTMENT OF REGISTRAR, DIRECTOR OF FINANCE, DIRECTOR OF INTERNAL AUDIT, UNIVERSITY LIBRARIAN AND DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

(a) In the appointment of each of the above officers, Council shall set up a Search Committee to propose a suitable candidate for its consideration.

(b) The Search Committee shall consist of, at least, five members, at least two of whom shall be members of Council, at least one of the Academic Board and one renowned citizen of the candidate's profession.

(c) Council shall appoint one of the members of the Committee as Chairperson. The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.

(d) The Search Committee shall advertise the fact of the vacancy within the University, and as well as within and outside the country in terms of criteria set out or prescribed by Council.

(e) 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.

(f) The Search Committee shall conduct its work confidentially and maintain its independence.

(g) No person shall be recommended for appointment by Council to any of the aforesaid positions when the person has not been interviewed and reported on by a Search Committee set up by Council for that purpose.

(h) Except where only one person is found to be eligible, the Search Committee shall propose two eligible persons for the consideration of Council.

(i) 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.

7. PROCEDURE FOR THE RE-APPOINTMENT OF REGISTRAR, DIRECTOR OF FINANCE, DIRECTOR OF INTERNAL AUDIT, UNIVERSITY LIBRARIAN AND DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

(a) (i) In considering the re-appointment of any of the above officers, Council shall appoint a committee to evaluate the performance of the officer.

(ii) The Committee shall consist of five members; two shall be members of Council, two of the Academic Board and one renowned citizen of the candidate's profession.

(iii) Council shall appoint one of the members of the Committee as Chairperson. The Committee shall be at liberty to appoint its own Secretary either from within or outside the University.

(iv) The committee shall determine its own procedure; it may make personal contacts with persons within and outside the University.

(v) The Committee shall conduct its work confidentially and maintain its independence.

(b) Council shall accordingly consider the report of the Committee and reappoint or otherwise.

SCHEDULE E

1. THE STUDENTS' REPRESENTATIVE COUNCIL

Name: The body shall be known as the Students' Representative Council of Takoradi Technical University hereafter referred to as the SRC.

- Membership:**
- a) The Executive Committee which shall comprise the President, Vice President, Secretary, Treasurer, GNUTS Representative, and Women's Commissioner;
 - b) The JCR and Faculty Association Heads and their Secretaries and Treasurers;
 - c) All Chairpersons of Committees formed under the SRC constitution or by a resolution of the SRC General Assembly.

Any Junior Member elected to serve as a member of SRC shall be a full-time Student or student enrolled in, at least, a total of 12 credit hours courses or equivalent hours.

Quorum: Fifty percent (50%) of the membership, including the President and the Secretary shall constitute a quorum.

Functions:

(a) The SRC shall be the official organ of the Junior Members of this University and shall be responsible for:

- (i) promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students in the University;
- (ii) presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter;
- (iii) establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana;
- (iv) nominating of students' representatives to serve on appropriate University Committees to probe or manage the affairs of the

students of the University. Any student of the University shall be eligible to serve on any of such Committees;

(v) promoting cordial relationships among all sections of the University Community and maintaining good relationships with past students of the University; and publishing records of students' activities.

(b) The SRC may appeal to the Vice Chancellor through the Students' Affairs Committee and ultimately to the Council whose decision shall be final.

2. Executive Committee of the SRC

Membership: (a) President of the SRC – Chairman;
(b) SRC Vice President;
(c) Secretary of the SRC;
(d) Treasurer of the SRC;
(e) GNUTS Representative; and
(f) Women's Commissioner.

Quorum: Half of the membership, including the President; the Secretary or Treasurer.

Functions: As in the SRC Constitution.

3. Election of Members and Officers

(a) The mode of elections and conditions for standing for elections shall be prescribed by the SRC subject to the approval of the Students' Affairs Committee. Elections shall be supervised by the Dean of Students' Affairs.

(b) Election to SRC offices shall be completed within 10 weeks of the commencement of the second semester, and handing-over by the 12th week.

4. Disbursement of SRC Funds

All funds accruing to the SRC shall be disbursed among the SRC, Faculty Associations and Junior Common Room Committee (JCRC) in a ratio to be determined by the Students' Affairs Committee from time to time.

5. Resignation of Officers of the SRC

Officers of the SRC may resign their post in a manner prescribed by the Constitution of the SRC.

6. General Meeting

The Students' Representative Council shall call a General meeting of the students of the University at least once in a semester.

Quorum: Ten percent (10%) of the members of the student body including the President and the Secretary shall constitute a quorum.

7. Special General Meeting

A Special General Meeting of the students of the University shall be called at the request of ten students from each Faculty. Copies of such requests shall be published on all students' notice boards and shall contain the agenda, names, programme of study and signatures of the persons requesting the meeting. No other business shall be considered at such general meeting to be convened within five days on receipt of the request by the President. In case the President fails to comply with their request without sufficient reasons, the Students' Affairs Committee shall be petitioned to intervene.

Quorum: At least 500 students shall form a quorum.

8. Senior Treasurer

(a) There shall be a Senior Treasurer appointed by the Students' Representative Council with the approval of the Students' Affairs Committee. He shall be a Senior Member of Staff of the University.

(b) He shall present to the Students' Affairs Committee an audited statement of the SRCs income and expenditure signed by the SRC Treasurer, the President and the Secretary at the end of every semester. This shall be displayed on all students' Notice Boards; and

(c) He shall sign all SRC payment vouchers before any payment is effected.

SCHEDULE F

GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE

1. There shall be established in the Takoradi Technical University, Halls bearing such names as the University Council may from time to time determine.

Membership:

The membership of each hall shall consist of the students (both residents and non-residents) assigned to it who shall be known as Junior Members and the Senior Members of the University assigned to it, who shall be known as Fellows. The assignment of Junior Members and Fellows to Halls shall be in accordance with procedures laid down by the Academic Board. Every Senior Member shall be assigned to a Hall of Residence.

Governance of Halls

The governing body of each Hall shall be the Hall Council which shall be responsible for the administration and governance of the hall, subject to the Statutes and Regulations of the University. All matters concerning the Halls shall be subject to conditions laid down in the Hall Constitution. The Hall Council shall meet at least once every semester.

Composition of the Hall Council

The Hall Council shall consist of the Hall Warden, Hall Administrator and not less than six Fellows, at least, half the members being counsellors appointed in a manner prescribed by the Fellows and the same number of Junior Members, including the President, Secretary and Treasurer of the Junior Common Room Committee.

Hall Officers.

The Officers of each Hall shall consist of the Hall Warden, Vice Hall Warden, Hall Administrator, Counselors and such other officers as the Hall Council shall decide:

- (a) The Hall Warden and the Vice Hall Warden shall be appointed by the Vice Chancellor for a two year term subject to re-appointment for another term only and may be appointed after a period of four years.
- (b) In the absence of the Hall Warden the Vice Hall Warden will act until a Hall Warden is appointed.
- (c) The Chief Counsellor shall be appointed by the Vice Chancellor on the recommendation of the Hall Council for a two year term subject to re-appointment for another term only and may be appointed after a period of four years.

- (d) The Counsellors shall be appointed by the Vice Chancellor from among the Fellows of the Hall on the recommendation of the Hall Council for a two year term, subject to re-appointment for another term only and may be appointed after a period of four years. The number of Counsellors for each Hall shall be determined on a ratio of one Counsellor to thirty students.

DUTIES AND CONDITIONS OF HALL OFFICERS

1. Hall Wardens

The Hall Warden shall be the head of the Hall and shall be responsible to the Dean of Students' Affairs for the general supervision of the affairs of the Hall. He shall take precedence over all Fellows and members of the Hall and shall have unrestricted rights of attendance and audience at all meetings of the Hall Council in all cases not provided for by the Statutes or any provision for the good governance and welfare of the Hall as he may consider appropriate, subject to the approval of the Hall Council. No person shall combine the office of the Hall Warden with any other substantive Hall Office.

2. Hall Administrator

The Hall Administrator shall be the Principal Administrative Officer of the Hall and shall be responsible to the Hall Warden.

3. Counsellors

Counsellors shall be responsible to the Hall Warden and assist him in the discharge of his duties and shall be remunerated by the University.

4. Removal of the Hall Warden

The Hall Warden may be removed by the Vice Chancellor upon recommendation by the Hall Council at a joint meeting specially convened for that purpose at the request of at least one-third of the Fellows and the Hall Council. The resolution for the removal of the Hall Warden must be supported by not less than two-thirds of the members of the Hall Council and the Fellows.

5. Removal of other Hall Officers

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

6. Direction of Student Life in the Halls

Within the general framework of the Statutes and of the Constitutions and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs and participate as fully as is consistent with good order and discipline in the government and running of the Hall.

7. Junior Common Room Committee

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

8. Duties, Privileges and Removal of Fellows

- (a) Subject to the provision of these Regulations, the Fellows of each Hall shall enjoy privileges and exercise such responsibilities as may be determined from time to time by the Hall Council. In making regulations in this connection, it shall be the responsibility of the Hall Council to ensure that all Fellows and Officers are enabled to play an effective role in the development of the Hall as a residential facility for promoting the welfare of both its Junior Members and Fellows.
- (b) Any Fellow may be deprived of his fellowship for sufficient cause by the Hall Warden of a Hall upon recommendation of the Fellows of the Hall and by a resolution passed by a two-thirds majority of all the Fellows of that Hall.

9. Appointment of Honorary Fellows and Associates

In addition to persons assigned to the Hall as Fellows, in accordance with paragraph 1 of these Regulations, the Hall Council may appoint honorary fellows and associates and such other persons within or outside the University, on such conditions, for such periods and by procedures as it shall determine. Such Honorary Fellows shall not be eligible to hold any office in the Hall nor be eligible to vote at a meeting of Fellows.

10. Termination of Fellowship and Associateship

- (a) Any person assigned to a Hall as a Fellow in accordance with paragraph 1 of these Regulations shall cease to be an assigned Fellow immediately he ceases to be a Senior Member of the University.
- (b) Subject to these Regulations, the Hall Council may, at any time, by a simple majority of members present, terminate the tenure of an Honorary Fellow or Associate.

11. Seniority of Fellows and Associates

Within the three categories of Fellows, namely: Fellows in the employment of the University; Honorary Fellows and Associates, seniority shall be reckoned from the day of assignment or appointment, but among persons assigned or appointed on the same day, the order of seniority within any particular category shall be the same as their order of seniority in the University, or where this is identical or inapplicable, seniority shall be based on age.

12. Quorum at Meeting of Hall Bodies

The quorum at all meetings of Hall Council shall be, at least, one-fourth of the members, or, where this is not a whole number, the next higher whole number shall apply.

13. Hall Prizes, Bursaries and other Awards

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

14. Hall Fund

Each Hall shall have a Hall fund to be operated under the control of the Hall Council. The Hall Fund shall consist of grants provided by the University and such other income as the Hall may derive from other sources with the approval of the University. All Hall Funds shall be kept in a bank account controlled by the Hall Council and in such manner as the Vice Chancellor of the University may direct. All Hall funds and books or documents relating to them shall be subject to examination and audit by the Director of Internal Audit. An audit of Hall accounts shall be carried out at least once a year by the University Internal Auditor and a report submitted simultaneously to the Hall Council, the Students' Affairs Committee, Dean of Students, Vice Chancellor and the Director of Finance.

15. Investments of Funds by Halls

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

.....
DR. HENRIETTA ABANE (MRS)
(Chairperson of Council)

.....
REV. PROF. JOHN FRANK ESHUN
(Vice Chancellor)

.....
DR. MOSES MACLEAN ABNORY
(Registrar)

Dated this 3rd day of December, 2020

