

UNIVERSITY OF HEALTH AND ALLIED SCIENCES, HO



# **FUNDAMENTAL LAWS**

**of the University of Health and Allied Sciences**

## **FOREWORD**

*The University of Health and Allied Sciences (UHAS) was established in 2011 pursuant to Act 828 of the Parliament of Ghana. Its mission is to provide high quality education and training in advance knowledge through scholarship and research that improve health and quality of life. This mandate is driven by the need to increase the human resources in the health and allied sciences in furtherance of the national development agenda.*

*To attain its mandate, the University is required to have an effective governance structure with basic laws which would not only provide the powers and limits of persons in authority, but most importantly, regulate the entire spectrum of the system for efficient and effective administration of the entity. This informed the adoption of the Statutes of the University of Ghana in August 2012 by the Interim Governing Council of UHAS whilst efforts were made to develop its own.*

*The Act of the University provides for the enactment of Statutes by the Council which are to provide further and better clarity in respect of how officers, persons, bodies and members of the University are required to exercise their powers, limits and obligations to promote the object and mandate of the University. Efforts to develop the University's own Statutes therefore began with the first Council of the University under the Chairmanship of Professor Kofi Anyidoho, culminating in the approval of the first substantive Statutes of UHAS by the second Council of the University under the Chairmanship of His Lordship Justice Victor Jones Mawulorm Dotse (JSC) at the Nineteenth Regular Meeting of Council held on June 21, 2019, to take effect from the beginning of the 2019/2020 Academic Year on August 1, 2019.*

*These Statutes provide detailed powers, rights, duties and obligations of the Principal Officers; Other officers; Members including Students; Governance structures; and other ancillary matters to implement the object of the University. The purpose is to avoid arbitrariness, ensure due process and also promote the rights and duties of all stakeholders of the University to achieve its mandate.*

*In drafting these Statutes regard was had on the Statutes of other existing public Universities in Ghana and other jurisdictions with particular reference to the University of Ghana whose Statutes served as Interim Statutes for the University at the time of its creation. Management set up a Technical Committee to discuss the conceptual framework and drafting instructions of these Statutes. Discussions ensued among all stakeholders of the University to ensure that all issues of governance of the University were addressed. A consultant was subsequently engaged by management to draft these Statutes. A series of discussions were held with Management and the Governing Council of the University. The essence was to ensure stakeholder engagement and participation. At the stage of finalising these Statutes, the University Council set up an Editorial Committee consisting of its members and other staff and members of the University.*

*The final product resulted into a compendium of the Fundamental Laws of the University. This comprises the Act establishing the University, Statutes of the University enacted by its Council and other Rules and Regulations including those for the Appeals Board of the University. This is expected to facilitate better understanding, appreciation and application of the laws of the University for efficient and effective governance and in furtherance of its mandate.*

*In coming out with the Fundamental Laws of the University, we wish to express our profound gratitude to the Governing Councils of the University for providing guidance and direction in this exercise. We also appreciate the members of Academic Board and Technical Committee chaired by Professor Theophilus Christian Fleischer for their technical expertise in shaping the Statutes of the University. Finally, we are grateful to Ms. Akyaa Akua Afreh Arhin, Esquire for drafting these Statutes and facilitating discussions with the Governing Council and Management of the University.*

*The Fundamental Laws of the University are only applicable to all governance issues of the University of Health and Allied Sciences. The Statutes are subject to amendments by Council of the University as and when Council deems necessary. The purpose for amendments would be to address emerging governance issues. There is no doubt that the objectives for which these Statutes are enacted and the compendium of these laws would be achieved.*

**Justice Victor Jones Mawulorm Dotse (JSC)**  
*Chairman, Governing Council*

**Professor John Gyapong**  
*Vice Chancellor*

## ARRANGEMENT OF SECTIONS

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2. Aims of the University
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## **SCHEDULE**

THE EIGHT HUNDRED AND TWENTY-EIGHTH  
ACT OF THE PARLIAMENT OF THE REPUBLIC OF GHANA

ENTITLED

### **UNIVERSITY OF HEALTH AND ALLIED SCIENCES ACT, 2011**

AN ACT to provide for the establishment of the University of Health and Allied Sciences to be a pre-eminent research and practically orientated health educational institution dedicated to community service and to provide for related matters.

DATE OF ASSENT: 31st December, 2011.

PASSED by Parliament and assented to by the President:

#### ***The University***

##### **Establishment of the University of Health and Allied Sciences**

1. (1) There is established by this Act a body corporate with perpetual succession to be known as the University of Health and Allied Sciences.

(2) Where there is a hindrance to the acquisition of property, the property may be acquired for the University under the State Property and Contracts Act, 1960 (C.A. 6) or the State Lands Act, 1962 (Act 125) and the costs shall be borne by the University

##### **Aims of the University**

2. (1) The aims of the University are to provide higher education, disseminate knowledge related to health education, undertake research and foster relationships with persons outside the institution in accordance with following principles:
- (a) higher education shall be made equally accessible to all persons suitably qualified and capable of benefiting from that education;
  - (b) in determining the subjects to be taught, which shall be health related, consideration shall be given to courses of special relevance to the needs and aspirations of the country;
  - (c) use critical tools including information and communication technology for teaching, research and administration;
  - (d) institute curricula and pedagogy that are practical and relevant to national needs and aspirations in the health sector;
  - (e) use teaching methods which promote critical and independent thinking for the benefit of humanity;
  - (f) disseminate the results of research through the publication of books, papers and other suitable means;
  - (g) undertake research in courses which are within the mandate of the University but with special emphasis on
    - (i) health issues in this country and elsewhere in Africa, and
    - ii. subjects that relate to the social, cultural, economic, scientific or technological aspects of health within and outside the country;

- (ii) provide service through extension and consultancy in health related activities to foster relationships with other persons; and
  - (iii) develop distance learning modules for health-related courses in higher education.
- (2) The University for the purpose of achieving its aims shall have:
- (a) School of Allied Health Sciences;
  - (b) School of Basic and Biomedical Sciences;
  - (c) School of Nursing and Midwifery;
  - (d) School of Public Health;
  - (e) School of Dentistry;
  - (f) School of Pharmacy;
  - (g) School of Medicine;
  - (h) School of Sports and Exercise Medicine;
  - (i) Institute of Traditional and Alternative Medicine;
  - (j) Institute of Medical Education;
  - (k) Institute of Health Research; and
  - (l) any other health related Schools; Institutes and Centres as the Council may determine.

### **Campuses of the University**

3. The University shall be established in Ho with campuses in Hohoe and any other place as the Council may determine.

### **Award of Degrees**

4. (1) Without limiting its other powers, the University shall have the power to award its own degrees including honorary degrees, diplomas and certificates.

(2) The University may withdraw a degree, diploma or certificate it has awarded if it has evidence that proves that the degree, diploma or certificate was obtained through fraud, academic malpractice; or the process of acquiring the degree, diploma or certificate was tainted by an act that in the opinion of the University undermines the integrity of the award.

### **Administration**

#### **The University Council**

5. (1) The governing body of the University is a Council consisting of:
- (a) a chairperson, nominated by the President;
  - (b) the Vice-Chancellor;
  - (c) five persons nominated by the President;
  - (d) one representative of the National Council for Tertiary Education;
  - (e) two elected members of Convocation representing the professorial and the non-professorial staff;
  - (f) one elected representative of the University Teachers Association of Ghana;
  - (g) one elected representative of the University branch of the Federation of Universities Senior Staff Association of Ghana;
  - (h) one elected representative of the Teachers and Education Workers Union;

- (i) one elected representative of the Conference of Heads of Assisted Secondary Schools;
- (j) one elected representative of the undergraduate students of the University elected by the Students Representative Council;
- (k) one elected representative of the graduate students of the University elected by the University branch of the Graduate Students Association; and
- (l) one representative of the alumni of the University.

(2) The President, in making the nominations under paragraphs (a) and (c) of subsection (1), shall have regard to the academic qualifications, leadership qualities, gender, expertise in finance, management, knowledge and relevant experience in health and allied sciences.

(3) The Chairperson and other members of the Council shall be appointed by the President in accordance with article 70 of the Constitution.

(4) The chairperson of the University Council shall preside at the Congregation and other meetings and ceremonies of the University in the absence of the Chancellor.

### **Functions of the Council**

6. The Council shall

- (a) ensure the implementation of the aims of the University;
- (b) determine the strategic direction of the University, and monitor and evaluate policy implementation;
- (c) promote income-generating activities as part of the University's programme;
- (d) control the finances of the University and determine the allocation and proper use of funds;
- (e) ensure the conservation and augmentation of the resources of the University, specifically in relation to matters affecting income or expenditure;
- (f) ensure the creation of an environment of equal opportunity for members of the University without regard to ethnicity, sex, race, religious belief or political affiliation; and
- (g) make professional level appointments on the recommendation of the Appointments Committee of the Academic Board as may be determined in the Statutes of the University.

### **Establishment of Committees**

7. (1) For the purpose of achieving the aims of the University, the Council may establish standing or ad-hoc committees made up of members or non-members of the Council and assign them functions that the Council considers appropriate.

(2) A committee comprised entirely by non-members shall be advisory

### **Tenure of Office of Members of the Council**

8. (1) A member of the Council other than the Vice-Chancellor shall hold office for the period of three years and is eligible for re-appointment for another term only.

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

(3) A member of the Council other than the Vice-Chancellor may resign from office in writing addressed to the President through the Minister.

(4) Where the office of a member becomes vacant by death, resignation or absence of the member from three consecutive meetings without reasonable cause, another person nominated by the relevant body shall be appointed for the unexpired term of the office.

### **Meetings of the Council**

**9.** (1) The Council shall meet at least three times in each academic year for the despatch of business at the time and in the place determined by the chairperson.

(2) The quorum at a meeting of the Council is nine.

(3) The Chairperson shall preside at each meeting of the Council and in the absence of the chairperson, members of the Council shall elect one of the government nominees present to preside.

(4) Matters before the Council shall be decided by consensus or by a simple majority of the members present and voting and in the event of an equality of votes the person presiding shall have a casting vote at a meeting.

(5) The Council may co-opt a person to attend and participate in any of its meetings but a co-opted person is not entitled to vote at a meeting.

(6) The Pro Vice-Chancellor, the Registrar, and the Director of Finance shall attend meetings of the Council but are not entitled to vote.

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

### **Disclosure of Interest**

**10** (1) A member of the Council who has an interest in a matter for consideration at a meeting of the Council shall disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter, recuse himself or herself from the meeting, or not participate in the deliberations of the Council in respect of that matter.

(2) A member ceases to be a member of the Council, if that member has an interest in a matter before the Council and

(a) fails to disclose that interest;

(b) fails to recuse himself or herself from the meeting at which the matter is being considered, or

(c) participates in the deliberations of that matter.



### **Allowances**

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

### **General Powers of the Council**

**12.** (1) Subject to the provisions of this Act, the Council shall have power to do or provide for any matter in relation to the University which the Council considers necessary or expedient.

(2) The conferment of particular powers on the Council by other provisions of this Act shall not be taken to limit the generality of this section.

### **Principal Officers of the University**

**13.** (1) The Principal Officers of the University are

- (a) the Chancellor,
- (b) the Chairperson of the Council, and
- (c) the Vice-Chancellor.

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

### **The Chancellor of the University**

**14.** (1) The University shall have a Chancellor who is appointed by the Council and takes precedence over the other officers of the University.

(2) The criteria and modalities for the nomination and election of the Chancellor shall be prescribed by the Statutes of the University.

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

(4) The Chancellor shall preside at Congregation, meetings and ceremonies of the University at which the Chancellor is present.

(5) The Chancellor shall be served with the summons, minutes and other documents related to meetings of the Council and may attend the meetings.

(6) The Chancellor shall confer on qualified persons degrees, diplomas and certificates awarded by the University in accordance with this Act and procedures prescribed by the Statutes of the University.

(7) The Chancellor may delegate functions under subsection (6) by directions in writing to the Council.

### **Vacancy in Office of the Chancellor**

**15.** (1) The Office of the Chancellor shall become vacant on

- (a) resignation;
- (b) death;

- (c) removal from office; or
- (d) expiry of the term.

(2) The grounds and procedures for the removal from office of the Chancellor shall be contained in the Statutes of the University.

(3) Without limiting the functions of the Chancellor, where the integrity and welfare of the University are threatened by any matter, the Chancellor may in consultation with the Council intervene.

### **Vice-Chancellor of the University**

**16.** (1) The Council shall appoint a Vice-Chancellor for the University.

(2) The Vice-Chancellor shall hold office on the terms and conditions specified in the letter of appointment.

(3) The Vice-Chancellor shall hold office for a term of four years and is eligible for re-appointment for another term only.

(4) The Vice-Chancellor is the academic and administrative head and chief disciplinary officer of the University.

(5) The Vice-Chancellor is responsible to the Council for maintaining order and ensuring the efficient administration of the University.

(6) The Vice-Chancellor shall perform such other functions as may be prescribed by the Statutes of the University.

### **Pro Vice-Chancellor of the University**

**17.** (1) The Council shall appoint a Pro Vice-Chancellor of the University in accordance with the Statutes of the University.

(2) The Pro Vice-Chancellor shall hold office for the term of three years and is eligible for re-appointment for another term only.

(3) The Pro Vice-Chancellor shall attend a Council meeting but shall not vote at the meeting.

(4) The Pro Vice-Chancellor shall be assigned such duties as the University Council or the Vice-Chancellor shall determine.

(5) The Pro Vice-Chancellor shall perform the functions of the Vice-Chancellor in the absence of the Vice-Chancellor.

(6) The Pro Vice-Chancellor shall, before assuming office, take and subscribe to the oath of office as specified in the Schedule.

### **Academic Board**

**18.** There is established by this Act an Academic Board of the University which is answerable to the Council.

### **Functions of the Academic Board**

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

### **Composition of the Academic Board**

- 20.** (1) The Academic Board consists of:
- (a) the Vice-Chancellor of the University who shall be the chairperson;
  - (b) the Pro Vice-Chancellor;
  - (c) Deans and Vice Deans;
  - (d) Directors of Schools, Institutes and Centres;
  - (e) Heads of Academic Departments;
  - (f) Professors and Associate Professors;
  - (g) a representative each from:
    - (i) an academic department,
    - (ii) a School, an Institute, and
    - (iv) a Centre;
  - (h) the Librarian of the University;
  - (i) the Registrar of the University who is the Secretary; and
  - (j) nine members, five of whom are non-teaching staff, elected by Convocation in accordance with the Statutes of the University.

(2) The Academic Board may establish standing and ad-hoc committees for the purpose of carrying out its functions under this Act and as may be determined by the Statutes enacted by the Council except that a committee comprised entirely of non-members shall be advisory only.

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

### **The Registrar**

**21.** (1) The Council shall appoint a Registrar for the University.

(2) The Registrar shall hold office on the terms and conditions specified in the letter of appointment in accordance with the Statutes of the University.

(3) The Registrar is the secretary to the

- (a) Office of the Chancellor;
- (b) Council; and
- (c) Academic Board.

(4) The Registrar is responsible to the Vice-Chancellor for the day-to-day administration of the affairs of the University.

(5) The Registrar is the chief operating officer of the University under the Vice-Chancellor.

(6) The Registrar may perform any other functions provided for in the Statutes of the University.

(7) The Registrar shall before assuming office take and subscribe to the oath of office as specified in the Schedule.

### **Director of Finance**

**22.** (1) The Council shall appoint a Director of Finance for the University.

(2) The Director of Finance shall perform functions as prescribed in the Statutes.

(3) The Director of Finance is responsible to the Vice-Chancellor in the performance of the duties of the Director of Finance.

### **Appointment of Other Staff**

**23.** The Council may appoint other staff as may be necessary for the effective performance of the functions of the University.

### **Internal Organisation of the University**

**24.** (1) Subject this Act, the Council may take arrangements as it considers appropriate for the internal organisation of the University including:

- (a) the establishment, variation and supervision of academic divisions, Faculties, Schools, Centres, Departments, Institutes, hostels and other bodies in the campuses in Ho, Hohoe and elsewhere;
- (b) awarding professorships and promoting lecturers;
- (c) making academic or administrative appointments;
- (d) conferring honorary degrees; and
- (e) awarding fellowships, bursaries, exhibitions, scholarships and prizes.

(2) The University may

- (a) enter into an agreement or relationship with another institution whether academic or non-academic and within or outside the country; and
- (b) incorporate within the University another institution or body, taking over the property, rights, privileges and liabilities of that other institution or body.

(3) The Council shall exercise the powers referred to in subsection (1), only after consultation with the Academic Board on matters which in the opinion of the Council are academic matters.

### **Student Governance**

**25.** (1) The University shall have a Students Representative Council.

(2) The Students Representative Council is responsible for representing students duly admitted and registered to study at the University.

(3) The constitution and other governing instruments of the Students Representative Council shall

- (a) be drawn up by the students subject to the approval of the Academic Board; and
- (b) conform to this Act, the Statutes of the University and any other rules, regulations, directives and edicts duly issued by the University.

(4) A constitution or a governing instrument drawn up by the Students Representative Council which is inconsistent with paragraph (b) of subsection (3) shall to the extent of the inconsistency be void.

(5) The Statutes of the University may grant the Students Representative Council representation on appropriate bodies and organs of the University.

### **Statutes of the University**

**26.** The Council shall ensure the implementation of this Act by Statutes which shall, in particular:

- (a) regulate the
  - i. appointment,
  - ii. condition of service,
  - iii. termination of appointment, and
  - iv. retirement benefits of the employees of the University;
- (b) determine the persons who form the academic staff of the University;
- (c) determine the persons who are authorised to sign contracts, cheques and other documents on behalf of the University and to regulate the procedure in relation to transactions entered into by the University;
- (d) fix the academic calendar of the University;
- (e) determine the rules and procedures relating to discipline of students and employees of the University;
- (f) ensure that the seal of the University is kept under proper custody and is used only on the authority of the Council; and
- (g) provide for any matter required by this Act to be prescribed by Statute.

### **Procedure for Conduct of Business**

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

### **Convocation**

**28.** (1) There shall be a Convocation of the University with the membership prescribed by the Statutes of the University.

(2) The Registrar shall compile a register of the members of Convocation which shall be published each academic year.

(3) The persons whose names appear on the register shall be entitled to vote at the Convocation.

(4) The Convocation shall meet at least once each academic year at the time and place determined by the Vice-Chancellor.

(5) Despite subsection (4), the Convocation shall meet upon a request made by a number of members as prescribed in the Statutes of the University.

(6) The main function of the Convocation is to receive and discuss a report from the Vice-Chancellor on the state of the University and future plans for the University.

(7) The Convocation may express an opinion on any matter that affects the University and may refer the matter to the Council or the Academic Board.

### **Congregation**

**29.** The University may hold a Congregation composed of the persons prescribed by Statute for the purpose of conferring degrees and awarding diplomas and certificates.

### **Property and Contracts**

**30.** (1) The University may, for

- (a) the purpose of the performance of the functions of the University; or
- (b) any purpose which the University considers necessary or expedient, acquire and hold movable or immovable property, sell, lease, mortgage or otherwise alienate or dispose of that property and enter into any other transaction.

(2) The halls, hostels and residential facilities for students, lecture halls, libraries, hospitals, staff quarters, bungalows, guest houses, recreation grounds and any other tenements of the University shall be exempted from the assessments and rates levied by a local authority.

(3) The intellectual property right in a work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University shall vest in the University.

(4) The Council shall enact Statutes in accordance with the laws on intellectual property to govern the creation, ownership and use of intellectual property including copyright, patents, trademarks, trade names and industrial designs by the University employees.

(5) The Council may borrow money on behalf of the University and may for this purpose use University property as security.

(6) The Council shall in enacting the Statutes under subsection (4) determine the incentives for persons who undertake any work, research or other intellectual

enterprise funded or otherwise undertaken with resources of the University to enable those persons benefit from their work, research or intellectual enterprise.

## ***Financial Matters***

### **Funds of the University**

31. (1) The funds of the University include
- (a) funds approved by Parliament;
  - (b) moneys that accrue to the University in the performance of its functions consisting of:
    - (i) fees paid by students duly registered by the University;
    - (ii) fees, charges and dues in respect of services rendered by or through the University;
    - (iii) proceeds from the sale of publications of the University; and
    - (iv) grants, subscriptions, rents and royalties; returns on investments;
  - (c) endowments, donations and gifts; and
  - (d) moneys from any other source approved by the Council.
- (2) Any sum of money received by or on behalf of the University shall be paid into a bank account of the University opened by or on the authority of the Council.

(3) For the avoidance of doubt, moneys received by or standing to the credit of a School, Centre or an Institute of the University shall form part of the funds of the University as defined under this Act.

(4) The Council may invest the funds of the University that are not required for immediate use as the Council considers appropriate.

### **Internal Audit Unit**

32. (1) There is established by this Act an Internal Audit Unit which shall constitute a part of the University.

(2) The Council shall appoint personnel required to ensure an effective and efficient internal audit of the University.

(3) The Unit shall establish standards and procedures to carry out an internal audit of the University in accordance with the Internal Audit Agency Act, 2003 (Act 658).

(4) The Audit Report Implementation Committees of the University as established under section 30(1) of the Audit Service Act, 2000 (Act 584) are responsible for the implementation of the recommendations of the internal audit reports.

(5) The Audit Report Implementation Committee may co-opt a senior member of the University to serve on the Committee.

### **Accounts and Audit**

**33.** (1) The Council shall ensure that the University keeps books of account and proper records in relation to them in the form approved by the Auditor-General.

(2) The Council shall submit the annual accounts of the University to the Auditor-General for audit within three months after the end of the financial year and cause the accounts to be published at the time and in the manner that the Council considers appropriate.

(3) The accounts shall be under the signature of the Vice-Chancellor and the Director of Finance.

(4) The Auditor-General shall not later than three months after the receipt of the accounts, audit the accounts and forward the audit report to Parliament with a copy to the Minister.

### **Annual Report and Other Reports**

**34.** (1) The Council shall within three months after the end of each academic year submit a report to the Minister covering the activities of the University for the year to which the report relates and make that report available to the public.

(2) The report shall cover the operations, admissions, sources, and use of the funds, challenges, significant events and major policies of the University and shall include the report of the Auditor-General for the year to which the report relates.

(3) The Minister shall within one month after the receipt of the annual report, submit the report to Parliament with a statement that the Minister considers necessary.

(4) The Council shall also submit to the Minister any other reports which the Minister may require in writing.

### **Exemption from Taxes, Duties and Other Charges**

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

### ***Miscellaneous Matters***

#### **Anti-discrimination**

**36.** (1) Without limiting the power of the University to adopt affirmative action policies, the University or an officer of the University shall not discriminate against a person on the basis of that person's race, ethnic origin, political opinion, colour, gender, occupation, religion, or creed, disability, social or economic status to determine whether that person is to be:

- (a) admitted as a student of the University;
- (b) registered as a student of the University;
- (c) permitted to graduate from the University;
- (d) appointed as an academic staff or other staff member;
- (e) promoted as an academic staff or other member; or



(f) granted any advantage, privilege or other benefit accorded all other persons.

(2) For the purpose of subsection (1), "an officer of the University" includes a principal officer, staff or other employee, an agent, servant or any other person performing or acting in an official capacity for or on behalf of the University.

(3) For the purpose of this section, "discriminate" means to give different treatment to different persons attributable only or mainly on the grounds stated in subsection (1).

### **Matriculation**

**37.** (1) A student admitted to the University shall take the Matriculation Oath and sign the Matriculation Register.

(2) A student who fails to sign the Matriculation Register may be prevented by the University from graduating.

### **Dispute Settlement**

**38.** (1) There is established by this Act a body to be known as the University of Health and Allied Sciences Appeals Board.

(2) The Council shall appoint the Members of the Appeals Board.

(3) The Appeals Board consists of

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

(4) The Appeals Board shall hear and determine on appeal matters on

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

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

(6) In the absence of the chairperson, one of the two lawyers as provided for in paragraph (b) of subsection (3) shall act as chairperson.

- (7) The Council shall establish the rules and procedure which govern
- (a) the operations of the Appeals Board;
  - (b) the appointment and remuneration of the members of the Appeals Board;
  - (c) the functions of the acting chairperson;
  - (d) the establishment of the Secretariat of the Appeals Board; and
  - (e) any other relevant matter.

### **Interpretation**

**39.** In this Act, unless the context otherwise requires,

**"Appeals Board"** means the University of Health and Allied Sciences Appeals Board established under section 38 (1);

**"Convocation"** means the Principal Officers of the University and all other senior members of the University appointed by the Council or the Academic Board and who are registered as members of the Convocation by the Registrar;

**"Council"** means the University Council established under section 5;

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

**"Institute"** means a multidisciplinary research or service establishment which focuses primarily on multi-disciplinary research and on the provision of extension services;

**"Minister"** means the Minister responsible for Education;

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

**"University"** means the University of Health and Allied Sciences established under section 1.

### **Transitional Provisions**

**40.** (1) Until the establishment of the Council under section 5, there shall be an Interim Council of the University which shall function for a period not exceeding two years.

(2) The President shall appoint members of the Interim Council on the recommendation of the Minister given in consultation with the National Council for Tertiary Education.

(3) The Interim Council shall perform the functions specified under section 6.

(4) Any action taken by the Interim Council before the first meeting of the Council shall have the same effect as if done by the Council.

(5) The University shall be guided in its operations by accredited Universities in Ghana for a period not exceeding two years.

*SCHEDULE*

***OATH OF OFFICE Section 13 (2), 17 (6) and 21 (7)***

I .....  
do (in the name of the Almighty God) (swear) (solemnly affirm) that I will at all times,  
well and truly serve the University of Health and Allied Sciences and the Republic of  
Ghana in the office of

.....  
and that I will uphold, preserve, protect and defend the University as by law  
established (so help me God).

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

Date of Gazette notification: 31st December 2011.

**FUNDAMENTAL LAWS  
OF THE UNIVERSITY OF HEALTH AND ALLIED SCIENCES**

**Provision**

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**STATUTES OF  
THE UNIVERSITY OF HEALTH AND ALLIED SCIENCES**

## **Statute 1 Definitions and Interpretations**

In these Statutes, unless the context otherwise requires, the following words and expressions shall have the meaning assigned hereunder:

“Academic Board” means the Academic Board established under Section 18 of the Act and includes its Business and Executive Committee;

“Academic Function” includes teaching and research activities;

“Academic Senior Member” means a Senior Member engaged in teaching and or research;

“Academic Session” means the period of the academic year within which teaching and examination take place;

“Academic Year” means the period running from August to July each year or any other period determined by the Academic Board;

“Act” means the University of Health and Allied Sciences Act, 2011 (Act 828);

“Administrative Senior Member” means a Senior Member employed primarily for the performance of administrative duties within the University;

“Appointed Day” means the day on which these Statutes are brought into effect by the Council;

“Centre” means an establishment which conducts specialized programmes normally oriented to providing services including teaching, research or advocacy;

“Chancellor” means the Chancellor of the University appointed under Section 14 of the Act;

“Council” means the University Council established by Section 5 of the Act as the governing body of the University;

“Department” means a division in a School/Institute with responsibility for undergraduate and graduate levels teaching and research;

“Employee” means Senior Members and staff of the University;

“Establishment” means a division, sub-division or constituent part or body of the University, such as the central administration, schools, institutes, departments, centres, Halls of Residence and other divisions, sub-divisions, constituent parts or bodies of the University;

“Expulsion” means a student convicted of an offence which requires his expulsion from the University shall be permanently denied registration in any programme of the University;

“Functions” include powers and duties;

“Good Cause” includes:

- (a) conviction of a person for a felony under the laws of Ghana or for an offence outside Ghana which would have been a felony if committed in Ghana;
- (b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or such conduct as would have, if the University were a company or a trust, rendered the person unfit to be a director or trustee;
- (c) conduct constituting failure or persistent refusal or inability or neglect to perform the duties or comply with the conditions of office;
- (d) financial impropriety;
- (e) examination malpractice;



- (f) any matter of a scandalous nature occurring during the stewardship of an official for which he is responsible;
- (g) plagiarism;
- (h) conduct of a member of family or household (e.g. spouse, child or ward) touching on and negatively affecting the University's business for which that person is blameable;
- (i) awarding a mark for a course not taken;
- (j) enhancing marks for courses taken;
- (k) procuring the award of marks for courses not taken;
- (l) failing to give lectures;
- (m) sexual harassment or exploitation of a Member or employee of the University; or
- (n) any other circumstances determined by a special resolution of Council to be of a sufficiently serious nature to constitute Good Cause;

"He" the masculine refers equally to female persons. Words in the singular include the plural and vice-versa;

"Institute" means a multidisciplinary research or service establishment which focuses primarily on multidisciplinary research and or the provision of extension services;

"Junior Member" means a person *in statu pupillari* enrolled for the time being in the University;

"Junior Staff" means a staff below the rank of Administrative Assistant or its equivalent;

"Lecturer" includes an Assistant Lecturer, a Tutor and a Research Fellow;

"Nominators" means the Board of Nominators appointed under Statute 4(2) of these Statutes;

"Professional Senior Member" is a Senior Member with appropriate professional qualifications employed primarily to provide medical, legal, accounting, engineering, information technology or related services;

"Professor" means Full Professor;

"Professorial Rank" includes Associate Professor; Professor and Emeritus Professor

"Registrar" refers to the Central Administration under the Registrar;

"Regulations" means Regulations made by the appropriate authority under these Statutes;

"School" means one or more related academic departments established by the Council;

"School Board" includes Boards of Institutes and Centres of the University;

"Senior Member" means any member of the Academic, Professional or Administrative personnel, who, by appointment, becomes a member of Convocation;

"Senior Staff" means a member of staff from Chief Administrative Assistant or its equivalent to the rank of Administrative Assistant or its equivalent;

"Staff" means a person, other than a Senior Member, in the employment of the University;

"Univeristy" means the University of Health and Allied Science as per Section 1(1) of the Act; and

"Unit" means a division, subdivision, a programme, a department, directorate, school, institute, or centre.

## **Statute 2 Power of Council to Enact Statutes**

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

## **Statute 3 Management and Administration of the University**

- (1) The University shall be managed and administered in accordance with sound and modern principles and ideas on university management and administration including the principles of academic and financial integrity, confidentiality, accountability, transparency, fairness and equality of opportunity.
- (2) All officers and University bodies whether permanent or *ad hoc* shall in accordance with the policy directions of the Council, manage and administer the affairs of the University in their various capacities in strict adherence to these principles.

## **Statute 4 The Chancellor**

- (1) In accordance with Section 14 of the Act, there shall be a Chancellor, who shall take precedence over all other officers of the University.
- (2) For purposes of the appointment of Chancellor, the Council shall appoint a Board of Nominators comprising:
  - (a) a Chairman and one member of the Council;
  - (b) four representatives of Convocation;
  - (c) a representative of the Alumni Association; and
  - (d) one representative each of:
    - (i) the Students Representative Council (SRC),
    - (ii) the Graduate Students Association of Ghana (GRASAG),
    - (iii) Federation of Universities Senior Staff Association of Ghana (FUSSAG), and
    - (iv) Teachers and Educational Workers Union (TEWU).
- (3) The Board of Nominators shall propose to the Academic Board, after diligent search and enquiry, the names of at least two, but not more than three persons who
  - (a) must be citizens of Ghana;
  - (b) must have distinguished themselves in the world of letters, science, business or public affairs; and
  - (c) in the opinion of the Board of Nominators, are fit and proper persons to be Chancellor.
- (4) A person shall not be nominated and elected to the Office of Chancellor unless that person satisfies the requirements of Article 94(2)(a)(b)(c)(d) and (e) of the 1992 Constitution of the Republic of Ghana.
- (5) The Board of Nominators shall not submit the name of a person for appointment as Chancellor without the prior consent of that person in writing.
- (6) When the Nominators have agreed on the persons to be candidates for the office of Chancellor, the Council and the Academic Board shall, at a joint session

convened for that purpose, elect without debate one of the persons proposed to the Office of Chancellor.

- (7) Where the joint session is unable to act on the recommendations of the Board of Nominators the whole process of nomination shall continue until a person is elected.
- (8) The Chancellor shall be entitled to:
  - (a) make representations to the Council on any matter concerning the University and may attend its meetings; and
  - (b) be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.
- (9) The Chancellor may be removed from office for Good Cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of two-thirds majority of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a representative.
- (10) The Chancellor shall
  - (a) preside at Congregations and other meetings and ceremonies of the University at which he is present;
  - (b) be served with the summons, minutes and other documents concerning meetings of the Council and may attend those meetings; and
  - (c) confer on qualified persons degrees, diplomas and certificates awarded by the University in accordance with the Act and procedures prescribed by these Statutes.
- (11) The Chancellor shall be appointed for a term of five years and may be eligible for re-appointment for one additional term only.
- (12) The Chancellor may resign from office by giving at least three months' notice in writing addressed to the Chairman of the Council.

## **Statute 5 The University Council**

- (1) The University Council shall be the governing body of the University.
- (2) In accordance with Section 5 of the Act, the Council shall be headed by a Chairman who shall act in the absence of the Chancellor and shall preside at all meetings of the Council and generally provide direction to the Council in the performance of its functions.
- (3) The Chairman shall be responsible for the leadership of the Council as the governing body of the University and shall ensure that the Council functions effectively and efficiently in order to realise the objectives of the University.
- (4) The Chairman shall have overall responsibility for the Committees of the Council created by or under these Statutes and shall ensure that such Committees play their proper roles in the conduct of the Council's business.

- (5) The Chairman shall hold office for a period of three years but shall be eligible for re-appointment for another term.
- (6) The Chairman may resign from office by giving at least three months' notice in writing addressed to the Chancellor and may be removed from office for Good Cause by a special resolution of the Council supported by the votes of not less than two-thirds of the entire membership of the Council.
- (7) The Council shall have powers to
  - (a) approve the strategic vision and mission, long-term academic and business plans and key performance indicators of the University;
  - (b) determine the authority limits for the use of finances of the University;
  - (c) control the property, funds and investments of the University and may, on behalf of the University, sell, buy, exchange, lease and accept leases of such property;
  - (d) borrow money on behalf of the University and use the property of the University as security;
  - (e) delegate authority to the Vice Chancellor or any other officer of the University;
  - (f) establish processes for the monitoring and evaluation of the performance of itself and any other person or establishment of the University;
  - (g) keep under review the policies, procedures and limits within which the management functions of the University are carried out by the Vice Chancellor and other officers of the University;
  - (h) safeguard the good name and values of the University;
  - (i) appoint the Vice Chancellor, the Pro-Vice Chancellor, the Deans, Directors, Registrar, Deputy Registrars and faculty of Professorial rank of the University;
  - (j) generally enter into, carry out, vary or cancel contracts; and
  - (k) set up standing and ad hoc committees composed of members and or non-members and assign them such functions as are not inconsistent with the Act and these Statutes. The standing committees for the time being shall be as specified in Schedule E of these Statutes.
- (8) For the avoidance of doubt, the Council shall have power to create new establishments or merge or abolish existing establishments.
- (9) The Council shall control the finances of the University and may determine any question of finance arising out of the administration of the University or the execution of its policy or in the execution of a Trust requiring execution by the University.
- (10) Before determining a question of finance which directly affects the academic policy of the University, the Council shall invite the opinion of the Academic Board and shall take into consideration the recommendations or report made by the Academic Board.
- (11) The Council is responsible for the measures necessary or desirable for the conservation or augmentation of the resources of the University, and for this

purpose may specify a matter affecting the income or expenditure of the University in respect of which the consent of the Council shall be obtained before action is taken or liability is incurred.

- (12) The Council shall determine the allocation of funds at the disposal of the University and the recurrent grants shall be made in the form of block grants, unless the Council otherwise determines for expenditure by the University on those central activities of the University for which the University is wholly responsible and for the expenditure of Schools, Institutes and Centres and any other establishment as part of their general income.
- (13) The Council shall determine annually the expenditure necessary for capital and revenue investments, the maintenance of the property of the University and the human resources for transacting the business of the University and may appropriate moneys for these purposes.
- (14) The Council may prescribe the manner and form in which and the times at which establishments of the University shall submit accounts or estimates of income and expenditure.
- (15) Without prejudice to the foregoing, the Council shall act as trustee for any property, legacy, endowment, bequest, devise or gift made to or belonging to the University or any establishment of the University.
- (16) A casual vacancy on the Council occurring by resignation, incapacity or death or any other sufficient cause among the elected or appointed members shall be filled as soon as convenient by the person who or the body which appointed or elected the member whose place has become vacant to hold office for the remainder of the term of that member.
- (17) A member of the Council may resign his membership by writing addressed to the Chairman of the Council.
- (18) A member of Council may be removed for Good Cause by a resolution of the Council or by the body nominating, electing or appointing that member.
- (19) The Council shall have the following types of meetings
  - (a) Regular;
  - (b) Emergency; and
  - (c) Special.
- (20) Regular meetings of the Council shall be convened quarterly but the Council may convene emergency and special meetings as and when the circumstances merit such convening.
- (21) A regular or emergency meeting may be convened by the Chairman of the Council and a special meeting may be convened by the Chairman of the Council on a requisition signed by at least one third of the membership of the Council or any of the principal officers of the University.

- (22) The business of the Council at any of its meetings shall be classified either as Ordinary or Reserved business. Reserved business includes a business dealing with matters concerning an individual member of the University.
- (23) The representatives of the SRC, GRASAG and Staff shall withdraw from discussions concerning Reserved business and shall not receive papers and minutes relating to these items.
- (24) The quorum for any meeting of the Council shall be nine members and all questions arising at any meeting of the Council shall be decided by a simple majority of the members present and voting. The Chairman of the Council shall have an original and a casting vote.
- (25) Notice of all meetings of the Council and the business to be transacted at the meeting together with the supporting documentation shall be given in writing to each member of the Council by the Registrar not later than seven days before the date fixed for the meeting and no matter shall be discussed on which documentation or information has not been so circulated.

#### **Statute 6 Vice Chancellor**

- (1) There shall be a Vice Chancellor who shall be a Professor and the Chief Executive Officer of the University and shall exercise the powers and perform the functions conferred on the Vice Chancellor by Section 16 of the Act and these Statutes. He shall be responsible for the management of the University and shall report to the Council at its Regular meetings on the progress and problems of the University.
- (2) The Vice Chancellor shall be responsible for driving the overall strategy, growth and development of the University under the direction of the Council and shall have overall authority over the academic, financial and administrative matters of the University.
- (3) A person appointed Vice Chancellor shall hold office in the first instance for four years on conditions specified in the instrument of appointment and is eligible for re-appointment for another term only.
- (4) The Vice Chancellor shall submit annually to the Council, a statement of the financial and human resource requirements which in his opinion are necessary for the effective conduct of the business of the University. The Council may direct that a copy of the report be placed before the Academic Board for its information.
- (5) The Vice Chancellor is by virtue of his office, a member of Congregation, Convocation, and every Committee of the Academic Board.
- (6) For the avoidance of doubt the Vice Chancellor shall have unrestricted rights of attendance and speech at the meetings of all University bodies, whether executive or advisory.

- (7) Unless otherwise provided in the Act or in these Statutes, the Vice Chancellor is, by virtue of his office, the Chairman of every Board or Committee of which the Vice Chancellor is a member.
- (8) The Vice Chancellor shall advise the Council and the Academic Board on matters affecting policy, finance, governance and administration of the University.
- (9) The Vice Chancellor shall be responsible for discipline within the University and in this respect shall act in accordance with rules formulated by the Council.
- (10) The Vice Chancellor may delegate in writing to a Senior Member the performance of a function vested in the Vice Chancellor by the Act or these Statutes.
- (11) The Vice Chancellor shall not leave Ghana without prior notification in writing signed by him and addressed to the Chairman of the Council specifying the period of his absence. Where the Vice Chancellor is absent from Ghana the Pro-Vice Chancellor shall act in his absence.
- (12) Where the Vice Chancellor and the Pro-Vice Chancellor are absent the longest serving Dean/Director shall act.
- (13) In the event of the incapacity of the Vice Chancellor, the Chairman of Council shall appoint the Pro-Vice Chancellor to act as Vice Chancellor and report that appointment to the Council.
- (14) The Vice Chancellor may resign from office by giving at least three months' notice in writing addressed to the Chairman of the Council.
- (15) The Vice Chancellor may only be removed from office for Good Cause.
- (16) A member of the University may petition the Council for the removal of the Vice Chancellor. A copy of the petition shall be served on the Vice Chancellor.
- (17) The Council shall meet and determine whether the petition merits consideration.
- (18) Where the Council determines that the petition merits consideration it shall set up a five member committee to investigate the matter raised in the petition.
- (19) Both the petitioner and the Vice Chancellor shall be given the opportunity to be heard during the deliberations of the committee either in person or through a representative.
- (20) The Council may in its absolute discretion determine whether the Vice Chancellor shall be temporarily suspended or otherwise interdicted while the inquiry is pending.

- (21) The Council shall have the right to accept, partially accept, or reject the recommendations of the committee, provided that no recommendation of the committee may take effect unless it has been approved by a special resolution of the Council supported by no less than two-thirds of the entire members of the Council.
- (22) The post of the Vice Chancellor shall be vacant either through expiration of tenure, removal from office, resignation or death, or any other cause which incapacitates him in the performance of his functions and duties for one calendar year.
- (23) When the post of the Vice Chancellor becomes vacant, the Council shall appoint a search party or committee to propose a successor for the consideration of the Council composed as follows:
  - (a) three members nominated by the Council;
  - (b) three members nominated by the Academic Board; and
  - (c) a Chairperson appointed by the Council who is neither a member of the Council nor the University.
- (24) The search party or committee shall determine its own procedures.
- (25) The search party or committee shall report to the Council and may propose two names for the consideration of the Council together with the reasons for proposing each candidate. Where the search party proposes more than one name then it shall provide a ranking of the proposed names accompanied by the reasons therefor.
- (26) A person shall not be appointed Vice Chancellor who has not been recommended by the search party or committee.
- (27) The Registrar shall act as secretary to the search party or committee.

#### **Statute 7 Pro-Vice Chancellor**

- (1) Pursuant to Section 17 of the Act, the Council shall appoint a Pro-Vice Chancellor in accordance with Schedule F of these Statutes. A person appointed Pro-Vice Chancellor shall be of a Professorial Rank and shall hold office for a term of three years and is eligible for re-appointment for another term only.
- (2) The primary functions of the Pro-Vice Chancellor shall be determined by the Council and he shall perform any other functions that the Vice Chancellor may assign him.
- (3) The Pro-Vice Chancellor shall act in the absence of the Vice Chancellor in accordance with Statute 6 of these Statutes.
- (4) Whenever the Pro-Vice Chancellor is absent from office, the Vice Chancellor shall make temporary arrangements for the performance of the functions of the office by the longest serving Dean/Director pending the return of the Pro-Vice Chancellor.



- (5) In the event of a vacancy caused by the expiration of tenure or resignation or death or absence from office for any other sufficient cause over a period of more than three months, the Council shall be notified and the longest serving Dean/Director shall be appointed by the Council to act in his place pending arrangements for a regular appointment.
- (6) The provisions stated in Statute 6 of these Statutes on the removal of the Vice Chancellor from office shall apply to the removal of the Pro-Vice Chancellor from office.

**Statute 8    The Academic Board**

- (1) There shall be an Academic Board which shall perform the functions assigned it under the Act and these Statutes and more particularly, shall ensure the centrality of academic objectives in the life and work of the University.
- (2) The membership of the Academic Board shall be as specified in Schedule A of these Statutes.
- (3) The Academic Board shall ensure the maintenance of the integrity and reputation of the University as a centre of learning and research and shall take prompt and adequate steps to remove or minimise any threat or damage to the academic integrity and reputation of the University.
- (4) The Academic Board shall normally operate through a Business and Executive Committee which shall perform such tasks as are specified in schedule B except that the Business and Executive Committee shall at the request of five members refer a matter before it to the Academic Board.
- (5) The Business and Executive Committee and the Standing Committees of the Academic Board shall carry out the functions assigned to them by the Academic Board in accordance with principles of academic integrity and shall be accountable to the Academic Board in the execution of their mandates.
- (6) A standing committee established by or under the authority of the Academic Board which fails and or neglects to adhere to such principles may be promptly dissolved by the Academic Board.
- (7) The Academic Board shall not be bound to follow or take into account the decisions and recommendations of a standing committee.
- (8) The Academic Board may disallow any decision of a standing committee.
- (9) All standing committees shall operate under and be responsible directly to the Academic Board. Accordingly, they shall report at least once a year to, and in such manner as may be prescribed by the Academic Board.
- (10) The term of office of members of standing committees shall be two academic years.

- (11) For the avoidance of doubt, no decision of a standing committee shall be implemented without the prior approval of the Academic Board or its Business and Executive Committee.
- (12) In exceptional cases, the Vice Chancellor may act on behalf of the Business and Executive Committee of the Academic Board subject to ratification.
- (13) The Academic Board shall have the following types of meetings:
  - (a) Regular;
  - (b) Emergency; and
  - (c) Special.
- (14) The Vice Chancellor shall cause to be convened a regular meeting of the Academic Board at least once in every semester by notice in writing to the members.
- (15) An emergency meeting may be convened by the Vice Chancellor by giving the members of the Academic Board at least three days' written notice.
- (16) A special meeting of the Academic Board shall be convened on the written request of at least twenty-four members of the Academic Board submitted to the Vice Chancellor with a statement of the matters to be discussed at the special meeting.
- (17) The Vice Chancellor shall convene the special meeting within seven days of the receipt of the request specifying in the notice of the meeting the matters to be considered.
- (18) The quorum for the transaction of business of the Academic Board is one third of members.
- (19) The following officers shall be in attendance at meetings of the Academic Board or its Business and Executive Committee:
  - (a) Director of Academic Affairs;
  - (b) Director of Finance;
  - (c) Director of Human Resource
  - (d) Director of Information, Communication and Technology;
  - (e) Director of Internal Audit;
  - (f) Director of Works and Physical Development;
  - (g) Director of Public Affairs;
  - (h) Head of Health Services;
  - (i) Head of Procurement and Supply Unit;
  - (j) Head of Legal Services;
  - (k) Head of Sports Unit;
  - (l) Head of Counselling and Career Services; and
  - (m) Any other officers as the Vice Chancellor may determine.

**Statute 9      Functions of the Academic Board**

Subject to Section 19 of the Act, the Academic Board shall have the power to

- (a) determine and establish the academic policy of the University and generally regulate the programmes of instruction and the examinations held by the University;
- (b) make regulations and give approval after receiving reports from the Boards of Schools, Institutes and Centres concerned relating to courses of study, the award of degrees and any other academic distinctions;
- (c) make reports and representations to the Council on its own initiative or at the request of the Council on a matter affecting the University;
- (d) make recommendations to the Council on the establishment, combination, abolition, change of scope or division of a School, an Institute, Centre or Department;
- (e) make Regulations for the admission of persons to courses approved by the University;
- (f) make Regulations for the discipline of Junior Members of the University;
- (g) refer proposals on any matter to Convocation for consideration;
- (h) perform the functions conferred on it by the Act or these Statutes subject to the Act;
- (i) delegate any of its functions to its Business and Executive Committee, a standing committee or officer of the University with or without conditions;
- (j) approve internal and external examiners on the recommendations of the Boards of Schools and Institutes;
- (k) approve examination results submitted by Schools and Institutes;
- (l) suspend, remove or sanction examiners on grounds of negligence or inefficiency or other justifiable cause during their terms of office;
- (m) replace or appoint another examiner in the case of death, illness, resignation or any form of incapacitation or sanction with regards to an examiner;
- (n) promote research within the University and require reports from the Schools, Institutes and Centres from time to time on research being done;
- (o) recommend to the Council the affiliation of other institutions to the University on the appropriate terms and conditions;
- (p) comment for the attention of the Council on the yearly estimates and accounts of the University prepared by the Finance and General Purposes Committee either on its own motion or at the request of the Council;
- (q) approve, amend or refer back the yearly estimates and accounts of the University prepared by the Finance and General Purposes Committee;
- (r) determine subject to the conditions made by the benefactors which are accepted by the Council and after report from the Boards of the School, Institute or School concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and prizes, and examine for an award of same or to delegate the power to examine for an award to the School, Department, Centre, Institute or other body;
- (s) propose to the Council the names of persons for honorary degree; but a person shall not be admitted by the University to an honorary degree whose name has not been first submitted to and approved by both the Council and the Academic Board;
- (t) make reports and recommendations to the Council and within the scope of policy approved by the Council, take the action that it considers necessary for the development, welfare and good governance of the entire University community; and

- (u) determine the period of each academic year and divide the year into the appropriate semesters.

**Statute 10 Election of Convocation Member to Academic Board**

- (1) Where a vacancy occurs in Convocation's representation on the Academic Board, the returning officer shall call for nominations.
- (2) Where at the close of nominations, the number of candidates is more than the number of vacancies, the returning officer shall proceed to hold elections.
- (3) Where the number of candidates is equal to the number of vacancies the returning officer shall declare the candidates elected and shall not call for further nominations.
- (4) Where the number of candidates is less than the vacancies, the returning officer shall declare the candidates elected and shall invite further nominations for the remaining vacancies.
- (5) A Convocation member of the Academic Board shall serve for a term of two years and is eligible for re-election.
- (6) A casual vacancy on the Academic Board shall be filled as soon as practicable by the body which appointed or elected the member whose place has become vacant.
- (7) The person appointed or elected to fill a casual vacancy shall hold office for the remainder of the term of the representative in whose place that person is appointed or elected.
- (8) A casual vacancy occurs by resignation, incapacity or death, or leave from the University for a period exceeding six months, or any other sufficient cause where the member is unable to perform the functions of a member for a period exceeding six months.

**Statute 11 The Registrar and Registry**

- (1) The Registrar shall be the Chief Operating Officer of the University and shall, in that capacity, be responsible for the day-to-day operations of the University under the Vice Chancellor and in accordance with the policy directives of the Council.
- (2) The Registrar shall hold office in the first instance for four years on conditions specified in the instrument of appointment and may be eligible for re-appointment for another term only.
- (3) Without prejudice to the generality of Substatute (1) of this Statute, the duties and responsibilities of the Registrar shall include the following:
  - (a) advice on the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and overseeing the process of registration;
  - (b) advice on the preparation of the academic calendar, class schedules, timetables, grade sheets and the distribution of semester reports;

- (c) the initiation of final graduation plans, the tabulation of classes and the award of honours;
  - (d) the coordination of matriculation and congregation procedures and ceremonies;
  - (e) the maintenance of students' academic records on a permanent basis;
  - (f) being secretary to the Chancellor, the Council, the Academic Board, the Business and Executive Committee and the standing committees of the Academic Board and keeping records and conducting the correspondence on their behalf;
  - (g) the preparation and presentation of an annual report to the Council and the Academic Board on the operations of the Registry during the previous year within six months to the end of the year;
  - (h) responsible to the Council for the custody of the University's Seal and for affixing it to documents in accordance with the Regulations made by the Council. The Council may specify the documents on which the University's Seal may be affixed and the procedure to be followed and the recording in a register of the documents to which the Seal has been affixed; and
  - (i) being responsible for the custody of all legal documents and records of the University.
- (4) The Registrar shall be a member of the Academic Board.
- (5) The Registrar may resign from office by notice in writing addressed to the Chairman of the Council.
- (6) The provisions on the removal of the Vice Chancellor from office shall apply to the removal of the Registrar from office.
- (7) In the event of a vacancy, the Council shall appoint the Registrar in the manner prescribed in Schedule F of these Statutes on terms and conditions determined by the Council.
- (8) For the avoidance of doubt, the Registrar shall have the right of audience in the meetings of all University bodies, whether he is a member or not.
- (9) The Registrar shall be assisted in the execution of the functions of his office by such number of officers as the University shall appoint on the recommendations of the Appointments and Promotions Board and in accordance with these Statutes. The terms and conditions of the officers as well as their specific duties and responsibilities shall be specified in the instrument of appointment.
- (10) The Registrar shall cause to be published quarterly all policy decisions of the Council and the Academic Board in the University's Gazette.
- (11) The Registrar may delegate in writing to a Senior Member the performance of a function vested in the Registrar by the Act or these Statutes.
- (12) Without prejudice to the generality of the foregoing, the following officers shall operate under and/or 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 Academic Affairs;
  - (b) Director of Finance;
  - (c) Director of Human Resource;
  - (d) Director of Information, Communication and Technology;
  - (e) Director of Internal Audit;
  - (f) Director of Works and Physical Development;
  - (g) Director of Public Affairs;
  - (h) Head of Health Services Unit;
  - (i) Head of Procurement and Supply Unit;
  - (j) Head of Legal Services Unit;
  - (k) Head of Sports Unit;
  - (l) Head of Counselling and Career Services Unit; and
  - (m) such other offices as the Vice-Chancellor may determine.
- (13) For the avoidance of doubt, the Registrar shall have only administrative responsibility for the Directorates of Finance and Internal Audit as well as the Heads of Legal Services and Procurement and Supply Units.
- (14) In the event of a vacancy caused by the expiration of tenure, resignation, death or absence from office or any other sufficient cause over a period of more than three months of the Registrar, the Council shall be notified and the most senior Director/Senior Member shall be appointed by the Council to act as the Registrar pending arrangements for a regular appointment.

## **Statute 12 University Librarian**

- (1) There shall be a University Librarian who shall be appointed by the Council on the recommendation of the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes. The person to be appointed University Librarian must be of a Professorial Rank.
- (2) The University Librarian shall serve a term of three years and shall be eligible for the appointment for another term up to three years only.
- (3) The University Librarian shall, under the Pro-Vice Chancellor, be responsible for the management of all libraries and related information and communication materials and resources of the University.
- (4) The University Librarian shall manage the libraries and related information and communication materials and resources in accordance with rules and regulations approved by the Academic Board.
- (5) The University Librarian shall implement or ensure the implementation of decisions of the Library Board approved by the Academic Board.
- (6) The University Librarian shall be a member of the Academic Board and its Business and Executive Committee.

- (7) The University Librarian may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove the Librarian from office for Good Cause

### **Statute 13 Financial Management and Administration**

- (1) The finances of the University shall be managed in accordance with the relevant provisions of national laws of the Republic of Ghana including the Public Financial Management Act, 2016 (Act 921), the Internal Audit Agency Act, 2003 (Act 658) and the Public Procurement (Amendment) Act, 2016 (Act 914).
- (2) The accounts of the University shall be audited annually by the Auditor-General in accordance with Article 187(2) of the 1992 Constitution.
- (3) Subject to the Act, these Statutes and the terms of any particular fund, endowment or loan, the financial resources of the University shall be applied solely to the purposes of the University.

### **Statute 14 Director of Finance**

- (1) The Council shall appoint the Director of Finance on the recommendation of the the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes.
- (2) The Director of Finance shall be responsible for the management of the finances of the University and shall maintain the integrity of the finances of the University.
- (3) The Director of Finance shall be responsible to the Vice Chancellor for the financial administration of the University in accordance with the Public Financial Management Act, 2016 (Act 921) and relevant enactments.
- (4) The Director of Finance shall be responsible for the preparation of the annual operating budget of the University and shall present same through the Registrar to the Council for review and approval. He shall also submit periodic reports to the Council on the status of plans and projections necessary for the preparation of budgets for succeeding years.
- (5) The Director of Finance shall
  - (a) call for and receive moneys due the University and make on behalf of the University the authorised payments;
  - (b) ensure that throughout the University proper books of accounts and records of the property of the University are kept in a manner and form required by the Council;
  - (c) report to the Finance and General Purposes Committee a case of failure to maintain the financial and other records of the University in the form required by the Council;
  - (d) prepare consolidated accounts of the units of the University;
  - (e) liaise with the relevant Ministries, Departments and Agencies (MDAs) on financial matters;
  - (f) have oversight responsibility for the accounting functions of autonomous bodies, self-accounting and income generating units of the University;

- (g) afford every facility to both internal and external auditors in the performance of their functions;
  - (h) advise on or raise funds for the University; and
  - (i) generally be responsible for ensuring that the University complies with the Public Financial Management Act, 2016 (Act 921) and other relevant enactments.
- (5) The Director of Finance shall serve a term of four years and shall be eligible for the appointment for another term up to four years only.
  - (6) The Director of Finance may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove the Director of Finance from office for Good Cause.
  - (7) For the avoidance of doubt and without prejudice to Statute 11 of these Statutes the Registrar shall have only administrative responsibility for the Directorate of Finance.

**Statute 15 Director of Internal Audit**

- (1) The Council shall appoint the Director of Internal Audit on the recommendation of the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes.
- (2) The Director of Internal Audit shall, under the Vice Chancellor be responsible for the internal audit of the accounts and financial transactions of the University.
- (3) Without prejudice to Statute 11 of these Statutes, the Director of Internal Audit shall report directly to the Council through the Vice Chancellor.
- (4) The Director of Internal Audit shall
  - (a) ensure the establishment and operation of an efficient and effective financial control system;
  - (b) vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements;
  - (c) conduct periodic examination of the accounts of the University including the self-accounting units;
  - (d) monitor and ensure that all expenditures incurred have been authorised and are within budgetary provisions;
  - (e) conduct periodic management audit and submit reports to the Vice Chancellor and the Council;
  - (f) liaise with External Auditors and ensure that appropriate action is taken on reported audit findings;
  - (g) submit periodic audit reports on the activities of Departments or Units to the Vice Chancellor and the Council; and
  - (h) generally be responsible for ensuring that the University complies with Article 187(2) of the 1992 Constitution and other relevant enactments.
- (5) The Director of Internal Audit shall serve a term of four years and shall be eligible for the appointment for another term up to four years only.



- (6) The Director of Internal Audit may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove the Director of Internal Audit from office for stated Good Cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the University.
- (7) For the avoidance of doubt and without prejudice to Statute 11 of these Statutes, the Registrar shall have only administrative responsibility for the Directorate of Internal Audit.

**Statute 16 Director of Works and Physical Development**

- (1) The Council shall appoint the Director of Works and Physical Development on the recommendation of the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes.
- (2) The Director of Works and Physical Development shall be responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner.
- (3) Without prejudice to the generality of the foregoing, the Director of Works and Physical Development shall under the Registrar be specifically responsible for
  - (a) the supervision of works and contracts to ensure that construction and renovations are in consonance with prevailing industry standards and specifications, taking due cognizance of the needs and requirements of the University;
  - (b) the management of construction contracts with a view to ensuring compliance and due delivery of projects;
  - (c) advising on the procurement of consultancy services relating to the provision of technical advice on construction in compliance with national laws and these Statutes;
  - (d) the management and maintenance of the buildings, roads, drains, parks and gardens of the University and their designs and drawings;
  - (e) the acquisition and allocation of housing for employees of the University;
  - (f) the construction and maintenance of residential facilities for students;
  - (g) the management and control of land use and the maintenance of records on all land transactions entered into by and on behalf of the University;
  - (h) the provision of valuation services;
  - (i) the management, control and disposal of waste;
  - (j) the provision of fumigation and other pest control services;
  - (k) the provision of advice for the acquisition of vehicles;
  - (l) the maintenance of vehicles and the provision of transportation service;
  - (m) the maintenance of security on the University's campuses; and
  - (n) the professional and administrative supervision of the staff under him to ensure the efficient and effective function of the directorate.
- (4) The Director of Works and Physical Development shall serve a term of four years and shall be eligible for the appointment for another term up to four years only.

- (5) The Director of Works and Physical Development may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove the Director of Works and Physical Development from office for Good Cause and in accordance with the instrument of appointment.

**Statute 17 Director of Information, Communication and Technology**

- (1) The Council shall appoint the Director of Information, Communication and Technology on the recommendation of the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes.
- (2) The Director of Information, Communication and Technology shall, under the Registrar be
  - (a) responsible for the overall development and delivery of information and communication technology services to the University, including systems security and power supply systems;
  - (b) undertake data centre operations, server administration, technical support of computer laboratories, large area networks, wide area networks, network administration, email services and internet access;
  - (c) establish links with other institutions of higher education, national and international organizations for the purpose of developing information and communication technology education;
  - (d) undertake the training of end-users of information and communication technology including, but not limited to lecturers, researchers, students and other employees of the University;
  - (e) have responsibility for the overall management of student access to and use of all computers at information and communication technology centres, Schools, Institutes, halls of residence and any other facilities of the University; and
  - (f) perform such other functions relating to information and communication technology as the Registrar may determine with the approval of the Council.
- (3) The Director of Information, Communication and Technology shall serve a term of four years and shall be eligible for the appointment for another term up to four years only.
- (4) The Director of Information, Communication and Technology may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment.
- (5) The Council may also remove the Director of Information, Communication and Technology from office for Good Cause and in accordance with the instrument of appointment.

**Statute 18 Director of Human Resource**

- (1) The Council shall appoint the Director of Human Resource on the recommendation of the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes.
- (2) The Director of Human Resource shall, under the Registrar
  - (a) lead in the development and implementation of the personnel policies of the University;
  - (b) provide strategic planning with respect to the personnel needs of the University;
  - (c) ensure the timely renewal and termination of employment contracts;
  - (d) institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice Chancellor;
  - (e) ensure that disciplinary action is taken against staff of the University alleged to have engaged in any misconduct identified as an offence under these Statutes, the Criminal and Other Offences Act, 1960 (Act 29), the Labour Act, 2003 (Act 651) and other relevant enactments;
  - (f) manage and advise on the collective bargaining process and collective agreements with unionised staff; and
  - (g) institute a system for continuing education and in-service training for all employees of the University.
- (3) The Director of Human Resource shall serve a term of four years and shall be eligible for the appointment for another term up to four years only.
- (4) The Director of Human Resource may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment.
- (5) The Council may also remove the Director of Human Resource from office for Good Cause and in accordance with the instrument of appointment.

**Statute 19 Director of Academic Affairs**

- (1) The Council shall appoint the Director of Academic Affairs on the recommendation of the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes who shall, under the Registrar be responsible for the implementation of the academic policy of the University.
- (2) The Director of Academic Affairs shall assist the Registrar in
  - (a) the preparation and implementation of teaching and examination schedules;
  - (b) the processing of admission applications including advertisements for such applications;
  - (c) the allocation of lecture rooms and examination centres as well as other logistical matters relating to the academic agenda of the University;
  - (d) making physical arrangements for all academic functions of the University;
  - (e) ensuring the maintenance of academic facilities;
  - (f) the preparation and issuance of statements of examination results, transcripts and certificates;

- (g) the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for Junior Members in consultation with the Heads of Legal Services and Public Affairs; and
  - (h) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) Subject to these Statutes and without prejudice to the power of the Director of Academic Affairs to process admission forms, the admission of students shall be the exclusive responsibility of the Admissions Board whose membership shall include the Deans of the Schools and School representatives elected by the Academic Board in accordance with Regulations for the time being in force governing admissions. The Admissions Board shall adhere at all times to the criteria for the selection of applicants approved by the Academic Board.
  - (4) The Director of Academic Affairs shall be responsible for coordinating the dealings of the University with all affiliated institutions.
  - (5) The Director of Academic Affairs shall serve a term of four years and shall be eligible for the appointment for another term up to four years only.
  - (6) The Director of Academic Affairs may resign from office by notice in writing to the Council through the Registrar and in accordance with the terms and conditions of his appointment.
  - (7) The Council may also remove the Director of Academic Affairs from office for Good Cause and in accordance with the instrument of appointment.

**Statute 20 Director of Public Affairs**

- (1) The Council shall appoint the Director of Public Affairs on the recommendation of the the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes.
- (2) The Director of Public Affairs shall, under the Registrar
  - (a) be responsible for cultivating, coordinating and maintaining the University's relations with its public including the media;
  - (b) oversee University functions and events including Congregation and inaugural, inter-School and valedictory lectures;
  - (c) receive guests and visitors of the University and provide the necessary courtesies;
  - (d) regulate and control the putting up of notices, posters, and banners;
  - (e) maintain relations with the Alumni of the University;
  - (f) produce University publications;
  - (g) undertake information gathering and analysis, perception studies and the identification of various groups of the general population in order to aid in his public relations duties;
  - (h) act as the spokesperson of the University affairs; and
  - (i) discharge any other assignments that the Registrar shall deem necessary.

- (3) The Director of Public Affairs shall serve a term of four years and shall be eligible for the appointment for another term up to four years only.
- (4) The Director of Public Affairs may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment.
- (5) The Council may also remove the Director of Public Affairs from office for Good Cause and in accordance with the instrument of appointment.

## **Statute 21 Other Officers**

- (1) There shall be Heads of Units appointed on the recommendation of the Appointments and Promotions Board on terms and conditions and in accordance with Schedule G of these Statutes.
- (2) The following shall be Other Officers of the Registry

### **(a) Head of Counselling and Career Services Unit**

The Head of Counselling and Career Services Unit shall, under the Registrar:

- (i) be responsible for counselling and placement of students;
- (ii) provide leadership in the area of counselling and career advisory services in the University;
- (iii) maintain and promote efficiency, effectiveness and good order in accordance with the policies and procedures prescribed by the Act and these Statutes, or as may be determined by the Council, the Academic Board and the Advisory Board of the Unit;
- (iv) ensure that approved programmes and functions of the Unit are duly carried out by members; and
- (v) provide general administration of the Unit in respect of human, financial and material resources within the general framework of the University.

### **(b) Head of Health Services Unit**

The Head of Health Services Unit shall under the Registrar

- (i) plan and monitor the development of the University's Health Services and its health programmes;
- (ii) ensure the efficient and effective delivery of health services to members of the University and families;
- (iii) supervise all health workers of the University;
- (iv) ensure the procurement of drugs, hospital equipment and other goods and services needed for the efficient and effective operation of the University's Health Services;
- (v) advise, educate and monitor health matters; and
- (vi) ensure that the decisions of the Health Services Management Committee are implemented.

### **(c) Head of Legal Services Unit**

Without prejudice to Statute 11 of these Statutes the Head of Legal Services Unit shall under the Vice Chancellor.

- (i) provide legal advice on all University related matters;
- (ii) draft, review and interpret all agreements involving the University;
- (iii) represent or ensure that the University is appropriately represented in all litigations;
- (iv) supervise all external legal services provided to the University to ensure they meet the highest professional legal standards;
- (v) serve on planning and policy making committees;
- (vi) review activities of the University to ensure compliance with applicable laws; and
- (vii) discharge any other assignments that the Vice Chancellor shall deem necessary.

**(d) *Head of Procurement and Supply Unit***

The Head of Procurement and Supply Unit shall under the Vice Chancellor

- (i) manage the activities of the Procurement Unit;
- (ii) ensure value for money in all procurement activities through open; transparent, competitive and compliant processes;
- (iii) plan and draw strategies to support and strengthen capacity requirement for an efficient and effective procurement system including formulation of policies, plans and budgets;
- (iv) prepare call for tenders and follow-ups in the management of any type of contract;
- (v) establish and negotiate contract terms and conditions as well as maintain supplier relationships;
- (vi) identify procurement opportunities and implementing agreed plans to achieve targets; and
- (vii) serve as Secretary to the Procurement and Tender Committee and ensure the preparation of annual procurement plan to the Procurement and Tender Committee and to the Public Procurement Authority after approval.

**(e) *Head of Sports Unit***

The Head of Sports Unit shall under the Registrar

- (i) manage the Sports Unit of the University including the provision of leadership to the Sports Coach(es) and all other staff in the Sports Unit;
- (ii) Design and implement the University's sports programmes;
- (iii) Develop Sports and related activities including the organization of sporting events;
- (iv) represent the University on external sporting bodies, societies and associations;
- (v) co-ordinate all sporting activities and games on all the University's campuses including the preparation of teams for sporting events and liaison with external sports organisations;
- (vi) draw up curricula for short and regular courses in Sports Management, Physical Education and Recreation, and related fields; and
- (vii) advise the Academic Board on matters relating to the award of academic credit for students' participation in sports.

- (3) The Other Officers in this Statute may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of their appointments.
- (4) The Council may also remove any of the Other Officers from office for Good Cause and in accordance with the instrument of appointment.

**Statute 22 Appointment of Employees**

- (1) There shall be two main categories of University employees, namely staff and Senior Members.
- (2) The appointment of all employees of the University shall be the responsibility of the Council.
- (3) The appointment of a person to a professorship shall be the responsibility of the Council on the recommendation of the Appointments and Promotions Board.
- (4) The appointment of a Senior Member up to the grade of a Senior Lecturer or its equivalent grade shall be the Vice Chancellor on the recommendation of the Appointments and Promotions Board.
- (5) The appointment of all staff shall be the Registrar on behalf of the Vice Chancellor and on the recommendation of the Appointments and Promotions Board.
- (6) The Academic Board shall make Regulations in respect of the procedure and conditions for renewal of appointments, promotion, retirements, or resignations, and the discipline of Senior Members and Staff subject to these Statutes.

**Statute 23 Promotion of Senior Members**

- (1) The appointment or promotion of a Senior Member of the University shall be based purely on merit in accordance with principles of fairness and non-discrimination and in accordance with the provisions of the Act and these Statutes.
- (2) In considering an application for appointment or promotion of a Senior Member, the appointing authority shall be bound by the criteria set out in Schedule H of these Statutes.
- (3) For a Senior Member, the term of service shall be specified in the appointment letter, accompanied by the University's Statutes and the condition of service prevailing at the time of appointment.
- (4) All first non-professional appointments shall be for a probationary period of two semesters. In special circumstances, the Appointments and Promotions Board may recommend a shorter period.

**Statute 24 Secondment**

- (1) A Senior Member may be seconded to serve in Government or any other sector of the Public Service of Ghana or the private sector for a period of up to four years. This shall not apply to an employee who is not a Senior Member.
- (2) A request for secondment shall be made by a representative of Government or the Public Service of the status of either a Minister or Chief Director of that Public Service or the Chief Executive of the requesting private entity provided that the obligation of a Senior Member to apply for leave of absence from the University is not extinguished by reason only of this requirement.
- (3) The University shall be entitled to reimbursement from the Government or the Public Service or the private entity for the salary and other emoluments of a Senior Member seconded to Government or the Public Service or the private entity.
- (4) For the avoidance of doubt, a Senior Member shall not be seconded or granted leave to take up appointment as an officer of a political party or any movement of a partisan nature..
- (5) On completing the secondment, the Senior Member shall be granted a year's leave to prepare to resume work. The cost of this leave shall be borne by Government or the Public Service or the private entity as appropriate and shall be negotiated by the University.

**Statute 25 Convocation**

- (1) There shall be a Convocation of the University as provided under Section 28 of the Act which shall be composed of the categories of persons specified in Schedule D of these Statutes.
- (2) The Registrar shall compile a register of the members of the Convocation which shall be published every academic year.
- (3) Persons whose names appear on the Register of Convocation are entitled to vote at the Convocation.
- (4) In addition to any other function granted by these Statutes to the Convocation, a meeting of the Convocation may express an opinion on any matter affecting the University and may refer any matter to a University body for further consideration.
- (5) Convocation shall meet at least once each academic year at the time determined by the Vice-Chancellor to receive the Vice-Chancellor's report on the state of the University and its future plans.
- (6) Convocation shall determine its rules and procedures.
- (7) On the request in writing of not less than twenty-five members of the Convocation stating the purpose for which the meeting is to be called, the Vice-



Chancellor shall summon a special meeting of the Convocation within seven days and the notice summoning the meeting shall specify the business to be considered.

- (8) The quorum for a meeting of the Convocation is twenty-five.
- (9) Convocation shall elect from among its members a number of Senior Members as provided by the Act to serve on the Council.
- (10) Convocation shall elect nine members, five of whom shall be non-teaching staff to serve on the Academic Board.
- (11) Convocation shall elect two members representing professorial and non-professorial staff from among its members, as provided by the Act to serve on the Council for a term of three years.
- (12) The term of a member of the Council elected by Convocation shall be reckoned from the beginning of the academic year in which the member was elected.
- (13) Where a vacancy occurs in Convocation's representation on the Academic Board, the returning officer shall call for nominations and where at the close of such nominations the number of candidates is more than the number of vacancies, the returning officer shall proceed to hold elections.
- (14) Where the number of candidates is equal to the number of vacancies the returning officer shall declare the candidates elected and shall not call for further nominations. Where however the number of candidates is less than the number of vacancies the returning officer shall declare the candidates elected and shall invite further nominations for the remaining vacancies.
- (15) The Registrar is the returning officer and is responsible for conducting the election by secret postal vote in accordance with the single transferable vote system.
- (16) A Convocation member of the Academic Board shall serve for a term of two years and is eligible for re-election.

#### **Statute 26 Academic Divisions of the University**

Academic Divisions of the University shall be Schools, Institutes, Centres, Departments and any other units of teaching and research as may be determined by the Council on the recommendations of the Academic Board. The structure, status, functions and privileges of the Schools, Institutes, Centres and Departments in the campuses in Ho, Hohoe and elsewhere shall be in accordance with the Act.

#### **Statute 27 Schools**

- (1) A School is one or more related academic Departments, established by the Council.
- (2) A School is an establishment which has limited financial and operational autonomy as determined by the Academic Board and shares in one or more of

the following characteristics: association with a profession, or the preparation of students for certification by a professional body.

- (3) A School shall be headed by a Dean who shall be appointed by the Council on the recommendation of the Appointments and Promotions Board and shall hold office on terms and conditions determined by the Council.
- (4) A School shall be headed by a Dean who shall be of professorial status appointed by the Council and the appointment shall normally be made in the academic year preceding the one in which the person appointed is to commence the term of office as Dean. A Dean shall hold office for three years on terms and conditions recommended by the Appointments and Promotions Board and is eligible for re-appointment for a further term of up to three years only.
- (5) During the absence from the University or incapacity of a Dean of a School for a period exceeding six months or in the event of a vacancy occurring by resignation or death or any other sufficient cause, the Vice Chancellor may designate from among the eligible academic Senior Members of the School one person to serve as an Acting Dean who shall perform the functions of the Dean.
- (6) The Dean shall be responsible under the Pro-Vice Chancellor for providing leadership to the School and for maintaining and promoting the efficiency, effectiveness and good order of the School and the general administration namely, financial, human and material resources of the School in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by the Council, the Academic Board and the School Board and for ensuring that the approved programmes and services of the School are duly carried out by its members.
- (7) For each School, there shall be a School Board which membership shall include
  - (a) the Dean as Chairperson;
  - (b) the Heads of Departments;
  - (c) at least one representative from each School or Institute;
  - (d) the faculty members of Professorial Ranks, including those on post retirement contract; and
  - (e) a representative each of the graduate and undergraduate students of the School.
- (8) A School Board shall meet at least twice in each semester.
- (9) An emergency meeting of a School Board may be convened by the Dean, but three days' notice shall be given to every member of the School Board.
- (10) A special meeting of the School Board shall be convened by the Dean on the written request of eight members or one-half of the total membership of the Board, whichever is less, submitted to the Dean with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.

- (11) The Dean shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.
- (12) The Board of a School shall
- (a) regulate the teaching and study of a subject or subjects assigned to the School, subject to approval of the Academic Board;
  - (b) ensure the provision of adequate instruction and facilities for research in the subjects assigned to the School and coordinate the teaching and research programmes of the School;
  - (c) recommend examiners to the Academic Board for approval and appointment;
  - (d) make Regulations and propose syllabuses dealing with courses of study and any other questions relating to the work of the School subject to the approval of the Academic Board;
  - (e) make recommendations to the Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the School;
  - (f) promote co-operation with any other Schools and Institutes within or outside the University in matters relating to the academic work of the School;
  - (g) deal with any matter referred or delegated to it by the Academic Board; and
  - (h) discuss any other matters relating to the School and make decisions or recommendations to the relevant University body as appropriate.
- (13) The quorum for a School Board meeting shall be eight members.

## **Statute 28 Institutes**

- (1) An Institute is an establishment which has limited financial and operational autonomy as determined by the Academic Board which focuses primarily on multidisciplinary research and/or the provision of extension services.
- (2) An Institute shall be headed by a Director of a Professorial Rank who shall be appointed by the Council on the recommendation of the Appointments and Promotions Board on terms and conditions and shall hold office for a fixed term of three years and may be eligible for re-appointment for a further term of up to three years only.
- (3) The Director of an Institute is responsible under the Pro-Vice Chancellor, for providing leadership to the Institute and for maintaining and promoting the efficiency and good order of the Institute in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by the Council, the Academic Board and the Institute Board and for ensuring that the approved programmes and services of the Institute are duly carried out by its members.
- (4) The Director of an Institute is responsible for the general administration of the Institute in respect of human, financial and material resources of the Institute within the general policy framework of the University.

- (5) The Academic Board may approve new proposals for a teaching programme for the Institute only where it is satisfied that such a programme will not divert attention or resources from its core mission and cannot be ran by a teaching department or a School.
- (6) For each Institute, there shall be an Institute Board which membership shall include
  - (a) the Director as Chairperson;
  - (b) the Heads of Departments or Centres;
  - (c) at least one representative from each School or Institute;
  - (d) the faculty members of Professorial Ranks, including those on post retirement contract; and
  - (e) a representative each of a relevant student body of the Institutute.

### **Statute 29 Departments**

- (1) A Department is a division in a School or Institute that has responsibility for undergraduate and graduate level teaching and research.
- (2) A Department shall have a head who shall be appointed by the Vice Chancellor on the recommendation of the Dean of the School in rotation from among the professorial members of the Department or in their absence among the next lower category of Senior Members that is, Senior Lecturers.
- (3) In making his recommendation, the Dean shall hold consultations with the Senior Members of the Department.
- (4) A Head of Department shall hold office for a term of up to three years and is eligible for re-appointment for a second term. On completion of his second term, he shall not be eligible for reappointment until three years has elapsed.
- (5) Subject to the powers of the School Board and the Academic Board, a Head of Department shall
  - (a) be responsible under the Dean for the general administration of the Department in respect of human, financial and material resources of the Department within the general policy framework of the University;
  - (b) provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
  - (c) organise the approved teaching and research programmes of the Department and ensure that research is carried out;
  - (d) maintain acceptable standards of teaching and any other academic work;
  - (e) provide for the examination of students;
  - (f) liaise with the Dean of the School in matters affecting the Department;
  - (g) convene meetings of the members of the Department at least twice a semester for the purpose of planning and evaluating the activities of the Department; and
  - (h) advance and promote generally the well-being of the Department and persons engaged in the Department.

- (6) The Head of Department shall consult with other Senior Members of the Department on matters affecting the welfare of the Department as a whole and where necessary, shall seek the approval of the Dean/Director on such matters.
- (7) In exceptional circumstances, the Vice Chancellor may appoint a person not being a member of the Department or a person on post-retirement contract as the Head of Department. Such appointments shall be notified to the Council for information.

**Statute 30 Centres**

- (1) A Centre is an establishment which conducts specialized programmes normally oriented to providing services including teaching, research or advocacy.
- (2) The Council may by statute establish Centres for the purposes of engaging in research or professional activities and their specific functions and the duties and responsibilities of their officers shall be contained in the establishment statute.
- (3) A Center shall be headed by a Director who shall be appointed by the Council on the recommendation of the Appointments and Promotions Board. The Director shall serve a term of three years and shall be eligible for re-appointment for another term up to three years only.

**Statute 31 Affiliated Institutions**

- (1) Without prejudice to the right of the University to enter into special relationships with other bodies, the University may admit to affiliation with it or to any of its privileges a College or an Institution or the members or students of the College or Institution in the manner and on the terms and conditions determined by the Council by Regulations on the recommendation of the Academic Board.
- (2) The University may at any time terminate or modify the terms of the affiliation, grant of privilege or recognition in its absolute discretion.
- (3) The Registrar shall maintain a register of the affiliated Colleges and Institutions and shall submit an annual report to the Council through the Academic Board on the affiliated Colleges and Institutions.
- (4) The Council shall determine affiliation fees which shall be renewed annually on the recommendation of the Academic Board.

**Statute 32 Contracts and Property of the University**

- (1) Subject to the Act and these Statutes, the University may enter into contracts and own, hold and dispose of movable and immovable properties solely for the purpose of achieving the aims and objectives of the University.
- (2) For the avoidance of doubt, the authority to enter into contractual transactions including transactions relating to land owned or held by the University, shall be vested in the Council and no person shall enter into any transaction binding or intended to bind the University unless the said transaction has the prior approval of the Council. However, the Council shall have the power to ratify

contractual transactions entered into without its prior approval where in its opinion such ratification is justified and shall not compromise the interests of the University.

- (3) The Council may delegate in writing its authority to enter into contractual transactions to any of the principal officers of the University.
- (4) The University may enter into contracts creating an interest in land owned by the University only by way of lease and the lease shall not be for more than 30 years.
- (5) All contracts relating to the procurement of goods and services shall conform to the provisions of the Public Procurement (Amendment) Act, 2016 (Act 914) and any regulations made thereunder or relevant enactments and to the University's internal rules and regulations on procurement.

**Statute 33 Creation, Ownership and Use of Intellectual Property**

- (1) Subject to the Act and any existing law on intellectual property, the University may create, own and use intellectual property in the form of copyrights, patents, industrial designs, trademarks and trade names.
- (2) The University shall own the patent in all inventions made by or under the direction of a School, Institute, Centre, Department and any other unit or division of the University as well as inventions of its employees made during the course of their employment. The same shall apply to industrial designs.
- (3) The University shall develop an Intellectual Property policy which shall take into account the statutory rights of the University and fair recompense to an employee who produces literary, artistic, musical, audiovisual, choreographic and derivative works as well as sound recordings and computer software and programmes in the course of his employment or under the direction of a School, Institute, Centre or Department and any other unit or divisions of the University.
- (4) Registered trademarks, trade names and industrial designs of the University shall be the property of the University and no person shall appropriate such trademarks or trade names for commercial or other purposes without the prior approval of the Council.
- (5) The University through the Institute of Health Research shall take prompt steps to register its entire copyrighted works, patents, trademarks, trade names and industrial designs to facilitate proof of its ownership.
- (6) Subject to the Act, and notwithstanding the above Substatutes of this Statute, the Council shall make such rules and policies to determine the incentives for persons who undertake any work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University to enable those persons benefit from their work, research or intellectual enterprise.

**Statute 34 Appointments to Certain Offices to be by Open Advertisement**

Unless otherwise provided in these Statutes, appointments to the office of Vice Chancellor, Pro-Vice Chancellor, Registrar, Deans and Directors shall normally be by open advertisement.

**Statute 35 Use of University Facilities and Employees**

The University may enter into a contract or other arrangements with any other person or entity for the use of the University's facilities and the provision of services by employees of the University with the prior approval of the Vice Chancellor subject to the ratification of the Council.

**Statute 36 Student Governance**

- (1) In accordance with Section 25 of the Act, the Academic Board shall regulate the conduct of students of the University.
- (2) Students shall be entitled to form associations in exercise of their right to Freedom of Association guaranteed under the 1992 Constitution of the Republic of Ghana so however, no student association shall be formed or operated within the University without the approval of the Dean of Students.
- (3) The right of students to demonstrate on or outside campus shall be subject to regulations enacted for that purpose by the Academic Board. Without prejudice to the generality of the foregoing, students may not demonstrate outside campus without the prior written approval of the Dean of Students and in accordance with the relevant national laws.

**Statute 37 Dean of Students**

- (1) There shall be a Dean of Students who shall be of a Professorial Rank and appointed by the Council on recommendation of the Appointments and Promotions Board.
- (2) The Dean shall serve a term of three years and shall be eligible for the appointment for another term of up to three years only.
- (3) The Dean of Students shall under the Pro-Vice Chancellor be responsible for
  - (a) the provision of chaplaincy services through the Chaplaincy Board to students and other members of the University;
  - (b) the resolution of conflict between students and halls and hostels of residence as well as conflicts involving students outside of halls and hostels;
  - (c) making representation to the University about ways of enhancing the quality of students' life;
  - (d) ensuring the maintenance of cordial relations among the various student groups and the student body as a whole to ensure that they obtain maximum benefit from their University experience;
  - (e) ensuring the orderly organisation of students' activities within the University;

- (f) providing leadership to all bodies and activities that promote the well-being of students of the University including the SRC and the University of Health and Allied Sciences' branch of GRASAG;
  - (g) overseeing the management of dues and other levies collected by the SRC, GRASAG and students' associations from students or on behalf of students;
  - (h) overseeing the formation of students' associations;
  - (i) working with student groups in developing extra-curricula programmes and activities of the University;
  - (j) co-ordinating with the student groups to encourage the participation of students in the activities that promote personal growth and development of students;
  - (k) encouraging the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the University and responsibility for personal actions; and
  - (l) giving permission to students to go on protest marches and demonstrations whether within or outside the University.
- (4) The Dean of Students may resign from office by notice in writing addressed to the Pro-Vice Chancellor in accordance with the terms and conditions of his appointment. The Council may also remove the Dean of Students from office for Good Cause and in accordance with the instrument of appointment.
- (5) The Dean of Students shall be a member of the Business and Executive Committee of the Academic Board, the Residence Board and Hostels Management Board and such other committees or boards as the Vice Chancellor may determine.
- (6) The Dean of Students shall be assisted by an Advisory Board in the discharge of his duties.
- (7) The Advisory Board shall be composed of
- (a) Hall Wardens;
  - (b) one representative of undergraduate students of the University elected by the SRC;
  - (c) one representative of postgraduate students elected by the UHAS branch of the GRASAG;
  - (d) the Director of Public Affairs Unit or his representative;
  - (e) a representative of the Directorate of Works and Physical Development; and
  - (f) a representative of the Office of International Programmes.

**Statute 38 Dean of Graduate Studies**

- (1) There shall be a Dean of Graduate Studies who shall be of a Professorial Rank and appointed by the Council on recommendation of the Appointments and Promotions Board.
- (2) The Dean shall hold office for a term of three years and is eligible for re-appointment for another term only.



- (3) The Dean of Graduate Studies shall be responsible under the Pro-Vice Chancellor for
  - (a) ensuring quality in graduate education through the operationalization of accredited graduate programmes and continuous monitoring to improve performance of graduate programme delivery;
  - (b) promoting graduate students in Schools, Institutes and Centres to thrive intellectually and professionally to advance intellectual communication and scholarship across disciplines;
  - (c) promoting cultural diversity, scholarly integrity, and inclusivity among graduate students in Schools, Institutes and Centres;
  - (d) increasing the visibility of graduate education nationally and internationally through advocacy that emphasises the critical role of graduate education to the mission of the University;
  - (e) the resolution of conflict among graduate students;
  - (f) ensuring the maintenance of cordial relations among graduate students and other student body as a whole to ensure that they obtain maximum benefit from their University experience;
  - (g) ensuring the orderly organisation of graduate students' activities within the University;
  - (h) providing leadership to the University of Health and Allied Sciences' branch of GRASAG;
  - (i) overseeing the management of dues and other levies collected by the GRASAG from students or on behalf of students; and
  - (j) encouraging the development of a graduate student culture that encourages exercise of leadership, respect for diversity and the traditions of the University and responsibility for personal actions.
- (4) The Dean of Graduate Studies may resign from office by notice in writing addressed to the Pro-Vice Chancellor in accordance with the terms and conditions of his appointment. The Council may also remove the Dean of Graduate Studies from office for Good Cause and in accordance with the instrument of appointment.
- (5) The Dean of Graduate Studies shall be a member of the Business and Executive Committee of the Academic Board, the Residence Board and Hostels Management Board and such other committees or boards as the Vice Chancellor may determine.
- (6) The Dean of Graduate Studies shall be assisted by a Board in the discharge of his duties.

**Statute 39 Dean of International Programmes**

- (1) There shall be a Dean of International Programmes who shall be of a Professorial Rank and appointed for a term of three years by the Council on terms and conditions as recommended by the Appointments and Promotions Board. The Dean shall be eligible for reappointment for another term only.
- (2) The Dean of International Programmes shall under the Vice Chancellor, be responsible for

- (a) the management of all agreements establishing links between the University and foreign institutions of learning;
  - (b) the promotion and advertisement of the programmes of the University to international students and researchers;
  - (c) the organization of summer schools and orientation programmes for foreign students;
  - (d) the provision of guidance and counselling services for international students;
  - (e) the coordination of staff and student exchange and external staff training programmes;
  - (f) creating and maintaining a comprehensive database of students and external assistance programmes; and
  - (g) performing such other functions as shall be determined by the Vice Chancellor.
- (3) The Dean of International Programmes may resign from office by notice in writing addressed to the Vice Chancellor in accordance with the terms and conditions of his appointment. The Council may also remove the Dean of International Programmes from office for Good Cause and in accordance with the instrument of appointment.

**Statute 40 Halls of Residence and other residential facilities**

- (7) There shall be Halls of Residence and residential facilities as may be determined by the Council.
- (8) A Hall of Residence and any other residential facility may consist of a number of Senior Members and Junior Members of the University determined by the Academic Board in Regulations approved for the Hall or the residential facility.
- (9) A Hall of Residence and any other residential facility shall be managed in accordance with the Regulations establishing it.
- (10) The rules relating to the existing Halls of Residence shall be consistent with Schedule J of these Statutes.
- (11) A Hall of Residence or a residential facility shall have the power to take disciplinary action for Hall-related offences.
- (12) Where the disciplinary action proposed is one of dismissal or is in the opinion of the Hall Committee or the management committee of the residential facility a major breach of discipline, the disciplinary action shall be referred to the Disciplinary Committee for confirmation.
- (13) Senior Members of a Hall shall be known as Fellows and shall constitute the governing body of the Hall.
- (14) The Tutorial Committee shall be composed of the Senior Tutor and other Tutors and student representatives as may be prescribed by the Hall Regulations/Rules.

- (15) The power of the Council to establish a Hall of Residence or a Residential facility may be exercised by the Council or in joint venture with a private entity or individual. This Statute shall apply to such private entity or individual with such modifications as may be appropriate.

**Statute 41 Academic Offences**

- (1) It shall be an offence for a student to knowingly
- (a) forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form or any other medium; or
  - (b) use or possess an unauthorised aid(s) or obtain unauthorised assistance in any academic examination, end of semester or interim assessment; or in connection with any other form of academic work; or
  - (c) impersonate another person, or to have another person impersonated at any academic examination, end of semester or interim assessment or in connection with any other form of academic work; or
  - (d) represent as one's own any idea or expression of an idea or work of another in any academic examination, end of semester or interim assessment or in connection with any other form of academic work which in effect is to commit plagiarism; or
  - (e) submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere; or
  - (f) submit any academic work containing a purported statement of fact or reference to a source which has been concocted; or
  - (g) engage in the sale of academic material without authority; or
  - (h) gain access to or procure or cause such access to be procured or gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person.
- (2) It shall be an offence for a Senior Member to knowingly
- (a) approve any of the offences described in Substatute 1 of this Statute;
  - (b) evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University;
  - (c) evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or
  - (d) award or enhance grades for a student or for a course not taken by a student or to procure same to be done.
- (3) It shall be an offence for a Senior Member, staff or student to knowingly
- (a) forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or

- (b) engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
- (4) A graduate of the University may be charged with any of the above offences committed knowingly while that graduate was an active student, when in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

#### **Statute 42 Non-Academic Offences**

- (1) No Member or Staff of the University shall
  - (a) assault a person or threaten any other person with assault whether sexual or otherwise or commit a battery against that person; or
  - (b) cause or threaten a person with bodily harm or cause a person to fear bodily harm; or
  - (c) knowingly create a condition that unnecessarily endangers the health or safety of a person; or
  - (d) threaten a person with damage to that person's property or knowingly cause a person to fear damage to that person's property; or
  - (e) engage in a course of vexatious conduct that is directed at one or more persons
    - (i) that is based on the race, ancestry, place of birth, origin, colour, ethnicity, citizenship, sex, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals,
    - (ii) that is known to be unwelcome, or
    - (iii) that exceeds the bounds of freedom of expression or academic freedom as same is understood in the University policies and accepted practices, including but not restricted to those explicitly adopted; or
  - (f) cause an action, threat or otherwise, a disturbance that a member or staff knows obstructs any activity organised by the University or by any of its divisions, or the right of other members or staff to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or an activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent; or
  - (g) knowingly take, destroy or damage premises of the University or any physical property that is not his own; or
  - (h) engage in financial impropriety; or
  - (i) knowingly destroy or damage information or intellectual property belonging to the University or to any of its members or staff; or
  - (j) in any manner whatsoever, knowingly deface the inside or outside of any building of the University; or
  - (k) knowingly possess effects or property of the University appropriated without authorisation; or
  - (l) knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members or staff; or

- (m) knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorised to give such instructions, or without just cause; or
  - (n) knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system; or
  - (o) knowingly or maliciously bring a false charge against a member or staff of the University; or
  - (p) counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes and other relevant enactments; or
  - (q) deface the trees on campus with advertising or other material or notices howsoever described; or
  - (r) defecate outside the designated buildings or places on campus; or
  - (s) sexually assault or rape a person including a member, student or staff of the University.
- (2) Without prejudice to the generality of Substatute 1(a) of this Statute, it is an offence for a Member or Staff of the University to sexually harass another member or staff of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.
- (3) Any other conduct that Council may deem inappropriate.
- (4) No Member or staff found by a disciplinary committee to have committed an offence under these Statutes shall not refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

**Statute 43 Rules and Procedures Relating to Discipline**

- (1) There shall be a permanent disciplinary committee for each of the categories of Members or Staff of the University recognised by the Act and these Statutes namely, Senior Members, Junior Members, and Senior and Junior Staff.
- (2) A disciplinary committee shall investigate an allegation of misconduct referred to it by the Vice Chancellor or the Registrar and shall make appropriate decisions on the charges including sanctions.
- (3) The Registrar or an authorised officer of the University shall cause to be investigated an allegation of misconduct referred to it by the Vice Chancellor. Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate disciplinary committee by the Vice Chancellor or Registrar.
- (4) For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The person identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Vice Chancellor or the Registrar.

- (5) Where a disciplinary action concerns a person who is a member of the relevant committee, the Vice Chancellor shall replace that person with a suitably qualified alternate.
- (6) A disciplinary committee established to deal with matters of discipline affecting Senior Members shall comprise
  - (a) a Chairman elected by the Academic Board on the advice of the Vice Chancellor;
  - (b) a lawyer appointed by the Vice Chancellor; and
  - (c) three Senior Members elected by the Academic Board.
- (7) The Registrar or his representative shall serve as the secretary to the disciplinary committee.
- (8) The disciplinary committee may at its discretion invite any other person to its proceedings or meetings.
- (9) A disciplinary committee established to deal with matters of discipline affecting Staff of the University shall normally be composed in accordance with the relevant collective agreement but where this is absent shall comprise
  - (a) three Senior Members, at least one of whom shall be designated as chairman by the Registrar; and
  - (b) two members of the relevant staff association.
- (10) The Registrar shall appoint a disciplinary committee to deal with any matter of discipline affecting Junior Members which shall comprise
  - (a) three Senior Members, one of whom shall be designated as chairman by the Registrar;
  - (b) one student nominated by the SRC; and
  - (c) one student representative of the graduate students of the University nominated by the University of Health and Allied Sciences branch of GRASAG.
- (11) A disciplinary proceeding in respect of a Junior Member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.
- (12) The Registrar shall provide secretarial services to the disciplinary committees.
- (13) No charge shall be laid except with the approval of the Vice Chancellor.
- (14) A charge shall be in writing, addressed to the accused and signed by or under the authority of the Chief Disciplinary Officer. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman and the Secretary of a disciplinary committee.
- (15) Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing of the accused.

The Chairman shall ensure that the proceedings are conducted with due dispatch.

- (16) The Legal Counsel or the Head of Legal Services Unit shall be responsible for prosecuting persons accused of breaching the provisions of any enactment.
- (17) Disciplinary Committees shall make recommendations for the appropriate sanctions to the Vice-Chancellor.
- (18) The Vice Chancellor, who is the Chief Disciplinary Officer shall consider and implement the recommendations of a Disciplinary Committee.
- (19) Council may adopt rules and procedures for disciplinary actions.

#### **Statute 44 Dispute Settlement**

- (1) There is established in accordance with Section 38 of the Act, a body to be known as the University of Health and Allied Sciences Appeals Board.
- (2) The Appeals Board shall hear and determine on appeal matters on
  - (a) acts or omissions in contravention of the Act or these Statutes;
  - (b) breach of employment contracts by the University;
  - (c) the promotion of persons duly employed by the University;
  - (d) grievances by students and staff against the University on matters related to welfare and discipline; or
  - (e) any other matter or dispute referred to the Appeals Board by the Council.
- (3) The Appeals Board shall consist of
  - (a) a Chairperson who is a retired justice of the Superior Court of Judicature or a lawyer qualified to be so appointed;
  - (b) two Lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom is a woman; and
  - (c) two persons who are not legal practitioners or employees of the University who are persons of high moral integrity one of whom is a woman.
- (4) The Chairperson and two other members of the Appeals Board shall constitute a panel for the hearing and determination of a case or matter before the Appeals Board.
- (5) In the absence of the Chairperson, one of the two Lawyers provided for in this Statute shall act as a Chairperson.
- (6) The Council shall establish rules and procedures of the Appeals Board which govern
  - (a) the operations of the Appeals Board;
  - (b) the appointment and remuneration of its members;
  - (c) the establishment of the Secretariat of the Appeals Board;
  - (d) the co-opting of members to the Appeals Board; and
  - (e) any other relevant matter.

#### **Statute 45 Sanctions for Students**

- (1) One or more of the following sanctions may be recommended by a Disciplinary Committee upon the conviction of any person:
  - (a) an oral or written reprimand;
  - (b) an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation. Such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
  - (c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
  - (d) a reduction of the final grade in the course in respect of which the offence was committed;
  - (e) denial of privileges to use any facility of the University, including library and computer facilities;
  - (f) suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Committee; or
  - (g) expulsion from the University.
- (2) If a recommendation is not approved the Vice Chancellor shall have the power to impose a penalty as he deems fit.
- (3) For the avoidance of doubt, the University shall have the power to cancel or withdraw any award or credit of a former student in respect of any offence which in the opinion of the University would have resulted in a conviction and may for this purpose cancel or withdraw any award of a degree, diploma, certificate, standing or credits.
- (4) The Vice Chancellor shall have power to order that any sanction imposed by the Disciplinary Committee be recorded on the student's academic record and transcript. The decision of the Vice Chancellor shall be reported by the University in the University bulletin and where appropriate in the national media in accordance with applicable laws.

#### **Statute 46 Sanctions for Employees**

- (1) Without prejudice to these Statutes herein relating to discipline, the University shall have the power to treat misconduct on the part of an employee as a matter of contract and may deal with such misconduct in accordance with the provisions of their contracts of employment and or the collective agreement as the case may be or generally under the Labour Act, 2003 (Act 651).
- (2) Alternatively, the University may sanction any of its employees to include suspension, demotion in rank or grade, outright dismissal or by surcharge which may be deducted directly from the salary or other emoluments of an employee of the University involved in a sanctionable disciplinary conduct.

#### **Statute 47 Conflict of Interest**

- (1) A member of the Council, the Academic Board, a Committee established by or under the authority of the Council or the Academic Board and any other body or entity of the University who is, in any way, directly or indirectly interested in any contract, transaction or other decision being considered by the Council, the



Academic Board, a Committee of Council or the Academic Board, and such other body shall, at any meeting at which such contract, transaction or decision is being considered, declare his interest and the nature and extent thereof and shall recuse himself from the meeting, or not participate in the deliberations of the Council or such body or Committee in respect of that matter.

- (2) A member ceases to be a member of the Council, the Academic Board, a Committee established by or under the authority of the Council or the Academic Board and any other body or entity of the University if that member has an interest in a matter before the Council, Academic Board or duly constituted committee and
  - (a) fails to disclose that interest;
  - (b) fails to recuse himself from the meeting or proceedings at which the matter is being considered; or
  - (c) participates in the deliberations of that matter.
- (3) An employee of the University shall make full disclosure of his relations including but not limited to his child, ward, spouse or parent in his class or department to the appropriate authority.
- (4) No decision of the Council, the Academic Board or a Committee established by or under the authority of the Council or the Academic Board or any other duly established body shall be invalid in whole or in part by reason of the existence of a conflict of interest Provided that the interested member shall not be allowed to benefit from the decision of the Council, the Academic Board, a Committee of Council or the Academic Board, the Students' Representative Council, a Junior Common Room or any such body once it is discovered that that member was in any way, directly or indirectly, interested in the contract, transaction or decision.
- (5) No employee of the University shall accept an appointment or engage in the provision of services outside the University without the express prior approval of the Vice Chancellor in writing. The Vice Chancellor may refuse to grant approval where the service to be provided is similar to the University's mission or may diminish the esteem or reputation of the University.
- (6) No officer of the University shall hold two offices concurrently where it is established that the simultaneous performance of the duties and responsibilities of both offices will result in conflict of offices or where it is determined that one person should not carry too much of the task of governing the University.
- (7) For the avoidance of doubt, the concurrent holding of any two or more of the following offices shall be deemed to amount to a situation of conflict of offices:
  - (a) the office of the Vice Chancellor;
  - (b) the office of the Pro-Vice Chancellor;
  - (c) the office of the Registrar;
  - (d) the office of the Dean or Director;
  - (e) the office of Administrative Directors;

- (f) the Headship of a Department or School or Institute or Centre;
- (g) the office of the University Librarian;
- (h) the Head, Deputy Head or Senior Tutor of Residential facilities; or
- (i) Co-ordinators.

(8) Without prejudice to the generality of Substatute (7) of this Statute this Substatute does not apply to internal oversight arrangements within a School, Centre, Department, Institute, the Student Representative Council or the Junior Common Room of a Hall of Residence whether appointment to those positions is made by the Vice Chancellor or the Head or whether any honorarium or remuneration is paid or a function relating to the management of a project or its funds.

#### **Statute 48 Labour Relations and Industrial Action by Unionised Employees**

- (1) No employee of the University shall be given such conditions of service as to make that employee worse off in comparison to his peers in other universities in Ghana and within the public sector salaries and emoluments arrangements.
- (2) The terms and conditions in respect of appointment to an office in the University shall be clearly spelt out in the officer's letter of appointment and in an accompanying document detailing the job description of that officer.
- (3) The University recognises the right of every employee to freedom of association and of the right to demonstrate in order to protect that employee's economic and social interests.
- (4) Employees who engage in industrial action pursuant to their right to do so under any collective agreement or other labour arrangement shall do so in strict accordance with the Labour Act, 2003 (Act 651) and relevant enactments and must respect the rights and freedoms of other members of the University and the general public.
- (5) No industrial action taken or purported to be taken shall deliberately target the disruption of academic work and or the provision of essential services to the campuses of the University.
- (6) For the purposes of this Statute essential services shall have the same meaning as in the Labour Act, 2003 (Act 651).
- (7) Any dispute arising out of employer-employee relations shall be referred to the University of Health and Allied Sciences Appeals Board as provided for under Section 38 of the Act and Statute 44 of these Statutes.

#### **Statute 49 Decision-making by University Entities**

- (1) A matter not expressly provided for by these Statutes or by Regulations made under these Statutes shall be determined by the Vice Chancellor subject to approval or ratification by the Council.
- (2) Unless taken by consensus, a decision reached by a meeting of a body of the University shall not have effect unless it has the support of at least a simple

majority of the members present and voting and if all votes cast are equal, the presiding person shall have a casting vote. The minutes shall record the result of the voting or reflect the consensus reached.

- (3) No decision of the University shall be invalidated by reason only of the existence of a vacancy in the membership of the body making the decision such that a majority of the total membership of that body are operational.
- (4) Subject to the Act, these Statutes and Regulations made by the Academic Board and other duly constituted bodies, all University bodies shall determine their own procedures.
- (5) At a meeting of a University body, a member of that body may raise a point of order and shall be entitled to be heard forthwith. A point of order shall relate only to a perceived breach of a provision of the Act, these Statutes and Regulations or rules of the University body in question. The member shall specify why in his opinion there has been a breach and the person presiding shall give a ruling.
- (6) For the avoidance of doubt, these Statutes and Regulations made thereunder shall apply to all activities approved by the University whether occurring within or outside the physical location of the University including field trips and social events.
- (7) Where in these Statutes an officeholder is said to be under another officeholder, it shall be taken to mean that the officeholder is answerable to that other.

#### **Statute 50 Miscellaneous Matters**

Unless the Council determines otherwise, the academic year of the University shall be from the first day of August each year to the thirty-first day of July the following year.

#### **Statute 51 Regulations**

- (1) The Council, the Academic Board and their committees and the Halls of Residence respectively may make Regulations for their own procedures and for the exercise of their respective powers and the performance of their functions under these Statutes.
- (2) The Academic Board shall not make or ratify a regulation amending or repealing the Regulations for the time being in force except at an ordinary meeting of the Academic Board and unless notice of the amendment or repeal has been given in the notice convening the meeting.
- (3) Regulations made by a committee or Hall of Residence pursuant to Substatute (1) of this Statute shall be subject to the approval of the Academic Board and shall not come into effect unless approved by the Academic Board.

- (4) The Council and the Academic Board shall in approving, ratifying, making, amending or repealing Regulations, observe the conditions specified in Substatutes (5) and (10) of this Statute.
- (5) Regulations under these Statutes shall not be inconsistent with, or repugnant to a provision of the 1992 Constitution of the Republic of Ghana or the Act or these Statutes.
- (6) A disability shall not be imposed on grounds of religion, creed, gender, race, social status, national origin, political belief, or physical disadvantage.
- (7) A person shall not be allowed to take a degree, certificate or diploma or any other academic qualification other than an honorary degree without the prescribed examination or any other adequate test approved by the Academic Board.
- (8) A regulation shall not be held invalid by reason only of the fact that it confers certain benefits on persons because of gender, physical challenge or other disadvantaged circumstances which are not extended to other persons.
- (9) Where a question arises as to the validity under these Statutes or a rule or regulation made by the Council or a Board or Committee, the decision of the Council, Board or Committee on that question may be appealed to the Appeals Board established under the Act and these Statutes.
- (10) For the purposes of this Statute, "Regulations" include Bye-laws and policies of the University.

**Statute 52 Amendment of these Statutes**

- (1) Notice of a motion to enact, amend or repeal any of these Statutes shall be given at the Regular meeting of the Council immediately preceding the meeting at which the motion is to be moved.
- (2) A motion to enact, amend or repeal any of these Statutes shall not carry unless it receives the affirmative of at least two-thirds of the entire membership of the Council.

**Statute 53 Transitional Provisions**

- (1) As provided under Section 40 of the Act, the University of Health and Allied Sciences shall be guided in its operations by accredited Universities in Ghana for a period not exceeding two years.
- (2) The Interim Council and Interim Statutes of the University have been replaced by the fully constituted Council and these adapted Statutes of the University contained herein. All prior decisions and actions emanating from the Interim Council and the Interim Statutes operational within the first six years of the establishment of the University remain valid.

**Statute 54 Effective Date of these Statutes**

These Statutes shall come into force on the 1<sup>st</sup> day of August, 2019.

## **SCHEDULE A**

### **COMPOSITION OF THE ACADEMIC BOARD**

1. The Vice Chancellor of the University who shall be the Chairperson
2. The Pro-Vice Chancellor
3. Deans of Schools
4. Directors of Institutes and Centres
5. Heads of Academic Departments
6. Professors and Associate Professors including those on Post Retirement contract
7. A representative each from Academic Department, School, Institute and Centre
8. Dean of Graduate Studies
9. Dean of Students
10. Dean of International Programmes
11. The University Librarian
12. The Registrar as Member/ Secretary
13. At least nine members, five of whom are non-teaching staff, elected by Convocation in accordance with these Statutes.
14. In attendance: Administrative Directors, Head of Procurement and Legal Counsel

## SCHEDULE B

### STANDING COMMITTEES OF THE ACADEMIC BOARD

Committee	Membership	Quorum	Functions
1. Business and Executive	<p>Vice Chancellor; Pro-Vice Chancellor(s); University Librarian; Deans; Directors; a member of each School Board elected by the School Board; Two members of the Academic Board of Professorial Rank; and two members of the Academic Board of non-professorial rank elected by the Academic Board, Registrar,</p> <p>In attendance Administrative Directors, Head of Procurement, Legal Counsel</p> <p>All elected members should serve one term of two years only</p>	7	<p>(a) Promote research within the University and require reports from the Schools, Institutes and Centres from time to time on research being done;</p> <p>(b) Approve the appointment of examiners on the recommendations of the Boards of the Schools and Institutes concerned and in accordance with Regulations previously approved by the Board;</p> <p>(c) Suspend or remove examiners for any Good Cause during their terms of office and in the case of death, illness or resignation or suspension or removal of an examiner appoint a substitute;</p> <p>(d) Recommend to the Council the affiliation of other institutions to the University on the appropriate terms and conditions;</p> <p>(e) Comment for the attention of the Council on the yearly estimates and accounts of the University prepared by the Finance and General Purposes Committee either on its own motion or at the request of the Council;</p> <p>(f) Approve, amend or refer back the yearly estimates and accounts of the University prepared by the Finance and General Purposes Committee;</p> <p>(g) Determine, subject to the conditions made by the benefactors which are accepted by the Council and after report from the Board of the School or, Institute concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and prizes, and examine for an award of same or to delegate the</p>

			<p>power to examine for an award to the School, Department, Centre, Institute or other body;</p> <p>(h) Propose to the Council the names of persons for honorary degree; but a person shall not be admitted by the University to an honorary degree whose name has not been first submitted to and approved by both the Council and the Academic Board;</p> <p>(i) Make reports and recommendations to the Council and within the scope of policy approved by the Council, take the action that it considers necessary for the development, welfare and good governance of the entire University community;</p> <p>(j) Determine the length of each academic year and divide the year into the appropriate terms, semesters or divisions; and</p> <p>(k) Make decisions on recommendations of Examiners and report same to the Academic Board for information.</p>
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2(a) Appointments and Promotions (Senior Members)	<p>Vice Chancellor, (Chairman); Pro-Vice Chancellor; Three Assessors elected by the Academic Board. Two alternates to the Assessors (The Assessors or Alternates shall be of the rank of Professor; <i>In Attendance</i> the Dean/Director of School/Institute; Head of Department; Deans of cognate School; and Director of Human Resource</p> <p>All elected members should serve for a period of two (2)</p>	4	<p>To make recommendations on the appointment of Deans/Directors of Schools and Institutes, Professors, Associate Professors including Honorary Professors, Librarian, and in the name of the Council, make appointments and re-appointments of other Senior Members.</p> <p>Note: Where the status of either the Dean of the School or Head of Department is below the rank of the position being considered, another person of professorial status may be co-opted to the Board</p> <p>Cognate Schools/Institute shall currently be: School of Medicine, School of Pharmacy School of Public Health, Institute of</p>
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<p>2(b) Appointments and Promotions (Senior and Junior Staff)</p>	<p>years which can be renewed twice only.</p> <p>Pro-VC (Chairman); Registrar or his representative, Head of Department concerned or his representative, One person appointed by Academic Board, Director of Human Resource</p>	<p>4</p>	<p>Health Research</p> <p>School of Allied Health Sciences. School of Nursing and Midwifery, School of Basic and Biomedical Sciences</p> <p>In line with Human Resource policies of the University,</p> <p>(a) To consider and make the appointments and promotions of Junior and Senior Staff of the University in line with the relevant Conditions and Schemes of Service.</p> <p>(b) To decide on the points in the appropriate salary scale at which a staff shall be placed on first appointment or promotion in accordance with the Statutes of the University.</p> <p>To consider the confirmation or extension of appointments of contract staff.Note: In the case of Junior Staff, Dean/Director may Chair.</p>
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3. Residence	Pro-Vice Chancellor, (Chairman); Dean of Students; Hall Wardens; One member elected by the Finance and General Purposes Committee; The President of the Students Representative Council (SRC); The President of Graduate Students Association of Ghana (GRASAG); Presidents of the Halls; Head of Health Services; Manager of University Hostel/ Director of Works and Physical Development Representative from Security Section	7	(a) To keep under review the Hall system; and (b) To make adequate provision for the supervision and the welfare of the student body.
4. Academic Planning and Management	Pro-Vice Chancellor, (Chairman); All Deans and Directors of Institutes and Heads of Departments, Director of Academic Affairs, Librarian, One representative of each School elected by the School Board  <i>In attendance:</i> Director of Information Communication and Technology, Director of Works and Physical Development and the Registrar.	7	(a) To consider any matter of general academic import and make recommendations to the Academic Board; (b) To be in attendance at Examiners' Board meetings to ensure uniform application of regulations for the determination of examination results; (c) To consider immediate and long term academic needs of the University; (d) To study the operational situation of the University and make appropriate recommendations towards the establishment and/or improvement of the teaching and learning structures of the University; and (e) To promote effective teaching for critical thinking through programmes that are well

<p>4. Academic Planning and Management</p>	<p>Pro-Vice Chancellor, (Chairman); All Deans and Directors of Institutes and Heads of Departments, Director of Academic Affairs, Librarian, One representative of each School elected by the School Board</p> <p><i>In attendance:</i> Director of Information Communication and Technology, Director of Works and Physical Development and the Registrar.</p>	<p>7</p>	<p>(a) To consider any matter of general academic import and make recommendations to the Academic Board;</p> <p>(b) To be in attendance at Examiners' Board meetings to ensure uniform application of regulations for the determination of examination results;</p> <p>(c) To consider immediate and long term academic needs of the University;</p> <p>(d) To study the operational situation of the University and make appropriate recommendations towards the establishment and/or improvement of the teaching and learning structures of the University; and</p> <p>(e) To promote effective teaching for critical thinking through programmes that are well packaged without losing the core academic focus of the University.</p>
<p>5. Resource Allocation for Academic Purposes</p>	<p>Pro-Vice Chancellor, (Chairman); Four members appointed by the Finance and General Purposes Committee; Deans of the Schools; Directors of Institutes; The Registrar; Director of Finance; and Librarian</p>	<p>7</p>	<p>(a) To receive the recurrent estimates of their programmes and academic development submitted by Deans of Schools in consultation with the Heads of Department;</p> <p>(b) To consider recurrent estimates of the University and report on them to the Finance and General Purposes Committee; and</p> <p>(c) To carry out any other functions as may be referred to it by the Finance and General Purposes Committee.</p>
<p>6. Housing</p>	<p>Pro-Vice-Chancellor, (Chairman); One member elected by the Academic Board;</p> <p>One representative of</p>	<p>5</p>	<p>(a) To keep under review the housing needs of the University and advise the Development Committee on those needs; and</p> <p>(b) To advise the Vice-Chancellor on the establishment and</p>

7. Library	<p>Pro-Vice-Chancellor, (Chairman);  One member appointed by each School Board;  Two members elected by the Finance and General Purposes Committee;  One member appointed by the SRC;  One member appointed by GRASAG;  University Librarian.</p> <p><i>In Attendance</i>  Registrar  Director of Finance;  and  School Librarians</p>	5	<p>Subject to the directions of the Academic Board, to supervise and direct the policy of the Library system and any other matters delegated to it.</p>
8. Graduate Studies	<p>Dean of Graduate Studies (Chairman);  Two members of Professorial Rank elected by the Academic Board;  Two members of the rank of at least Senior Lecturer appointed by each School;  Two representatives from GRASAG, representing Masters and PhD students.</p>	7	<p>Co-ordination of graduate studies in the University with the following mandate:</p> <ul style="list-style-type: none"> <li>(a) to approve and admit on behalf of the Academic Board candidates for higher degrees, supervisors, course work, thesis areas or titles and appointment of examiners on recommendation from the appropriate School Boards;</li> <li>(b) to determine the results of graduate examinations on receipt of examiners' reports;</li> <li>(c) to request progress reports from supervisors at the end of each academic year;</li> <li>(d) assume responsibility for the general welfare of graduate students;</li> <li>(e) promoting the development, diversification and effective delivery of post graduate programmes to address emerging national and global issues;</li> <li>(f) accreditation of all faculty teaching and supervising</li> </ul>

			<p>graduate programmes to maintain high standards and ensure high quality graduate programme output;</p> <p>(g) monitoring and evaluation of general performance on graduate programme delivery; and</p> <p>(h) subject to the approval of the Academic Board, undertake any other functions as will promote graduate studies in the University.</p>
9. Scholarships and Staff Development	<p>Vice-Chancellor, (Chairman); Pro-Vice-Chancellor; One member elected by Academic Board; Dean of each School or the representative of the Dean; Director of International Programmes; Dean, School of Graduate Studies or the representative; Registrar or his representative; and One representative each of UTAG , GAUA, SRC and GRASAG.</p> <p><i>In Attendance</i> Director of Human Resource</p>	7	To advise the Academic Board on University scholarship policy and to award approved University scholarships.
10. Research Advisory	<p>Vice-Chancellor, (Chairman); Pro-Vice-Chancellor; Two members from Business Community appointed by Vice Chancellor; Three members from Industry and key donor agencies appointed by the Vice-Chancellor; Director IHR; Director</p>	5	<p>(a) Serve as ambassadors for the University's research enterprise;</p> <p>(b) Liaise with business, industry and donor community to promote linkages and contacts for faculty research;</p> <p>(c) Assist the University to raise funds to support faculty research;</p> <p>(d) Guide and advise on research policies and strategic direction for the University's research enterprise;</p>

	ITAM; and Two Deans appointed by the Vice Chancellor.		<ul style="list-style-type: none"> <li>(e) Agree on research priorities and consider the general research needs of Schools, Institutes and Centre;</li> <li>(f) Ensure that the University's research funds are allocated according to agreed research priorities;</li> <li>(g) Monitor the allocation and effective use of research funds;</li> <li>(h) Monitor performance on research delivery and quality of research output;</li> <li>(i) Advise the Estimates Committee on the allocation and disbursement of funds for research;</li> <li>(j) Receive at periodic intervals reports on the progress made in prosecution of the research projects; and</li> <li>(k) Report annually to the Academic Board on the work of the Committee.</li> </ul>
11. Security	<p>Chairman, appointed by the Business and Executive Committee on the recommendation of the Vice-Chancellor;</p> <p>Three members appointed by the Academic Board;</p> <p>One member appointed by the SRC;</p> <p>one member appointed by the GRASAG;</p> <p>One member appointed by GAUA;</p> <p>one member appointed by FUSSAG;</p> <p>and One member appointed by TEWU.</p> <p><i>In attendance:</i> Director of Works and Physical</p>	5	To keep under review the security arrangements in the University.

	Development; and Chief Security Officer.		
12. Trustees for Academic Prizes Fund	Pro-Vice-Chancellor, (Chairman); Dean of Students; Director of Finance; Director of Academic Affairs; Registrar; Two members elected by the Academic Board; One Dean appointed by the Vice Chancellor; and an alumnus appointed by the Vice-Chancellor.	5	(a) To examine and approve offers by prospective benefactors and to determine acceptable levels of donations for academic prizes; and (b) To advise prospective benefactors and the University in the light of its examination of terms and conditions for proposed awards.
13. University Basic School	Chairman appointed by the Vice-Chancellor; Two elected members of the Academic Board; One representative from the School of Public Health; Two representatives (a teacher and a parent) of University Basic School's PTA; One representative from member of UTAG; One representative from member of GAUA; One representative from member of FUSSAG; One representative from member of TEWU; Headteacher of University Basic Schools;	7	To determine policy and oversee the management of the University's Basic School.

<p>13. University Basic School</p>	<p>Chairman appointed by the Vice-Chancellor;  Two elected members of the Academic Board;  One representative from the School of Public Health;  Two representatives (a teacher and a parent) of University Basic School's PTA;  One representative from member of UTAG;  One representative from member of GAUA;  One representative from member of FUSSAG;  One representative from member of TEWU;  Headteacher of University Basic Schools;  Registrar or the Representative;  Director of Finance or the Representative;  One representative from the Ghana Education Service not below the rank of a Director; and One</p>	<p>7</p>	<p>To determine policy and oversee the management of the University's Basic School.</p>
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## SCHEDULE C

### INSTITUTES AND SCHOOLS OF THE UNIVERSITY

Schools/Institute	Departments	Representation on School/ Institute Board
1. School of Allied Health Sciences	Department of Medical Laboratory Sciences  Department of Nutrition and Dietetics  Department of Speech, Language and hearing Science  Department of Medical Imaging  Department of Physiotherapy and Rehabilitation Sciences	As per Sections 2(2) and 24(1)(a) of the Act
2. School of Basic and Biomedical Sciences.	Department of Biomedical Sciences  Department of Basic Sciences  Department of General and Liberal Studies	As per Sections 2(2) and 24(1)(a) of the Act
3. School of Medicine	Department of Pathology  Department of Microbiology and Immunology  Department of Obstetrics and Gynaecology  Department of Paediatrics and Child Health  Department of Internal Medicine & Therapeutics  Department of Radiology  Department Surgery  Department of Orthopaedics & Traumatology  Department of Ear, Nose & Throat Diseases	As per Sections 2(2) and 24(1)(a) of the Act



	<p>Department of Ophthalmology</p> <p>Department of Anaesthesia</p> <p>Department of Community Health</p> <p>Department of Psychological Medicine &amp; Mental Health</p>	
4. School of Nursing and Midwifery	<p>Department of Nursing</p> <p>Department of Midwifery</p> <p>Department of Public Health Nursing</p> <p>Department of Mental Health Nursing</p>	As per Sections 2(2) and 24(1)(a) of the Act
5. School of Pharmacy	<p>Department of Pharmacognosy and Herbal Medicine</p> <p>Department of Pharmaceutics</p> <p>Department of Microbiology</p> <p>Department of Clinical Pharmacy</p> <p>Department of Pharmacology and Toxicology</p> <p>Department of Pharmaceutical Chemistry</p>	As per Sections 2(2) and 24(1)(a) of the Act
6. School of Public Health	<p>Department of Epidemiology and Biostatistics</p> <p>Department of Health Policy Planning and Management</p> <p>Department of Population and Behavioural Sciences</p> <p>Department of Family, and Community Health</p>	As per Sections 2(2) and 24(1)(a) of the Act
7. Institute of Health Research	<p>Centre for Malaria Research</p> <p>Centre for Neglected Tropical Diseases Research</p>	As per Sections 2(2) and 24(1)(a) of the Act

	Centre for Non-Communicable Diseases Research  Centre for Health Policy and Implementation Research	
8. Institute of Medical Education	Centre for Curriculum Development and Delivery in Medical Education  Centre for Technologies in Medical Education	As per Sections 2(2) and 24(1)(a) of the Act
9. Institute of Traditional and Alternative Medicine	Department of Natural Products Sourcing  Department of Traditional Medicine  Department of Complementary and Alternative Medicines  Department of Education and Advocacy	As per Sections 2(2) and 24(1)(a) of the Act
10. School of Dentistry	Department of Endodontics  Department of General Dentistry  Department of Oral and Maxillofacial Surgery  Department of Orthodontics & Dentofacial Orthopedics  Department of Pediatric Dentistry  Department of Periodontology  Department of Restorative Sciences & Biomaterials	As per Sections 2(2) and 24(1)(a) of the Act
11. School of Sports and Exercise Medicine.	Department of Sports and Exercise Medicine  Department of Sports Marketing and Management  Department of Sports Nutrition	As per Sections 2(2) and 24(1)(a) of the Act

	Department of Sports Psychology and Rehabilitation	
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## **SCHEDULE D**

### **COMPOSITION OF CONVOCATION**

1. Members of Convocation are the following persons holding office in the University
  - (a) the Chancellor, who shall preside over Convocation when present;
  - (b) the Chairman of the Council who shall preside over Convocation in the absence of the Chancellor;
  - (c) the Vice Chancellor who would normally preside in the absence of Chancellor and Chairman of the Council;
  - (d) the Pro-Vice Chancellor;
  - (e) the Deans or Directors of Schools, Institutes and Centres;
  - (f) the faculty of professorial status (including those on post-retirement contract), Senior Lecturers, Senior Research Fellows,
  - (g) the Registrar, Senior Administrative Personnel;
  - (h) the Lecturers, Research Fellows, Research Associates, Tutors, Assistant Registrars, Assistant Librarians, Assistant Accountants;
  - (i) the Assistant Lecturers, Assistant Research Fellows, Junior Assistant Registrars, and Junior Assistant Librarians; and
  - (j) any other person holding office in the University who is approved by the Academic Board for this purpose.
  
2. A member of Convocation whose appointment is for only one year other than a Head of Department, is not entitled to vote in the proceedings of Convocation.

## SCHEDULE E

### STANDING COMMITTEES OF COUNCIL

Name of Committee	Membership	Quorum	Functions
<p>1. Procurement and Entity Tender Committee</p>	<p><b>Chairman</b> Vice Chancellor</p> <p><b>Members</b> (a) The Registrar; (b) Director of Finance; (c) A lawyer appointed by the Council; (d) 3 Heads of Department including user Department; (e) One member of a Professional Body; (f) One member appointed by the National Council on Tertiary Education (NCTE);</p> <p><b>Secretary</b> Head of the Procurement Unit</p> <p>In-attendance - Pro-Vice Chancellor</p>	<p><b>Chairman</b> and 4 others</p>	<p>(a) Review and approve annual procurement plans in order to ensure that they support the objectives and operations of the University;</p> <p>(b) Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget;</p> <p>(c) Review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Act, the Regulations and guidelines made under the Act and the Public Financial Management Act, 2016 (Act 914).</p> <p>(d) Ensure that the necessary concurrent approval is obtained from the appropriate Tender Review Committee where applicable, as specified in the Second Schedule of the Procurement Act.</p> <p>(e) Facilitate contract administration and ensure compliance with reporting requirements under the Procurement Act; and</p> <p>(f) Assist the Vice Chancellor to ensure that stores, vehicles and equipment are disposed of in accordance with the Procurement Act.</p>

<p>2.Works and Physical Development</p>	<p><b>Chairman</b> Vice Chancellor,</p> <p><b>Members</b> Pro-Vice Chancellor(s); Two persons appointed by the Council; and Three persons elected by the Academic Board.</p> <p>(Committee to have power of co-option).</p> <p><i>In attendance:</i> The Registrar; Director of Works and Physical Development; Director of Finance; Director of ICT; Head of Legal Services, Head of Procurement.</p>	<p>5</p>	<p>(a)To formulate Development Policy; (b)To attend to detailed planning with architects; (c)To supervise the non-recurrent development projects of the University; (d)To advise and supervise the expenditure of the University’s capital and development funds; (e)To be responsible under the Finance and General Purposes Committee for the efficient management of the Estate, Grounds and Gardens and to ensure that the policies decided by the Finance and General Purposes Committee are carried out; (f) To recommend modifications of policy to the Finance and General Purposes Committee; and (g)To do any other acts as may be delegated to it.</p>
<p>2. Finance and General Purposes</p>	<p>Chairman appointed by the Council (from outside the University); Vice Chancellor; Pro-Vice Chancellor; Five members elected by the Academic Board; One member elected by the SRC; One member elected by the GRASAG; and One member each elected by the local branches of TEWU and FUSSAG</p> <p><i>In attendance:</i></p>	<p>5.</p>	<p>(a) To administer the finances and property of the University where the functions have not been committed by the Council to another person or body; (b) To prepare for the approval of the Council a yearly statement of the estimates and accounts of the University; and (c)To do any other acts as the Council or the Academic Board may authorise.</p>

	Director of Finance; and the Registrar.		
4. Nominations	Chairman of the Council (Chair); One other member of the Council; Four representatives of Convocation; a representative of the Alumni Association; a representative of the SRC; a representative of GRASAG; a representative each of FUSSAG and TEWU	5	(a) Serve as a search party for the nomination of persons qualified to be Chancellor of the University; and (b) Recommend to the Council the names of persons for appointment as Chancellor of the University.
5. Strategy	Vice Chancellor (as Chair); Chairperson of the Council (ex officio); Chairman of Finance and General Purposes Committee; Registrar; Chairman of Works and Physical Development Committee; Pro-Vice Chancellor; and 3 other members elected by Academic Board,  <i>In Attendance</i> Director of Human Resource; Director of Finance; Director of Internal Audit; and Director of Works and Physical Development.	5	(a) Provide overall strategic direction for the University in order to ensure the attainment of its core objectives; (b) Ensure coherence in the formulation and implementation of policies and programmes by the various organs of the University including the Council; and (c) Review the plans and programmes of the various organs of the University to ensure consistency with the aims and objectives of the University.

## **SCHEDULE F**

### **PROCEDURE FOR THE APPOINTMENT OR RENEWAL OF APPOINTMENT OF THE VICE CHANCELLOR, PRO-VICE CHANCELLOR AND THE REGISTRAR OF THE UNIVERSITY**

- (1) In the appointment of each of the officers above, the Council shall appoint a search party or committee to propose a successor for the consideration of the Council composed as follows:
  - (a) three members nominated by the Council;
  - (b) three members nominated by the Academic Board; and
  - (c) a Chairperson appointed by the Council who is neither a member of the Council nor the University.
- (2) The search party or committee shall determine its own procedures.
- (3) The search party or committee shall report to the Council and may propose two names for the consideration of the Council together with the reasons for proposing each candidate. Where the search party proposes more than one name then it shall provide a ranking of the proposed names accompanied by the reasons therefor.
- (4) A person shall not be appointed to the position if that person has not been recommended by the search party or committee.
- (5) The Registrar shall act as secretary to the search party or committee.



## **SCHEDULE G**

### **PROCEDURE FOR THE APPOINTMENT OR RENEWAL OF APPOINTMENT OF DEANS OF SCHOOLS, DIRECTORS OF INSTITUTES, DIRECTORATES OR CENTRES, THE UNIVERSITY LIBRARIAN AND OTHER OFFICERS**

- (1) When a vacancy occurs or is about to occur in the office of the Dean of a School, Director of Institute or Directorate, the office of the Librarian and Other Officers; the Registrar shall notify the Council which shall proceed by open advertisement nationally to invite applications from suitably qualified candidates to fill the vacancy.
- (2) On receipt of the applications, the Registrar shall forward them to the Chairperson of the Appointments and Promotions Board which shall constitute a five member search panel to interview and make recommendations to the Appointments and Promotions Board.
- (3) Assessment shall be based on experience as well as evidence of competence and leadership.
- (4) The Appointments and Promotions Board shall review the recommendations of the Search Panel and make recommendations to the Council.
- (5) The Council shall consider the reports and accordingly make appointments.

## **SCHEDULE H**

### **PROCEDURE FOR APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS**

#### **(A) Academic Senior Members**

##### **1. Vacancies**

- (1) Vacancies shall be announced by internal and/or external advertisement as appropriate.
- (2) The vacancies may be filled through
  - (a) Secondment from other universities under a scheme of staff exchange;
  - (b) Technical assistance between the University and another agency;
  - (c) A recommendation to the Vice Chancellor by the Dean in consultation with the Director or Head of Department, as appropriate; and
  - (d) Application by individuals on their own initiative.
- (3) Notwithstanding Subschedule (1) of this Schedule, a Senior Member of the University may apply for promotion at any time.

##### **2. Submission of Application**

- (1) An application indicating the position sought and the area or discipline concerned shall be submitted to the Dean or Director through the Head of Department or Director with a cover letter with a copy to the Registrar.
- (2) The Head of Department shall forward the application within seven days of receipt to the Dean of School or the Director of Institute.
- (3) In the case of an application for promotion, where the Dean of School or Director of Institute considers that the application is complete, the effective date shall be the date on which the papers and any other documents submitted for assessment are received by the Head of Department.
- (4) The effective date shall be confirmed in the minutes of the School/Intitute Appointments and Promotions Review Committee.
- (5) The Dean shall forward to the Registrar within seven days of receipt one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the applicant.
- (6) In the case of a person applying from outside the University the application shall be sent to the Registrar who shall refer it to the Head of Department or the Director to be processed as in Subschedule (1) of this Schedule.

### **3. School/Institute Appointments and Promotions Review Committee**

- (1) There shall be a School/Institute Appointments and Promotions Review Committee appointed by the University Appointments and Promotions Board (UAPB) for a two-year term with the Dean/Director as the Chairperson.
- (2) In the absence of the School/Institute Appointments and Promotions Review Committee, the Academic Planning and Management Committee (APMC) may review applications and promotions where necessary.
- (3) The School/Institute Appointments and Promotions Review Committee shall comprise confirmed staff of a minimum of seven members, where possible, it shall include a Professor from a cognate School/Institute, and a representative each from the grades of Lecturers and Senior Lecturers and two Professors. In addition, a member of the University Appointments and Promotions Board shall serve on the Committee.
- (4) The Committee may co-opt other members as appropriate to assist its work.
- (5) The Committee shall meet at least once every other month.
- (6) On receipt of an application the Head of Department shall refer it to the Dean or Director. The Dean or Director shall refer it to the School Appointments and Promotions Review Committee for consideration.
- (7) The review process shall include a report from the Head of Department on an interactive assessment of the applicant.
- (8) An application shall not be withheld from the School/Institute Appointments and Promotions Review Committee for whatever reason except for incomplete application.
- (9) The Committee shall consider the applications for appointments and shall forward the list of the applicants with its comments and recommendations to the UAPB.

### **4. Handling of Application at the Dean/Director's Office**

- (1) Following consideration by the School/Institute Appointments and Promotions Review Committee, the Dean shall, in consultation with the Head of Department, nominate persons who may be asked to undertake an assessment of an applicant's work.
- (2) The Dean/Director shall request each assessor to comment on each publication submitted for assessment, stating its contribution to the candidate's field and the candidate's academic standing in accordance with the University's grading or weighting system.
- (3) The request for an assessment shall be accompanied by
  - (a) a copy of the application;
  - (b) Curriculum vitae;
  - (c) copies of publications and any other exhibits of the applicant's work;

- (d) the criteria for appointment or promotion; and
  - (e) teaching portfolio.
- (4) An assessment shall not be provided by the Head of Department on the applicant's publications.
- (5) For promotion from Lecturer to Senior Lecturer, assessment of publications shall normally be outside the University by one external assessor.
- (6) For promotion to the Professorial Rank, assessment of publications shall normally be outside the University by at least two external assessors.
- (7) An external assessor is a person of standing in the applicant's field, normally of the status of Professor or equivalent but not employed by or in any way currently connected with the University.
- (8) The assessor should not, however, have been associated with the applicant's formal studies at the graduate or professional level, nor should the assessor have been a collaborator.
- (9) All correspondence between the Dean or Director and the assessor shall be copied to the Registrar.
- (10) Whether an applicant fails or passes, the Dean/Director and Head of Department shall provide the applicant with information in writing on the strengths and weaknesses of the application.

## **5. Progression from one Rank to Another**

- (1) The quality of the University can only be sustained through the dedication and service of the faculty. So objective, systematic and thorough appraisal of each candidate for promotion in academic rank is important and the University will promote a faculty development programme tied to the promotion process. Faculty members seeking promotion in academic rank are expected to demonstrate the extent to which they reflect the values (excellence, innovation, integrity and service and care) of the University in teaching and educational development, scholarly activities, and service as appropriate to his/her discipline.
- (2) Promotion shall normally proceed from one rank to the immediate next rank and that is, from lecturer to Senior Lecturer to Associate Professor to Professor.
- (3) Without prejudice to Subschedule 5(2) of this Schedule, a Senior Member of the University may apply at any time to be promoted to a rank for which that member feels qualified.
- (4) In the case of an application for promotion from lecturer to Senior Lecturer the applicant shall have completed the first two years of probation before becoming eligible to apply.

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

- (1) The Registrar shall maintain a register of applications received in the office of the Registrar indicating the dates of receipt and shall bring the register to the attention of the Appointments and Promotions Board at least once a semester indicating the state of processing of each application.
- (2) When the processing of an application is completed, the Registrar on being satisfied shall list the application for consideration by the Appointments and Promotions Board inviting the candidate for an interview where necessary.
- (3) In each case of an appointment or promotion the Registrar shall provide the Appointments and Promotions Board with the
  - (a) approved Departmental establishment, if applicable;
  - (b) approved criteria for appointment or promotion;
  - (c) reports of the School/Academic Planning and Management Appointments and Promotions Review Committee;
  - (d) report of the assessor(s); and
  - (e) The salary scale and the recommended entry points

### **7. Assessable Areas for Appointment**

The assessable areas to be considered for appointments shall be

- (a) teaching or professional experience in lecturing, ability to complete syllabus on schedule, preparation of teaching material, provision of learning experience for students as in field work, practical, punctuality in setting examination questions and marking as well as quality of examination questions and schemes, supervision of project work or theses of undergraduate and postgraduate students and students reaction to and evaluation of Applicants' teaching and supervision;
- (b) research in terms of promotion of knowledge through publications emanating from research, invention or technological development arising out of research and conference papers published in conference proceedings;
- (c) extension and services to current/previous employers or to the country or services within the framework of previous employer's authority; and
- (d) professional services provided in recognised health institutions.

### **8. Norms for Assessable Areas**

The four areas of attainment and performance for the purposes of appointment or promotion shall be assessed at one of the three levels;

- (a) High performance;
- (b) Good performance; and
- (c) Inadequate performance.

### **9. Eligibility for Appointment**

#### **(a) Tutor**

- (i) Applicant must hold a Master's Degree in a specialized area.
- (ii) Candidates must have extensive practical experience and/or specialized expertise in his area of interest.
- (iii) There shall be no scheme of promotion for this category. However, appointee may apply for appointment to any of the teaching/research positions on obtaining the required minimum qualification.

**(b) Demonstrator or Assistant Lecturer or Assistant Research Fellow**

- (i) Applicant must hold a researched Master's Degree.
- (ii) Appointment shall be for a maximum period of five years.
- (iii) By the end of the second year, the applicant must have registered for a Ph.D or a terminal professional degree or show evidence of Ph.D offer.
- (iv) The appointment shall be reviewed before the end of the fourth year based on item (iii) above and for such periods as may be determined by the Council.
- (v) The appointment is non-renewable.

**(c) Lecturer or Research Fellow**

- (i) Applicants on application must normally have a Ph.D in the relevant discipline on application or must have the Membership of a recognized Postgraduate Health Professions College with considerable professional experience or equivalent terminal professional qualification in the relevant discipline. The appointment shall be subject to satisfactory performance in an interview conducted by the Appointments and Promotion Board.
- (ii) Applicants with Researched Masters with considerable teaching and research experience may be considered for appointment to this position. In this case, the requirements for getting a Ph.D or terminal degree for Assistant Lecturers will apply.
- (iii) The appointment shall normally be for six (6) years, the first year of which shall be regarded as a period of probation.
- (iv) The appointment shall be reviewed before the end of the sixth year and may be renewed for such periods as may be determined by the Council.

**(d) Senior Lecturer or Senior Research Fellow**

Appointment or promotion to the grade of Senior Lecturer or Senior Research Fellow shall be considered on the basis of the following;

- (i) Applicants must possess a Ph.D in the area or discipline being applied for or must have the Fellowship of a recognized Postgraduate Health Professions College or other terminal professional qualification.
- (ii) The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
- (iii) Application for promotion based solely on teaching, extension work and service, or any other contributions that do not normally result in publications, shall not be considered during the first regular six-year contract.
- (iv) At least one external assessor shall be required to evaluate the application.

**(e) Associate Professor**

Appointment or promotion to the grade of Associate Professor shall be considered on the basis of outstanding scholarship in the candidate's field of teaching, research and contribution to the University, School/Institute, departmental and public services. The application for appointment or promotion shall be evaluated in accordance with the criteria for appointments and promotions for Senior Members of the University.

- (i) At least two external assessors shall be required.
- (ii) Appointment is tenured.

**(f) Professor**

Appointment or promotion to the grade of Professor shall be considered on the basis of internationally acknowledged scholarship in the candidate's field of teaching, research and contribution to the University, School, departmental and public services. The application for appointment or promotion shall be evaluated in accordance with the criteria for appointments and promotions of Senior Members of the University.

- (i) At least two external assessors shall be required.
- (ii) Appointment is tenured.

**(g) Criteria for Appointment and Promotion of Librarians**

Appointment, promotion and tenure of librarians shall follow the same procedures that are established for appointing faculty members and the appointment shall meet the criteria appropriate to that rank. The criteria for promotion of librarians in the University shall be based on the following:

- (i) Librarianship.
- (ii) Teaching where applicable .
- (iii) Research and Scholarly Work.
- (iv) Service

**(h) Adjunct Appointments**

- (i) An Adjunct scholar is a person with expertise needed by the University who is qualified to provide specialised teaching services but who may otherwise be engaged elsewhere.
- (ii) The person may apply on his/her own or may be invited by the Department to apply.
- (iii) The appointment shall be for a period to be determined by the Appointments and Promotions Board.
- (iv) The Appointments and Promotions Board may recommend a person to the Council for an adjunct academic appointment.
- (v) Subject to the foregoing the normal procedures for appointment for Senior Members shall apply to Adjunct appointments.

**(i) Emeritus Professorship**

- (i) A candidate for the position of Emeritus Professor shall be active in his field and within easy reach of the University.
- (ii) The title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.
- (iii) Nomination shall be considered by the Department, reviewed by the School Board, recommended to the Appointments and Promotions Board and approved by the Council.
- (iv) A stipend is not attached to the position of Emeritus Professor, but the appointee shall have access to University facilities such as the library and secretarial support and may assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

**(j) Honorary Appointments**

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

- (ii) Nominations shall be reviewed by the School/Institute Appointments and Promotions Review Committee which shall submit a recommendation including Curriculum Vitae to the Appointments and Promotions Board.
- (iii) Nominations for honorary professorships shall be subject to Council's approval.

#### **10. Documentation required for Appointment**

- (1) For first appointments, documentation to be reviewed by the University Appointments and Promotions Board shall include:
  - (a) Completed Application forms;
  - (b) Curriculum Vitae;
  - (c) Copies of Certificates (with originals to be presented at interview);
  - (d) Relevant minutes of School/Institute Appointments and Promotions Review Committee;
  - (e) Two interactive reports (one on applicant's demonstration of teaching or seminar and one from the Dean of School or Director of Institute); and
  - (f) For candidates seeking appointment to the grade of Senior Lecturer or higher – at least one external assessor's report; for Professoriate two external assessors' reports.
- (2) For promotion to Senior Lecturer or Associate Professor or Professor and equivalent, documentation to be reviewed by the University Appointments and Promotions Board shall include:
  - (a) Completed Application forms;
  - (b) Updated Curriculum Vitae;
  - (c) Relevant minutes of School/Institute Appointments and Promotions Review Committee;
  - (d) Summary of annual reports on staff member dating back to last appointment or promotion;
  - (e) Summary of student assessment of candidate dating back five years if available; and
  - (f) Two external assessors' reports.
- (3) Appointment or promotion shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-area of specialisation.
- (4) Proceedings of the School/Institute Appointments and Promotions Review Committee and Appointments and Promotions Board shall be kept in the form of,
  - (a) minutes of general policy matters;
  - (b) minutes of individual appointments;
  - (c) The minutes of the Appointments and Promotions Board shall be provided to the members of the Board;
  - (d) Minutes on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board;
  - (e) Minutes on individual appointments shall be circulated to Heads of Department and Deans or Directors of the Schools or Institutes concerned;
  - (f) Minutes covering the proceedings of the Appointments and Promotions Board shall be deposited at the Library;
  - (g) The minutes on individual appointments shall be kept under security so that access to them shall require the written permission of the Vice Chancellor;



- (h) The documents in the appointment process and the discussions at the Appointments and Promotions Board shall be confidential;
- (i) The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant within two weeks, and in the case of appointments requiring prior approval by the Council, within two weeks after the approval.

### **11. Criteria for Appointment and Promotion**

- (1) Subject to the provisions dealing with basic qualifications, Senior Members applying for appointment will be evaluated on the basis of
  - (a) teaching;
  - (b) research and Scholarly Works;
  - (c) University, Departmental and Public Service; and
  - (d) professional activities.
- (2) Other factors that may be considered will include
  - (a) the recommendations of the School/Institute Appointments and Promotions Review Committee;
  - (b) applicant's formal qualifications;
  - (c) summary of annual reports dating to last appointment or promotion; and
  - (d) summary of student assessments in the last five years (if holding teaching appointment)

### **12. Teaching**

- (1) Where teaching is the primary and core duty of a Senior Member, the candidate shall be required to demonstrate an ability to teach effectively in addition to his other responsibilities.
- (2) In judging a candidate's effectiveness in teaching, the appointing authority shall consider the candidate's command of his subject; his continuous growth in his field; his ability to organize and present his materials with clarity; his ability to excite intellectual curiosity in his students and to stimulate advanced students to original work; and the extent and skill of his participation in the general guidance and counseling of students. The Council shall on the recommendation of the Academic Board, develop an appointment instrument for implementing this provision.
- (3) The appointing authority is required to consider the following factors and criteria in the evaluation of teaching performance
  - (a) demonstrated competence in the subject matter in the classroom and public presentations, including seminars, colloquia, conferences and inter-School lectures;
  - (b) effectiveness in the development and use of innovative methods in teaching;
  - (c) guidance and leadership in student activities;
  - (d) initiation and participation in curriculum development (e.g. introduction of new courses or programmes);
  - (e) textbook authoring;
  - (f) effectiveness in supervising research projects and graduate students; and
  - (g) teaching load.

- (4) The Academic Board shall develop appropriate weights to be attached to each of the above criteria subject to the approval of the Council and without prejudice to these Statutes for the benefit of the Council, the Appointments and Promotions Boards and the School Appointments and Promotion Review Committees.

### **13. Research and Scholarly Contribution**

- (1) For purposes of appointment and promotion of Senior Members, the appointing authority shall take account of research and creative scholarship of demonstrable quality. Evidence of research and scholarship should be based upon the Senior Member's published research in refereed journals, conference proceedings, monographs, technical reports or an original professional work such as architectural or engineering designs, opinions on matters, computer software or film or drama productions or other creative works.
- (2) In the evaluation of a candidate's research and scholarly contribution the following types of research shall be recognized:
- (a) *Independent Research*: This should be based upon the candidate's own interests and needs;
  - (b) *University Sponsored Research*: This is research based on specific areas of interest of the University and may be funded with research grants and or released time of that Senior Member. The research may be either basic or applied;
  - (c) *Contract Research*: This is research based upon the needs and interests of an external client who funds the research in return for access to the results; the client usually identifies the problem while the task of the researcher is solely to provide the solution and deliver the results on schedule and within the time frame set by the contract. The contract would often have a confidentiality clause and may also restrict publication of the results of the research. However, such result should be considered of high value to the University.
  - (d) *Published Text and Reference Books*: This is research aimed at publishing textbooks and reference materials.
  - (e) *Inventions and Novelties*: This research consists mainly in scientific inventions or new discoveries which have been patented by the researcher or the University with recognized patent agencies in any part of the world.
- (3) The appointing authority shall also consider the following in the evaluation of a Senior Member's research and scholarly accomplishments:
- (a) Contributions in the area of coordination of knowledge such as survey articles and books reviews;
  - (b) Service on editorial boards of scholarly journals;
  - (c) Membership of technical committees of international or national conferences or symposia;
  - (d) Technical reports authored;
  - (e) Prizes and awards received for scholarly achievement; and

- (f) High level consulting work.
- (4) For purposes of this Subschedule, publication shall mean:
- (a) Papers in peer-reviewed journals (local and external);
  - (b) Papers in refereed proceedings in international conferences and specialized symposia;
  - (c) Refereed, published or accepted-for-publication technical reports from specialised university research centres or other internationally recognized research and policy institutions;
  - (d) Refereed textbooks and reference books;
  - (e) Refereed authentication review of rare books;
  - (f) Refereed translation of specialized scientific books and other scholarly works;
  - (g) Refereed books and research reports published by scientific societies approved by the Academic Board;
  - (h) Inventions and novelties that patent from recognized patent agencies approved by the Academic Board; and
  - (i) Distinguished creative activities in accordance with criteria approved by the Academic Board.
- (5) In the evaluation of books, articles, technical reports, inventions and novelties and other scholarly works accepted under this Schedule as publication, the key ingredient should be significance not volume. The evaluator can judge the significance of a publication by examining the quality of the journals in which it appears, the use to which other researchers have made of it or by requesting testimony from distinguished scholars or authors in the candidate's field of research.

#### **14. University, Departmental and Public Service**

- (1) The appointing authority shall give due recognition to and take account of the contribution of a Senior Member to the University, departmental and public service.
- (2) In the case of departmental service, account shall be taken of a Senior Member's contribution to the administration and development of his Department, Institute Centre including but not limited to effective participation in other departmental, Institute and university committees.
- (3) Service rendered by a Senior Member to the local (non-university) community and the country, both in their special capacities as scholars and in areas beyond these special capacities when the work done is at a sufficiently high level and quality, shall likewise be recognized in the promotion process. These may include organizing short courses, national or international conferences, seminars, workshops, technical projects, authoring articles for the general public, translations, identifying needs and elaborating coherent training programmes in some areas of expertise, as well as establishing a link for technical cooperation between the University and other institutions in specific areas of expertise. Similarly, contributions to students' welfare as may be evidenced for example by work as a Tutor, Senior Tutor, Warden or Master of a Hall or academic advisor shall also be recognized and considered.

## **15. Professional Activities**

The professional activities of a Senior Member shall be recognized in the evaluation of their applications for appointment and or promotion. In particular, account shall be taken of the candidate's contribution to the development of his profession through those activities where appropriate.

## **16. Evaluation Method**

- (1) For purposes of evaluating applications for appointment, the categories of academic Senior Members are:
  - (a) Teaching staff, e.g. lecturer, with load of seventy-five percent (**75%**) Full Time Equivalent teaching and twenty-five percent (**25%**) research;
  - (b) Research staff, e.g. research fellow; i.e. Senior Members with at least seventy-five percent (**75%**) Full Time Equivalent research load and twenty-five (25%) teaching;
  - (c) Library staff, e.g. librarian, with at least seventy-five percent (75%) Full Time Equivalent of librarianship (with or without teaching) and twenty-five percent (25%) research.
  - (d) Resident tutor.
- (2) The Academic Board shall make regulations regarding the points to be awarded under each of the above criteria for purposes of weighting the same in order to arrive at the final score, subject to the approval of the Council.
- (3) The appointing authority shall make written findings and conclusions on each of the above stated criteria and same shall form part of the record of proceedings of the meeting at which the decision relating to the application was made. An applicant shall be entitled to a copy of the record of proceedings of the meeting concerning his application if that applicant demands for it.
- (4) For the avoidance of doubt, for appointments or promotions to the Professoriate, the Appointments and Promotions Board shall make a report to the Council. The report shall indicate whether the Board recommends or does not recommend the application with reasons. The rule shall apply to the School/Institute Appointments and Promotions Review Committee.

## **17. Review**

- (1) The University Appointments and Promotions Board or the Council, as the case may be may, on application, review its own decisions in respect of an appointment.
- (2) An appeal shall lie from the University Appointments and Promotions Board or the University Council to the University of Health and Allied Sciences Appeals Board.

## **(B) Non-Academic Senior Members**

### **18. Criteria for Appointments and Promotions to Senior Administrative/Professional Positions**

- (1) All first appointments to Senior Administrative/Professional Positions shall be by interview.
- (2) For appointment or promotion to the administrative grades, evidence of promise or continuing performance in respect of the following shall be required:
  - (a) Proven ability/knowledge of work;
  - (b) Initiative and reliability;
  - (c) Sense of responsibility; and
  - (d) Leadership.

### **19. Eligibility for Appointment**

#### ***(a) Junior Assistant Registrar and Equivalent Grade***

- (i) For appointment to the grade of Junior Assistant Registrar, candidates should possess a Master's degree or equivalent professional qualification with at least two (2) years' relevant experience.
- (ii) The appointment is for two years in the first instance, and exceptionally for a third year.

#### ***(b) Assistant Registrar and Equivalent Professional Grade***

Candidates seeking appointment or promotion to the grade of Assistant Registrar must:

- (i) possess a Master's degree or equivalent professional qualification with at least two (2) years relevant post-qualification experience in administration.
- (ii) have satisfactory performance in the grade of Junior Assistant Registrar or its equivalent for at least two years.

#### ***(c) Senior Assistant Registrar and Equivalent Professional Grade***

Candidates seeking for appointment or promotion to the grade of Senior Assistant Registrar or equivalent professional grade must:

- (i) have served satisfactorily in the grade of Assistant Registrar or equivalent professional grade in the University or in a comparable institution for at least five (5) years.
- (ii) have obtained two external assessors' reports.

#### ***(d) Deputy Registrar and Equivalent Professional Grade***

Candidates seeking for appointment or promotion to the grade of Deputy Registrar must have served satisfactorily in the grade of Senior Assistant Registrar or equivalent professional grade, proven administrative ability in the University or equivalent grade in a comparable institution for a minimum period of four (4) years.

**(e) Registrar**

Appointment to the position shall proceed as provided by the Statutes.  
Appointment shall be by tenure.

**20. Resignation, Retirement and Termination of Appointment of Senior Members**

- (1) Except as may otherwise be provided by the Council, a Senior Member may resign his appointment and thereby terminate his employment with the University on giving, in writing under his signature to the Vice Chancellor, at least six months' notice terminating on the last day of July of the year in which his resignation takes effect, or in default, that Senior Member shall pay to the University six months' salary in lieu of notice.
- (2) Except as may otherwise be provided in special cases by the Council, a Senior Member appointed to a full-time post in the University or on a renewable contract shall retire from his appointment and all other statutory offices held by him in the University by virtue of his appointment at the end of the academic year in which he attains the compulsory retirement age of sixty years. For the purpose of this Subschedule, the academic year is presumed to end on the 31<sup>st</sup> day of July.
- (3) Subject to the approval of the Council, the Vice Chancellor may terminate the appointment of a Senior Member by giving that Senior Member six months' notice in writing or in default, pay to that Senior Member six months' salary in lieu of notice.

## **SCHEDULE I**

### **REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS**

#### **1. University Examinations**

- (1) The University examination shall be
  - (a) set to curricula and syllabuses approved previously by the Academic Board;
  - (b) taken at the times prescribed previously by the Academic Board, normally December for the First Semester and May for the Second Semester Examinations; and
  - (c) assessed by examiners approved previously by the Academic Board.
- (2) A programme indicating period of examination and arrangement for the examination shall be indicated at the beginning of each Semester.

#### **2. Appointment of Examiners**

- (1) The University examinations shall be conducted by University Examiners comprising internal examiners and external examiners where appropriate.
- (2) An Internal Examiner must be an academic staff of a Senior Member status appointed by the Appointments and Promotions Board of the University.
- (3) An External Examiner must be an experienced academic staff member of a recognised academic institution which is not part of the University.
- (4) An experienced professional or consultant may also be engaged as an external examiner.
- (5) Lists of internal and external examiners shall be presented to the Academic Board for approval on recommendation from a School Board before the main semester examinations.
- (6) In nominating an External Examiner for the first time a brief indication of the background of the examiner shall be provided to the School Board.
- (7) An External Examiner may serve for three consecutive years after which the examiner shall not be engaged again till a period of three years has lapsed.
- (8) A person who has retired or resigned from the University may not be appointed External Examiner until a period of three years has elapsed since leaving the service of the University.

#### **3. The Setting of Papers**

- (1) The Examiner and the moderation panel will be held responsible for the draft questions set till the questions are administered.
- (2) The External Examiner shall review the draft questions submitted, providing comments as appropriate and the internal examiner shall be invited through the Head of Department to review the external examiner's comments and approve the draft.

- (3) Each Department shall designate one Senior Member as the Examination Officer for the Department and his duty shall be to assist the Head of Department in examination matters.

#### **4. Venue of University Examinations**

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

#### **5. Time-tables**

- (1) The draft examination time-tables shall be put up on the University Notice Board not later than the seventh week of every Semester.
- (2) Suggestions for amendment may be made through the Head of Department.
- (3) The final time-tables indicating day and hour of each examination shall be posted on the University's Notice Board normally at least four weeks before the commencement of the end of semester examinations.
- (4) For the duration of the examinations, a daily time-table indicating day, hour and venue of each examination will be issued at least twenty-four hours in advance.
- (5) Notice of at least forty-eight hours shall be given if the time and hour given on the general time-table have to be changed on the daily time-table.

#### **6. Invigilation**

- (1) The University examinations shall be held under the supervision of appointed invigilators.
- (2) A chief invigilator, who is a Senior Member with considerable experience of the administration of the University's examinations shall be appointed for each examination centre.
- (3) A chief invigilator is expected to submit a daily report to the office of the Registrar on the examinations written at the examination centre under the charge of the Chief Invigilator.
- (4) An Invigilator, who is a Senior Member shall be appointed for each examination room and shall be required to
  - (a) ensure that candidates are properly seated;
  - (b) ensure that candidates have the materials required for each examination including the correct question papers and answer books;
  - (c) invite candidates to start work allowing a fifteen-minute preview of the questions; but in the objective structured questions no time shall be allowed for preview;
  - (d) check the attendance register indicating those absent;
  - (e) see to it that candidates stop work at the appointed time; and



- (f) see to it that answer books are collected and the total corresponds with the number that took the examination.
- (5) The invigilator is responsible for ensuring that a candidate does not have unfair assistance in the course of the examination, for which purpose, the invigilator
  - (a) will need to walk round the examination hall periodically;
  - (b) should be personally satisfied that a candidate who needs to leave the examination room temporarily does not carry any notes to which that candidate can refer while outside the examination room;
  - (c) will designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily;
  - (d) without stopping a suspect from completing the examination, shall submit a report on an incident of cheating to the Registrar through the Chief Invigilator; and
  - (e) shall report any other unusual incidents that come to his attention.
- (6) The Invigilator shall ensure that the right question paper and any other material needed for the examination are available to the candidate.
- (7) An invigilating assistant who may be a national service person or teaching assistant or any other person approved by the Dean shall be appointed to assist the Invigilator.
- (8) For the avoidance of doubt, it is the responsibility of all academic Senior Members to provide invigilation services, when so required by the University.

## **7. Handling of Examination Scripts**

- (1) The Head of Department shall ensure the collection of scripts from the examination room for marking.
- (2) The scripts collected for marking shall be kept under security.
- (3) The marked scripts showing the marks may be transmitted directly to the External Examiner, if visiting, or mailed to the External Examiner through the Director of Academic Affairs.

## **8. Assessment**

- (1) Assessment of a candidate's work in a University Examination shall include continuous or interim assessment wherever provided.
- (2) Marks from continuous or interim assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.
- (3) The overall assessment reflecting marks earned from continuous or interim assessment and from the main examination, paper by paper, shall be approved by the Department and signed by the examiners before they are entered on the consolidated mark sheet for submission together with the individual mark sheet to the office of the Registrar.
- (4) A print-out of details of candidates' performance indicating averages, appropriately weighted, the grade point average and provisional classification wherever applicable

shall be made available to each Department at least twenty-four hours before the meeting of the Board of Examiners, the details of which shall be kept under the strictest confidentiality.

## **9. Board of Examiners**

- (1) The Academic Board shall publish a time-table for Examiners' Board meetings
- (2) There shall be a Board of Examiners consisting of all examiners chaired by the Dean of the School.
- (3) The Examination Board is responsible for determining the results of the University Examinations in accordance with Regulations passed by the Academic Board.
- (4) Internal Examiners may be in attendance. If present, the External Examiner may also attend.
- (5) While retaining the final decision the Board of Examiners shall give due right to the views of an External Examiner.
- (6) The quorum of a Board of Examiners shall be one-half of the membership of the Board. If however all departments are represented business may proceed.
- (7) A report of the proceedings of the Board of Examiners shall be submitted to the Academic Board for approval.

## **10. Instructions to Candidates**

- (1) A candidate for a University's examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.
- (2) Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Registrar not later than six weeks before the commencement of the semester examination.
- (3) The modalities of endorsement to be advised by a committee shall include a Dean, two Heads of Department and the Registrar.
- (4) A candidate shall not be admitted to a University's examination if
  - (a) that candidate has not been entered in the form required under Subschedule 10(2) of this Schedule;
  - (b) the subject of the examination has merely been audited, unless the course had been followed previously;
  - (c) that candidate owes fees to the University or Hall, or
  - (d) that candidate is under suspension or has been dismissed from the University.
- (5) It is the duty of a candidate to consult the daily time-table (to be made available at least twenty-four hours ahead of time) to ascertain the papers one-half hour before the examination.

- (6) A candidate may be refused admission to a University's examination if that candidate reports to the examination room or centre more than half an hour after its commencement.
- (7) It is the responsibility of the candidate to provide a pen, pencil, an eraser and other authorised examination materials as needed or required.
- (8) A candidate attending an examination shall sign his or her name in the register of candidates for the examination.
- (9) A candidate shall not bring to the examination centre or to the washroom of the examination centre any notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorised materials.
- (10) No material including mobile phones, books, bags and laptops shall be deposited at the entrance to the examination room or the washroom close to the examination room.
- (11) A candidate shall not enter the examination room until the candidate is invited or called or requested to enter the examination room.
- (12) A candidate who is seen with notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorised materials in the examination centre shall be banned from the examination and awarded a grade X.
- (13) A candidate who is suspected of hiding an unauthorised material on that candidate's body may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct with the applicable sanctions.
- (14) A candidate shall, for the purpose of identification by the invigilator, place the student identity card on the examination table to enable the invigilator ascertain the identity of the person writing the examination.
- (15) Communication between candidates in any form is not permitted in the examination room and to this extent a candidate
  - (a) shall not pass or attempt to pass information or an instrument from one to another during an examination; or
  - (b) shall not copy or attempt to copy from another candidate or engage in any similar activity; or
  - (c) shall not disturb or distract any other candidate during an examination; but
  - (d) may however attract the attention of the invigilator by raising his or her hand.
- (16) Smoking or drinking of alcoholic beverages is prohibited in the examination room.
- (17) Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In which case the invigilator shall be personally satisfied that a candidate does not carry on his or her person an unauthorised material.

- (18) A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the invigilator.
- (19) A candidate who finishes an examination ahead of time may leave the examination room after surrendering his or her answer books. The candidate shall not be allowed to return to the examination room.
- (20) At the end of each examination, candidates should ensure that they do **not** take away any answer books, whether used or unused, from the examination room.
- (21) Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.
- (22) A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X.
- (23) The award of grade X in a required paper means a failure not just in that paper but in the entire examination.
- (24) The following shall not be accepted as reasons for being absent from a paper of a University's Examination:
- (a) mis-reading the time-table;
  - (b) forgetting the date or time of the Examination;
  - (c) inability to locate the Examination hall;
  - (d) inability to rouse oneself from sleep in time for the Examination;
  - (e) failure to find transport;
  - (f) loss of a relation;
  - (g) pregnancy; or
  - (h) such similar reasons.
- (25) A breach of a provision of the Regulations made for the conduct of the University Examinations may attract one or more of the following sanctions:
- (a) a reprimand;
  - (b) loss of marks;
  - (c) cancellation of a paper in which case zero shall be substituted for the mark earned;
  - (d) withholding of results for a period; and
  - (e) award of grade X.
- (26) In a case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.
- (27) Further to Subschedule (10)(25) of this Schedule a grade Z leading to failure in a University Examination shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper.

- (28) Further sanctions may include
- (a) being barred from a University's Examination for a stated period;
  - (b) being barred from a University's Examination indefinitely;
  - (c) suspension from the University; or
  - (d) expulsion from the University.
- (29) The results of the University's Examinations shall be posted on the University Notice Board for the result of an Examination taken; but, alternatively, the candidate may write to the Director of Academic Affairs to enquire about the results or request details of the results for which purpose that candidate may provide a self-addressed stamped envelope.
- (30) A candidate who is not satisfied with the results of a University's Examination affecting that candidate may request a review by submission of an application to the Registrar and on payment of a review fee which shall be determined at not less than three times the normal examination fee.
- (31) An application for a review shall be submitted to the Registrar not later than twenty-one days after release of the results and shall state the grounds for the review.
- (32) An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
- (33) An action shall not be taken on an application which is submitted outside the time stipulated in Subschedule 10(31) of this Schedule, and a review shall not proceed unless the review fee is fully paid.
- (34) The Board of Examiners may authorise the Registrar to amend the results as released pursuant to the review.
- (35) Where it emerges that a complaint is frivolous or ill-motivated, the Board of Examiners may prescribe further sanctions which may include barring the complainant from taking a University's Examination for a stated period or an indefinite period.
- (36) The Academic Board shall establish rules and procedures in respect of University Examinations.

## **11. Examination Malpractice or Offences**

- (1) Examination offences include an attempt on the part of a candidate to gain an unfair advantage, and a breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the Invigilator, or refusal to follow instructions.
- (2) The Chief Invigilator or an examiner shall report to the Registrar as soon as practicable an instance of a breach of Examination Regulations, and in respect of

offences occurring outside the precincts of an examination room, the Dean shall cause an enquiry to be made into the reports that reach the Dean who shall submit the findings on the report to the Registrar.

- (3) The Board of Examiners shall review the reports received in respect of an examination malpractice or an offence.
- (4) On the basis of its review, the Board of Examiners may impose sanctions including loss of marks in a particular paper.
- (5) A grade Z shall be awarded where it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper and the candidate may be barred from taking a University Examination for a stated period or indefinitely or expelled from the University.
- (6) In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable.
- (7) The Academic Board may review all the reported cases and may vary the sanctions as it deems fit.
- (8) The Academic Board shall establish rules and procedures in respect of proceedings in examination malpractices.

## **SCHEDULE J**

### **HALLS OF RESIDENCE**

- (1) There shall be Halls of Residence to be created by the Council as may be necessary. The names and powers of these Halls of Residence shall be determined by the Council in their instruments of creation.
- (2) For the avoidance of doubt and without limiting the powers of the Council to create Halls of Residence, the instrument of creation of a Hall of Residence would specify clearly
  - (a) Name of the Hall;
  - (b) Membership;
  - (c) Governing Body;
  - (d) Hall Committees;
  - (e) Hall Officers;
  - (f) The Fellows, Honorary Fellows and Associate Fellows;
  - (g) Junior Members;
  - (h) Finances; and
  - (i) Interpretation.
- (3) A Hall of Residence created under this Schedule of these Statutes shall enact Regulations to give effect to its instrument of creation.

## **SCHEDULE K**

### **RULES AND PROCEDURES FOR THE APPEALS BOARD OF THE UNIVERSITY OF HEALTH AND ALLIED SCIENCES**

#### **Enabling Powers of the Appeals Board**

IN EXERCISE of the Powers conferred by Section 38(7) of the University of Health and Allied Sciences Act, 2011 (Act 828) (the “Act”), these Rules are made this **15<sup>th</sup> day of March, 2019** by the Council of the University for the purposes of the University of Health and Allied Sciences Appeals Board (the “Appeals Board”)

#### **1. Application of Rules**

In accordance with Section 38(4) of the Act, these Rules shall be for purposes of determining the following matters:

- (a) Acts or omissions in contravention of the Act of the University of Health and Allied Sciences and its Statutes enacted by the Council;
- (b) Breach of employment contracts by the University;
- (c) Promotion of persons duly employed by the University;
- (d) Grievances by students against the University on matters related to welfare and discipline; and
- (e) Any other matter or dispute referred to the Appeals Board by the Council.

#### **2. Purpose**

The purpose of these Rules is to ensure effective and speedy proceedings before the Appeals Board in respect of the following:

- (a) Clarity in terms of the operations of the Appeals Board;
- (b) Appointment and remuneration of the members of the Appeals Board;
- (c) Functions of the Acting Chairperson of the Appeals Board;
- (d) Establishment of the Secretariat of the Appeals Board; and
- (e) Any other relevant matter as the Council may deem fit to give effect to these Rules.

#### **3. Members of the Appeals Board**

- (1) In accordance with Section 38(3) of the Act and Statute 44(3) of the Statutes the Appeals Board shall have the following membership:
  - (a) A Chairperson who is a retired justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed to the Superior Courts of Judicature;
  - (b) Two (2) lawyers of at least ten (10) years standing at the Bar who are persons of high moral integrity one of whom is a woman; and
  - (c) Two (2) persons who are not lawyers or employees of the University who are persons of high moral integrity one of whom is a woman.
- (2) The Chairperson of the Appeals Board and two other members shall constitute a panel for the hearing and determination of a case or matter before the Appeals Board.
- (3) In the absence of the Chairperson, one of the two (2) lawyers as provided for in sub-rule 1(b) of this Rule shall act as Chairperson.
- (4) The Council of the University shall appoint the Chairperson for the Appeals Board.



- (5) The Council upon the recommendation of the Vice Chancellor of the University shall appoint the other members of the Appeals Board.
- (6) Members of the Appeals Board and the Chairperson shall serve for a period of four (4) years and may be eligible for a second term of four (4) years only.
- (7) The allowances of the Chairperson and members of the Appeals Board shall be determined by the Council as may be stated in the instrument of appointment in accordance with allowances of Public Boards, Councils and Committees.

#### **4. Duties of the Chairperson**

The duties of the Chairperson of the Appeals Board shall be to

- (a) preside at meetings of the Appeals Board;
- (b) decide all points of procedure, unless otherwise directed by a majority vote of the panel for the Appeals Board duly constituted;
- (c) supervise the work of the Secretary to the Appeals Board in respect of actions before the Appeals Board; and
- (d) sign the decisions of the Appeals Board and communicate same to the Council of the University for enforcement.

#### **5. Duties of the Acting Chairperson**

The Acting Chairperson shall assume the duties of the Chairperson in the Chairperson's absence or incapacity.

#### **6. Secretariat of the Appeals Board**

- (1) There is established by these Rules the Secretariat of the Appeals Board of the University of Health and Allied Sciences.
- (2) The Secretariat shall be headed by the Registrar or his designated person of the University with staff appointed by the Vice Chancellor.
- (3) The Secretariat shall be the office of the Appeals Board with functions of coordinating and providing secretarial services to the Appeals Board in the discharge of its functions/powers.
- (4) Without prejudices to Sub-rule 3 of this Rule, the Secretary to the Appeals Board shall
  - (a) conduct all correspondence of the Appeals Board;
  - (b) receive and file all appeals, papers and records of appeals;
  - (c) summarize and prepare the decisions and recommendations of the Appeals Board;
  - (d) prepare, post and mail all notices and documents to parties;
  - (e) prepare and keep calendars, files/dockets and minutes of proceedings of the Appeals Board; and
  - (f) generally, attend to all administrative work of the Appeals Board.

## **7. Challenge of Member**

- (1) A party may request that a member of the Appeals Board be excluded from the hearing based on conflict of interest or bias.
- (2) The request to exclude a member of the panel from hearing an appeal shall be made immediately an appeal is fixed for hearing or any time during the pendency of the appeal.
- (3) The request shall state the exact nature of the challenge and reason(s) the party believes that a member of the Appeals Board cannot be impartial.
- (4) The Chairman of the Appeals Board after a determination of the request may exclude that member and assign a new member to the panel.

## **8. Capacity to Appeal**

- (1) Pursuant to Rule 1 of these Rules, an employee duly appointed and a student duly admitted to the University shall have the right to appeal to the Appeals Board.
- (2) Pursuant to Sub-rule 1 of this Rule, a person shall not commence an appeal process unless that person has a right or an accrued right that is alleged to have been breached by the University.
- (3) Notwithstanding Sub-rule 1 of this Rule the rights of an aggrieved party to appeal to the Appeals Board shall not accrue unless and until that party has exhausted all internal dispute/grievance resolution mechanisms of the University.
- (4) The Secretary upon the directive/orders of the Chairperson of the Appeals Board shall serve notice on an Appellant for the appeal to be struck out under Sub-rules 2 and 3 of this Rule.

## **9. Panel of the Appeals Board**

A Panel for the hearing of an appeal shall consist of the Chairperson and two (2) other members of the Appeals Board.

## **10. Right of Audience**

- (1) An Appellant before the Appeals Board shall appear in person or may be represented by Counsel of his choice.
- (2) The Appeals Board may determine persons other than parties to the matter to attend or participate in its proceedings.
- (3) The Appeals Board may allow fresh evident as the justice of the case may require and as it deems fit.
- (4) A person who attends proceedings of the Appeals Board as a witness shall take an oath and to be sworn by the Secretary before testifying.

- (5) The Chairperson may direct that a witness before the Appeals Board submits a written statement in place of oral evidence and a written statement to that effect shall have an oath of proof of that statement.
- (6) Pursuant to Sub-rules (3) and (4) of this Rule, a witness shall be cross examined on that statement or evidence by the other party in the appeal.

#### **11. Notice and Grounds of Appeal**

- (1) A complaint in respect of any matter before the Appeals Board shall be brought by a notice referred to in these Rules as "the Notice of Appeal" in the form set out in the First Schedule of these Rules.
- (2) The Notice of Appeal shall be submitted to the Secretariat of the Appeals Board and shall
  - (a) set out the grounds of appeal; and
  - (b) state the nature of the relief(s) sought.
- (3) Where the grounds of an appeal allege breach of Statutes or miscarriage of justice or error in law, it shall state clearly the specific breach or the nature of the miscarriage of justice or error in law occasioned.
- (4) No ground which is vague or contrary to sub-rule 3 shall be permitted except the general ground that the determination is against the weight of evidence.
- (5) The Appeals Board may in the interest of justice permit an Appellant to amend a ground of appeal.
- (6) Any ground of appeal or any part of the appeal which is not permitted under these rules may be struck out by the Appeals Board at its own discretion or upon application by the University

#### **12. Time Limits for Appealing**

- (1) Subject to any provision of the Statutes for the time being in force, no appeal shall be brought after the expiration of-
  - (a) three (3) months in the case of academic matter; and
  - (b) six (6) months in the case of non-academic matter unless the Appeals Board extends the time upon notice by the Appellant to the Appeals Board justifying circumstances in respect of which the appeals could not be filed within the specified time provided by these Rules.
- (2) The prescribed period within which an appeal may be brought shall be calculated from the date of the decision of the University appealed against.
- (3) An appeal is brought when the Notice of Appeal has been filed in the Secretariat of the Appeals Board.
- (4) No application for extension of time in which to appeal shall be made after the expiration of twelve (12) months from the expiration of the time prescribed by this Rule within which an appeal may be brought.

- (5) An application for extension of time must set out good and substantial reasons for the application and grounds of appeal which prima facie show good cause for the extension of time to be granted.

### **13. Transmission of Documents**

- (1) The Secretary to the Appeals Board shall transmit to the Appeals Board the documents/records of the Appellant and the University with-
  - (a) the Notice of Appeal;
  - (b) four (4) copies of the document for the use of members of the Appeals Board; and
  - (c) the exhibits, documents or other information received by the Secretariat of the Appeals Board in respect of the appeal.
- (2) The Secretary to the Appeals Board shall also cause to be served on the University copies of the records and exhibits as per Sub-rule 1 of this Rule.

### **14. Notice of preliminary objection to be filed**

- (1) Where the University intends to rely upon a preliminary objection to the hearing of the appeal, it shall give the Appellant at least three (3) clear days' notice before the hearing of the preliminary objection, setting out the grounds of objection and shall file a submission to that effect.
- (2) If the University fails to comply with Sub-rule (1) of this Rule, the Appeals Board may refuse to entertain the objection or may adjourn the hearing or may make such other order as it thinks fit.

### **15. Withdrawal of Appeal**

Subject to these Rules, if the Appellant files with the Secretariat of the Appeals Board a notice of withdrawal of his appeal, the Secretary to the Appeals Board shall promptly notify the Appeals Board in writing to that fact and the Appeals Board may thereupon order that the appeal be dismissed or struck out as it may deem fit.

### **16. Documents for the Appeal**

- (1) Subject to these Rules, each party to the appeal shall, immediately after an appeal becomes pending before the Appeals Board, submit to the Appeals Board all documents and materials which are in the custody of that party.
- (2) Subject to these Rules each party to an appeal shall submit list of documents or exhibits as set out in the First Schedule of these Rules.
- (3) Where a party finds it difficult to comply with Sub rules (1) and (2) of this Rule owing to the nature of the document or other exhibit or owing to its being in the possession of a third party or any other reason that party may apply to the Chairman of the Appeals Board for directions.
- (4) Any original document delivered to the Appeals Board under this Rule shall remain in the custody of the Appeals Board until the determination of the appeal except that the Appeals Board may allow the return of any document to any party pending the hearing of the appeal and subject to such conditions as the Appeals Board may impose.

- (5) Pursuant to Sub-rule 2 a party shall within twenty (21) days furnish the Secretary of the Appeals Board documents and exhibits that party intends to rely on for the appeal.
- (6) The Secretariat shall furnish parties in the matter all relevant documents for the appeal.

### **17. Written Submission**

- (1) An Appellant shall within one (1) month upon receipt of documents from the Secretariat of the Appeals Board or within such time as the Appeals Board may upon terms direct, file with the Secretary to the Appeals Board a written submission of his case based on the grounds of appeal set out in the Notice of Appeal and such other grounds of appeal as he may file.
- (2) Where the Appellant does not file a written submission of his case in accordance with Sub rule (1) of this Rule, the Secretary to the Appeals Board shall notify the Appeals Board and the Appeals Board may upon that order the appeal to be struck out.
- (3) The Secretary shall as soon as practicable after the filing of the Appellant's written submission, cause copies of the written submission to be served on the University.
- (4) The University upon receipt of the Appellant's written submission shall, if it intends to contest the appeal, file the written submission of its case in answer to the Appellant's written submission within one (1) month of the service, or within such time as the Appeals Board may upon terms direct.
- (5) The Appellant may, within fourteen (14) days of the service on him of the University's written submission, file with the Secretariat of the Appeals Board a reply to the University's written submission.
- (6) The written submission of each party to the appeal shall set out the full case and arguments to be advanced by the party including relevant authorities, references to any relevant decided cases and statute law upon which the party intends to rely.
- (7) Despite sub-rule 6 of this Rule, a party's written submission or oral submission in exceptional circumstance which contains facts and evidence of that party's case shall suffice.
- (8) Notwithstanding anything to the contrary contained in this Rule, parties may agree to submit a joint submission for the determination of the appeal before the Appeals Board.
- (9) Where the University does not file a written submission of its case and does not agree to make a joint written submission under the provisions of this Rule, it shall not be heard at the hearing of the appeal.
- (10) Notwithstanding anything to the contrary contained in these Rules, a party to an appeal before the Appeals Board may at any time before a decision is made apply to the Appeals Board to amend any part of the written submission and the Appeals Board may, having regard to the interest of justice and to a proper determination of the issues between the parties, allow the amendment on such terms as it may consider fit.

## **18. Non-appearance of Parties**

- (1) Where an Appellant fails to appear before the Appeals Board when the matter is fixed for hearing without any reasonable justification the appeal may be struck out.
- (2) Where the University fails to appear before the Appeals Board when the matter is fixed for hearing without any reasonable justification the appeal may proceed notwithstanding.
- (3) When an appeal has been struck out owing to the non-appearance of an Appellant the Appeals Board may, direct the appeal to be re-listed for hearing on such terms as the Appeals Board may think just.
- (4) Pursuant to sub-rule 2 of this Rule, the Appeals Board may make such orders as to enable the University to attend subsequent proceedings of the appeal as justice of the case may so require.

## **19. Effect of Appeal**

- (1) An appeal shall not operate as a stay of execution of decision appealed against except upon an application in writing on notice to the University.
- (2) The application per sub-rule (1) of this Rule shall set out in details reasons warranting the stay of execution of the decision appealed against.
- (3) When an application is pending for determination under sub-rule (1) of this Rule any proceedings for execution of decision to which the application relates may be stayed subject to sub-rule (2) of this Rule.
- (4) There shall, in any case, be a stay of execution of the decision, or of proceedings under the decision appealed from for a period of seven days immediately following the giving of the decision.

## **20. Evidence**

- (1) The Appeals Board is not bound by the technical rules of evidence, but will consider and give appropriate weight to any relevant evidence in accordance with the rules of evidence as by law provided.
- (2) The Appeals Board may exclude or refuse to hear evidence that is irrelevant, unreliable, or unduly repetitious.
- (3) Documents and exhibits submitted as set out in the First Schedule of these Rules may be in the form of copies, excerpts, photographic reproductions, or by incorporation by reference. Exhibits shall be marked and held in the record. Parties are encouraged to pre-mark and submit exhibits before or at the beginning of the hearing. A party submitting exhibits must provide at least one copy for the other party.
- (4) The Appeals Board shall give effect to the rules of privileged communications, such as the attorney-client privilege, or other communications made in professional confidence and recognized as privileged by law.

## **21. Burden of Proof**

- (1) The burden of proving a violation of the Statutes shall be on the Appellant. The University is presumed to be not responsible until the determination of the matter by the Appeals Board.
- (2) The determination by the Appeal Board shall be based on the preponderance of evidence standard which is to the effect that it is more likely than not that the University is responsible for the alleged act and this shall be consistent with the law in respect of proof in civil proceedings.
- (3) The Chairperson or the Acting Chairperson of the Appeals Board is responsible for making final decisions on all procedure or evidence before the Appeals Board.

## **22. Interlocutory decision not to prejudice appeal**

No interlocutory decision from which there has been no appeal shall operate so as to bar or prejudice the Appeals Board from making a determination in respect of an appeal before it as may seem just.

## **23. General powers of the Appeals Board**

The Appeals Board may

- (a) make any order necessary for determining the real question in controversy in the matter;
- (b) amend any defect or error in the record of appeal;
- (c) make any interim order or determination; and
- (d) direct any necessary enquiries and shall generally have full jurisdiction over the whole proceedings before it.

## **24. Power of Appeals Board to make a determination**

- (1) The Appeals Board shall have power to make any determination or any order that ought to have been made, and to make such further or other order as the case may require.
- (2) The powers of the Appeals Board may be exercised notwithstanding that the Appellant may have asked that the decision of the University be reversed or varied, and may also be exercised in favour of the University.

## **25. Time limit for determination of appeals**

- (1) At the close of a case before it the Appeals Board shall fix a date, which shall not be later than two (2) months after close of the case, for the delivery of a verdict.
- (2) For the purposes of this Rule a case shall be considered closed when the final arguments have been concluded.
- (3) Where for any reason a decision has not been made and delivered within the period of two (2) months referred to in this Rule the Appeals Board shall forthwith inform the Chairman of the Council in writing of that fact and shall state the reasons for the delay and the date upon which it is proposed to deliver a decision in the matter.

- (4) Subject to Sub-rule (3) of this Rule where a decision has not been made within the period of two (2) months referred to in this Rule, a party in the matter may notify the Chairman of Council of the University in writing of that fact and request that a date be fixed for the delivery of a decision in the matter.
- (5) Upon receiving a notification from the Appeals Board or a party under Sub-rule (3) or (4) of this Rule, the Chairman of the Council may fix a date for the delivery of a decision by the Appeals Board and notify the Appeals Board accordingly, and it shall be the duty of the Appeals Board to ensure that a verdict is delivered upon the date so fixed by the Chairman of the Council.

## **26. Review of the decision of the Appeals Board in exceptional cases**

- (1) The Appeals Board shall not review any decision after it has been made unless it is satisfied that the circumstances of the case are exceptional and that in the interest of justice there should be a review.
- (2) The Panel for the review shall consist of the entire membership of the Appeals Board.
- (3) Application for review should be filed not later than fourteen (14) days after the decision by an aggrieved party in the appeal.

## **27. Pronouncement of Decision of the Appeals Board**

- (1) At the conclusion of any matter before the Appeals Board, each member of the Appeals Board shall be at liberty to express his opinion on the matter.
- (2) The verdict or decision of the Appeals Board shall be pronounced by the Chairperson of the Appeals Board or the Acting Chairperson of the Appeals Board as the case may be.
- (3) Without prejudice the Appeals Board shall determine whether the University has violated any provision of the University's Statutes complained of and where a violation is established the Appeals Board shall recommend restorative actions to the Chairman of the University's Council.
- (4) The Chairperson of the Appeals Board shall provide a written rationale for the decision and recommend appropriate restorative actions to the University's Council Chairman.
- (5) Where the Appeals Board determines that the University has not violated any provision of the Statutes as per the complaint, the Appeals Board shall recommend to the Chairman of the University's Council that no actions be taken and the case is dismissed.

## **28. Enforcement of decisions of the Appeals Board**

- (1) Any determination made by the Appeals Board shall be enforced by the Council of the University in the manner as the Appeals Board may direct.
- (2) The Chairman of the Council through the Vice Chancellor of the University shall provide a written outcome to the Appellant not more than seven (7) clear days following the decision of the Appeals Board.



(3) The written outcome must describe the rationale for the decision and any restorative actions imposed or the dismissal of the case by the Appeals Board.

### **29. Transitional provision**

These Rules shall be applied to any right that may have accrued prior to the coming into force of the Statutes of the University.

### **30. Repeal**

These Rules repeal all appeal procedures contain in any rules, regulations including Student Handbook or any document of the University in respect of appeal matters which were in force prior to the coming into effect of these Rules.

### **31. Amendments**

These Rules may be amended, altered or revoked at any time by Council of the University as it deems fit.

### **32. Interpretation**

In these Rules unless the context otherwise requires-

“Act” means the University of Health and Allied Sciences Act, 2011 (Act 828)

"Appeals Board" has the same meaning as provided in Section 38(1) of the Act;

"Appellant" means the party appealing to the Appeals Board and his counsel;

“Council” has the same meaning as provided in Section 5 of the Act

"Party" means any party to the appeal and includes their counsel;

"Record" means the aggregate of papers relating to appeal to be laid before the Appeals Board on the hearing of the appeal;

Secretariat" has the same meaning as provided under Section 38(7)(d) of the Act and Statute 44(6)(c);

“Statutes” has the same meaning as provided in Section 26 of the Act; and

"University" means the University of Health and Allied Sciences.

***Entered into force this 1<sup>st</sup> day of August, 2019***

**FIRST SCHEDULE  
(Rule 11(1))**

IN THE MATTER OF THE UNIVERSITY OF HEALTH AND ALLIED SCIENCES APPEALS BOARD, SECTION 38, UNIVERSITY OF HEALTH AND ALLIED SCIENCES ACT, 2011 (ACT 828) AND RULE 11, RULES AND PROCEDURES FOR THE APPEALS BOARD OF THE UNIVERSITY OF HEALTH AND ALLIED SCIENCES, AUGUST, 2019

AND

IN THE MATTER OF ..... V. THE UNIVERSITY OF HEALTH AND ALLIED SCIENCES

APPEAL NO:

**NOTICE OF APPEAL**

**TAKE NOTICE** that the Appellant being dissatisfied with and aggrieved by the determination of management of the University of Health and Allied Sciences dated the .....20..... do hereby appeal against same to the University of Health and Allied Sciences Appeals Board on the grounds as set out in paragraph 3 herein and will at the hearing of the Appeal seek the reliefs set out in paragraph 4 hereof.

**1. STATE CLEARLY THE PART OF THE AGRIEVED DETERMINATION COMPLAINED OF:**

.....  
.....  
.....

**2. GROUNDS OF APPEAL:**

- (I) .....
- (II) .....
- (III) .....
- (IV) .....

**3. RELIEFS SOUGHT FROM THE APPEALS BOARD**

- (I) .....
- (II) .....
- (III) .....
- (IV) .....

**4. PERSON(S) DIRECTLY AFFECTED BY THE APPEAL:**

.....

**5. LIST OF DOCUMENTS TO RELY ON FOR THE APPEAL**

- (I) .....
- (II) .....

(III) .....  
(IV) .....

**6. LIST OF DOCUMENTS THAT UNIVERSITY MAY PROVIDE FOR THE APPEAL**

(I) .....  
(II) .....  
(III) .....  
(IV) .....

DATED AT ..... THIS ..... DAY OF ....., 20.....

.....  
**NAME OF APPELLANT/COUNSEL**

THE SECRETARY  
APPEALS BOARD  
UHAS

AND FOR SERVICE ON THE UNIVERSITY OF HEALTH AND ALLIED SCIENCES