



STATUTES

of
UNIVERSITY OF CAPE COAST
2016

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STATUTES

OF

UNIVERSITY OF CAPE COAST

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In exercise of the powers conferred on the University Council under Section 16 of the University of Cape Coast Law, 1992 (PNDC Law 278), these Statutes are made and shall come into force this 1st day of August, 2016.

PART A: DEFINITIONS

STATUTE 1: DEFINITION OF TERMS

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

“Academic Board” means the Academic Board of the University.

“Academic year” for purposes of teaching, appointment, retirement and related issues, begins on 1st August and ends on 31st July.

“Alumni” means:

- (a) All graduates and diplomates of the University
- (b) All graduates of the University College of Cape Coast who were awarded degrees by the University of Ghana
- (c) All honorary degree holders of the University.

“Calendar” refers to the official programme of activities of the University with dates.

“Centre” means an establishment which provides specialised services relating to or including the following: teaching for extension purposes or for the award of University degrees, diplomas or certificates; multi-disciplinary research; advocacy or consultancy.

“College of Professors” means the body comprising all Professors of the University, chaired by the most senior Professor.

“College” means a collection of academically-related establishments such as Faculties, Schools and Institutes.

“Congregation” means the assembly composed of members of the University Council, present and retired members of Convocation, graduates of the University, graduates of the former University College of

Science Education, graduates of the University College of Cape Coast, and honorary graduates as summoned by the Chancellor or in his or her absence by the Chairperson of Council for the purposes of receiving reports and witnessing the ceremony for awarding degrees, diplomas and certificates of the University and for any other purpose as the Chancellor may determine.

“Convocation” means assembly composed of senior members of the University chaired by the Chairperson of Convocation.

“Council” means the Governing Council of the University of Cape Coast.

“Department” means a part of a Faculty or School that is concerned with teaching and research in a recognised academic discipline and has been so designated by the Academic Board.

“Faculty” means a collection of related departments, headed by a Dean, as specified in the appropriate schedule to the *Statutes* or any amendment of or addition to the said schedule.

“Institute” means a semi-autonomous establishment whose primary focus is multi-disciplinary research or extension services, and in furtherance of which it may undertake training or teaching of persons who are associated with institutions that are outside the University.

“Junior member” means a student enrolled for the time being in the University.

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

“Law” means University of Cape Coast Law 1992, (PNDC Law 278).

“Members” means “senior members” and “junior members” as defined in the *Statutes*, and such other persons who Council, on the recommendation of Academic Board, may, by resolution, confer membership of the University on, including but not limited to the following:

- (a) Adjunct Professors of the University
- (b) Emeritus Professors of the University

- (c) Former Principals of the University College of Cape Coast and former Vice-Chancellors of the University of Cape Coast
- (d) Persons who have served the University for a period of not less than 10 years at a rank not lower than Senior Lecturer or analogous grade.

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

“Professor” means highest academic rank.

“Professorial Status” refers to Professor and Associate Professor.

“School” means an establishment of the status of a faculty, which is associated with a profession or professions, or which prepares students for certification by a professional body or bodies or which admits students for the primary purpose of graduate studies and research.

“Section” means a part of the administrative division that is lower than a directorate and higher than a Unit.

“Senior members” means academic, administrative and professional personnel not below the rank of Assistant Lecturer or analogous rank and who, by appointment, become members of Convocation.

“Senior staff” means persons in the employ of the University not below the rank of an Administrative Assistant or its equivalent and not above Chief Administrative Assistant or its equivalent.

“Staff” means persons other than senior members who are employed by the University.

“*Statutes*” with initial upper case and italicised means this entire document; and “statute” with initial lower case and not italicised means a provision of this document.

“Unit” means the part of an academic division lower than a department or a part of an administrative division lower than a section and headed by a Coordinator intended to render a specialised, coordinating or support service.

“University Property” consists of any property, movable or immovable, which belongs to the University as well as any property which the University shall acquire by way of gift or purchase.

“University” means the University of Cape Coast.

PART B – AIMS, FUNCTIONS AND POWERS

STATUTE 2: AIMS OF THE UNIVERSITY

- 2.1 The aims of the University are to:
- (a) Provide higher education to persons suitably qualified and capable of benefiting from such education
 - (b) Train students in methods of critical and independent thought; while making them aware of their responsibility to use their education for the general good of the Ghanaian society
 - (c) Provide facilities for and engage in teaching and research for the purpose of promoting the advancement and dissemination of learning and knowledge with particular reference to the needs and aspirations of the people of Ghana and the furtherance of co-operation between African States.

STATUTE 3: FUNCTIONS AND POWERS OF THE UNIVERSITY

- 3.1 The University shall provide instruction and undertake research for the advancement of knowledge in such branches of learning and study for persons, whether members of the University or not, and in such manner as it shall determine. However, the University shall continue to give emphasis to the training of personnel for basic and second cycle levels of education.
- 3.2 Subject to the provisions of the Law and these *Statutes*, the University shall perform such functions and exercise such powers that are necessary to effectively further the aims of the University and maintain its efficiency as an academic community.
- 3.3 The University may enter into an agreement or relationship with another institution whether teaching or non-teaching; in or outside Ghana and may incorporate within the University another institution or body taking over the property, rights, privileges and liabilities of that institution or body.
- 3.4 The University may :

- (a) Acquire properties by purchase
- (b) Hold and manage movable and immovable properties
- (c) Sell, lease and mortgage properties
- (d) Enter into any other transaction which is necessary or expedient for the furtherance of its aims.

PART C: COUNCIL AND ACADEMIC BOARD

STATUTE 4: COUNCIL OF THE UNIVERSITY OF CAPE COAST

Composition of Council

- 4.1 The governing body of the University shall be the Council of the University of Cape Coast consisting of:
- (a) The Chairperson
 - (b) The Vice-Chancellor
 - (c) Two Convocation Representatives, one teaching; one non-teaching
 - (d) One representative of University of Cape Coast Branch of the University Teachers Association of Ghana
 - (e) Two staff representatives, one representing junior staff, and one representing senior staff
 - (f) A representative of undergraduate students of the University
 - (g) A representative of postgraduate students of the University
 - (h) A representative of the Principals of Colleges of Education
 - (i) A representative of the Conference of Heads of Assisted Senior High Schools
 - (j) A representative of the National Council for Tertiary Education
 - (k) A representative of the Alumni Association of the University of Cape Coast
 - (l) Three government appointees taking into account the need for gender balance, expertise in management and finance
 - (m) Two other person(s), appointed by the University Council, from outside the University in consultation with the Vice-Chancellor
 - (n) Registrar (Secretary)

In Attendance

Pro Vice-Chancellor

Director of Finance

A representative of the Ministry of Education (MoE)

Powers and Functions

- 4.2 Council shall be responsible for the management and administration of the finances and properties of the University. Council shall have general control over the affairs and public relations of the University including the use of the common seal of the University. Without prejudice to the generality of the provisions of the Law, Council shall:
- (a) Control the finances of the University and shall have the power to determine finally any question of finance arising out of the administration of the University or the execution of its policy or in the execution of any trust by the University, provided always that before determining any question of finance which directly affects the educational policy of the University, Council shall invite the opinion of the Academic Board and shall take into consideration recommendations made by the Academic Board.
 - (b) Be responsible for all measures necessary or desirable for the conservation or augmentation of the resources of the University and for this purpose may from time to time specify any matter affecting the income or expenditure of the University in respect of which the consent of Council shall be obtained before action is taken or liability is incurred.
 - (c) Annually determine the expenditure necessary for the maintenance of:
 - (i) Properties of the University;
 - (ii) Adequate staff for transacting the academic, financial and administrative business of the University, and shall, in exercising its discretion, appropriate monies for these purposes.
- 4.3 Council shall keep books of accounts and proper records in relation to 4.2 (c). The account books and records shall be in the form approved by the Auditor-General who shall audit them and forward a report to Council.
- 4.4 Council shall pay, in respect of the audit of accounts, such fees (if any) as the Auditor-General and the Council may agree, or in the case of failure to agree, such fees as the Chancellor may determine.

- 4.5 Council shall forward the report received from the Auditor-General with its comments to the Minister responsible for Education for onward transmission to Government.
- 4.6 Council may enact statutes to prescribe or regulate as the case may be:
- (a) Any matter which is required by the Law to be prescribed by statutes
 - (b) The power and functions, constitution and terms of membership of such bodies as Council or the Academic Board may think appropriate to establish
 - (c) The functions, duties and terms of office of such officers as Council may think appropriate to engage
 - (d) All procedural and other matters in furtherance of the objectives of the University.
- 4.7 Council shall, within six months after the end of each academic year, cause a report of the activities of the University during that year to be published.
- 4.8 Council shall be at liberty to invite or permit any person to attend its meetings whether to observe proceedings only or to answer questions or speak to any matter concerning the University, but any such person who is in attendance shall have no right to vote on any matter before Council.

Terms of Office

- 4.9 The term of office of a person who is a member of the Council of the University by appointment or election shall be two years renewable for another term only.
- 4.10 If a member of the University Council is absent from Ghana for a minimum period of twelve months, his/her office becomes vacant at the end of the period except that this provision shall not apply to an ex-officio member.
- 4.11 Where the office of a member becomes vacant on resignation or death or by virtue of 4.10 above, a successor shall be appointed, nominated or elected in the same manner to serve for the remainder of the term of office.
- 4.12 Subject to 4.11, where a member of the University Council is incapacitated by temporary absence from Ghana or by illness or any sufficient cause from performing the duties of his/her office, a substitute may be appointed in the manner referred to in 4.11, to act for him, until the incapacity of that person has terminated or until the term of such a member expires, whichever occurs first.

- 4.13 An appointment, election or nomination may be made in anticipation of a vacation of office or temporary absence of a member.

Meetings of Council

- 4.14 Meetings of Council shall be in accordance with the Law and the Schedule to the Law.
- 4.15 Council shall meet at least three times in each academic year.
- 4.16 Notice of a meeting of Council other than an emergency meeting and the business to be transacted thereat shall be given in writing to each member of Council by the Registrar not later than 7 days before the date fixed for such a meeting.
- 4.17 A special meeting of Council may be convened by the Chairman of Council or, in his/her absence or incapacity, by the Vice-Chancellor and shall also be convened if five members of Council sign a request to that effect.
- 4.18 If the Chancellor is present at a meeting of Council, he/she shall preside over the meeting.
- 4.19 In the absence of Chairman of Council, the members at the meeting shall elect a Chairman from among them, who is not a member of the University to chair the meeting.
- 4.20 The quorum at meeting of Council shall be eight including at least three members who are not members of the teaching staff of the University.
- 4.21 Convocation shall elect from its members two persons to serve on Council. The term of office of a Convocation Representative on Council shall be two academic years but such a person shall be eligible for a further term only. The term of office shall take effect from 1st August.
- 4.22 Questions shall be decided by a simple majority of votes cast.
- 4.23 Without prejudice to its right and power to set up any ad hoc committee that it deems fit, Council shall have the following standing Committees, whose composition and functions are set out in Schedule A:
- (a) Finance Committee
 - (b) Development Committee
 - (c) Entity Tender Committee
 - (d) Appointments and Promotions Board
 - (e) Ghana Universities Staff Superannuation Scheme (GUSSS) Management Committee

- (f) Audit Report Implementation Committee

STATUTE 5: ACADEMIC BOARD

Composition

- 5.1 There shall be an Academic Board of the University which shall consist of:
- (a) Vice-Chancellor – Chairman
 - (b) Pro Vice-Chancellor
 - (c) Librarian
 - (d) Provosts
 - (e) Deans
 - (f) Professors
 - (g) One elected professorial member from each College
 - (h) One elected non-professorial member from each College of the rank of Senior Lecturer
 - (i) Senior members who are also Council Members
 - (j) Director, Directorate of Academic Planning and Quality Assurance
 - (k) Director, Directorate of Research, Innovation and Consultancy
 - (l) Dean, Centre for International Education
 - (m) Chairperson of Convocation
 - (n) Registrar (non-voting Member/Secretary)

In attendance

Director of Finance

Director, Directorate of Human Resource

Director, Directorate of Physical Development and Estate Management

Director, Directorate of Academic Affairs

Powers and Functions

- 5.2 Without prejudice to the generality of the powers of the Academic Board prescribed by the Law, the powers and functions of the Academic Board shall be as follows:
- (a) Formulate the academic policies of the University including policies relating to programmes of study, admission,

- teaching, assessment, progression, research and award of degrees and other academic distinctions.
- (b) Advise Council on the appointment of academic staff.
 - (c) Make recommendations to Council on the academic structure of the University.
 - (d) Consider and approve programmes and courses and recommend them for accreditation.
 - (e) Recommend to Council the affiliation of other institutions to the University on such terms and conditions as it may deem appropriate.
 - (f) Determine the conditions under which and the extent, if any, to which periods and courses of study and examinations passed at other Universities, places of learning and other institutions may be regarded as equivalent to periods and programmes and courses of study and examinations in the University.
 - (g) Determine, subject to any condition given by University's donors which are accepted by Council, and after report from Faculty or School Boards concerned, the mode and conditions of competition for fellowships, scholarships, bursaries, medals, prizes and any other awards.
 - (h) Determine the academic calendar.
 - (i) Refer proposals on any matter within the remit of Convocation, for consideration by Convocation.
 - (j) Review the decisions of any of its statutory committees.
 - (k) Deliberate on the inspection report of visiting committees.
 - (l) Order the closure of the University where academic or normal life is disrupted for three continuous days and it seems to it fit to do so, and in any event, order the closure of the University where academic or normal life is disrupted for 21 continuous days.

Meetings of Academic Board

- 5.3 The Vice-Chancellor shall convene a meeting of the Academic Board at least twice in each semester, the first within six weeks of the commencement of the semester and another within the last six weeks of the semester.
- 5.4 A special meeting of the Academic Board shall be convened on the written request of at least one fifth 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 of the request, specifying in the notice of the meeting the matters to be considered.
- 5.5 An emergency meeting of the Academic Board may be called by the Vice-Chancellor or in his or her absence by the Pro Vice-Chancellor or the officer for the time being acting as Vice-Chancellor at any time by giving at least 24 hours written notice to members, stating the emergency that has arisen and the business to be transacted in relation to the emergency.
- 5.6 The quorum for the transaction of the business of the Academic Board shall be half of the members.

Committees of Academic Board

- 5.7 Subject to the approval of Council, there shall be such statutory committees of Academic Board as the Academic Board may, from time to time, determine.
- 5.8 Each committee shall submit an annual report of its work to the Academic Board.

PART D - PRINCIPAL AND OTHER OFFICERS

STATUTE 6: CHANCELLOR

- 6.1 There shall be a Chancellor of the University who shall be the head of the University and shall confer degrees, diplomas and honorary degrees in accordance with procedures prescribed by the *Statutes*. The Chancellor shall preside at any ceremony of the University at which he or she is present. Once in every five years, the Chancellor shall appoint a visiting committee to inspect the work of the University and report to him/her.
- 6.2 The tenure of Office of the Chancellor shall be as determined by Council from time to time. The Chancellor shall be officially inducted into office at a special ceremony.
- 6.3 The Chancellor shall be furnished with copies of minutes of Council and the Academic Board in addition to other publications of the University.
- 6.4 The Chancellor may resign from office by a letter addressed to the Chairman of Council.
- 6.5 The Chancellor may be relieved of his/her post by Council on grounds of incapacity, persistent absence, conviction of a criminal offence involving dishonesty, fraud or moral turpitude etc. or for

- gross misconduct. Council shall afford the Chancellor a fair hearing and, at any such removal proceedings, the Chancellor shall be entitled to know the grounds for removal and to attend with Counsel of his or her choice.
- 6.6 One year prior to the expiry of the Chancellor's term of office, Council shall cause a seven-member search committee to be constituted to identify a suitable candidate for the consideration of Council. The Committee shall comprise a chairman appointed by Council, three members drawn from Council and three other members appointed by Academic Board. The Registrar shall be the Secretary to the Committee.
- 6.7 Council shall cause the Registrar to invite nominations from Convocation of eminent Ghanaians for consideration by Council with a view to the appointment of a suitable person as Chancellor. The proposal shall state reasons for the nomination of that candidate to serve as Chancellor. Nominations shall be open for a period not less than two weeks or more than four weeks.
- 6.8 Nominations received by the Registrar shall be transmitted to the Search Committee.

STATUTE 7: CHAIRMAN OF COUNCIL

- 7.1 There shall be a Chairman of Council who shall be appointed in the manner prescribed in the Law and shall hold office for three years and shall be eligible for another term of three years only.
- 7.2 The Chairman of Council shall be the Pro-Chancellor who shall act in the absence of the Chancellor at Congregations to confer degrees diplomas and certificates.
- 7.3 The Chairman shall normally preside over meetings of Council.
- 7.4 The Chairman shall be furnished with copies of the Minutes of the Academic Board in addition to other publications of the University.
- 7.5 The Chairman may resign from office by a letter addressed to the Chancellor. 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 send a petition to Government requesting Government to recall the Chairperson.

STATUTE 8: VICE-CHANCELLOR

- 8.1 There shall be a Vice-Chancellor of the University who shall be a Professor (i.e. Full Professor) and shall be appointed by Council in

- the manner prescribed in the 1992 Constitution of the Republic of Ghana. The Vice-Chancellor shall be officially inducted into office at a special ceremony.
- 8.2 The Vice-Chancellor shall hold office for an initial term of four years. The appointment may be renewed for a further term of up to three years if that is not beyond the statutory retiring age of 60.
 - 8.3 The Vice-Chancellor shall, under the direction of the University Council, serve as the academic and administrative head and chief disciplinary officer of the University. The Vice-Chancellor shall by virtue of his or her office be a member of Council.
 - 8.4 The Vice-Chancellor shall preside at Congregation and confer degrees and diplomas in the absence of both the Chancellor and Chairman of Council.
 - 8.5 The Vice-Chancellor shall be the Chief Executive of the University and shall be responsible, in accordance with the Law, the *Statutes* and decisions of Council and Academic Board, for organising and conducting the academic, financial and administrative business of the University and for promoting the efficiency and good order of the University.
 - 8.6 The Vice-Chancellor shall submit annually to Council, through the Academic Board, a list of the staffing positions which, in his or her opinion, are necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.
 - 8.7 The Vice-Chancellor shall keep the Academic Board informed of decisions of Council and shall also keep Council informed of all major decisions of the Academic Board.
 - 8.8 The Vice-Chancellor shall appoint all employees of the University other than senior members in accordance with procedures and terms laid down by Council. The Vice-Chancellor may delegate to the Registrar or any other officer of the University or any appointments committee, the power to make appointments.
 - 8.9 The Vice-Chancellor shall have discretionary power to appoint suitably qualified Lecturers, Senior Lecturers and persons of Professorial rank from other universities, and distinguished non-university scholars to the University as Visiting Professors, Visiting Associate Professors, Visiting Senior Lecturers, Visiting Lecturers and Visiting Scholars for periods up to one year subject to confirmation by the Appointments and Promotions Board. In such appointments, resort to external assessors shall not be obligatory. However, the curriculum vitae and references of each candidate

- shall be obtained. Appointment of visiting personnel shall normally be made to fill either departmental or other vacancies.
- 8.10 The Vice-Chancellor shall have the power to delegate any of the functions assigned to him or her by the *Statutes* to such office holders or senior members of the University as shall seem to him or her appropriate.
 - 8.11 In the event of a temporary absence of the Vice-Chancellor caused by incapacity or absence from the campus, the Pro Vice-Chancellor shall perform the functions and duties of the Vice-Chancellor.
 - 8.12 The Vice-Chancellor may resign his or her office by a letter addressed to the Chancellor through the Chairman of Council.
 - 8.13 The Vice-Chancellor may be relieved of his/her post by Council on grounds of incapacity, persistent absence without justification, non performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Vice-Chancellor a fair hearing and, at any such removal proceedings, the Vice-Chancellor shall be entitled to know the grounds for the removal and to attend with Counsel of his or her choice.
 - 8.14 Should a vacancy occur in the Office of the Vice-Chancellor through resignation, removal, death or any other cause which incapacitates him or her from performing the functions and duties of Vice-Chancellor, the Pro Vice-Chancellor shall perform the duties until a Vice-Chancellor has been appointed. In the absence of the Pro Vice-Chancellor, and in descending order, the most senior Provost or in the absence of any Provost, the most senior Dean shall act as Vice-Chancellor. Seniority shall be determined by office, academic rank, length of service as Provost or Dean as the case may be, and in the event of equality, by age.
 - 8.15 When a vacancy occurs or is about to occur in the office of the Vice-Chancellor, a Search Committee shall be constituted as follows:
 - (a) A Chairperson appointed by Council, not necessarily from its membership and preferably a former Vice-Chancellor of a recognised university
 - (b) Two members of Council who are not members or staff of the University
 - (c) Two members of the Academic Board one of whom shall be of Professorial status and one of non-Professorial status elected by the Academic Board
 - (d) The Registrar who shall act as secretary.
 - 18.16 The Search Committee after making such enquiries as it deems fit, including consultations with members, staff and alumni, shall

propose to Council the names of not more than two candidates for one to be appointed in the manner laid down by Article 195 (3) of the 1992 Constitution of Ghana.

- 18.17 The notification, application, selection and appointment processes shall commence at least six months before the expiration of the term of the incumbent.
- 18.18 The Vice-Chancellor shall hold office on such terms and conditions as may be specified in his or her instrument of appointment.

STATUTE 9: PRO VICE-CHANCELLOR

- 9.1 There shall be a Pro Vice-Chancellor who shall be of Professorial rank and shall be the deputy to the Vice-Chancellor and who shall exercise powers as specified in the Law and such other powers as the Vice-Chancellor may delegate to him or her. The Pro Vice-Chancellor shall not hold any other administrative post.
- 9.2 When a vacancy occurs or is about to occur in the office of the Pro Vice-Chancellor, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two external assessors, one of whom must be a former Pro Vice-Chancellor, shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council. The person shall be formally appointed by Council to assume office on the first day of January.
- 9.3 A Pro Vice-Chancellor shall hold office for a non-renewable term of three years on such terms and conditions as may be specified in his or her instrument of appointment.
- 9.4 Should a vacancy occur in the office of Pro Vice-Chancellor arising from incapacity, death, resignation or removal, before the forthcoming 31st December, Council shall appoint any person of Professorial rank as Pro Vice-Chancellor to finish the unexpired portion of the term up to 31st December and start his or her own term from the 1st of January following.
- 9.5 A Pro Vice-Chancellor may resign his or her office by writing to the Chairman of Council.
- 9.6 The Pro Vice-Chancellor may be relieved of his/her post by Council on grounds of incapacity, persistent absence, non performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Pro Vice-Chancellor a fair hearing and, at any such

removal proceedings, the Pro Vice-Chancellor shall be entitled to know the grounds for removal and to attend with Counsel of his or her choice.

STATUTE 10: REGISTRAR

- 10.1 There shall be a Registrar of the University, who shall be appointed by Council as provided by the Law.
- 10.2 The Registrar's appointment shall be by tenure.
- 10.3 The Registrar shall be a senior member with a postgraduate degree and shall have experience in university, educational, public sector or business administration or other requisite experience and qualifications as Council shall deem sufficient.
- 10.4 The Registrar's functions shall include the following:
 - (a) Act as Secretary to Council and Academic Board and provide secretarial services to other boards and committees of the University
 - (b) Act as Chief Administrative Officer of the Vice-Chancellor and the University and be responsible for the general administration of the University and shall provide guidance for the framework within which policies shall be made
 - (c) Be responsible for the custody of the University seal and for affixing it to documents in accordance with the directions of Council
 - (d) Cause to be published in the University Bulletin and/or Gazette at the end of each semester all policy decisions of Council and Academic Board.
- 10.5 The Registrar may be relieved of his/her post by Council on grounds of incapacity, persistent absence without justification, non performance, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Registrar a fair hearing and, at any such removal proceedings, the Registrar shall be entitled to know the grounds for removal and to attend with Counsel of his or her choice.
- 10.6 When a vacancy occurs or is about to occur in the office of the Registrar, a Search Committee shall be constituted by Council as follows:
 - (a) Chairperson of the Committee to be appointed by Council, not necessarily from its membership
 - (b) Two members of Council who are not members or staff of the University
 - (c) Two members of the Academic Board one of whom shall be of Professorial status elected by the Academic Board

- (d) A Registrar or a former Registrar of a recognised University.
- 10.7 The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than two candidates to Council for Council to make a choice. The notification, application, selection and appointment processes shall commence at least six months before the expiration of the term of the incumbent.

STATUTE 11: OTHER OFFICERS

Council may appoint such other officers as it considers necessary on such terms and conditions as it shall determine.

PART E – MEMBERS

STATUTE 12: MEMBERS

The University shall have two categories of members namely, senior members and junior members. Senior members shall comprise the lecturers, administrators and professionals who are members of Convocation. Junior members shall comprise the students for the time being enrolled in the University.

STATUTE 13: SENIOR MEMBERS

- 13.1 The terms of appointment of a senior member shall be specified in his or her letter of appointment and, in any event, shall not be less favourable than those prevailing at the time of appointment as stipulated in any agreement reached between the senior member and the employer.
- 13.2 Each senior member shall conform to such directives and regulations as have been or shall be given and adopted, as the case may be, and approved by Council as to his or her duties.
- 13.3 Each senior member shall give to the work of the department to which he or she is assigned and its extension and development and to the general interest of the University such time and labour as shall be sufficient, and he or she shall not engage in any other gainful employment except with the written approval of the Vice-Chancellor.
- 13.4 Consultancy services may be rendered by a senior member provided that:
- (a) Such projects are related to the research and teaching programmes of the various Faculties and Departments and

- regulated and controlled to ensure that there is no conflict between the private interests of a senior member and his or her official duties
- (b) The senior member has obtained the written permission of the Vice-Chancellor through his or her Head of Department before engaging in consultancy work
 - (c) The Head of Department ensures that a senior member does not undertake any outside work if his or her normal duties would be disrupted
 - (d) The senior member pays appropriate overhead charges in accordance with the University's rules and regulations.
- 13.5 Where abuses of the facility are proved, appropriate disciplinary action shall be taken by the Vice-Chancellor.
- 13.6 Except as may otherwise be provided by Council, a senior member may resign his or her appointment and thereby terminate the engagement with the University on giving, in writing under his or her signature to the Vice-Chancellor, at least six months' notice, which resignation takes effect on the last day of the calendar month.
- 13.7 Except as may be otherwise provided in special cases by Council, a senior member appointed to a full-time post in the University on a renewable contract shall retire from his or her appointment and all other offices held by him or her in the University by virtue of the appointment at the end of the academic year in which the contract expires.
- 13.8 Except as may be otherwise provided in special cases by Council, a senior member shall retire from his or her appointment and all other offices held by virtue of the appointment at the end of the academic year in which he or she attains the retiring age of 60 years.
- 13.9 No retired senior member shall hold an office unless Council specifically authorises same for a duration that shall not exceed two years from the effective date of the retirement.
- 13.10 Where a person appeals against notice of termination of his or her appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect. Council's decision shall not be subject to further appeal within the University.

STATUTE 14: JUNIOR MEMBERS

- 14.1 A junior member shall be admitted into a Faculty or School and assigned to a Hall of Residence or Hostel.

- 14.2 Junior members shall be governed by the *Statutes* and all policies, rules and regulations as may be issued from time to time by Council, Academic Board or any of its Committees, the Vice-Chancellor, the Dean of Students, the Hall Master/Warden or such other authority as may govern any aspect of their stay in the University.

PART F - STAFF

STATUTE 15: STAFF

Under the authority of Council, the University may appoint such staff as its employees and designate them senior staff or junior staff, as the case may be. The terms of appointment of members of staff shall be specified in their letters of appointment and signed by or on behalf of the Vice-Chancellor.

PART G - DIVISIONS AND RANKS

STATUTE 16: ACADEMIC AND ADMINISTRATIVE DIVISIONS

- 16.1 The University shall have such academic and administrative divisions as Council may establish.
- 16.2 On the recommendation of the Academic Board, the academic divisions of the University as may be established by Council shall comprise the following:
- (a) Colleges
 - (b) Faculties and Schools
 - (c) Library
 - (d) Directorates, Institutes, Departments and Centres
 - (e) Units
- 16.3 The Administrative Divisions of the University as may be established by Council shall comprise the following:
- (a) The Office of the Registrar
 - (b) Directorates
 - (c) Sections
 - (d) Units

STATUTE 17: ACADEMIC AND ADMINISTRATIVE RANKS

- 17.1 There shall be five levels of rank for senior members (academic) namely:
- (a) Professor

- (b) Associate Professor
 - (c) Senior Lecturer or Senior Research Fellow
 - (d) Lecturer or Research Fellow
 - (e) Assistant Lecturer or Assistant Research Fellow
- 17.2 Council, on the recommendation of the Academic Board shall determine, from time to time, the qualifications and criteria for appointment to any academic rank or for progression and promotion from one academic rank to another.
- 17.3 For the avoidance of doubt, the offices of Vice-Chancellor, Pro Vice-Chancellor, Provost, Dean, Vice-Dean, Head of Department, Director of an Institute or Centre, or Coordinator of a teaching unit are posts and not ranks, and are to be occupied for a term renewable if applicable.
- 17.4 There shall be four levels of rank for senior members (administrative/analogous ranks), namely:
- (a) Deputy Registrar or analogous rank
 - (b) Senior Assistant Registrar or analogous rank
 - (c) Assistant Registrar or analogous rank
 - (d) Junior Assistant Registrar or analogous rank
- 17.5 Council shall, on the recommendation of the Appointments and Promotions Board, determine, from time to time, the qualifications and criteria for appointment to any administrative and analogous rank or for progression or promotion from one administrative/analogous rank to the other.
- 17.6 For the avoidance of doubt, the following are posts to be occupied, and not ranks: Registrar, Administrative Director, Faculty Officer, Head of Section, Coordinator of Unit, College Registrar and College Finance Officer.

PART H - ACADEMIC DIVISION

STATUTE 18: COLLEGES

- 18.1 Council, on the recommendation of the Academic Board, may establish a College of related Faculties or Schools. Each College shall be headed by an appointed Provost of Professorial rank. A Provost shall normally hold only one administrative post.

Office of the Provost

- 18.2 A Provost shall be responsible to the Vice-Chancellor for providing leadership to the College and for maintaining and promoting the

efficiency and good order of the College in accordance with policies and procedures prescribed by the Law, the *Statutes* or as may be determined from time to time by Council, the Academic Board and the College Board. Without limiting the generality of the foregoing, the functions of the Provost shall include the following:

- (a) To head the College and chair meetings of the College Board
- (b) In consultation with the Dean of the School of Graduate Studies as well as Deans of Faculty/School in the College, to exercise oversight responsibility for postgraduate training of the College's students and for staff development
- (c) To co-ordinate the work of the Faculties/Schools within the College
- (d) To provide leadership and promote the image of the College through research, graduate output and extension.

18.3 When a vacancy occurs or is about to occur in the office of the Provost, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two external assessors, shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council. The person shall be formally appointed by Council to assume office on the first day of August of that year.

18.4 A Provost shall hold office for a period of three years and shall be eligible, upon completion, for re-appointment, subject to 18.3, for a second consecutive term only. A person shall not be appointed Provost if he/she has served two consecutive terms unless at least three years have elapsed from the date that he or she last held that post.

18.5 Council may, acting on the advice of the Academic Board, remove a Provost for good cause, such as abuse of office or for any action, which in the opinion of Council, seeks to bring that office into disrepute. A Provost may also, by a letter addressed to Council, resign from office and the resignation shall be effective when accepted by Council.

18.6 When a vacancy occurs on account of death, incapacity, removal, resignation or retirement and the unexpired portion of the term of the incumbent is less than half the period, for which the incumbent was appointed to serve, the Vice-Chancellor shall appoint an Acting Provost to serve the unexpired portion of the term. But if the unexpired portion of the term of the incumbent is more than half the

period for which the incumbent was appointed to serve, the Vice-Chancellor shall appoint an Acting Provost to serve till the end of the academic year only and the Registrar shall take the steps set out in statute 18.3 to have the vacancy filled.

- 18.7 In the absence of the Provost, the most senior Dean of a three-tier College or the most senior Head of Department in the case of a two-tier College shall act as Provost.

Composition of the College Board

- 18.8 A College shall have a College Board comprising
- (a) The Provost as Chairperson
 - (b) Deans
 - (c) Vice-Deans
 - (d) Heads of Department
 - (e) All persons of Professorial rank in the College
 - (f) One representative of Professorial rank from every other College
 - (g) College Registrar (Secretary)

In attendance

College Finance Officer

Director of Internal Audit or his/her representative

- 18.9 The College Board shall meet at least twice each semester.

Functions of the College Board

- 18.10 The functions of the College Board shall be to:
- (a) Determine all matters relating to teaching and research in the subjects of the College
 - (b) Determine, subject to the approval of the Academic Board, the schemes of instruction, curriculum and regulations for examinations in the College
 - (c) Determine, subject to the approval of the Academic Board, all matters relating to the progress of students following schemes of instruction, study and research within the College and to keep appropriate records on them
 - (d) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the College and to co-ordinate the teaching and research programmes of the various Faculties of the College

- (e) Recommend to the Academic Board, External Examiners approved by the College for appointment
- (f) Present to the Academic Board, candidates qualified for the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the College
- (g) Discuss matters relating to the work of the College and express an opinion on such matters, if it so desires, for the attention of the Academic Board
- (h) Deal with and report on any matter referred to it by the Academic Board
- (i) Constitute such other sub-committees as it may consider necessary in the discharge of its functions
- (j) Appoint Internal Examiners of the College to constitute the Board of Examiners of the College.

Meetings of the College Board

- 18.11 A special meeting of the College Board shall be called by the Provost on the written request of at least half of the members of the Board submitted to the Provost with a statement of the subject matter to be considered at the special meeting. The Provost shall convene a special meeting of the Board within seven days of receipt of the request.
- 18.12 Emergency meetings of a College Board may be called by the Provost at any time by giving at least 24 hours' notice to members and stating the emergency that has arisen and the business that shall be transacted in relation to the emergency.
- 18.13 The quorum for a meeting of a College Board shall be half of the total membership.

College Registrar

- 18.14 There shall be a College Registrar who shall be appointed by the Vice-Chancellor on behalf of Council in consultation with the Registrar.
- 18.15 The College Registrar shall be a non-voting member on the College Board. He/she shall serve as the Secretary to the College Board and other Standing Boards and Committees.
- 18.16 Under the Provost and subject to directives the Registrar may issue from time to time, the College Registrar shall be the Head of general administration of the College.

College Finance Officer

- 18.17 There shall be a College Finance Officer who shall be responsible to the Provost subject to directives issued by the Director of Finance from time to time.
- 18.18 The College Finance Officers shall be responsible for the financial administration of the College.
- 18.19 The College Finance Officer shall be appointed by the Vice-Chancellor on behalf of Council in consultation with the Registrar and the Director of Finance.

STATUTE 19: FACULTIES AND SCHOOLS

- 19.1 Council, on the recommendation of the Academic Board, may establish a Faculty or School to be headed by a Dean. A Dean shall not be a Head of Department and shall normally hold only one administrative post.

Office of the Dean

- 19.2 A Dean shall be of Professorial rank and shall hold office for a period of three years. He/she shall be eligible, upon completion of the term of office, for re-appointment for a second consecutive term only. A person shall not be re-appointed for a third term of office unless at least three years have elapsed from the date that he or she last held that office.
- 19.3 Where a Dean is not of Professorial status, he or she shall hold office for two years and shall be eligible for re-appointment. The person shall not be re-appointed for a third term of office unless at least three years have elapsed from the date that he or she last held that office.
- 19.4 A person is not eligible to be Dean if he or she will be unable to complete the whole term before attaining the statutory retiring age of 60.
- 19.5 When a vacancy is about to occur in the office of Dean, the Registrar shall publish the names of persons of Professorial rank in the Faculty or School who are eligible to contest. Where there are no academic senior members within the Faculty of Professorial

rank, Senior Lecturers are eligible to be elected. The vacancy shall be filled through election by all senior members in the Faculty or School. The Registrar shall act as Electoral Officer. The elections shall be conducted in May. The Dean shall be elected by a simple majority of senior members in a Faculty or School. A person elected as Dean shall be formally appointed by the Vice-Chancellor on behalf of Council to assume office on the first day of August of that year.

- 19.6 Council may, acting on the advice of the Academic Board, withdraw its approval of the appointment of a Dean for good cause, such as abuse of office or for any action which, in the opinion of Council, seeks to bring that office into disrepute.

Functions and Powers of the Dean

19.7 The functions and powers of a Dean of Faculty or School shall be as follows:

- (a) The Dean shall be responsible to the Vice-Chancellor through the Provost for providing leadership to the Faculty or School and for maintaining and promoting the efficiency and good order of the Faculty or School in accordance with policies and procedures prescribed by the Law, the *Statutes* or as may be determined from time to time by Council, the Academic Board and the Faculty/School Board.
- (b) The Dean shall be the Chairperson of the Faculty/School Board.
- (c) The Dean shall, in consultation with the Heads of Department, be responsible for postgraduate training of the Faculty's own graduates and Lecturers on study leave.
- (d) The Dean shall co-ordinate the work of the Departments within the Faculty or School.

Vice-Dean

19.8 There shall be a Vice-Dean for every Faculty or School. The Vice-Dean shall be deputy to and assist the Dean in the performance of his or her functions and shall act as Dean in the absence of the Dean. The Vice-Dean shall handle the schedules in the Dean's Office relating to the following:

- (a) Time-tabling
- (b) Monitoring the conduct of lectures
- (c) Examinations

- (d) Representation on the Board of the School of Graduate Studies
 - (e) Any other duty assigned by the Dean.
- 19.9 A Vice-Dean shall normally be of Professorial rank. Where there is no person of Professorial rank, a Senior Lecturer may be elected. The Vice-Dean may be a Head of Department.
- 19.10 The Vice-Dean shall be elected by the highest number of votes cast by senior members in a Faculty or School voting in elections conducted by the Registrar in May of the academic year in which a vacancy occurs in that office. A person elected as Vice-Dean shall be formally appointed by the Vice-Chancellor on behalf of Council to assume duty on the first day of August.
- 19.11 The Vice-Dean shall hold office for a period of two years and shall be eligible for re-election for a second consecutive term only.

STATUTE 20: FACULTY / SCHOOL BOARDS

Composition of Faculty/School Board

- 20.1 There shall be in each Faculty or School, other than the School of Graduate Studies, a Board whose membership shall consist of the following:
- (a) Dean of the Faculty or School as Chairperson
 - (b) Vice-Dean
 - (c) Professors and Associate Professors within the Faculty or School
 - (d) Heads of Department, Institute, Centre, and Unit within the Faculty or School
 - (e) One other member of each Department elected by the academic senior members of the Department
 - (f) One representative from each of the other Faculties/Schools in the College
 - (g) Such other persons as may be determined by the Faculty/School Board
 - (h) The Faculty Officer who shall be the Secretary to the Board.
- 20.2 In the case of the School of Graduate Studies, the Board shall consist of the following persons:
- (a) Dean of School of Graduate Studies – Chairperson
 - (b) Librarian
 - (c) Vice-Deans
 - (d) The most senior Head of Department (in two-tier Colleges)

- (e) One representative of at least Senior Lecturer rank from each College
 - (f) Director of Academic Affairs
 - (g) Deputy Registrar (SGS) – Member / Secretary
- 20.3 The term of office of a member of a Faculty/School Board other than the Dean, Vice-Dean, Head of Department, Professor or Associate Professor in the Faculty or School, shall be two years renewable for a second term only.

Meetings of a Faculty /School Board

- 20.4 Each Faculty or School Board shall meet at least twice each semester.
- 20.5 A special meeting of the Board shall be called by the Dean on the written request of at least half of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at the special meeting. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.
- 20.6 Emergency meetings of a Faculty or School Board may be called by the Dean at any time by giving at least 24 hours written notice to members, stating the emergency that has arisen and the business to be transacted.
- 20.7 The quorum for a meeting of a Faculty/School Board shall be half of the total membership.
- 20.8 In the absence of the Dean and Vice-Dean, the Board's meeting shall be chaired by the most senior Head of Department in the Faculty. In the case of the Board of the School of Graduate Studies, the meeting shall be chaired by the longest serving member of the Board present.

Powers and Functions of Faculty/School Boards

- 20.9 Subject to the Law, the *Statutes* and resolutions of the Academic Board, the powers and functions of each Faculty/School Board shall include the following:
- (a) Determine all matters relating to teaching and research in the subjects of the Faculty/School
 - (b) Determine, subject to the approval of Academic Board, the schemes of instruction and the regulations for examinations in the subjects of the Faculty or School
 - (c) Determine, subject to approval of the Academic Board, all matters relating to the progress of students following

- schemes of instruction, study and research within the Faculty or School and to keep appropriate records on them
- (d) Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty or School and to co-ordinate the teaching and research programmes of the various Departments of the Faculty or School
 - (e) Determine a code of conduct, professional dress code, disciplinary process and other matters relating to or uniquely associated with the discipline or profession concerned
 - (f) Recommend External Examiners to the Academic Board through the College Board, for appointment
 - (g) Make recommendations, through the College Board, 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 or School
 - (h) Submit, through the College Board, proposals to the Academic Board for academic development within the Faculty or School
 - (i) Discuss any matter relating to the work of the Faculty or School and express an opinion, if it so desires, to the Academic Board through the College Board
 - (j) Deal with and report on any matter referred to it by the Academic Board and the College Board
 - (k) Appoint such other sub-committees as it may consider necessary in the discharge of its functions
 - (l) Constitute the Board of Examiners of the Faculty.

STATUTE 21: OFFICE OF THE DEAN OF STUDENTS

- 21.1 There shall be a Dean and Vice-Dean of Students appointed by the Vice-Chancellor on behalf of Council.
- 21.2 The Dean so appointed shall be of Professorial rank and shall have the status of a Dean of Faculty. The Dean of Students shall hold office for a three-year term and shall be eligible for re-appointment for a further consecutive term only.
- 21.3 The Vice-Dean shall hold office for a term of two years and shall be eligible for re-appointment for only one further consecutive term. The Vice-Dean shall assist the Dean in the performance of his or her duties and shall act as Dean in the absence of the Dean.
- 21.4 The Dean of Students shall have responsibility for the welfare of junior members of the University in relation to academic,

residential and social matters. The Dean of Students shall exercise this responsibility under the direction of the Academic Board. The Dean of Students shall liaise with the Vice-Chancellor, Pro Vice-Chancellor, Registrar, Heads of Department, Hall Masters/Warden, Residence Committee, Chaplaincy Board, Sports and Recreation Committee, the Students Representative Council and the Graduate Students' Association of Ghana (UCC) on all matters affecting the welfare of students. In particular, the Office of the Dean of Students shall be responsible for the following matters relating to junior members:

- (a) Accommodation of students in halls of residence and hostels
 - (b) Chaplaincy services
 - (c) Guidance and counselling services for junior members
 - (d) Sports and recreation
 - (e) Intra-university, inter-university and international student competitions or meetings
 - (f) Student governing bodies, organisations, clubs and societies.
- 21.5 The Dean of Students shall exercise his or her responsibility under the direction of the Academic Board and with the assistance of the Board of Students Affairs comprising:
- (a) Dean of Students – Chairperson
 - (b) Vice-Dean of Students
 - (c) One representative of the Academic Board
 - (d) Two representatives of the Committee of Heads of Hall other than the Chairperson, at least one of whom shall be a woman
 - (e) Head of the Chaplaincy
 - (f) Director, Counselling Centre
 - (g) Chairperson, Sports and Recreation Committee
 - (h) One representative of graduate students
 - (i) One representative of undergraduate students
 - (j) Assistant/ Senior Assistant Registrar – Secretary

STATUTE 22: DEPARTMENTS

Head of Department

- 22.1 The Department shall be the primary academic division for teaching and research. Each Department in a Faculty or School shall have an appointed Head. A Head of Department shall be of Professorial rank unless there is no academic senior member of Professorial rank in the Department willing and competent to head the Department. Where there is no member of Professorial rank, the

- headship of the Department shall rotate among the next lower rank. The title “Head of Department” shall be used whether the incumbent is of Professorial rank or not.
- 22.2 The Head of Department shall be appointed by the Vice-Chancellor in consultation with the Provost/Dean.
- 22.3 The appointment of a Head of Department who is of Professorial rank shall be for a period of three years at a time and the person shall be eligible for a further consecutive term only. A Head of Department of non-Professorial rank shall be appointed for two years at a time and shall be eligible for re-appointment for a second consecutive term only. The appointment of a Head of Department shall not be renewed after he or she has served for two consecutive terms, whether or not such person has, during the period, been promoted to Professorial rank. A person shall be eligible for re-appointment as Head of Department only after two years have elapsed from the date he or she last held that office, unless there are demonstrable exceptional circumstances.
- 22.4 When a vacancy occurs in the headship of a department, the Dean of the Faculty or School concerned shall present the names and the curricula vitae of the three most senior academic members of the Department with his or her recommendation(s) to the Vice-Chancellor for consideration after the necessary consultations with the Department concerned. The Vice-Chancellor may consult senior members of the Department before appointing one of them as the Head.
- 22.5 Should a Head of Department be absent for a period exceeding three months, the Vice-Chancellor shall in consultation with the Dean of the Faculty/School appoint another member of the Department to act for a period as the Vice-Chancellor may determine.
- 22.6 The responsibilities of the Head of Department shall include the following:
- (a) With the approval of the Faculty Board, organise the teaching programme, maintain acceptable standards of teaching and ensure that adequate facilities are available for research in their respective disciplines
 - (b) In consultation with members of the Department, recommend to the Faculty Board, programmes, syllabi and courses as well as ways of promoting research in the Department
 - (c) Responsibility for the maintenance of discipline in the Department

- (d) Liaising with other academic divisions of the University and other universities, industry, professional bodies, associations and similar bodies on matters affecting the Department after consultation with the Departmental Board
 - (e) Consulting with the Dean on matters affecting the Department and the Faculty.
- 22.7 There shall be no specific salary attached to the post of Head of Department but the Head shall receive such allowances, perquisites, bonuses and emoluments as Council may prescribe as attached to the office.

STATUTE 23: DEPARTMENTAL BOARDS

- 23.1 Each Department shall have a Departmental Board comprising all senior members of the Department. The Board shall meet at least twice each semester to:
- (a) Discuss ways of promoting the discipline (i.e. field of study)
 - (b) Periodically review existing programmes and develop new ones
 - (c) Consider issues relating to quality assurance and the maintenance of ethical standards in the delivery of teaching and research activities
 - (d) Consider the general organisation and regulation of courses and research in the Department
 - (e) Consider the Departmental budget
 - (f) Consider matters referred to it by the Academic Board or the Faculty Board and any other matter relating to the department
 - (g) Plan and evaluate the work of the Department.
- 23.2 Meetings of the Departmental Board shall be convened by the Head of Department at such times as he or she may decide but the Head shall convene a special meeting at the written request of at least one-third of the senior members of the Department submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven days of receipt of the request.
- 23.3 The quorum for the transaction of any business of the Departmental Board shall be half of the total number of members.
- 23.4 A Departmental Board may be constituted into a Committee on Graduate Studies for the purpose of considering matters relating to postgraduate studies in the disciplines of the Department and, for this purpose, members from cognate Departments may serve on the Committee.

- 23.5 Copies of minutes of the Departmental Board meetings shall be sent to the Dean of the Faculty/School.

STATUTE 24: INSTITUTES AND CENTRES

- 24.1 Except otherwise provided for in the *Statutes*, all Directors of Institutes and Centres shall be at the level of a Head of Department.
- 24.2 Directors shall be required to constitute Boards and hold meetings in the same manner as Departmental Boards.
- 24.3 The Governing Boards of Institutes and Centres shall be determined or approved, in each case, by the Academic Board.

STATUTE 25: LIBRARY

- 25.1 The Library shall provide the requisite resources to support research, teaching and learning activities of especially senior and junior members as well as the University community and the wider public. In this regard, the Library shall be adequately stocked with learning materials and literature including electronic resources for all manner of users, including those physically or intellectually challenged.
- 25.2 In order to fully and effectively carry out its functions, the Library may operate a library or reading room in any Faculty, School, Department, Institute, Centre, Hall of Residence or Hostel, and on such terms and conditions, as it deems necessary; and liaise with other libraries and agencies.
- 25.3 The Library shall be headed by the Librarian who shall be a senior member with a research postgraduate degree, the requisite qualifications and at least ten years experience in librarianship as a senior level librarian, preferably at a tertiary institution. The University Librarian shall ensure that the Library fully and effectively carries out its functions as spelt out in Statute 25.1. The conditions of service of the University Librarian shall be equivalent to those of a Professor.
- 25.4 When a vacancy occurs or is about to occur in the office of the Librarian, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least three external assessors, shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council. The person shall be

formally appointed by Council to assume office on the first day of August of that year. The appointment of the librarian shall be by tenure.

- 25.5 There shall be a Library Board which shall supervise and direct the operations of the Library. The Board shall be composed as follows:
- (a) Chairman elected by the Academic Board
 - (b) Librarian (non-voting member)
 - (c) One senior member from each College
 - (d) One senior member representing the Directorate of Finance
 - (e) One representative of undergraduate students
 - (f) One representative of postgraduate students
 - (g) The Bookshop Manager
 - (h) Assistant/Senior Assistant Registrar (Library) –Secretary

STATUTE 26: CENTRE FOR INTERNATIONAL EDUCATION

- 26.1 There shall be a Centre for International Education which shall manage all matters and programmes relating to international education, serve as an advisory unit to all academic departments on exchange programmes and collaborations. The Centre shall also be responsible for developing memoranda of understanding with institutions in and outside Ghana and organising international workshops, seminars and conferences.
- 26.2 There shall be a Dean of the Centre for International Education, to be known as the Dean of International Education, who shall be of Professorial rank and appointed by the Vice-Chancellor on behalf of Council.
- 26.3 The Dean of the Centre shall be of the status of a Dean of Faculty/School and shall be responsible to the Vice-Chancellor for the effective management of the Centre as spelt out in Statute 26.1.
- 26.4 The Dean shall hold office for three years renewable for another term only.

STATUTE 27: DIRECTORATE OF RESEARCH, INNOVATION AND CONSULTANCY (DRIC)

- 27.1 There shall be a Directorate of Research, Innovation and Consultancy, which shall manage all matters relating to research, innovation and consultancy. The Directorate shall perform the following functions:
- (a) Coordinate the university-wide research agenda
 - (b) Source and manage funding for research

- (c) Develop and advise Academic Board on (i) criteria for the research component of assessments for promotion, (ii) motivating research effort of Faculties/Schools, and (iii) sponsoring research and conferences
 - (d) Ensure standard/quality research by writing out research proposals that can sell and be executed to register the University's presence in the Ghanaian economy and the international domain
 - (e) Coordinate and support publication of journals and books in the University
 - (f) Liaise with the Directorate of Academic Planning and Quality Assurance to advise management on procedures that promote research-based teaching.
- 27.2 There shall be a Director of the Directorate of Research, Innovation and Consultancy who shall be of Professorial rank and appointed by Council.
- 27.3 The Director of the Directorate shall be of the status of a Dean of Faculty/School and, under the Vice-Chancellor, be responsible for the effective management of DRIC as spelt out in Statute 27.1.
- 27.4 The Director shall hold office for three years, renewable for another term only.
- 27.5 When the position of the Director becomes or is about to become vacant, the Registrar shall notify the Vice-Chancellor who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least two external assessors, shall conduct inquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council. The person shall be formally appointed by Council to assume office on the first day of August of that year.

PART I - ADMINISTRATIVE DIVISION

STATUTE 28: OFFICE OF THE REGISTRAR

- 28.1 In order to effectively perform the functions of the Registrar, particularly relating to administrative support, secretarial services and the custody of records, the Registrar's office shall be divided into such directorates or offices as Council shall approve.
- 28.2 The Registrar shall be assisted in the performance of his/her duties by Directors who shall be appointed by Council through open advertisement and interviews.

- 28.3 The following Officers shall operate under and be responsible to the Registrar in the performance of their duties and responsibilities and together with the Registrar shall constitute the Registry:
- (a) Director of Finance
 - (b) Director of Physical Development and Estate Management
 - (c) Director of University Health Services
 - (d) Director of Human Resource
 - (e) Director of Academic Affairs
 - (f) Director of Public Affairs
 - (g) Director of Legal, Consular and General Services
 - (h) Director of Information Technology Services
 - (i) Head of Procurement
 - (j) College Registrars
- 28.4 Without prejudice to 28.3, the Director of Finance shall report to the Vice-Chancellor on financial matters.

STATUTE 29: DIRECTORATE OF FINANCE

- 29.1 The Directorate of Finance shall perform the following functions:
- (a) Keep proper financial records of the University in accordance with accounting standards prescribed by the Institute of Chartered Accountants (Ghana) and International Financial Reporting Standards
 - (b) Prepare budgets for each financial year for consideration by Council
 - (c) Advise the Vice-Chancellor and other officers of the University on matters relating to the accounts and funds of the University
 - (d) Invest University funds as directed by Council or the Vice-Chancellor, as the case may be
 - (e) Perform such other functions relating to accounting, financial and treasury services as may be prescribed by Council, the Vice-Chancellor or the Academic Board.
- 29.2 The Director of Finance shall head the Directorate of Finance of the University and be responsible to the Registrar for the general administration of the Directorate.
- 29.3 Without prejudice to 29.2 above, he or she shall report to the Vice-Chancellor on financial matters.
- 29.4 The Director of Finance shall possess a postgraduate degree in the relevant area and shall be licensed by a recognised professional accounting body such as the Institute of Chartered Accountants (Ghana) to practise accountancy in Ghana and shall have had at

- least ten years post-qualification experience as a professional accountant.
- 29.5 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
- 29.6 The appointment shall be for six years renewable for up to six years if that is not beyond the statutory retiring age.

STATUTE 30: DIRECTORATE OF INTERNAL AUDIT

- 30.1 The Directorate of Internal Audit shall perform the customary functions of an internal auditor, including but not limited to the following:
- (a) Verification of assets
 - (b) Recommending and ensuring compliance with laid-down or appropriate cost-control and fraud-control procedures and regulations
 - (c) Ensuring that financial transactions have obtained the requisite authorizations
 - (d) Conducting investigations and issuing queries as appropriate
 - (e) Performing such other related functions as may be prescribed by Council, the Vice-Chancellor or the Academic Board.
- 30.2 The Directorate of Internal Audit shall be headed by the Director of Internal Audit who shall report to Council through the Vice-Chancellor.
- 30.3 The Director of Internal Audit shall possess a postgraduate degree in a relevant area, and shall be licensed by a recognised professional accounting body such as the Institute of Chartered Accountants (Ghana) to practise accountancy in Ghana and shall have had at least ten years post-qualification experience as a professional accountant with the requisite experience in auditing and controls.
- 30.4 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems

necessary, interview the applicants and make recommendations for appointment by Council.

- 30.5 The appointment shall be for six years renewable for up to six years if that is not beyond the statutory retiring age.

STATUTE 31: DIRECTORATE OF UNIVERSITY HEALTH SERVICES

- 31.1 The Directorate of Health Services shall be responsible for the provision of preventive, personal, environmental and public health services in the University and to the University community.
- 31.2 The Director of Health Services shall head the Directorate of the University Health Service and report to the Vice-Chancellor through the Registrar.
- 31.3 The Director shall possess a postgraduate degree and have at least ten years post-qualification experience as a licensed specialist in a health related field.
- 31.4 When a vacancy occurs or is about to occur in the office of Director of Health Services, the Registrar shall notify Council which shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
- 31.5 The appointment shall be for six years renewable for up to six years if that is not beyond the statutory retiring age.

STATUTE 32: DIRECTORATE OF ACADEMIC AFFAIRS

- 32.1 The Directorate of Academic Affairs shall be responsible for implementing the academic policies and managing the general academic programmes of the University.
- 32.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.
- 32.3 The Director of Academic Affairs must possess a postgraduate degree in the relevant area with relevant post-qualification experience.
- 32.4 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems

necessary, interview the applicants and make recommendations for appointment by Council.

- 32.5 The appointment shall be for four years renewable for up to four years if that is not beyond the statutory retiring age.

STATUTE 33: DIRECTORATE OF HUMAN RESOURCE

33.1 The Directorate of Human Resource shall be responsible for the strategic management and development of the University's human resource.

33.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.

33.3 The Director of Human Resource must possess a postgraduate degree in the relevant area with relevant post-qualification experience.

33.4 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

33.5 The appointment shall be for four years renewable for up to four years if that is not beyond the statutory retiring age.

STATUTE 34: DIRECTORATE OF PUBLIC AFFAIRS

34.1 The Directorate of Public Affairs shall be responsible for building and maintaining the University's corporate image and relationship with key publics, managing events and communicating with the University's stakeholders.

34.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.

34.3 The Director of Public Affairs must possess a postgraduate degree in the relevant area with relevant post-qualification experience.

34.4 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

34.5 The appointment shall be for four years renewable for up to four years if that is not beyond the statutory retiring age.

STATUTE 35: DIRECTORATE OF LEGAL, CONSULAR AND GENERAL SERVICES

35.1 The Directorate of Legal, Consular and General Services (DLCGS) shall provide legal, consular, general and other specialised services in the University.

35.2 The Directorate shall be headed by a Director who shall be responsible to the Registrar.

35.3 The Director of Legal, Consular and General Services must possess a postgraduate degree in the relevant area with relevant post-qualification experience.

35.4 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

35.5 The appointment shall be for four years renewable for up to four years if that is not beyond the statutory retiring age.

STATUTE 36: DIRECTORATE OF PHYSICAL DEVELOPMENT AND ESTATE MANAGEMENT

36.1 The Directorate of Physical Development and Estate Management shall be responsible for providing and maintaining the physical infrastructure, including, buildings, plant, machinery, utilities, roads, byways, grounds and gardens of the University, whether owned, leased or otherwise controlled or possessed by the University, wherever situated.

36.2 The Director of Physical Development and Estate Management shall head the Directorate of Physical Development and Estate Management of the University and be responsible to the Registrar.

36.3 The Director of Physical Development and Estate Management shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.

36.4 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The

Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.

- 36.5 The appointment shall be for six years renewable for up to six years if that is not beyond the statutory retiring age.

STATUTE 37: DIRECTORATE OF INFORMATION COMMUNICATION TECHNOLOGY (ICT) SERVICES

37.1 The Directorate of Information Technology Services shall be responsible for providing and maintaining the ICT infrastructure, of the University, wherever situated. The Directorate shall

- (a) Provide leadership for the development of a progressive ICT environment within the University and all distance learning centres.
- (b) Develop programmes and schedules that include privacy and security oversight for academic and administrative information processes, and computer services to meet the goals and objectives of the University.
- (c) Develop, direct and manage all computing and ICT strategic plans of the University.
- (d) Oversee the development of the University's investments in IT
- (e) Oversee the design and facilitate the integration of sound ICT architecture, technology standards and best practices for the University.
- (f) Ensure the identification and installation of appropriate and progressive IT infrastructure that can support administration, and enhance teaching and research.
- (g) Oversee the development, design and implementation of new applications and changes to existing computer systems and software packages.
- (h) Advise senior management on strategic systems conversions and integration in support of institutional goals and objectives.

37.2 The Director of Information Technology Service shall be headed by a Director who shall be responsible to the Registrar.

37.3 The Director of Information Technology Services shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.

- 37.4 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board, assisted by at least one and up to three external assessors, shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
- 37.5 The appointment shall be for six years renewable for up to six years if that is not beyond the statutory retiring age.

PART J - ACADEMIC PLANNING AND QUALITY ASSURANCE

STATUTES 38: DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE

- 38.1 The Directorate of Academic Planning and Quality Assurance (DAPQA) shall be responsible for coordinating the planning and monitoring of academic programmes in the University. It shall also be the university wide body with the responsibility of spearheading the quality assurance system of the University including all sections and the various mechanisms designed to maintain high performance standards.
- 38.2 The Directorate of Academic Planning and Quality Assurance shall be headed by a Director who shall report to the Vice-Chancellor. The Director shall be of Professorial rank with considerable teaching, research and administrative experience; and well grounded in the principles of quality assurance and quality improvement.
- 38.3 When a vacancy occurs or is about to occur, the Registrar shall notify Council who shall cause to be advertised such vacancy and to invite applications from suitably qualified candidates. The Appointments and Promotions Board shall conduct enquiries as it deems necessary, interview the applicants and make recommendations for appointment by Council.
- 38.4 The appointment shall be for four years renewable for up to four years if that is not beyond the statutory retiring age.

PART K – CONVOCATION

STATUTE 39: COMPOSITION AND FUNCTIONS OF CONVOCATION

Composition

- 39.1 Convocation of the University shall be composed of the following categories of persons:
- (a) Chairperson of Convocation
 - (b) The Vice-Chancellor
 - (c) The Pro Vice-Chancellor
 - (d) Registrar
 - (e) Professors, Librarian
 - (f) Provosts, Directors and Deans of Faculty/School in the University
 - (g) Associate Professors, Deputy Librarians, Deputy Registrars, Director of Health Services, Director of Finance, Director of Physical Development and Estate Management, Director of Internal Audit
 - (h) Senior Lecturers, Senior Research Fellows, Deputy Finance Officer, Senior Assistant Registrars, Senior Assistant Librarians, Senior Medical Officers
 - (i) Lecturers, Assistant Librarians, Assistant Registrars, Medical Officers, Accountants
 - (j) Assistant Lecturers, Junior Assistant Research Fellows, Junior Assistant Librarians, Assistant Accountants, Junior Assistant Registrars
 - (k) Any other persons holding office in the University who are approved for this purpose.

Functions

- 39.2 Convocation shall perform the following functions:
- (a) Express opinion on any matter 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 Convocation representatives on Council
 - (e) Receive reports from its representatives on the activities of the respective committees to which they have been appointed

- (f) Receive a report from the Vice-Chancellor towards the end of each semester on the state of the University, including academic, human resource, financial and infrastructural matters, 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
 - (iii) Staff and students' welfare
 - (iv) External relations and affiliations
 - (v) Physical development, funds required to complete each project, and expected completion date
 - (vi) Statement of income and expenditure for the immediate past semester.
- 39.3 The Registrar shall be responsible for the maintenance of a register of members of Convocation which shall be published annually, before December.

Meetings of Convocation

- 39.4 The Chairperson of Convocation shall convene a regular meeting of Convocation at least once each semester. The regular meetings of Convocation shall take place at such time as the Chairperson shall determine.
- 39.5 A special meeting of Convocation shall be called by the Chairperson of Convocation on written request of at least 25 members submitted with a statement of the subject matter to be considered at the special meeting. The Chairperson of Convocation shall convene the special meeting within 21 days of receipt of the request.
- 39.6 No special meeting shall be called within three months of the last meeting if the purpose of the intended special meeting is the same or substantially the same as that of the last meeting.
- 39.7 Should any question arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Chairperson thereon shall be final.
- 39.8 The quorum for meetings of Convocation shall be fifty members, including the Chairperson and the Secretary.

Board of Convocation

- 39.9 There shall be a Board of Convocation comprising:

- (a) Chairperson
 - (b) Vice-Chairperson
 - (c) Two representatives each from academic and administrative members
 - (d) Secretary (appointed by the Registrar)
- 39.10 Convocation shall elect its own Chairperson, Vice-Chairperson, two representatives each from academic and administrative members. The term of office of the Board shall be two years renewable for a further term only.
- 39.11 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 fulfil 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 individual members of Convocation
 - (d) Make proposals to Convocation for the improvement and proper functioning of the University.
- 39.12 The Chairperson of the Board of Convocation shall preside over Convocation and shall ensure that the functions of Convocation and its Board are fully and effectively carried out.
- 39.13 The Vice-Chairperson shall assist and deputise for the Chairperson and in his or her absence shall act as Chairperson.
- 39.14 The quorum for meetings of the Board of Convocation shall be four members, including the Chairperson and the Secretary.

Election of Convocation Representatives on Council

- 39.15 Convocation shall elect from its members two persons to serve on Council. The term of office of a Convocation Representative on Council shall be two academic years but such a person shall be eligible for a further term only. The term of office shall take effect from 1st August.
- 39.16 A member of Convocation may vote by proxy in which case he/she shall communicate the name of such proxy to the Registrar not later than forty-eight hours prior to the election.
- 39.17 The Registrar shall be the Returning Officer and shall conduct the election by secret ballot. He/she shall be assisted by three scrutineers appointed by Convocation. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and

the declaration of the candidates elected have been correctly carried out.

- 39.18 A candidate for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation. The candidate must indicate in writing his/her willingness to contest the elections.
- 39.19 Election of convocation representative on Council shall be held in July for the winner to assume office on 1st August.
- 39.20 It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the University Council, and shall at the same time call for nominations allowing two weeks for these to be received. He/she shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.
- 39.21 Of the two Convocation members of Council, one shall be teaching, and the other non-teaching senior member. The election shall be conducted in two divisions with separate lists of candidates and separate ballot papers for each division. All members of Convocation shall be entitled to vote in each division.
- 39.22 If a vacancy occurs in the Convocation representation on Council during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a by-election. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he replaces was elected and start his own term provided that the remaining term is less than half of the full term.

PART L - SPECIAL EVENTS AND DEGREES

STATUTE 40: MATRICULATION

- 40.1 No one shall be matriculated into the University unless he or she has fulfilled conditions prescribed by the Academic Board and has been accepted for admission. Decisions on admission of students into the University shall be the exclusive responsibility of the Joint Admissions Committee. The Committee shall act in accordance with criteria approved by the Academic Board.
- 40.2 A person shall be matriculated on the day when he or she, after having been properly and lawfully admitted into the University, personally attends a matriculation ceremony, swears the matriculation oath or makes a solemn declaration to that effect, and

enters his or her name and personally signs the Register of Matriculants which is kept by the Registrar.

- 40.3 The Vice-Chancellor shall preside over the Matriculation ceremony. The matriculation oath and solemn declaration shall be administered by the Registrar. All prospective matriculants shall be present and members of Convocation shall be in attendance.

STATUTE 41: CONGREGATION

Congregation shall be convened at least once every year at such time and place as shall be determined by the Chancellor in consultation with the Vice-Chancellor and Council and shall be presided over by the Chancellor. In the absence of the Chancellor, the Chairman of Council shall preside, and in the absence of both, the Vice-Chancellor shall preside. Council may permit Congregation to be convened as recommended by the Academic Board as and when the Academic Board approves the final results of Colleges, Faculties and Schools and the list of graduands from those Colleges, Faculties and Schools.

STATUTE 42: AEGROTAT DEGREES

The University may confer an Aegrotat Bachelor's degree in a programme on any person who has been unable to complete all the requirements for graduation on account of substantial or long-term ill-health or incapacity provided that the person has satisfactorily completed at least three-quarters of the coursework to be done and where the cumulative grade point average at that time indicates that, but for the substantial or long-term illness or incapacity, the person is more likely than not to have successfully completed the programme and graduated. An aegrotat degree shall not have any class or distinction ascribed to it.

STATUTE 43: HONORARY DEGREES

- 43.1 The University may confer an honorary Masters or Doctorate degree in any discipline on any person it may consider worthy of such a distinction. A special Congregation for the conferment of honorary degrees shall be convened as and when the University Council shall determine. A person on whom an honorary degree has been conferred shall be given all the rights and privileges associated with a degree of its class from the University.
- 43.2 The Vice-Chancellor shall cause the Registrar to invite nominations from members of Council and Convocation for the conferment of

honorary degrees. The Registrar shall be responsible for receiving and collating the necessary information for the Vice-Chancellor.

- 43.3 The Committee of Council responsible for the selection of persons for the award of honorary degrees shall be composed of the Chairperson of Council as Chairperson, the Vice-Chancellor, the Pro Vice-Chancellor, two members of Council and two members elected by the Academic Board. The Committee shall report to Council the names of persons selected for honorary degrees together with a statement of their careers and the grounds for their selection. Council shall approve the recommendation of the Committee before the persons concerned are notified in writing. All proceedings concerning the award of honorary degree shall be confidential and on no account shall the nominee be privy to the process.
- 43.4 Processes for nomination including the final decision by Council shall be completed before the end of the first semester in each academic year.
- 43.5 Honorary degrees shall not be conferred in absentia unless Council, for reasons to be reflected in its minutes, otherwise decides.

PART M: COLLEGE OF PROFESSORS, ADJUNCT AND EMERITUS PROFESSORS AND ENDOWED CHAIRS

STATUTE 44: COLLEGE OF PROFESSORS

- 44.1 There shall be a College of Professors which shall advise the University on academic and related issues. The College shall be chaired by the most senior Professor.

Functions of the College of Professors

- 44.2 The College shall:
- (a) Consider nominations for appointment of Emeritus Professors and make recommendations to the Appointments and Promotions Board
 - (b) Support mentoring in the Colleges, Faculties/Schools and Departments
 - (c) Provide advice for the development and review of academic programmes
 - (d) Advise the University, through the appropriate bodies, on research and graduate studies

- (e) Assist the Appointments and Promotions Board with the processing of appointments and promotions to the rank of Professor.

STATUTE 45: ADJUNCT PROFESSORS

- 45.1 The Vice-Chancellor, on the recommendation of the Board of the associated Faculty or School, may appoint an Adjunct Professor. The person to be so appointed should be of Professorial rank from a recognised university and should have a demonstrable track record of significant contribution to scholarship in the discipline concerned. In exceptional cases, a person from industry, commerce, public administration or professional practice with vast and relevant experience and having made significant contributions to his or her discipline or sector may be considered for appointment. The person shall maintain a continued commitment to the University and demonstrate the ability, during the period of Adjunct Professorship, of making distinctive contributions to the University.
- 45.2 When an Adjunct Professor visits the University, he or she may be required to give lectures in his or her subject area.
- 45.3 Where an Adjunct Professor is at post and is engaged by the University in teaching, research or for other academic purposes, he or she shall receive all remuneration that he or she shall be entitled to by virtue of such full or part-time employment.

STATUTE 46: EMERITUS PROFESSORS

- 46.1 Council may, on the recommendation of the Academic Board, confer the title of Emeritus Professor on a Professor who has retired from the University. The person shall have a demonstrable track record of significant contribution to scholarship in the discipline concerned. The person shall maintain a continued commitment to the University and demonstrate the ability, during the period of emeritus professorship, of making distinctive contributions to the University.
- 46.2 A Faculty or School wishing to have an Emeritus Professor appointed shall present the candidate's curriculum vitae and a supporting statement to the Registrar for consideration by the College of Professors. The recommendation of the College of Professors shall be submitted to the Academic Board. Any appointment shall be by Council.

- 46.3 An Emeritus Professor shall be an automatic member of Convocation and shall be entitled to the same privileges as a serving Professor at Congregations and Matriculations but shall not be an ex-officio member of the Academic Board or of any Faculty. An Emeritus Professor may be invited to give lectures in his or her subject area.
- 46.4 Where an Emeritus Professor is engaged by the University for teaching or research purposes, he or she shall receive all remuneration that he or she would be entitled to by virtue of such full or part-time employment.

STATUTE 47: ENDOWED CHAIRS

- 47.1 Subject to financial and scholarly criteria that the Academic Board may prescribe from time to time and Council may approve, a Faculty or School may create an endowed Chair in any of its disciplines, Departments, Institutes or Centres. Funds to support the Chair shall not be taken from government subvention or from tuition fees but may be received from research foundations or individual or corporate donations and benefactions.
- 47.2 The occupant of an endowed chair shall be a Professor. He or she shall occupy the position for a period of not less than one academic year and not more than three academic years at a time. The occupant shall receive a grant as prescribed or agreed upon and shall carry out the research, product development, publication or extension service for which he or she was appointed to occupy the endowed chair. The occupant shall be required to mentor faculty members and, where appropriate, lead at least one graduate level seminar.

PART N – STUDENTS MATTERS

STATUTE 48: ACADEMIC PROGRAMMES

- 48.1 No person shall qualify to graduate from the University with a degree, diploma, certificate or other academic distinction without having pursued a programme of study approved by the Academic Board in a Faculty or School of the University.
- 48.2 Programmes of study pursued by a student of the University in an institution or a place approved by the Academic Board on the recommendation of the Faculty Board, may, with the approval of the Academic Board, be deemed part of a qualifying scheme for a

degree, diploma, certificate or other academic distinction in the University provided that a candidate for the award of such a degree should have been registered in the University for at least a period of two consecutive academic years including the final year for undergraduate students, and one year in the case of postgraduate students.

STATUTE 49: HALLS OF RESIDENCE AND HOSTELS

- 49.1 There shall be halls of residence and hostels of the University for students in the University bearing such names as Council may determine.
- 49.2 Each hall of residence, hostel or other residential facility shall consist of such number of students, senior members and other employees of the University as the Residence Committee may determine. Every senior member shall be assigned to a hall of residence as a Fellow.
- 49.3 Each hall of residence, hostel or other residential facility shall, where conditions permit, be managed, subject to the *Statutes*, by a Hall Council or Hostel Council, as the case may be, consisting of the Hall Master or Hall Warden, six Hall Tutors and six junior members including the President, Secretary and Treasurer of the Junior Common Room Committee.
- 49.4 The Hall or Hostel Council responsible for the management of each hall, hostel or residential facility shall be responsible for recommending disciplinary action against any junior member with respect to breach of discipline of the hall, hostel or facility, provided always that where the breach of discipline will result in dismissal or is, in the opinion of the Hall Council, a major breach of discipline, the matter shall be referred to the Academic Board through the Vice-Chancellor.

STATUTE 50: STUDENTS' REPRESENTATIVE COUNCIL

- 50.1 There shall be a Students' Representative Council (SRC) elected by and representing the junior members of the University. The SRC shall be the official organ of the junior members of the University and shall be responsible for:
 - (a) Promoting the general welfare and interest of students by co-ordinating the social, cultural, intellectual and recreational activities of students in the University

- (b) Presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter
- (c) Establishing links and maintaining cordial relationships with students of other universities, educational and voluntary institutions within and outside Ghana
- (d) Nominating student representatives to serve on appropriate University bodies and committees
- (e) Promoting cordial relationships among all sections of the University community and maintaining a good relationship with past students of the University
- (f) Publishing records of students' activities.

PART O: DISCIPLINE

STATUTE 51: DISCIPLINE AND PENALTIES

- 51.1 The Vice-Chancellor shall be responsible for discipline within the University and, in this connection, shall act in accordance with rules formulated by Council. The Vice-Chancellor may delegate any part of his/ her authority in respect of discipline as he/she shall deem appropriate.
- 51.2 The following major penalties may be imposed only by the Vice-Chancellor, the Academic Board or Council, as the case may be, for breaches of discipline:
- (a) Dismissal
 - (b) Termination of Appointment
 - (c) Suspension for a maximum period of three (3) months
 - (d) Reduction in rank or grade
 - (e) Deferment of increment, i.e. postponement of the date on which the next increment is due, with corresponding postponement in subsequent years
 - (f) Stoppage of increment i.e. non-payment for a specified period of an increment otherwise due
 - (g) Forfeiture of pay for a stated period
 - (h) Rustication
 - (i) Withholding of certificates for a period not exceeding four years
 - (j) Cancellation of certificate
- 51.3 Only Council has the power to dismiss or terminate the appointment of senior members.

- 51.4 The following minor penalties may be imposed by the appropriate authority for breaches of discipline:
- (a) Reprimand
 - (b) Caution
 - (c) Warning
- 51.5 Any person affected by any decision of the Vice-Chancellor or the person or body to whom he/she has delegated authority shall have the right of appeal to the Vice-Chancellor or to Council, as the case may be.
- 51.6 Council may, by rules or regulations, make further provisions relating to disciplinary matters of the University.

STATUTE 52: DISCIPLINE OF SENIOR MEMBERS

- 52.1 In furtherance of the Vice-Chancellor's disciplinary authority, disciplinary proceedings may be instituted against senior members in compliance with Statutes 51.2 , 51.3 and 51.4.
- 52.2 A senior member against whom disciplinary proceedings are instituted shall be informed in writing of the complaint or charges against him or her.
- 52.3 The Vice-Chancellor shall refer the complaint or charges to the Disciplinary Committee (senior members) to investigate and to report its findings and recommendations as soon as practicable to the Vice-Chancellor. The Disciplinary Committee shall be at liberty to co-opt up to two members to assist with its work.
- 52.4 In the course of investigation proceedings, a senior member under investigation shall have the right to:
- (a) Be present when any complainant or witness is being interviewed by the Disciplinary Committee
 - (b) Ask such person any question as is relevant to the matter(s) under investigation
 - (c) Inspect any document that will be tendered and comment on it
 - (d) Bring and examine a witness
 - (e) Tender any document or evidence
 - (f) Make any submission or statement in support of one's case
 - (g) Appear with Counsel of his or her choice at the senior member's expense.
- 52.5 A senior member adversely affected by any decision before the Disciplinary Committee shall, be entitled to, within fourteen days of receipt of the Committee's decision, appeal to Council against such decision.

- 52.6 Any senior member of the University may be removed/dismissed for a good cause by Council. He/she shall not be removed/dismissed unless
- (a) There has been an investigation relating to Statute 52 and the person concerned has been permitted to appear before the Disciplinary Committee and the report of the Committee has been approved by Council
 - (b) He/she has been notified in writing of the grounds on which approval is given for his/her removal/dismissal.
- 52.7 The decision of Council on removal/dismissal shall not be subject to further appeal within the University.
- 52.8 For the purpose of this statute, “good cause” shall include but not limited to:
- (a) Conviction by a court of law for any offence which Council considers to be such as to render the person concerned unfit for the discharge of the functions of his/her office
 - (b) Conduct of a scandalous or disgraceful nature, which is incompatible with his/her position as a senior member of the University
 - (c) Any conduct which seeks to bring a senior member’s position into disrepute
 - (d) Conduct which Council considers to be such as to constitute failure or inability of the person concerned to discharge the functions of his/her office or comply with the terms of his/her appointment.
 - (e) Where a senior member has been charged with a disciplinary offence which, in the opinion of the Disciplinary Committee, is serious or prejudicial to the proper discharge of the duties of the senior member concerned, the Vice-Chancellor as the chief disciplinary officer of the University, on the recommendation of the Disciplinary Committee, may in pursuance of his/her powers under the *Statutes*, interdict him/her pending the determination of the case by the Disciplinary Committee. The Vice-Chancellor shall report to the Academic Board and Council at their next meeting circumstances leading to such action.

STATUTE 53: DISCIPLINE OF JUNIOR MEMBERS

- 53.1 Without prejudice to the University’s right to take appropriate legal measures as it deems necessary or to lodge a criminal complaint

culminating in the prosecution of any person, the following shall be major offences which shall attract the dismissal of a junior member:

- (a) Gaining admission into the University or a Hall of Residence or Hostel through falsified records, fraud, deceit or impersonation
 - (b) Any individual or collective action which threatens to disrupt or disrupts the academic and/or normal life on campus or which brings the University into disrepute.
- 53.2 It shall be the responsibility of the Vice-Chancellor in consultation with the relevant Provost, Dean of Faculty or School, and Head of Department or Director of Institute or Centre or the Dean of Students and the relevant Hall Council and subject to the *Statutes* and regulations, to provide for the discipline of junior members of the University.
- 53.3 The Vice-Chancellor may delegate his/her authority, subject to such review procedures, as shall seem appropriate. In furtherance of the foregoing,
- (a) Each Hall Council shall be responsible for recommending to the Vice-Chancellor the necessary disciplinary action against a junior member of such Hall for any breach of Hall discipline except those breaches that might result in dismissal
 - (b) Where a breach other than those stated under (a) above might result in dismissal, such matter shall be referred to the Vice-Chancellor who shall refer same to the Academic Board for decision. The person concerned must be notified in writing of the grounds on which disciplinary action is being taken against him/her and must be given reasonable opportunity to defend himself/herself before a five-member Disciplinary Committee set up by the Academic Board.

STATUTE 54: DISCIPLINE OF STAFF

- 54.1 The appointment of a senior/junior staff may be terminated for good cause by the Vice-Chancellor provided that:
- (a) The Vice-Chancellor shall be advised by, or shall consult with, the relevant Head(s) concerned for the discipline of staff
 - (b) The Vice-Chancellor may delegate his/her authority, subject to such review procedures as shall seem appropriate
 - (c) The person concerned has been notified in writing of the grounds on which consideration is being given for the termination of his/her appointment, and has been given a

reasonable opportunity to defend himself/herself before a Disciplinary Committee constituted by the Vice-Chancellor.

STATUTE 55: ABSENCE FROM WORK AND VACATION OF POST

- 55.1 A senior member or staff who absents himself/herself from duty for a period of three working days or more but less than ten, without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be cautioned for a first offence and have the pay and emoluments for the period concerned calculated and deducted from the monthly entitlements. A second offence within a period of three months shall attract a warning and the pay and emoluments for the period concerned shall be calculated and deducted from the monthly entitlements. A third offence within a period of six months shall be considered as vacation of post and the person's appointment may forthwith be terminated.
- 55.2 A senior member or staff who absents himself/ herself from duty for a period of ten consecutive working days or more without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be deemed to have vacated his or her post and his/her appointment may forthwith be terminated.
- 55.3 Permission shall be obtained from the Vice-Chancellor for any travel abroad by a senior member or senior or junior staff.

PART P – MISCELLANEOUS

STATUTE 56: BASIC AND SENIOR HIGH SCHOOLS

- 56.1 The University shall maintain basic schools and a senior high school. These schools shall maintain the highest academic standards and shall be properly resourced to perform their functions. They shall be managed with a view to making them leading co-educational schools with the highest calibre of staff, pupils and students, and with outstanding performance in curricular and co-curricular activities. The governing body of the basic schools shall be the Basic Schools Governing Committee, which shall be chaired by a member elected by the Academic Board. The governing body

of the senior high school shall be the Senior High School Governing Committee, which shall also be chaired by a member elected by the Academic Board.

- 56.2 The basic schools shall be wholly owned by the University and they shall be managed as a self-sustaining entity. The basic schools shall comprise the Kindergarten, the University Primary School and the University Junior High School, each to be headed by a senior member. Subject to the pupil's performance, progression from one basic school to the next higher school shall be automatic.
- 56.3 The University Practice Senior High School shall maintain a special relationship with the Ghana Education Service, but the University shall provide the required land, premises and facilities, including classrooms, laboratories, farms, staff bungalows, dormitories, furnishing, equipment, plant and machinery, for effective teaching and learning. In this regard, the University Practice Senior High School shall be at liberty to charge additional fees in respect of its overheads, facilities or development activities.

STATUTE 57: EXTERNAL AUDITORS

- 57.1 The books and accounts of the University shall be audited each year by the Auditor-General or an auditor appointed by him/her.
- 57.2 Council shall pay audit fees (if any) as the Auditor-General and Council may agree, or in case of failure to agree, such fees as the Chancellor may determine.

STATUTE 58: MEMBERSHIP AND MEETINGS OF COMMITTEES

- 58.1 All members of committees of the Academic Board shall be elected except the ex-officio members. All elected members of University boards and committees shall hold office for a term of two years and shall be eligible for re-election for a second consecutive term only.
- 58.2 Unless as otherwise provided by the Law, the *Statutes* or regulations adopted pursuant thereto, the quorum for the transaction of business of any University body shall not be less than fifty percent of the total membership of that body or if such one-half is not a whole number, then the next higher whole number. If any committee is unable to raise a quorum within thirty minutes after the time stipulated for the commencement of the meeting for two successive meetings, the Chairperson of that Committee shall report to the Vice-Chancellor for advice.

- 58.3 No decision reached at a meeting of any University body shall be valid unless it receives the approval of not less than fifty percent of the members present and voting (where voting is necessary) at that meeting. If there is an equality of votes in respect of any decision reached at any meeting, the Chairperson of the meeting shall have, in addition to his/her original vote, a casting vote.
- 58.4 Subject to such regulations as may be made under the *Statutes*, any question as to the procedure to be observed in respect of any matter arising at a meeting of any University body or Committee shall be determined by the entire members present at such a meeting.
- 58.5 Unless otherwise provided, all committees and boards of the University shall meet at least twice every semester.
- 58.6 The Secretary to any committee of Council or the Academic Board shall submit minutes or a summary of decisions of the meeting to members of the committee within two weeks of the meeting.
- 58.7 Except for confidential matters, members of boards and committees who represent various bodies shall be required to report the decisions taken at the various meetings that they attend to the bodies that they represent within two weeks of the receipt of the approved minutes or summary of decisions, as the case may be.
- 58.8 Council shall determine the remuneration, allowances and honoraria of chairpersons, members and secretaries of all boards and committees from time to time.
- 58.9 No act or decision of any University body shall be invalid by reason of the existence of any vacancy among its members or defect in the appointment of any of its members.

STATUTE 59: OFFICIAL ORGANS OF COMMUNICATION

- 59.1 There shall be a Calendar, published annually; a Gazette, published quarterly; and a Bulletin, published monthly. Announcements in any of these publications shall be or shall be deemed to be sufficient official notification to all members of the University.
- 59.2 It shall be the responsibility of the Chairperson of a statutory committee to furnish the Registrar, for publication in the appropriate University organs, a summary of all decisions taken at each meeting on matters of general interest to the University.

STATUTE 60: ANNUAL REPORTS

- 60.1 There shall be an annual report on the University submitted by the Vice-Chancellor to Council within six months after the end of each

academic year for publication, taking into account reports from the various sections of the University. It shall be the responsibility of Provosts of College, Deans of Faculty/School, Heads of Department or Section, and Chairpersons of Statutory Committees to submit reports on the activities of their Faculties, Departments, Sections and Committees to the Vice Chancellor for inclusion in the Annual report.

- 60.2 Committees of the Academic Board shall report and speak to the report, at least once every academic year to the Academic Board.

STATUTE 61: APPOINTMENT BY OPEN ADVERTISEMENT

Unless otherwise provided in these *Statutes*, appointments to the offices of Vice-Chancellor, Pro Vice-Chancellor, Registrar, Provost, and Director except the Directors of IEPA and Institute of Education, shall normally be by open advertisement.

STATUTE 62: 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 Council directing the affixing of the Seal by the Registrar or some member of the University Staff in the presence of the Vice-Chancellor or in his or her absence, 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 63: REGULATIONS

- 63.1 The Academic Board shall make regulations for their procedures and for the exercise of their powers under the *Statutes*.
- 63.2 The Academic Board shall not make or ratify any regulation altering, revoking or adding to the regulations for the time being in force except at a regular meeting of the Board concerned and unless notice of the proposed regulation has been given on the agenda for the meeting.
- 63.3 Statutory Committees and Faculty/School Boards may, subject in each case to review by the Academic Board, make rules for their own procedures and for the exercise of the powers assigned or delegated to them by or under any regulations of the Academic Board.

- 63.4 All regulations approved by the Academic Board and amendments to them shall be codified and numbered serially and published by the Registrar.
- 63.5 The Academic Board shall, in approving or ratifying or making or altering or removing regulations, observe the following conditions:
- (a) No regulation shall be repugnant to the existing laws of Ghana
 - (b) No regulation shall conflict with the *Statutes* of the University for the time being in force.
 - (c) No person shall be allowed to take any degree other than an honorary degree, without examination or other adequate test except an aegrotat degree.
 - (d) Where any regulation or statute conflicts with any law of Ghana, such law shall prevail.
- 63.6 If any question arises as to the validity of any regulation made by the Academic Board under the *Statutes*, the question shall be referred to Council for determination, and Council shall be at liberty to seek legal opinion in making its determination.
- 63.7 Matters not expressly covered in the Law or in the *Statutes* or in regulations, may be determined by the Vice-Chancellor in consultation with the Academic Board and subject to the approval of Council.

STATUTE 64: INDUSTRIAL ACTION BY UNIONISED EMPLOYEES

- 64.1 The University recognises the right of every employee to freedom of association and the right to industrial action in order to protect his/her economic and social interest.
- 64.2 Employees who engage in industrial action pursuant to their right to do so under any collective agreement or under other labour arrangements shall do so in strict compliance with the Labour Act, 2003 (Act 651) and must respect the rights and freedoms of other members of the University and the general public.
- 64.3 No industrial action taken or purported to be taken shall deliberately disrupt work of other unionised staff not on strike or the provision of essential services to campus.
- 64.4 For the purposes of this statute, essential services shall have the same meaning as in the Labour Act, 2003 (Act 651) or in the collective agreement reached between Management and the Unions from time to time.

STATUTE 65: AMENDMENT TO THE STATUTES

65.1 The Academic Board may recommend to Council amendments to the *Statutes* and/or Schedule(s) to the *Statutes*. Any such proposals for amendments to the *Statutes* and/or Schedules shall be made at a meeting of the Academic Board provided that:

- (a) The quorum for the transaction of any business to amend the *Statutes* or a statute or Schedule(s) shall be two-thirds of the total number of members
- (b) A majority of the members present vote 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 statute to which they relate. The notice shall be included in the agenda
- (d) Any draft amendment of the *Statutes* or Schedule by the Academic Board shall be circulated to the members of Council at least fourteen days before the date of the meeting at which the proposed amendment is to be considered
- (e) Council shall on the appointed date or any other date consider the draft *Statutes* or Schedule(s) and may approve the draft provisionally either with or without amendment of which written notice has been circulated to the members at least three days before the date of the meeting
- (f) The amended *Statutes* or Schedule(s) as provisionally approved shall be circulated to the members of Council, and where in the opinion of Council it affects academic matters, to the Academic Board at least seven days before the meeting at which it is intended to confirm the amended *Statutes* or Schedule(s)
- (g) 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* or Schedule(s) was provisionally approved, Council shall hold a meeting and confirm the *Statutes* or Schedule(s) without amendment.

STATUTE 66: REPEAL OF THE 2012 STATUTES

The University of Cape Coast *Statutes*, 2012 is hereby repealed.

SCHEDULE A

STATUTORY COMMITTEES OF COUNCIL

1. FINANCE COMMITTEE

Membership

Chairman of Council – Chairman

Vice-Chancellor

Pro Vice-Chancellor

Registrar

Two persons appointed by Council from among those members who are not in the employ of the University

Provosts

Two members of the Academic Board elected by that body

Senior Assistant Registrar/ Deputy Registrar – Secretary

In Attendance

Director of Finance

Directorate of Internal Audit

Quorum: Fifty percent of the membership including either the Chairman of Council or the Vice –Chancellor.

Functions

- (a) Prepare annual budget for the University for approval by Council and transmission to the Government.
- (b) Advise Council on management and administration of finances and properties of the University.
- (c) Subject to approval of Council, formulate and implement financial policies of the University.
- (d) Invest and manage University funds.
- (e) Incur or authorise persons or bodies to incur expenditure from University funds, including any income accruing to any section of or body within the University.
- (f) Prepare annual accounts of the University for approval by Council.
- (g) Control and regulate such expenditure in light of the University's approved annual budget and in accordance with the University's Financial and Stores Regulations.
- (h) Perform other functions as stipulated in the University's Financial and Stores Regulations.
- (i) Carry out any other function that may be delegated to it.

2. DEVELOPMENT COMMITTEE

Membership

Vice-Chancellor – Chairman

Pro Vice-Chancellor

Registrar

Two persons appointed by Council from among those members of Council who are not in the employ of the University

Provosts

Two members of the Academic Board elected by that body

Director (DLCSG) – Secretary

In Attendance

Director of Physical Development and Estate Management

Director of Finance

Estate Officer

Quorum: Fifty percent of the membership including either the Vice-Chancellor or the Pro Vice-Chancellor.

Functions

- (a) Formulate the Physical Development Policy of the University.
- (b) Recommend to Council annual physical development projects within the University.
- (c) Determine building programmes and approve plans for physical development of the University.
- (d) Appoint such architects, consultants and other professional persons as, in its view, are required for the best implementation of such plans.
- (e) Control all design matters.
- (f) Take all steps as it thinks fit for the development, care and maintenance of the properties of the University.
- (g) Advise and exercise supervision over development projects within the University.

3. ENTITY TENDER COMMITTEE

Membership

Vice-Chancellor– Chairman

Registrar

Director of Finance

A lawyer appointed by Council

Three Heads of Department including user Department

One member appointed by the National Council for Tertiary Education (NCTE)

Head of Procurement – Secretary

In attendance

Director of Physical Development and Estate Management

Procurement Officer

Estate Officer

Quorum: The quorum shall be five members the Chairperson

Functions

- (a) Consider contract awards and advise the Development Committee.
- (b) Review procurement plans in order to ensure that they support the objectives and operations of Colleges, Faculties/Schools, Institutes and Departments/ Units.
- (c) Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget.
- (d) Review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Public Procurement Act, 2003 (Act 663), the Procurement (Amendment Act), 2016 (Act914) its operating regulations and guidelines.
- (e) Ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Schedule 3 of the Procurement Act, prior to the award of the contract.

4. AUDIT REPORT IMPLEMENTATION COMMITTEE

Membership

Chairman appointed by Council

Vice-Chancellor

Head of one Directorate in the Office of the Registrar

One Representative of the Institute of Internal Auditors of Ghana

One Academic Board Representative

Senior Assistant Registrar (Legal Section), DLCGS – Secretary

In Attendance

Registrar

Director of Finance

Director of Internal Audit

Functions

- (a) Advise Management on risk management, internal controls and compliance with audit laws, regulations and ethical standards.
- (b) Ensure that Council or the Vice- Chancellor:
 - i. Pursues the implementation of matters in all audit reports and the Auditor General’s reports endorsed by Parliament as well as financial matters raised in the reports of internal monitoring units in the University
 - ii. Annually prepares a statement showing the status of implementation of recommendations made in all audit reports as well as the Auditor-General’s report which have been accepted by Parliament and any other related directives of Parliament.
The statement shall show remedial action(s) taken or proposed to be taken to avoid or minimize the recurrence of undesirable features in the accounts and operations of the University and the time frame for action to be completed. It shall be endorsed by the relevant Minister and forwarded to Parliament, Office of the President, the Director-General of Internal Audit Agency and the Auditor-General within six months after Parliamentary decisions on the Auditor General’s Reports.

5. APPOINTMENTS AND PROMOTIONS BOARD

Membership

The Vice-Chancellor – Chairman

The Pro Vice-Chancellor

Registrar

Two professors elected by the Academic Board, one to represent the Humanities and the other to represent the Sciences

Provost of the College to which the appointment is being made

Dean of the Faculty/School to which the appointment is being made

Head of the Department to which the appointment is being made

The Head of Cognate Department as defined by the Academic Board

Director of Human Resource– Secretary

Quorum: Five, including the Vice-Chancellor/ Pro Vice-Chancellor, one Academic Board representative, the Dean of the Faculty/ School in which the appointment is being made.

Functions

- (a) Formulate policies and make recommendations to Academic Board for consideration.
- (b) Review applications, interview persons and make appropriate recommendations to Council for appointments and promotions by adhering to the approved criteria for appointments and promotions of senior members.

6. COLLEGE APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

Provost – Chairman

Deans

Heads of Department in the case of two-tier Colleges

One Professor of the College nominated by the College

Head of the Department to which the appointment is being made

College Registrar – Secretary

Quorum: Fifty per cent of the membership.

Functions

- (a) Consider applications for appointments and promotions received from the Faculty/School Boards and review them in strict compliance with the approved criteria for appointments and promotions of senior members
- (b) Forward applications for appointment and promotion to professorial status with its comments and recommendations to the Registrar to be placed before the Appointments and Promotions Board for further consideration.

7. FACULTY/SCHOOL APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

Dean of Faculty/School – Chairman

Senior members of Professorial rank

Heads of Department within the Faculty

Quorum: Fifty per cent of the membership.

Functions

- (a) Consider applications for appointments and promotions received from the Departmental Appointments and Promotions Committee.
- (b) Recommend the appointment and promotion of senior members (academic) by adhering to the approved Criteria for Appointment and Promotion of Senior Members.

8. ADMINISTRATION APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

Registrar –Chairman

Director of Finance

Director of Internal Audit

Director of Academic Affairs

Director of Human Resource

Director of Public Affairs

Director of Legal, Consular and General Services

Director of Information Technology Services

Director of Physical Development and Estate Management

Director of Health Services

Senior Assistant Registrar (DHR) – Secretary

Quorum: Fifty per cent of the membership.

Functions

- (a) Consider applications for appointments and promotions to the various senior administrative/professional ranks/posts.
- (b) Recommend the appointments and promotions of senior members (administrative) to the Appointments and Promotions Board by adhering to the approved Criteria for Appointment and Promotion of Senior Members.

9. SENIOR STAFF APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Registrar or Director of Human Resource

The Head of the Department concerned or his/her representative

One person appointed by Academic Board

One external assessor appointed by the Registrar on the recommendation of the Dean/Head of the respective Faculty/Department/Section/Unit Assistant/Senior Assistant Registrar (DHR) – Secretary

Quorum: Three including Pro Vice-Chancellor, the Head of the Department concerned or his/her representative and the external assessor

Functions

- (a) Consider applications for appointments and promotions to various senior staff positions.
- (b) Conduct interviews and recommend the appointments and promotions of senior staff to the Vice-Chancellor.

10. JUNIOR STAFF APPOINTMENTS AND PROMOTIONS COMMITTEE

Membership

The Director of Human Resource - Chairman
Director of Finance or his/her representative
Director of Internal Audit or his/her representative
Head of Department or his/her representative
Assistant Registrar (DHR) – Secretary

Quorum: Three, including the Chairman and Head of the Department concerned.

Functions

- (a) Consider applications for appointments and promotions to various junior staff positions.
- (b) Conduct interviews and recommend the appointments and promotions of junior staff to the Vice-Chancellor.

11. Appeals Relating to Appointments and Promotions

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

12. GHANA UNIVERSITY STAFF SUPERANNUATION SCHEME MANAGEMENT BOARD

Membership

Four members appointed by Council two of whom shall be from the Council and the other two from outside the Institution. (one of the members from outside the University shall be appointed as Chairman by Council)

Two academic senior members elected by their members from among themselves

One administrative senior member elected by their members from among themselves.

Registrar

Director of Finance

Director of Internal Audit

Secretary (appointed by Registrar)

Quorum: Fifty per cent of the membership.

Functions

- (a) Exercise general oversight over the management of the Superannuation Scheme.
- (b) Ensure that the Director of Finance keeps books of account of the Scheme and prepares Income Statements and Statements of Financial Position at the end of each financial year.
- (c) Ensure annual auditing of the accounts of the Board.

SCHEDULE B

STATUTORY COMMITTEES OF THE ACADEMIC BOARD

1. EXECUTIVE COMMITTEE OF ACADEMIC BOARD

Membership

Vice-Chancellor – Chairperson

Pro Vice-Chancellor

Registrar

Provosts

Dean of Graduate Studies

Dean of Students

Two (2) members elected by the Academic Board

Director of Academic Planning and Quality Assurance (DAPQA)

Director (Academic Affairs) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other functions as may from time to time be delegated to it by the Academic Board.
- (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 of Department.
- (c) Receive annual reports from the Registrar as to whether all Committees of the Academic Board have functioned properly throughout the year.
- (d) Advise the Academic Board on the University's policy on scholarships and to award such University Scholarships as may be approved from time to time.

The decisions of the Executive Committee shall be reported to the Academic Board at its subsequent meeting by the Vice-Chancellor for ratification.

2. ACADEMIC PLANNING AND MANAGEMENT COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Registrar

Vice-Deans of Faculty/School

Librarian

Director of Finance

Director of Academic Planning and Quality Assurance

Director, DICTS

Most Senior Head of Department (each two-tier College)

Director (Directorate of Academic Affairs)

Assistant Registrar/ Senior Assistant Registrar (Academic) – Secretary

Quorum: Fifty percent of the membership

Functions

- (a) Consider the immediate and long-term academic needs of the University and design appropriate strategies and plans.
- (b) Promote effective teaching for critical thinking through programmes that are well packaged without losing the core academic focus of the University.
- (c) Study the operational situation of the University and make appropriate recommendations towards establishment and/or improvement of the teaching and learning structures of the University.
- (d) Monitor and prompt Faculties/Schools/Departments to review their academic programmes.
- (e) Facilitate the development of skills in research proposal writing and assessment.
- (f) Give general guidelines and directions to the operation of the Directorate of Academic Planning and Quality Assurance (DAPQA).
- (g) Advise the Academic Board on matters relating to the establishment of new departments.
- (h) Advise on new courses/programmes of study for the University taking into consideration, the manpower needs of the nation and the goals set for the University.

3. BASIC SCHOOLS GOVERNING COMMITTEE

Membership

Chairman elected by Academic Board

One representative of each College

One representative of the Ministry of Education

One member each nominated by the Vice-Chancellor from among the Heads of Senior High Schools and Colleges of Education in Cape Coast

One representative of each school's Parents-Teachers Association

One representative from the Office of the Registrar

Heads of constituent schools

One teacher elected by staff of the constituent schools

In attendance

One representative each of UTAG, GAUA, FUSSAG and TEWU

Quorum: Fifty percent of the membership.

Functions

- (a) Formulate the general policy of the Basic Schools and their courses of study and approve their syllabi.
- (b) Exercise such other functions as may be assigned to it from time to time by the Vice-Chancellor.

4. BOOKSHOP COMMITTEE

Membership

Three members elected by the Academic Board (one of whom shall be appointed Chairman by the Vice-Chancellor)

Director of Finance or representative

Librarian

Bookshop Manager

One elected member of the Students' Representative Council

Assistant Registrar/ Senior Assistant Registrar (Library) – Secretary

Quorum: Fifty percent of the membership.

Function

Supervise and direct the operations of the Bookshop subject to directions of the Academic Board.

5. DISCIPLINARY COMMITTEE (SENIOR MEMBERS)

Membership

Pro Vice-Chancellor – Chairman

Registrar

Provosts

A Lawyer from the Legal Section of the DLCGS

Two representatives of the Academic Board

One representative of UTAG

One representative of GAUA

Assistant Registrar/ Senior Assistant Registrar (DHR) – Secretary

In attendance

Head of Department concerned

Quorum: Fifty percent of the membership.

Function: Determine disciplinary issues referred to it and report appropriately.

6. DISCIPLINARY COMMITTEE (JUNIOR/SENIOR STAFF)

Membership

Chairman appointed by the Vice-Chancellor

Director of Human Resource

A Lawyer from the Legal Section of the DLCGS

Head of Security

One representative each of FUSSAG and TEWU

Assistant Registrar/ Senior Assistant Registrar (DHR) – Secretary

In attendance

Head of Department concerned

Quorum: Fifty percent of the membership.

Function: Determine disciplinary issues referred to it and report appropriately.

7. INFORMATION COMMUNICATION TECHNOLOGY (ICT) COMMITTEE

Membership

Chairman appointed by Vice-Chancellor

Registrar or his/her representative

Librarian or his/her representative

Director of Information Technology Services (DICTS)

Director of Physical Development and Estate Management

One Representative from each College

Assistant/ Senior Assistant Registrar (DICTS) - Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Have oversight responsibility over all information technology (ICT) infrastructure projects.
- (b) Streamline the acquisition of ICT equipment to ensure uniformity of standards
- (c) Formulate policies guidelines for the smooth operation of the Directorate of Information Technology services
- (d) Make recommendations to Academic Board on the use of ICT resources.

8. COMMITTEE ON INSTITUTIONAL AFFILIATION (CIA)

Membership

Chairman appointed by Vice-Chancellor

One representative from each College

Director of Academic Planning and Quality Assurance

One representative of the School of Graduate Studies

Director (Academic Affairs)

Vice-Dean (School of Graduate Studies)

One representative from the Directorate of Finance

Assistant/Senior Assistant Registrar (Institutional Affiliation Office) – Secretary

Functions

- (a) Exercise oversight responsibility over all activities relating to affiliation of Colleges/Institutions to the University of Cape Coast.
- (b) Prompt Faculties/Departments on the time for visitations to the various affiliate institutions.

Quorum: Fifty percent of the membership.

9. JOINT ADMISSIONS COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Registrar

Provosts

Director, DAPQA

Deans

Director (Academic Affairs)

Senior/Assistant Registrar (Admissions Section) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Make recommendations on Admissions Policy to the Academic Board of the University.
- (b) Determine admission quotas in consultation with the Vice-Chancellor.
- (c) Approve selections recommended by the Colleges.

10. LIBRARY COMMITTEE

Membership

Chairman elected by the Academic Board

One representative from each College

Director of Finance or his/her representative

Librarian (non- voting member)

Bookshop Manager

One representative of SRC

One representative of GRASAG

Assistant/Senior Assistant Registrar (Library) – Secretary

Quorum: Fifty percent of the membership

Function: Subject to the directions of Academic Board, supervise and direct the operations of the Library and such other matters as may be delegated to it.

11. PLANNING AND RESOURCES COMMITTEE

Membership

Vice-Chancellor – Chairman

Pro Vice-Chancellor

Registrar

Provosts

Librarian

Deans

Director of Finance

Director of Internal Audit or his/her representative

Director, DAPQA

Director of Physical Development and Estate Management

Director of Information Technology Services (DICTS)

Administrative Directors

Senior/Assistant Registrar (Office of the Vice-Chancellor) –Secretary

Quorum: Fifty percent of the membership, including the Vice-Chancellor or the Pro Vice-Chancellor, Director of Finance or his/her Deputy, Registrar or his/her representative, and the Director of Physical Development and Estates Management or his/her representative.

Functions

- (a) Advise the Academic Board on future development of the University on matters regarding academic, physical, financial and human resource development.
- (b) Advise the Academic Board on appropriate planning models and strategies covering all aspects of the University's activities as stated in (a) above.
- (c) Formulate policies on resource allocation to all sectors of the University.
- (d) Allocate resources to all sectors of the University.
- (e) Oversee income generating activities of the University.

12. PUBLICATIONS COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

One representative elected by each College Board

Chairperson, University Printing Press Management Board

One representative from the University of Ghana Press

Assistant /Senior Assistant Registrar (DIS) – Secretary

In attendance

Librarian

Printing Press Manager

Quorum: Fifty percent of the membership.

Functions

- (a) Assess applications for sponsorship for publications.
- (b) Review works and publications which have been sponsored.

13. INSTITUTIONAL REVIEW BOARD (IRB)

Membership

Five persons with background in Law, Medicine, Religion, Social, Natural Sciences and Education respectively appointed by the Vice-Chancellor (one of whom shall be the Chairman).

Director, DRIC

Director, DAPQA

Dean, School of Graduate Studies

One co-opted member from another IRB

Assistant Registrar/ Senior Assistant Registrar (DRIC) – Secretary

Quorum: Fifty per cent of membership.

Functions

- (a) Review research that involves human beings as subjects.
- (b) Ensure that rights and welfare of human participants in research are protected.
- (c) Ensure that risks have been considered and minimised.
- (d) Ensure that the potential benefits have been identified and maximised.
- (e) Ensure that consent of human beings is sought before participation in research.
- (f) Ensure that research is conducted ethically in compliance with established standards or guidelines.

14. RESIDENCE COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Registrar

Provosts or their representatives

Dean of School of Graduate Studies

Dean of Students

Director of Finance

Director of Internal Audit

Director (Academic Affairs)

Heads of Hall or their representatives

President of SRC

President of GRASAG

Presidents of JCRC

Assistant/Senior Assistant Registrar (Students Affairs) – Secretary

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

Functions

- (a) Keep the Hall System under review.
- (b) Make adequate provision for the supervision and welfare of junior members.
- (c) Formulate policies regarding catering in the Halls.
- (d) Propose fees for consideration by Council.

15. SEXUAL HARASSMENT COMMITTEE

Membership

Chairperson appointed by Vice-Chancellor

Representative of UTAG

Representative of GAUA

Representative of FUSSAG

Representative of TEWU

Representative of GRASAG

Representative of SRC

Head, Legal Section or representative

Secretary appointed by the Registrar

Quorum: Fifty percent of the membership.

Functions

- (a) Provide education for the entire community, including providing avenues for education and training on the University's Policy on Sexual Harassment to Heads of Department and Academic Advisors, Hall Tutors, the Counselling Centre, Dean of Students and personnel of the Office of the Dean of Students.
- (b) Monitor compliance with the Sexual Harassment Policy.
- (c) Receive, investigate complaints on sexual harassment and make appropriate recommendations to the Vice-Chancellor.
- (d) Ensure that newly appointed staff and fresh students receive orientation on the Sexual Harassment Policy of the University.
- (e) Be responsible for the production and dissemination of educational materials on issues of sexual harassment to the general University Community.

16. TIME-TABLE COMMITTEE

Membership

Chairman appointed by Academic Board

One representative of the Registrar

One representative from each Faculty/School

One representative each of SRC and GRASAG

Asst. Registrar /Snr. Assistant Registrar (Teaching & Exams), Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Draw up time-tables for teaching and examinations in consultation with the Teaching and Examinations Section.
- (b) Allocate lecture theatres/spaces for teaching.

17. TRAINING AND DEVELOPMENT (T & D) COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Registrar

Provosts

Director of Finance

Director of Human Resource

Assistant/ Senior Assistant Registrar (T & D)-Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Conduct in-service training for staff.
- (b) Conduct induction for Deans, Heads of Academic Departments/ Sections/Units in collaboration with DAPQA.
- (c) Conduct orientation for newly appointed senior members in collaboration with DAPQA.
- (d) Process study leave and scholarship applications and monitor progress of beneficiaries.

18. RESEARCH & CONFERENCES COMMITTEE

Membership

Vice-Chancellor – Chairman

Pro Vice – Chancellor

Registrar

Provosts

Director of Research, Innovation and Consultancy (DRIC)

Other members as co-opted by the Academic Board from time to time

Assistant Registrar/ Senior Assistant Registrar (DRIC) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Examine and take appropriate action on all applications for grants chargeable to the Special Research and Conferences Fund.
- (b) Maintain links with Research Funding Agencies and to serve as a channel for major research projects.
- (c) Make known and publish periodically, research activities undertaken and progress made within the University.
- (d) Consider applications from senior members and staff to attend conferences.

19. PROFESSIONAL BOARD – INSTITUTE OF EDUCATION

Membership

Vice-Chancellor – Chairman

Pro Vice-Chancellor

Registrar

Provosts

Director of Academic Affairs

Director of Academic Planning and Quality Assurance

Director, Institute of Education

Chief Director, Ministry of Education or representative
Director, Teacher Education Division, Ghana Education Service
Principals of affiliated Colleges of Education
One representative of National Council for Tertiary Education
One representative of Ghana National Association of Teachers
One representative from the West Africa Examinations Council
Assistant Registrar/ Senior Assistant Registrar (Institute of Education) –
Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Approve programmes of study and courses of the Colleges of Education.
- (b) Approve the appointment of Examiners.
- (c) Recommend to the Academic Board, the award of Certificates or Diplomas to successful candidates of the constituent Colleges.

20. GOVERNING BOARD – INSTITUTE FOR EDUCATIONAL PLANNING AND ADMINISTRATION (IEPA)

Membership

Vice-Chancellor – Chairman
Chief Director, Ministry of Education
Provost, College of Education Studies
Dean of School Graduate Studies
Director, Institute for Educational Planning and Administration
Director General the Ghana Education Service or his/her representative
One Representative of National Council for Tertiary Education
Director, Manpower Division (Ministry of Finance)
Secretary, Ghana National Commission on UNESCO
General Secretary, Ghana National Association of Teachers
Assistant/ Senior Assistant Registrar, IEPA – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Formulate policies for the Institute.
- (b) Provide general supervision and management of the Institute's activities to ensure achievement its objectives.

21. INSTITUTE FOR DEVELOPMENT STUDIES (IDS) BOARD

Membership

Chairman appointed by Vice-Chancellor

Provost, College of Humanities and Legal Studies

Dean, Faculty of Social Sciences

Director, IDS

One representative elected by each College

One representative from IDS

The Regional Economic Planning Officer

One representative from the Cape Coast Metropolitan Assembly

Assistant Registrar/ Senior Assistant Registrar (IDS) – Secretary

Quorum: Fifty percent of the membership

- (a) Promote and supervise research activities of the Institute.
- (b) Review periodically, policies governing the operations of the Institute.

22. BOARD OF SCHOOL OF GRADUATE STUDIES (SGS)

Membership

Dean of School of Graduate Studies – Chairman

Librarian

Vice-Deans

The most senior Head of Department (in two-tier Colleges)

One representative from each College of at least Senior Lecturer rank

Director of Academic Affairs

Deputy Registrar (SGS) – Member / Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Conduct appraisal of candidates, supervisors, coursework, theses topics, titles and synopses for higher qualifications based upon recommendations from College Committees on Graduate Studies.
- (b) Recommend the appointment of Internal and External Examiners in respect of written papers for postgraduate courses, dissertations or theses to the Academic Board based upon recommendations from College Committees on Graduate Studies.
- (c) Keep records of all postgraduate students and publish the Postgraduate Handbook from time to time.

- (d) Periodically initiate the process for review of the graduate curricula.
- (e) Make recommendations to the Academic Board for the award of post-graduate diplomas and higher degrees upon recommendations from College Committees on Graduate Studies.
- (f) Liaise with Heads of Department on postgraduate matters in their various Departments.
- (g) Establish and maintain links with graduate schools in other universities or institutions and promote exchanges of postgraduate students and staff engaged in graduate work between this University and other institutions.

23. COLLEGE OF DISTANCE EDUCATION (CoDE) BOARD

Membership

Provost – Chairman

Heads of Department/Unit

Senior members of Professorial rank in the College

One senior member of Professorial rank from each of the other Colleges

Executive Secretary of NCTE or representative

Director-General of GES or representative

National Coordinator, Distance Education, Ministry of Education

One representative of the Association of Ghana Industries

President, Distance Education Students Association of Ghana/
representative

College Registrar – Secretary

In attendance

College Finance Officer

Representative of Director of Internal Audit

Quorum: Fifty percent of the membership.

Functions

- (a) Give general guidelines and directions to the operations of the College of Distance Education.
- (b) Propose to the Academic Board, future development of the College on matters regarding academic, physical, financial and human resources.
- (c) Consider the immediate and long-term academic and professional needs of workers, in general, and personnel in the Ghana Education Service and design appropriate programmes, plans and strategies to train them.

- (d) Consider matters that the University Council, Academic Board, the Vice-Chancellor and the Colleges may refer to it from time to time.
- (e) Submit periodic reports on its deliberations to the Vice-Chancellor.

24. CAMPUS SECURITY AND SAFETY COMMITTEE

Membership

Chairman elected by Academic Board
 Two representatives elected by the Academic Board
 Registrar or his/her representative
 Director, Legal, Consular and General Services
 One representative elected by the Heads of Hall
 One representative elected by FUSSAG
 One representative elected by TEWU
 One representative each elected by SRC and GRASAG
 Head of Security Section
 Assistant Registrar/ Senior Assistant Registrar (DLCGS) – Secretary

In Attendance

Head of Campus Fire Station
 Commander (Head) of University of Cape Coast Police Station

Quorum: Fifty percent of the membership.

Functions

- (a) Monitor and deal with security and safety matters of the University.
- (b) Review periodically, the security and safety measures in force at the University and suggest improvements.

25. CHAPLAINCY COMMITTEE

Membership

Chairman elected by the Academic Board
 All Chaplains of the University
 One senior member from each Chaplaincy
 One senior staff from each Chaplaincy
 One junior staff from each Chaplaincy
 Ordained Priests in the University
 Assistant Registrar/ Senior Assistant Registrar (Students Affairs)-
 Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Co-ordinate all religious activities on campus.
- (b) Organise joint worship for the University Community on such occasions as may be appropriate.
- (c) Be responsible for the upkeep of the University Chapel.
- (d) Liaise with the religious groups on campus and the University authorities.
- (e) Recommend the approval of Chaplaincies as they are formed.

26. COMMITTEE OF HEADS OF HALL

Membership

Dean of Students – Chairman

Vice-Dean of Students

Heads of Hall/Hostel

Chairpersons of Hostel Management Committees

Senior Hall Tutors

Assistant Registrar/ Senior Assistant Registrar (Students Affairs) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Co-ordinate the work of Heads of Hall/Hostel.
- (b) Handle general complaints from Faculties about students' matters not specific to a Hall of Residence/Hostel or an academic department.
- (c) Exercise supervision over general welfare of students.

27. CULTURAL ACTIVITIES COMMITTEE

Membership

Chairman elected by the Academic Board

One representative from the Department of Music and Dance

One representative from the Centre for Africa and International Studies

One representative from the Department of Theatre and Film Studies

One representative each of FUSSAG and TEWU

One representative from each College

One representative each of SRC and GRASAG

Assistant Registrar (Public Relations/Protocol) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Organise and co-ordinate all cultural and entertainment activities of the University.
- (b) Approve the formation of cultural groups on the campus by the University community.
- (c) Coordinate and regulate the activities of the cultural groups.

28. UNIVERSITY HEALTH SERVICES COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Two members elected by the Academic Board

Two Representatives of Convocation one of whom shall be an administrative senior member

Regional Director of Health Services or his/her representative

Director of University Health Services

One Representative of the University Hospital (Non-Medical Officer)

One representative each of SRC and GRASAG

One Representative of FUSSAG

One Representative of TEWU

Assistant Registrar/ Senior Assistant Registrar (Hospital) – (Secretary)

Quorum: Fifty percent of the membership.

Functions

- (a) Responsible to the Academic Board for the formulation of policies for the efficient administration of the University Hospital including the execution of contracts for the maintenance of medical and sanitary services on campus.
- (b) Keep under review the functioning of the University Hospital, medical and environmental services and make recommendations to the Academic Board.
- (c) Responsible for the maintenance of appropriate and up-to-date records of all activities of the University Hospital.
- (d) Establish such sub-committees as it may consider necessary.

29. HOUSING COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Chairman, Estate Management Committee

Director, Directorate of Legal, Consular and General Services

One representative elected by each College Board
One member elected by Convocation
Estate Officer
One representative each of UTAG, GAUA, FUSSAG, TEWU
Asst. Registrar/Senior Asst. Registrar (DPDEM)- Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Review periodically, the housing accommodation and the guest houses of the University and to determine their adequacy to the needs of the University and advise the Academic Board.
- (b) Advise the Academic Board on the establishment and administration of an equitable system for allocating housing units in accordance with an approved allocation system.

30. PUBLIC RELATIONS COMMITTEE

Membership

Pro Vice-Chancellor – Chairman
Registrar
Director of Public Affairs
Director of Academic Affairs
Director of Legal, Consular and General Services
Director of Finance
Director of Internal Audit
One representative elected by each College
Two representatives elected by Convocation
Director of Physical Development and Estate Management
Dean of Students
Director of DICTS or his/her representative
Representative of Campus Broadcasting Service
One representative elected by the Senior Staff Association of the University
One representative each elected by SRC and GRASAG
Head, Institutional Advancement Office
One representative elected by the UCC Alumni Association
Head, DICTS
Estate Officer
Curator, Grounds and Gardens
Head of Security
Transport Officer

Assistant Registrar/Senior Assistant Registrar (PR&P) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Establish and maintain contact with the University community and the public, using the appropriate media.
- (b) Review periodically, the University's public and community relations and suggest measures for improvement.
- (c) Plan and draw programmes for all official ceremonies including Congregation.
- (d) Organise and coordinate all public lectures in the University.
- (e) Maintain contact with the University Alumni Association.
- (f) Co-ordinate the activities of the Hall Alumni Associations.

31. SENIOR COMMON ROOM COMMITTEE

Membership

Chairman elected by Academic Board

Director of Public Affairs

Five senior members elected by Convocation (three academic and two administrative)

Three senior staff elected by Senior Staff Association of the University.

Assistant Registrar/ Senior Assistant Registrar (PR & P) –Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Promote social links and recreation of senior members and senior staff.
- (b) Ensure efficient management of the Senior Common Room.

32. SPORTS AND RECREATION COMMITTEE

Membership

Chairman elected by the Academic Board

Director of Academic Affairs

Two senior members elected by Convocation

University Sports Coach

Two representatives of FUSSAG

Two representatives of TEWU

Two students (one male and one female) nominated by the Students Sports Union

One representative of HPER

Assistant Registrar/ Senior Assistant Registrar (Students Affairs) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Review periodically, sports and recreational activities of staff and students.
- (b) Advise the Finance Committee on provision and maintenance of facilities for sports and recreation in the University.

33. ASSETS DISPOSAL COMMITTEE

Membership

Pro Vice-Chancellor – Chairman

Registrar

One member elected by Academic Board

Director of Finance or his/her representative

Director of Legal, Consular and General Services

Director of Physical Development and Estate Management or his/her representative

Director of Internal Audit

Estate Officer

Transport Officer

Assistant Registrar/Senior Assistant Registrar (Legal Section, DLCGS) – Secretary

Quorum: Fifty percent of the membership

Function: Consider requests for disposal of obsolete University properties and recommend appropriate action after inspection.

34. TRANSPORT COMMITTEE

Membership

Pro Vice-Chancellor –Chairman

Director of Legal, Consular and General Services

Director of Internal Audit

Director of Finance

One representative elected by each College Board

One representative of UTAG

One representative of GAUA

One representative elected by senior staff of the University

One representative elected by junior staff of the University

One representative elected by GRASAG

One representative elected by Students Representative Council

Transport Officer

Assistant Registrar/ Senior Assistant Registrar (DLCGS) – Secretary

Quorum: Fifty percent of the membership.

Functions

- (a) Review periodically, the functions of the Transport Section.
- (b) Make recommendations on Transport Policy of the University and related matters to the Academic Board.

SCHEDULE C

OTHER COMMITTEES

1. MANAGEMENT COMMITTEE

Membership

Vice-Chancellor

Pro Vice-Chancellor

Provosts

Director of Finance

Assistant Registrar/Senior Assistant Registrar (Office of the Vice-Chancellor) – Secretary

Functions

1. Receive and consider status reports on day-to-day management issues in the University and make inputs for improvement.
2. Advise on the general improvement of the University.

2. ADMINISTRATION COMMITTEE

Membership

Vice-Chancellor – Chairman

Pro Vice-Chancellor

Registrar

Librarian

Director of Finance

Director of Internal Audit

Director DAPQA

Administrative Directors

Director of University Health Services

Director of Physical Development and Estate Management

Secretary to be appointed by the Registrar

Quorum: Fifty per cent of membership.

Functions

1. Review the activities of Directorates and Divisions.
2. Receive progress reports and provide suggestions for improvement in the administration of the University.

3. MANAGEMENT-UNIONS CONSULTATIVE COMMITTEE

Membership

Vice-Chancellor – Chairman

Pro Vice-Chancellor

Registrar

Provosts

Librarian

Director of Finance

Director of Internal Audit

Director DAPQA

Administrative Directors

Director of University Health Services

Director of Physical Development and Estate Management

Three executive members from each union (UTAG, GAUA, FUSSAG, TEWU)

Secretary appointed by the Registrar

Quorum: Fifty per cent of membership.

Functions

- (a) Promote harmonious labour relations within the University.
- (b) Monitor compliance with Contracts of Employment, Collective Agreements and provisions of the Labour Act, 2003 (Act 651).
- (c) Discuss and advise on matters affecting union activities.

4. MANAGEMENT-COMMUNITY CONSULTATIVE COMMITTEE

Membership

Vice-Chancellor – Chairman

Pro Vice-Chancellor

Registrar

Provosts

Librarian

Director of Finance

Director of Internal Audit

Director DAPQA

Administrative Directors

Director of University Health Services

Director of Physical Development and Estate Management

Heads of Hall

Presidents of UTAG, GAUA, FUSSAG and TEWU
President of SRC
President of GRASAG
Chiefs of surrounding communities
Assistant Registrar/ Senior Assistant Registrar
(Directorate of Public Affairs) – Secretary

Quorum: Fifty per cent of membership.

Functions

- (a) Establish and maintain cordial relationship between the University and surrounding communities.
- (b) Deal with issues affecting the University and the surrounding communities.

5. MANAGEMENT-STUDENTS CONSULTATIVE COMMITTEE

Membership

Vice-Chancellor – Chairman
Pro Vice-Chancellor
Registrar
Provosts
Deans
Dean of International Education
Librarian
Director of Finance
Director of Internal Audit
Director DAPQA
Administrative Directors
Director of University Health Services
Director of Physical Development and Estate Management
Heads of Hall
Heads of Department
Presidents of UTAG, GAUA, FUSSAG and TEWU
GRASAG Executive
SRC Executive
JCRC Executives
Head, Environmental Health Section
Assistant Registrar/ Senior Assistant Registrar (PR/P Section) – Secretary

Quorum: Fifty per cent of the membership.

Functions

- (a) Establish and maintain effective channels of communication between the University Management and students.
- (b) Deal with issues affecting the general welfare of students.

6. INSTITUTIONAL ADVANCEMENT BOARD

Membership

Vice-Chancellor – Chairman

Registrar

One representative of Council

One representative of Academic Board

Director of Finance

Director of DAPQA

Dean of International Education

Manager, Campus Broadcasting Services

Two representatives of the UCC Alumni Association

Head of Institutional Advancement Office

One representative of SRC

One representative of GRASAG

Assistant Coordinator (Institutional Advancement Office) - Secretary

Quorum: Fifty per cent of membership.

Functions

- (a) Promote the image of the University through progressive communication strategies.
- (b) Review and recommend policies for fundraising activities, alumni programmes, partnership and media communication.
- (c) Solicit philanthropic and other support for the development and growth of the University.
- (d) Review the goals and programmes of the Institutional Advancement Office.

7. PROCUREMENT ADVISORY COMMITTEE

Membership

Chairman appointed by the Vice-Chancellor

One representative from the School of Business

One representative from the Directorate of Finance

One representative from the Directorate of Internal Audit

One representative from the Procurement Unit
Assistant Registrar/ Senior Assistant Registrar (DL&CGS) – Secretary

In attendance

One representative of the user Department

Quorum: Fifty per cent of the membership.

Functions

- (a) Advise Management on procurement matters.
- (b) Approve advertisements and notices for procurement of goods.
- (c) Approve, maintain and update database of suppliers.
- (d) Ensure the inspection and acceptance of goods and services.
- (e) Verify specifications for procurement.

8. COMMITTEE ON UNIVERSITY LANDED PROPERTY

Membership

Pro Vice-Chancellor – Chairman

Representative from the School of Agriculture

Director of Finance

Director of Internal Audit

Director of Physical Development and Estate Management

Estate Officer

One representative from the Department of Sociology and Anthropology

One representative from the School of Medical Sciences

Director, DLCGS

Assistant/ Senior Assistant Registrar (Legal)

Assistant Registrar/ Senior Assistant Registrar (DPDEM) – Secretary

Quorum: Fifty per cent of the membership.

Functions

- (a) Scrutinise documentation for acquisition and use of land or accommodation facility for the University.
- (b) Develop policies and guidelines for private developers.
- (c) Scrutinise applications for use of University land or space for commercial and other purposes.
- (d) Recommend to the Development Committee the use of portions of the University land for commercial purposes.

SCHEDULE D

THE STUDENTS REPRESENTATIVE COUNCIL (SRC)

1 COMPOSITION, AIMS AND OBJECTIVES

- 1.1 There shall be a Students Representative Council of the University of Cape Coast (hereinafter referred to as the SRC). The composition, aims and objectives of the Students Representative Council shall be as prescribed in the SRC Constitution.
- 1.2 The functions of the Students Representative shall be as prescribed by Statute 50.

Constitution of SRC

- 1.3 The Constitution of SRC shall be accepted by the General Assembly of SRC and sent through the Dean of Students to the Academic Board for consideration and approval in so far as it does not conflict with the *Statutes* of the University of Cape Coast.

2 THE EXECUTIVE COMMITTEE OF SRC

- 2.1 There shall be an Executive Committee of the SRC which shall comprise the following:
 - (a) President (Chairperson)
 - (b) Secretary
 - (d) Treasurer
 - (e) General Sports Secretary
 - (f) Coordinating Secretary
 - (g) Public Relations Officer
 - (h) Presidents of JCRCs
- 2.2 The functions of the Executive Committee of SRC shall be prescribed by the Students Representative Council.

3 ELECTION OF SRC AND JCRC OFFICERS

- 3.1 There shall be general elections for the Officers of SRC and the Junior Common Rooms in the second semester of each academic year. The elections shall be held in the last week in March.
- 3.2 Positions to be contested shall include:
 - (a) **SRC**
President

Secretary
Treasurer
General Sports Secretary
Coordinating Secretary
Public Relations Officer

- (b) **JCRC**
President
Secretary
Treasurer
Welfare Chairperson
Sports Secretary
Library Chairperson
SRC Representatives

- (c) **GRASAG**
President
Secretary
Treasurer
Financial Secretary
Organising Secretary
Women's Commissioner

- 3.3 Any student elected under this provision shall hold office for a term of one academic year.
- 3.4 The mode and conditions for standing for elections shall be prescribed by the Dean of Students subject to the approval of the Academic Board. The Elections shall be supervised by the Dean of Students.
- 3.5 No students shall be eligible to contest in any election in the University (SRC, JCRC and GRASAG) unless
- (a) He/she has been in the University as a student for at least one academic year
 - (b) He/she is eligible to contest elections under his/her hall's constitution
 - (c) He/she is in good academic standing; that is CGPA of at least 2.5 at the time of standing for election
 - (e) He/she has paid his/her school fees in full
 - (f) He/she is of sound mind.
- 3.6 A student shall not qualify for election to any executive office if:
- (a) He/she has a criminal record
 - (b) He/she has violated any university regulation or been found guilty of any misconduct or any act which constitutes a criminal offence under the Constitution of Ghana

- (c) He/she is a repeating candidate at the time of contesting in the elections
- (d) He/she has been adjudged or otherwise declared to have misappropriated funds or conducted himself/herself in such a manner as to cause depreciation, loss or otherwise in respect of any cash or property entrusted to him/her
- (e) He/she has been found by any committee of enquiry to be incompetent to hold any office or is a person of whom a committee or commission of enquiry has found that while holding any office has acquired assets unlawfully or defrauded or misused or abused his/her office or wilfully acted in a manner against the interest of students.

Electoral Commission

- 3.7 There shall be an independent Electoral Commission (EC) appointed by the Dean of Students in consultation with the Registrar. The Electoral Commission shall comprise two senior members one of whom shall chair the Commission, one junior member representing each hall of residence and the Registrar's representative at the office of the Dean of Students who shall be the Secretary.
- 3.8 The Electoral Commission shall perform the following functions:
- (a) Fix a date for elections
 - (b) Provide and circulate information on vetting and election rules to the student body to guide the election procedures and processes in the University
 - (c) Conduct and supervise elections and related activities
 - (d) Declare results in consultation with the Office of the Dean of Students
 - (e) Determine post-election petitions and grievances
 - (f) Perform other functions that may be assigned from time to time by the Dean of Students.

Vetting Committee

- 3.9 There shall be a Vetting Committee which shall be composed of two senior members one of whom shall chair the Committee, one junior member from each hall and the Registrar's representative at the Office of the Dean of Students who shall be a Member/Secretary.
- 3.10 The Vetting Committee shall perform the following functions:

- (a) Vet candidates who have filed their nomination forms to contest elections
- (b) Declare any candidates eligible or disqualified to contest in an election on justifiable grounds
- (c) Determine pre-election petitions and grievances.

Electoral Disputes

3.11 In the event of disputes before, during and after the SRC/JCRS/GRASAG elections, the following shall apply:

- (a) **Pre-election:** The Vetting Committee shall resolve disputes arising from the vetting within 48 hours from the close of the vetting process. Any unresolved issues shall be referred to the Dean of Students. In the event of the Dean of Students not being able to resolve the disputes within 24 hours, the issues shall be referred to the Office of the Registrar.

In the case of JCRC elections, unresolved issues shall be referred to the Hall Master/Warden. In the event of the Hall Master/Warden not being able to resolve the disputes within 24 hours, the issues shall be referred to the Hall Council. If the issues are still unresolved, the Dean of Students shall be petitioned.

- (b) **Post-election:** The Electoral Commission shall resolve disputes arising from the election within 48 hours from the close of the election process. Any unresolved issues shall be referred to the Dean of Students. In the event of the Dean of Students not being able to resolve the disputes within 24 hours, the issues shall be referred to the Office of the Registrar.

In the case of JCRC elections, unresolved issues shall be referred to the Hall Master/Warden. In the event of the Hall Master/Warden not being able to resolve the disputes within 24 hours, the issues shall be referred to the Hall Council. If the issues are still unresolved, the Dean of Students shall be petitioned.

- (c) In the case of GRASAG, all issues unresolved by the Vetting Committee or Electoral Commission shall be referred to the Dean of School of Graduate Studies within 48 hours. In the event of the Dean not being able to resolve the issues within 24 hours, the issue shall be referred to the Office of the Registrar.

SCHEDULE E

GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE IN THE UNIVERSITY OF CAPE COAST

1 ESTABLISHMENT OF HALLS OF RESIDENCE

- 1.1 There shall be established in the University of Cape Coast such Halls bearing such names as the University Council may from time to time determine.
- 1.2 Membership, governance and composition of Hall Council shall be as prescribed by Statute 49.

Hall Officers

- 1.3 The officers of each hall consist of the Hall Master/Warden, Tutor and such other officers as the Hall Council shall decide.
- 1.4 The Hall Master/Warden shall be appointed by the Vice-Chancellor in consultation with the Dean of Students for a three-year term subject to re-appointment for a further term only.
- 1.5 In the absence of the Hall Master/Warden the Senior Tutor will act until a Hall Master/Warden is appointed.
- 1.6 The Senior Tutor shall be appointed by the Vice-Chancellor on the recommendation of the Hall Council for a two-year term subject to re-appointment for a further term only.
- 1.7 The Tutors shall be appointed by the Vice-Chancellor on the recommendation of the Hall Master/Warden from among the Fellows of the Hall with the approval of the Hall Council for a two-year term, subject to re-appointment. The number of Tutors for each Hall shall be determined on a ratio of one tutor to eighty students.

2 DUTIES OF HALL OFFICERS

Hall Master/Warden

- 2.1 The Hall Master/Warden shall be responsible to the Vice-Chancellor for the general supervision of the affairs of the Hall. He /she 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 Law, *Statutes*, or any regulations made by the Hall, he/she shall

make such provision for the good governance and welfare of the Hall as he/she may consider appropriate, subject to the approval of the Hall Council. No person shall combine the office of the Hall Master/Warden with any other substantive Hall Office.

Senior Tutor

- 2.2 A Senior Tutor shall be Deputy Hall Master/Warden and assist the Hall Master/Warden in the administration of the Hall. He/she shall co-ordinate the tutorial activities in the Hall.

Tutors

- 2.3 Tutors shall be responsible for offering tutorial services to junior members of the Hall.

3 DUTIES, PRIVILEGES AND REMOVAL OF FELLOWS

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

Any Fellow may be deprived of his/her fellowship for sufficient cause by the Head of the Hall upon recommendation of the Fellows of the Hall by a resolution passed by a two-thirds majority of all the Fellows.

4 REMOVAL OF OFFICERS OF A HALL

Removal of the Hall Master/Warden

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

Removal of other Hall Officers

- 4.2 Any Hall Officer other than the Hall Master/Warden may be removed during his period of tenure for sufficient cause upon a recommendation by the Hall Master/Warden to the Hall Council at a special meeting convened for the purpose and supported by two thirds of the members present.

5 EMOLUMENTS OF HALL OFFICERS

Hall Officers shall be paid such emoluments or allowance which shall be determined from time to time by the University.

6 DIRECTION OF STUDENT LIFE IN THE HALLS

Within the general framework of these Regulations and of the Constitutions and Regulations of each Hall, the junior members of the Halls shall be given full scope to manage their own affairs and participate as fully as possible as is consistent with the good order and discipline in the governance and running of the Halls.

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. Candidates shall be subject to vetting.

8 HONORARY FELLOWS AND ASSOCIATES

Honorary Fellows and Associates

- 8.1 In addition to persons assigned to halls as fellows, the Hall Councils may confer honorary fellowships/associateships on such persons within or outside the University on such conditions, for such periods and by such procedures, as it shall determine. The Honorary Fellows and Associates shall neither be eligible to hold any office in the Hall nor be eligible to vote at a meeting of Fellows.
- 8.2 Any person assigned to a hall as a Fellow shall cease to be a Fellow immediately he/she ceases to be a senior member of the University.

Subject to these Regulations, the Hall Council may, by simple majority of members present, terminate the tenure of an Honorary Fellow or Associate.

Seniority of Fellows and Associates

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

9 QUORUM AT MEETINGS OF HALL BODIES

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

10 HALL FUNDS

- 10.1 The various Hall Funds shall be specified as follows:
10.2 Hall Council account which shall include all rents collected in the Halls, and grants provided by the University
10.3 JCRC account made up of hall dues paid by students.

Signatory

- 10.4 The Hall Master/Warden or his/her representative shall be a signatory to all accounts in the Hall.

Fund Raising

- 10.5 The halls have the right to raise funds for their activities, but the Hall Master/Warden shall be aware and monitor how the funds are raised and used.

Hall Accounts

- 10.6 All hall accounts shall be operated in accordance with the University's Financial and Stores Regulations. The JCRC audited

accounts shall be displayed on all Hall notice boards at the end of the tenure of the officers.

Audit of Hall Account

10.7 The JCRC shall present to the Director of Internal Audit, Hall Council and Dean of Students an annual Statement of its income and expenditure signed by the Treasurer, President and Secretary by 30th April of each year. The account shall be displayed on the respective Hall notice boards.

All Hall funds and books or documents relating to them shall be subject to examination and audit by the Director of Finance and Director of Internal Audit respectively. An audit of Hall accounts shall be carried out at least once a year by the Director of Internal Audit.

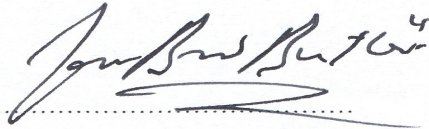
Copies of the audit report shall be sent to the Vice-Chancellor, Hall Council of the hall concerned and the Dean of Students. Where anybody is dissatisfied with the audit report, the Vice-Chancellor may be petitioned.

Investment of Hall Funds

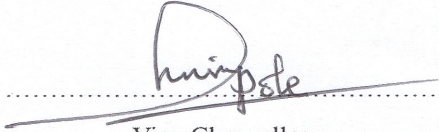
10.8 Any balance in the Hall fund at the end of academic year shall normally accumulate for the purpose of the Hall and may, with the approval of Finance Committee of Council, be invested by the Hall Council in any security within Ghana as it may decide.

11 CHANGE OF HALL

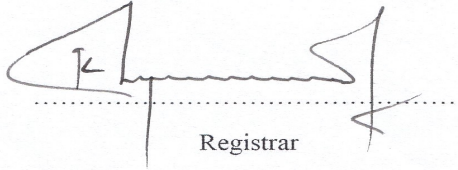
Any person, whether a senior or a junior member, who has been assigned to a Hall may transfer his/her membership to another Hall once only during his/her stay in the University with the prior consent of the Head of Hall concerned.



Chairman of Council
(Nana Sam Brew-Butler)



Vice-Chancellor
(Prof. D. D. Kuupole)



Registrar
(Mr. J. K. Nyan)

