

DE / E , DE E . C E . . DE  
( D )



• A • E

In the exercise of the powers conferred on the University Council, under Section 17 and 18 of the University for Development Studies Law, PNDC Law 279 (1992), the Statutes are revised and take effect on this 1st Day of January, 2017.

## Table of Contents

<b>Statute 1:</b>	<b>1</b>
<b>Statute 2:</b>	<b>3</b>
<b>Statute 3:</b>	<b>3</b>
<b>Statute 4:</b>	

<b>Statute 32:</b>	<b>31</b>
<b>Statute 33:</b>	<b>31</b>
<b>Statute 34:</b>	

<b>Statute 62:</b>	<b>57</b>
<b>Statute 63:</b>	<b>59</b>
<b>Statute 64:</b>	<b>59</b>
<b>Statute 65:</b>	<b>60</b>
<b>Statute 66:</b>	<b>60</b>
<b>Statute 67:</b>	<b>61</b>
<b>Statute 68:</b>	<b>62</b>
<b>Statute 69:</b>	<b>62</b>
<b>Statute 70:</b>	<b>62</b>
<b>Statute 71:</b>	<b>64</b>
<b>Statute 72:</b>	<b>65</b>
<b>Statute 73:</b>	<b>65</b>
<b>Statute 74:</b>	

## **STATUTE 1: DEFINITION OF TERMS**

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

- 1.1 “The Law” means the law establishing the University for Development Studies (PNDC Law 279);
- 1.2 “Appointed Day” means the day on which the Statutes enacted by the University Council shall be brought into effect by the Council;
- 1.3 “University” means the University for Development Studies (UDS);
- 1.4 “Council” means the University Council established by the Law;
- 1.5 “Professor” means a full Professor;
- 1.6 “Professorial Status” means Professor or Associate Professor;
- 1.7 “Senior Members” means all Academic, Professional and Administrative personnel who by appointment become members of Convocation, and are not below the rank of Assistant Lecturer, Junior Assistant Registrar or their equivalent.
- 1.8 “Senior Staff” means members of staff not below the rank of Administrative Assistant or its equivalent, and are not Senior Members.
- 1.9 “Junior Staff” means members of staff below the rank of Administrative Assistant or its equivalent;
- 1.10 “Junior Members” means any person registered for a course of instruction, study or research in the University, provided he/she is not a Senior Member, Senior Staff or Junior Staff;
- 1.11 “Campus” means a collection of Colleges, Academic Faculties, Schools, Directorates and Institutes and any other establishments, with a central administration and headed by a Principal;
- 1.12 “Tier I College” means a collection of academically-related establishments such as Departments, Institutes and Centres headed by a Provost;

- 1.13 “Tier II College” means a collection of academically-related establishments such as Faculties, Schools and Institutes headed by a Provost;
- appropriate Schedule, and headed by a Dean;
- 1.15 “School” means an establishment which has Faculty status and shares in one or more of the following characteristics; association with a body, and which admits students for the primary purpose of graduate studies or research. A School shall be headed by a Dean;
- 1.16 “Academic Directorate” means a collection of Sections and or Units that is higher than a Department and is headed by a Director
- 1.17 “Institute” means an establishment whose primary focus is research outreach services and teaching. It shall be headed by a Director;
- 1.18 “Department” means an establishment within a faculty, school or institute responsible for undergraduate and graduate level teaching, research as well as extension and outreach;
- 1.19 “Centre” means an establishment, which has the status of a Department, but is oriented to research and/or providing services including teaching for extension and outreach purposes rather than formal academic awards;
- 1.20 “Section” means a part of the non-academic division that is lower than a Directorate and higher than a Unit;
- 1.21 “Unit” means a part of academic division lower than a Department or a part of a non-academic division lower than a Section and headed by a Coordinator intended to render a specialized, coordinating or supporting service;

- 1.22 “Principal” is the head of a Campus;
- 1.23 “Provost” is the head of a College
- 1.24 “Category A Directors” of Administrative and Professional Directorates
- i) Director of Finance
  - ii) Director of Works and Physical Development
  - iii) Director of Internal Audit
- 1.25 “Category B Directors” of Administrative and Professional Directorates  
Category B Directors are at the level of Deputy Registrar. They are:
- i) Director of University Health Services
  - ii) Director of Sports
  - iii) Director of Information and Communication Technology
  - iv) Director of Estates
  - v) Director of Procurement

## **STATUTE 2: REPEALS**

- 2.1. The Statutes in force immediately before the commencement of these Statutes are hereby repealed.

## **STATUTE 3: UNIVERSITY PROPERTY**

- 3.1. All the property, movable and immovable of every description now or hereafter belonging to the University, shall remain and be vested in the University; and all Trusts or Instruments of similar legal effect, for or executed or to be executed by the University or by Council or in accordance with the provision

**UNIVERSITSTY**

**STATUTE**





- 6.2. The Chancellor shall be the head of the University and shall confer degrees, diplomas and honorary degrees in accordance with procedures prescribed by the Statutes. The Chancellor shall preside at any ceremony of the University at which he

shall appoint a visiting committee to inspect the work of the University and report to him or her.

- 6.3. The Chancellor shall be furnished with copies of minutes of Council and the Academic Board in addition to other publications of the University.

#### Chairperson of Council

- 6.5. The Chancellor may be relieved of his or her position by Council on grounds of incapacity, persistent absence, conviction by a court of competent jurisdiction of a criminal offence involving dishonesty, fraud or moral ineptitude, or for gross misconduct. Council shall afford the Chancellor a fair hearing and, at any such removal proceedings, the Chancellor shall be entitled to know the grounds for removal and to attend with counsel of his or her choice.

### **STATUTE 7: CHAIRPERSON OF COUNCIL**

- 7.1. There shall be a Chairperson of Council who shall be appointed

be as provided in the Law.

- 7.2. The Chairperson shall be furnished with copies of minutes of the Academic Board in addition to other publications of the University.

the Chancellor. In the absence of the Chairperson of Council, Council shall elect from among its members a Chairperson who is a Government nominee to preside over the meeting.

**STATUTE 8: VICE-CHANCELLOR**

professor to be appointed in the manner provided for by the Law and these Statutes to serve as the academic and administrative

member of the Council of the University for Development Studies



renewable for another term of two (2) years only, unless

- 8.12 Council shall normally set in motion the process of appointing in Statute 8, subsection 8.10 at least six months to the end of
- 8.13. Council shall, as much as possible, avoid appointing an Acting

## STATUTE 9: PRO-VICE-CHANCELLOR

may delegate to him/her.

He/she shall not be eligible for re-appointment again until two (2) years have lapsed.

the discharge of duties of the Pro-Vice-Chancellor shall be subject to the approval of the Council of the University for Development Studies. He/she shall not be eligible for re-appointment again until two (2) years have lapsed.

9.7 In the event of a vacancy created before the expiration of  
for a period of more than three (3) months, Council shall be

- 10.7 The Registrar shall be responsible for keeping all staff and student records and information, and shall make these available, internally, to the relevant University Committees and Boards for purposes of information and decision-making, and externally, to accredited and recognised institutions and organizations upon credible request.

compiling the lists of graduating students, and ensuring the all the relevant and related student academic records and documents, to graduands and graduates of the University.

- 10.9. The Registrar shall exercise supervision and leadership to all Directorates, Departments, Sections and Units, under the Registry.
- 10.10. The Registrar shall liaise with, and collaborate with, all principal her administrative, academic, human resource, and advisory functions and roles.
- 10.11. The Registrar shall be responsible to the Academic Board and Executive Committee for drawing the annual schedule of meetings and academic calendar.

and Academic Board in the processing of advertisements for admissions, processing of the relevant applications for admissions and the issuing of admission letters.

- 10.13 The Registrar is responsible for keeping records of all the accredited programmes of the University, and information and with the University.



apply to the removal of the Registrar.

Committee shall be constituted by Council as follows:

- i. A Chairperson

11.3.



12.10.



- 14.4. He or She shall exercise professional and administrative supervision over the staff under him or her to ensure that effective.
- 14.5. The Director of Internal Audit shall, in accordance with the Internal Audit Agency Act, 2003, (Act 658) and in conformity with standards and procedures provided by the Agency set up under the said Act, carry out periodic internal audit of the University, and shall submit reports thereof to the Finance
- 14.6. The recommendations of the Director of Internal Audit as contained in his or her report referred to in clause 4 above,

**STATUTE 16: DIRECTOR OF UNIVERSITY HEALTH SERVICES**

- 16.1. There shall be a Director of University Health Services to head the Directorate of University Health Services who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;
- 16.2 He or she shall exercise supervision over the staff under him  
Health Services Directorate;
- or she shall exercise oversight responsibility over the operations of all hospitals, clinics and other health units of the University;
- 16.4. He or she shall perform any other functions as may be assigned
- 16.5. He or she shall be at the level of a Deputy Registrar and shall be under the Registrar;
- 16.6. The Director of the University Health Services may resign his

**STATUTE 17: DIRECTOR OF SPORTS**

- 17.1. There shall be a Director of Sports to head the Sports Directorate of the University who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or She shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;

17.2



- 18.3 He or she shall exercise supervision over the staff under him Procurement Directorate;
- 18.4. He or she shall exercise oversight responsibility over the entire procurement operations of the University, and keep proper records of all the procurement operations of the Directorate;
- 18.5. He or she shall, in collaboration with the Registrar, ensure that all correspondences in relation to the Tender Committee are done timely;
- 18.6. In collaboration with the Registrar, he or she shall be responsible for the advertisement of tenders and correspondence relating to same;

a letter addressed to the Chairperson of Council through the

**STATUTE 19: DIRECTOR OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

- 19.1 There shall be a Director of Information and Communication Technology (ICT) to head the ICT Directorate. He/she shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He/she shall

19.4 He or she shall exercise oversight responsibility of the operations of all ICT centres and units in all Campuses of the University;

system in the University;

19.6. He or she shall perform any other functions as may be assigned to him or her by the Registrar;

addressed to the Chairperson of Council through the Registrar

#### **STATUTE 20: DIRECTOR OF ESTATES**

20.1. There shall be a Director of Estates to head the Estates Directorate who shall be appointed by the University Council upon the recommendation of the Appointments and Promotions Board. He or she shall be appointed in a manner prescribed in Schedule G to these Statutes and on such terms and conditions as Council may determine;

20.2 He or she shall be at the level of Deputy Registrar, and shall be under the Registrar ;

20.3. He or she shall exercise supervision over the staff under him Estates Directorate;

20.4. He or she shall exercise oversight responsibility over the entire estates operations of the University, and ensure that proper records of all the estates and properties of the University are taken, and he or she shall provide those records to the Registrar to be kept on behalf of the University Council;

- 20.5. He or she shall, in collaboration with the Registrar, ensure that all correspondences in relation to the Housing Committee are done timely;

letter addressed to the Chairperson of Council through the

### **STATUTE 21: HEAD OF TRANSPORT SECTION**

- 21.1. There shall be a Head of the Transport Section who shall be a
- 21.2. The Transport Section shall be under the Registry, and the Head of the Section shall report to the Registrar;
- 21.3. He or she shall exercise supervision over the staff under him  
Transport Section;
- 21.4. He or she shall exercise oversight responsibility over the operation of all University vehicles, and ensure that proper records of all the University vehicles are kept, and shall provide these records regularly to the Registrar;
- 21.5. In collaboration with the Registrar and the Transport Committee, he or she shall draw up and review, from time to time, the Transport Policy of the University;
- 21.6. He or she shall advise the Registrar on the purchase and allocation of University vehicles;

addressed to the Registrar, provided that he or she gives a resign.

**STATUTE 22: HEAD OF SECURITY SECTION**

22.1. There shall be a Head of Security Section who shall be a Chief

22.2 The Security Section shall be under the Registry, and the Head



**STATUTE 26: MEETINGS OF COUNCIL**

- 26.1 A meeting of Council may be convened by the Chancellor, or convened if at least nine (9) members of Council sign a request to that effect.
- 26.2 Unless the Chancellor is present, the Chairperson of Council shall preside at meetings of Council and in his or her absence, Council shall elect one of the government appointees to preside over the meeting.
- 26.3 The quorum at meetings of Council shall be nine (9) including at least three (3) members who are not members of the Academic Board of the University.
- 26.4 Decisions shall be by consensus, but where there is need for Council to vote on a decision, the decision shall be decided by simple majority of votes cast.
- 26.5 The Chairperson shall have an original vote and a casting vote.
- 26.6 Persons representing Unions and Associations shall not serve on Council for more than a two-year term.

**STATUTE 27: POWERS AND FUNCTIONS OF COUNCIL**

The powers and functions of the Governing Council are as contained in the Law establishing the University for Development Studies.

**STATUTE 28: ELECTION OF CONVOCATION REPRESENTATIVES ON THE UNIVERSITY COUNCIL**

- 28.1 Convocation shall elect from among its members two (2) persons as stipulated by the Law to serve on Council



occurs during the year through death, resignation or any other members of Convocation of this vacancy and shall conduct a bye-election as provided in (28.4) and (28.8) above. Bye-elections for Convocation Representative to Council shall be organized in the same manner as regular elections;

### **STATUTE 29: THE ACADEMIC BOARD**

The membership of the Academic Board shall be as follows:

- i.
- ii.
- iii. Principals of the Campuses
- iv. Provosts of Colleges;
- v.
- iii.





death, illness or resignation of an Examiner or in the case of his or her suspension or removal to appoint a substitute;

- 31.7 To establish regulations (after receiving reports from the Boards of Colleges, Faculties, Institutes and Schools concerned) relating to courses of study, degrees and other academic distinctions;
- 31.8 To make reports and representations to Council, either on its own initiative or on the request of Council, on any matter affecting the University;
- 31.9 To elect members to serve on the Appointments and Promotions Board of Senior Members of the University, subject to schedule F of the Statutes;
- 31.10 To make recommendations to the Council on creation, combination, abolition, changes of scope or division of any Campus, Faculty, Institute, School, Centre, Department or Unit;

to the University on such terms and conditions as it may think

- 31.16 To determine, subject to any conditions made by the donors which are accepted by Council and after report from the Board of the Campus, Faculty, Institute or School concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and prizes, and to examine for and award same or to delegate to the Campus, Faculty, Department, Centre, Institute or School concerned power to examine and award same;
- 31.17 To make regulations for the admission of persons to courses approved by the University;
- 31.18 To make regulations for the discipline of the junior members of the University;
- 31.19 To propose to Council the names of persons for honorary degrees and to express its views on other persons proposed for such degrees by Council. No person shall be admitted by the University to an honorary degree whose name has not been

- 31.24. Subject to the Law, the Academic Board may delegate any University with or without conditions.

### **STATUTE 32: MEETINGS OF THE ACADEMIC BOARD**

- 32.1. The Academic Board shall meet at least three (3) times in a year; at least one meeting at each trimester and the dates for meetings for each year;
- 32.3. A special meeting of the Academic Board shall also be convened on the written request of at least one-third (1/3) of Academic Chancellor with a statement of the matters to be discussed at such special meeting. In the event of such a request, the such a meeting of those matters to be considered;
- 32.4. Except for emergency cases, all materials of Academic Board meetings should be sent to all members at least 7 days ahead of the scheduled date.



from time to time by the Council, the Academic Board and the Campus Board;

- 35.3 The Principal shall on trimester basis present a report on the
- 35.4 The Principal of a Campus shall be of Professorial status;

from time to time by the Council, the Academic Board and the Campus Board;

- 36.3 The Provost shall on trimester basis present a report on the Principal;
- 36.4 The Provost of a College shall be of Professorial status;

separately by the Academic Senior Members of the Faculty from among the Senior Members not below the rank of Senior Lecturer thereof by secret ballot. The election shall take place normally in the last trimester of the academic session;

three (3) years and shall be eligible on completion of his or term. On completion of his second term he or she shall not be eligible for re-election until three (3) years have elapsed

37.5. During the absence from the University of the Dean of a



**STATUTE 38: SCHOOL OF MEDICINE AND HEALTH SCIENCES (SMHS)**

38.1. There shall be a School of Medicine and Health Sciences (SMHS) with the mandate to train and carry out research in medicine and health sciences;

shall be elected by Senior Academic Members of the School;

38.3 The Dean shall be appointed by the University Governing Council in consultation with the Advisory Board of SMHS after an interview by an appropriately constituted panel, and on the recommendation of the Academic Board. The appointment of the Dean shall not be by election;

38.4. The Dean shall have all powers, functions and duties as those vested in a Dean of Faculty/School;

38.5. The person appointed as Dean of the School shall be of

(3) years and shall be eligible on completion of his or her

The re-appointment shall be done by Council in consultation

Academic Board. The re-appointment of the Dean shall have the endorsement of the Advisory Board of the School;

two (2) years and shall be eligible for re-election for another term of two (2) years only.

**STATUTE 39: INSTITUTES AND CENTRES**

39.1. Each Institute/Centre shall be headed by a Director who shall  
Chancellor.

- 39.2. The person appointed as Director shall be of professorial years and shall be eligible on completion of his or her term appointment shall be done by Council in consultation with the
- 39.3. Directors of Institutes/Centres shall be responsible to the assisted by a Deputy Director who shall be appointed by the
- 39.4. The Director shall provide leadership and be responsible for Centre.
- 39.5. The Director shall perform any other duties as may be assigned

#### **STATUTE 40: DEPARTMENTS, SECTIONS AND UNITS**

- 40.1. Each Department/Unit shall have a Head who shall be Provost of the College and the Dean of the Faculty, from amongst the Professorial members of the Department or in their absence among the next category of Senior Members (i.e. Senior Lecturers, Lecturers in that order);
- 40.2. Heads of Departments/Units who are below the rank of Senior Lecturer should hold the position for only one year non-renewable. Only persons of Professorial status and Senior Lecturers who are Heads of Departments can serve for a term of three (3) years and be eligible for re-appointment for another term of 3 years. On completion of his or her second term he or she shall not be eligible for re-appointment until three years has elapsed

- 40.3. Subject to the powers of the Faculty/School Board, the Campus Board and the Academic Board, it shall be the duty of a Head of Department to:
- i. Organize the teaching, research and service programmes of the Department and to ensure that such programmes are carried out;
  - ii. Maintain acceptable standards of teaching and other academic work;
  - iii. Provide for the examination of students;
  - iv. Liaise with the Dean of the Faculty/School on matters affecting the Department;
  - v. Convene a meeting of members of the Department at least twice a trimester for the Department;
  - vi. Be responsible for the general administration of the resources of the Department and persons engaged therein;
  - vii. Present a report to the Dean of Faculty/School on trimester basis all matters discussed in meetings in relation to Departments.

#### **STATUTE 41: CAMPUS BOARDS**

- 41.1. For each Campus, there shall be established a Campus Board whose membership shall include the following as appropriate:
- i. Principal as Chairperson;
  - ii. Provosts, Deans of Faculties and Schools, Directors of Institutes/Centres on the campus;
  - iii.
  - iv. Heads of Department and Academic Units on the campus;
  - v. One Senior Member of each Department elected by the members thereof;
  - vi. One representative from each of the other Campuses in accordance with a Schedule to be approved for that purpose by the Academic Board and Council;

- vii. Deputy Librarian (Campus Librarian);
- viii.
- ix. DAPQA Representative
- x. Such other persons as may be determined by the Campus Board subject to the approval of the Academic Board.

**In attendance:**

- i. Deputy Registrar at the Campus (Secretary)
  - ii. (Campus Accountant)
  - iii. Deputy Director of Works and Physical Development (Campus Representative of Director of Works and Physical Development)
  - iv.
  - v. Deputy Internal Auditor (Campus Internal Auditor)
  - vi.
- 41.2. The elected members of the Campus Board shall serve for a period of two (2) years and shall be eligible for re-election for another two (2) years, and thereafter shall not be eligible for re-election until another two years has elapsed.
- 41.3. Each Campus Board shall meet at least two (2) times in a trimester (at the beginning and at the end of each trimester).
- 41.4. An emergency meeting of a Campus Board may be convened member of the Board.
- 41.5. A special meeting of the Campus Board shall be convened by the Principal on the written request of one-third of the total membership of the Board, submitted to the Provost with a statement of the subject matter to be considered at such special meeting. In the event of such a request, the Principal shall convene a special meeting within seven (7) days of receipt of the request but subject to the requirement of notice to every member.

**STATUTE 42: POWERS AND FUNCTIONS OF CAMPUS BOARDS**

- 42.1. Subject to the Law, these Statutes and the approval of the Academic Board and Council, the Board of each Campus shall have power:
- 42.2. To direct the general growth and functions of the Campus and its programmes;
- 42.3. To regulate within the general policy approved by the Academic Board, the teaching and study of programme assigned to the Campus;
- 42.4. To ensure the provision of adequate instruction and facilities for research in Faculties, Schools, Centres, Institutes and Units in the Campus;
- 42.5. To recommend Examiners to the Academic Board for appointment;
- 42.6. To report to the Academic Board on regulations and syllabuses dealing with programmes of study and other questions related to the work of the Campus;
- 42.7. To make recommendations to the Academic Board for the within the Campus;
- 42.8. Subject to the approval by the Academic Board, to promote co-operation with other Campuses, Faculties, Schools and Institutes within and outside the University in matters relating to the academic work of the Campus and its various components;
- 42.9. To deal with any matters referred or delegated to it by the Academic Board;
- 42.10. To discuss any matters relating to the Campus.



- 44.5. To recommend Examiners to the Academic Board through the Campus Board for appointment;
- 44.6. To report to the Academic Board through the Campus Board on regulations and syllabuses dealing with programmes of study and other questions related to the work of the College;
- 44.7. To make recommendations through the Campus to the Academic Board for the award of degrees, diplomas,
- 44.8. Subject to the approval by the Academic Board, to promote co-operation with other Campuses, Faculties, Schools and Institutes within and outside the University in matters relating to the academic work of the College and its various components;
- 44.9. To deal with any matters referred or delegated to it by the Academic Board;
- 44.10. To discuss any matters relating to the College.

#### **STATUTE 45: FACULTY/SCHOOL BOARDS**

- 45.1. For each Faculty/School, there shall be established a Faculty or School Board whose membership shall include the following:
  - i. Dean of the Faculty (Chairperson);
  - ii.
  - iii.
  - iv. Heads of Departments and other Academic Units in the Faculty/School;
  - v. One Senior Member of each Department elected by the members thereof;
  - vi. One representative from each cognate Faculty/School;
  - vii. Deputy Librarian (Campus Librarian);
  - viii. Such other persons as may be determined by the Faculty/

- School Board subject to the approval of the Campus Board and the Academic Board.
- ix. Each Faculty/School Board shall meet at least two (2) times in a trimester.
  - x. A special meeting of the Faculty Board shall be convened by the Dean on the written request of one-third the total membership of the Board. In the event of such a request, the Dean shall convene a special meeting within seven (7) days of receipt of the request but subject to the requirement of notice to every member.
  - xi. The Faculty/School Board shall present a report to the College Board or the Campus Board or both

#### **STATUTE 46: POWERS AND FUNCTIONS OF FACULTY/ SCHOOL BOARDS**

Subject to the Law and these Statutes, the Board of each Faculty/School shall have power:

- 46.1. To regulate within the general policy approved by the Academic Board, the teaching and study of subjects assigned to the Faculty/School;
- 46.2. To vet, deliberate and recommend to the Academic Board, through the Campus Board for approval all examination results of the Faculty/School;
- 46.3. To review and recommend to Academic Board requests for amendments of examination results. The decision to amend results shall be communicated by the Dean to the Academic Board through the Campus Board;
- 46.4. To ensure the provision of adequate instruction and facilities for research in programmes of the Faculty/School;
- 46.5. To recommend External Examiners to the Campus Board for appointment;



- 46.6. To report to the Campus Board on regulations and syllabuses dealing with courses of study and other questions in relation to the work of the Faculty/School;
- 46.7. To make recommendations to the Academic Board through the

- iv. Registrar or his representative;

**STATUTE 50: BOARD OF INSTITUTE FOR INTER - DISCIPLINARY RESEARCH AND CONSULTANCY SERVICES**

- 50.1. There shall be a Board of Institute for Inter-Disciplinary Research and Consultancy Services (IIRaCS).
- 50.2. Membership of the Board shall consist of the following:
  - i. Director of IIRaCS as Chairperson;
  - ii. Dean of Graduate School;
  - iii. Director of Community Relations and Outreach Programmes;
  - iv. Director of Directorate of Academic Planning and Quality Assurance;
  - v. Registrar or his/her representative
  - vi. Representatives of Provosts.

**In Attendance**

- i.
- ii. Assistant Registrar of IIRaCS as Secretary.

**STATUTE 51: BOARDS OF INSTITUTES/ACADEMIC DIRECTORATES**

- 51.1. There shall be a Board for each Institute/Academic Directorate.
- 51.2. Membership of each of the Boards of the Institute/Academic Directorate shall consist of the following:
  - i. Director as Chairperson;
  - ii. Dean of Graduate School;
  - iii. Director, Community Relations and Outreach;
  - iv. Director of Academic Quality Assurance; Directorate
  - v. Registrar or his/her representative;
  - vi. Representatives of Provosts.

**In Attendance**

- i.
  - ii. An Assistant Registrar of the Institute/Directorate as Secretary;
- 51.3. The functions of the Boards shall be as follows:
- i. To ensure the provision of adequate facilities for the functions and programmes of Institute/Directorates;
  - ii. To report to the Academic Board on the progress of Institute/Directorates;
  - iii. To make recommendations to the Academic Board on such actions that is of interest to Institute/Directorates;
  - iv. Subject to the approval of the Academic Board, promote and cooperate with faculties and other institutions within and outside the University matters relating to the core business of Institute/ Directorates;
  - v. To deal with any matter referred to and delegated to it by the Academic Board;
  - vi. To discuss any matters relating to the interest of Institute/ Directorate.
- 51.4. Duties of Institutes/Academic Directorates shall be as follows:
- i. Engage in research on topical issues bordering on national development
  - ii. Organize Annual Harmattan School Lecture Series–for policy review and brain storming session on development issues that affect Northern Ghana in particular and Ghana as a whole.
  - iii. Organise Annual Interdisciplinary Conference for the presentation and peer review of research work leading to publications.
  - iv. May run undergraduate and graduate academic programmes
  - v. Forge collaboration with Development partners.

**STATUTE 52: DIRECTORATE OF COMMUNITY RELATIONS  
AND OUTREACH PROGRAMMES**

Chancellor. The Director shall not be below the rank of Senior Lecturer.

- 52.2. The Directorate shall be responsible for effective conduct and management of the programme.

eligible for re-appointment for another term of three (3) years.

- 52.4. Functions and duties of the Directorate shall be as follows:
- i. To organize Community Relations and Outreach Programmes committee meetings;
  - ii. To design and implement orientation programmes;
  - iii. To contact or consult with partner organisations;
  - iv. To organise orientation workshops for Faculty/School Coordinators, District Coordinators and Assessors;
  - v.
  - vi. To respond to demands for services from Metropolitan, Municipal and District Assemblies (MMDAs), communities and other organisations;
  - vii. and assessment, community maps and reports;
  - viii. Dissemination of information on community development to MMDAs, communities and organisations;
  - ix.
  - x. There shall be Community Relations and Outreach Programme Planning Committee to plan the activities of the year. Membership of the Committee shall be as follows:
    - a.

- b. Director of Community Relations and Outreach Programmes;
- c. Programme Representatives from Faculties/Schools;
- d. Representative from the Registry
- e.
- f. Representative from Audit Unit;
- g. Three (3) student representatives from each campus of the University, of which at least one must be a female
- h. Co-opted members from Directorates based on their
- i. Assistant Registrar (Secretary)

### **STATUTE 53: DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE**

a Directorate of Academic Planning and Quality Assurance

Director shall not be below the rank of Senior Lecturer.

- 53.2 The Directorate of Academic Planning and Quality Assurance shall be responsible for management planning of academic matters and quality assurance in the University.
- 53.3 The Director shall have the status of a Dean of Faculty/School
- 53.4 Without prejudice to the generality of the functions hereby assigned to the Directorate in Clause (50.2) above, the Directorate shall work in consultation with Provosts, Deans, Heads of Departments and the University Management:
  - i) Coordinate the activities of the Campuses, Schools, Faculties, and Departments regarding quality service delivery in respect of teaching and research to ensure that the University attains academic excellence;
  - ii) Perform any other relevant functions as may be assigned

(3) years, and may be eligible for re-appointment for another term of three (3) years. On completion of his/her second

- 54.3 The Director shall have the status of a Dean of Faculty/School;
- 54.4 There shall be an Education Committee of which the Pro-
- 54.5 There shall be a Deputy Director who shall assist the Director in the day-to-day administration of the Directorate;
- 54.6 The Director shall be responsible for Distance and Continuing Education programmes;
- eligible for re-appointment for another term of three (3) years;
- 54.8 The Directorate shall take a semi-virtual form by sharing and structures.
- 54.9. Functions and duties of the Institute shall be as follows:
- i. To organise Distant Learning Centres in the three (3) Northern Regions and on each of the Campuses;
  - ii. To provide policy and programming guidance through the support of the Education Committee;
  - iii. To appoint a Coordinator on each Centre;
  - iv. To collaborate with all the Faculties/Schools in designing and implementing Distance and Continuing Education programmes in the University;
  - v. To monitor teaching and learning through the campus coordinators.



## **STATUTES 55: DIRECTORATE OF UDS INTERNATIONAL**

v. There shall be an International Programmes Committee

Committee shall be as follows:

- a. Director (Chairperson);
- b.

ii.

collaboration with the Registrar, Deputy Registrar, (Academic Affairs), Hall/Hostels authorities, the Students Representative Council (SRC) and the Counselling and Placement Centres;

- 56.5. There shall be a Student Affairs Committee comprising: the Dean from each of the SRCs and University Relations Section.
- 56.6. The Committee shall meet at least twice in an academic year.

#### **STATUTE 57: WELFARE SERVICES BOARD**

- 57.1. There shall be a University Welfare Services Board which shall

within seven days of the receipt of the request specifying in the notice of such meeting those matters to be considered;

- 58.4. The quorum for the transaction of business of the Welfare Services Board shall be not less than half of the total membership of the Board;
- 58.5. The decisions of the Welfare Services Board shall be reported to Council.

**STATUTE 59: MEETINGS OF THE CAMPUS WELFARE SERVICES BOARD**

- 59.1. Each Principal shall convene a meeting of the Campus Welfare Services Board at least twice in an academic year.

and of the matters to be considered. Emergency meetings

**STATUTE 60: COMMITTEES OF THE UNIVERSITY WELFARE SERVICES BOARD**

- 60.1. The Committees of the University Welfare Services Board, their membership, procedures and functions shall be in accordance with Schedule B4;
- 60.2 The tenure of all elected members of committees shall be two years, and the period to terminate shall be at the end of an academic year. Elections shall be held before the end of the





conducting admission interviews and recommending

- v. The Dean of the Graduate School shall submit the list of recommended candidates for admission to the Registrar for further processing.

## **STATUTE 63: MATRICULATION**

63.1.





- 66.4 Congregation for the conferment of honorary degrees shall be convened as and when the Council shall determine in consultation with the Chancellor.

### **STATUTE 67: CONVOCATION**

- 67.1 There shall be Convocation of the University which shall be D to these Statutes. It shall be the duty of the Registrar to compile a register of all members thereof which shall be published every year.
- 67.2 Persons whose names appear on the register of Convocation for a Campus shall be entitled to attend Convocation meeting and to vote.
- 67.3 In addition to any other power or function granted by these Statutes to Convocation of the University, it shall be the function of Convocation to express opinion on all matters affecting the University and to refer any matter to any University body for further consideration.
- 67.4 Convocation shall meet at least once every year on each

**STATUTE 68: HALLS OF RESIDENCE**

- 68.1. There shall be Halls of Residence of the Campuses of the University and such residential facilities as the Council may determine.
- 68.2. Each Hall of Residence shall consist of such number of Senior

- 70.2. The Academic Board shall not make or ratify any regulation altering, revoking or adding to the regulations for the time being in force except at an ordinary meeting of the Academic Board and unless notice of the proposed regulations has been given on the agenda for such meeting.
- 70.3 Regulations made by a Standing Committee or a Hall/Hostel Residence Board pursuant to Statute (69.1) shall be subject to the approval of the Academic Board and shall not come into effect unless approved by the Academic Board.
- 70.4 The Council, the Academic Board and the Welfare Services Board shall in approving, ratifying, making, altering or revoking regulations, observe the following conditions.
- i. No regulation made shall be inconsistent with or repugnant to the general law of the land or to the Statutes of the University for the time being in force.
  - ii. No regulations shall unduly discriminate against any person(s) or group of persons on the basis of their religion, sex, disability, ethnicity, locality, class or politics.
  - iii. No person shall be awarded a degree, other than an honorary degree, or *ad eundem* degree, without appropriate examination or other test as laid down in the prescribed regulation.
- 70.5. If any questions arise as to the validity under these Statutes of any regulation made by the Academic Board, Welfare Services Board or any Standing Committee or Board or Hall Residence Board, the question shall be referred to the Council, and the
- 70.6 For the purpose of this provision, “regulation” includes a bye-law.

**STATUTE 71: DISCIPLINE IN THE UNIVERSITY**

the University and in this connection shall act in accordance with rules formulated by the University Council.

authority.

- 71.3 The following are the penalties that may be imposed for breaches of discipline:
- i. Dismissal
  - ii. Termination of Appointment
  - iii. Suspension
  - iv. Reduction in rank or grade
  - v. Deferment of Increment, i.e. a postponement of date on which the next increment is due, with corresponding postponement in subsequent years
  - vi. Forfeiture of pay for stated period
  - vii. Rustication
  - viii. Postponement of promotion
  - ix. Stoppage of salary increment pending further investigations/ decisions
  - x. Withholding of salary or salary increment pending further investigations or decisions
  - xi. Reprimand
  - xii. Warning
  - xiii. Removal from the University Hostel/ Hall of Residence.

For the purpose of this Statutes (71.3), the following shall be treated as major penalties, which shall be imposed only by

offences (viii, ix, x, xi, xii) shall be treated as minor ones and

has delegated authority.



- 73.4 No act or decision of any University body shall be invalid by reasons of the existence of any vacancy among its members;
- 73.5 Any matter not expressly covered in the Law or in these Statutes or in regulations made pursuant thereto shall be determined by
- of members in favour, against, and abstentions.
- 73.7 There shall be a publication called “University Gazette” to be published bi-annually. It shall contain facts, major issues and new developments;
- 73.8. There shall be a publication to be called “University Reporter” published quarterly and shall contain news articles or recent developments, announcements, and general information
- members of the University.
- 73.9. Except as may be provided by regulation, no person shall hold more than one of the following posts for more than (90) days at any given time:
- i.
  - ii.
  - iii. Registrar
  - iv.
  - v. University Librarian
  - vi. Principal
  - vii. Provost
  - viii. Dean of a Faculty or School
  - ix. Dean of Graduate Studies
  - x. Director of an Institute
  - xi. Director of Works and Physical Development
  - xii. Directors
  - xiii. Dean of Students Affairs

- xiv. Deputy Registrar
- xv. Head of a Hall/Hostel of Residence
- xvi. Senior Tutor
- xvii. Heads of Department

73.10 These Statutes shall not be interpreted in such a manner as to

#### **STATUTE 74: AMENDMENT OF STATUTES**

74.1. The Academic Board may recommend to the Council any amendments to the Statutes;

74.2. Any proposals for amendments to the Statutes shall be made by the Board at a special meeting which shall be convened at

number of the members of the Board;

74.3. The quorum for the transaction of any business of the aforementioned special meeting shall be two-thirds of the total number of the members of the Board;

vote of two-thirds of the total membership of the Academic Board present and voting;

74.5. Prior to the date of the meeting each member shall be given

matter of the proposed amendments and the particular feature of the Statute to which they relate.

#### **STATUTE 75: AMENDMENT OF SCHEDULES**

75.1. The Academic Board shall have the power with the approval of Council, to amend all or any of the Schedules to these Statutes.



Any such amendments proposed by the Academic Board, shall be reported to Council in writing at the next regular meeting of Council. Unless Council expresses its disapproval of the amendment at that meeting, the approval of Council shall be deemed to have been given.

## **STATUTE 76: TRANSITIONAL PROVISIONS**

- 76.1 The following Statutes containing transitional provisions shall have effect, and the preceding Statutes shall be read and shall take effect subject thereto:
- i. These Statutes shall come into force on the January 1, 2017;
  - ii. The persons who immediately prior to the January 1,

Physical Development, Internal Auditor, Director of University Health Services, Director of Information and Communication Technology shall continue to hold such

until their earlier deaths or resignations;

- iii. The Academic Board, Convocation, Campuses, Faculties,



Appointment in the University shall continue to hold such appointment until under these Statutes or by virtue of the terms of his/her appointment or recognition, he or she shall cease to be entitled thereto.

- 76.7. Nothing in these Statutes shall prejudice the contractual rights and obligations of the persons who immediately prior to the Appointed Day were members of the administrative and teaching staff of the University.

## SCHEDULES

### SCHEDULE A

#### Simple Majority Vote System

1. Election shall be by secret ballot and the ballot box shall be transparent
- 2.
3.
  - or by proxy. If by proxy they shall, not later than (24) hours prior to the election communicate in writing the names of their proxies to the Registrar.
4. Every elector, in giving, his or her vote shall indicate or mark on the ballot paper the name of the candidate he or she prefers;
5. A ballot paper shall be invalid on which:
  - i. No name is indicated or marked or
  - ii. More than one name is indicated or marked
6. At the end of the voting:
  - i.
    - invalid ones) in accordance with the votes recorded for each candidate; and
  - ii.
    - number of votes received by him or her.
7. The candidate who receives the highest number of votes shall be declared the winner.

8. In the event of any two (2) or more candidates having an equal number of votes, a second ballot shall be held.
9. In the event of the second ballot failing to produce a clear winner, the  
to Council, which shall appoint one of the candidates.

## **SCHEDULE B:**

### **Standing Committees and Boards**

#### **Schedule B1: Statutory Committees of Council**

##### **1. Finance Committee**

**Membership:** Chairperson of Council;

Principals of Campuses;  
 Provosts of Colleges;  
 Two members appointed by Council;  
 Two members elected by Academic Board from its  
 membership (to serve for two years only);

**In Attendance:** Registrar-Secretary;  
 Director of Finance;  
 Director of Audit;  
 Director of Works and Physical Development;  
 Deputy Registrar (Recorder)

##### **Quorum**

Elected members shall serve only a term for a period  
 of two (2) years

##### **Functions:**

- i. including investments, except where such functions  
 have been committed by the
- ii. Council to another person or body;

- iii. To cause to be prepared for the approval of the Academic Board a yearly statement of the estimates and accounts of the University;
- iv. To do such other acts as Council or Academic Board may authorise.

## **2. Development Committee**

### **Membership**

Principals of Campuses;  
Provosts of Colleges;  
Two (2) persons appointed by Council;  
Two persons elected by the Academic Board from its membership to serve for two years only.

**In Attendance:** Registrar (Secretary);  
Director of Works and Physical Development;

Director of Finance;  
Director of Estates;  
Deputy Registrar (Recorder);

### **Quorum**

### **Functions:**

- i. To formulate physical development policy;
- ii. To discuss and approve development proposals submitted to it by professional development consultants;
- iii. To advise on and supervise the expenditure of the

## **3. Tender Committee**

It shall be constituted in accordance with the Law (Public Procurement Act), Act 663 (2003) and Act 914 (2016)

#### 4. **Audit Committee**

It shall be constituted in accordance with the Law (Public Financial Management Act 2016, Act 921)

#### 5. **Ghana Universities Staff Superannuation Scheme (GUSSS) Board**

It shall be constituted in accordance with the regulations governing the GUSSS

#### 6. **Appointments and Promotions Board for Senior Members**

There shall be one Appointments and Promotions Board for all categories of Senior Members which shall meet at least four (4) times in an Academic Year.

##### a. **Members**

- i)
- ii)
- iii) Four (4) persons of Professorial Status, two (2) from the Humanities and two (2) from the Sciences elected by the Academic Board. One (1) from the Humanities and one (1) from the Sciences shall be the main members. The other two (2) members shall be Alternatives and shall attend the meetings as Academic Board Representatives **only when** the two (2) main members are not present.
- iv) Registrar as Member and Secretary.
- v) Principal of the Campus in which the person is to be appointed or promoted;
- vi) Provost of the College in which the person is to be appointed or promoted;
- vii) Dean or Director of the Faculty/School, Institute and Centre in which the appointment/promotion is being made;
- viii) One cognate Dean;
- ix) Head of Department in which the appointment or promotion is being made;
- x) Head of a cognate Department;
- xi) Where the status/ rank of the Principal or the Provost or the Dean of the Faculty/ School or Director of Institute/ Centre or the cognate Dean or the Head of Department or Head of the cognate Department is below the rank of the position being considered,

such a person shall not attend the meeting. A person or persons who are of a status/ rank not lower than the rank the candidate is being considered, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Promotions Committee; and  
Reports of External Assessors
- d. Appointment or promotions of Senior Members (Academic) shall be made to a particular department or departments in a particular discipline or profession and in the broad subject area rather than to sub-areas of specialisation. In the case of professorial appointments, candidates are to be appointed into sub-areas of specialisation.
  - e. Proceedings of the Board shall be kept in the form of minutes of general policy matters; and minutes of individual appointments;
  - f. All minutes of the Board shall be provided to all members of the Board.
  - g. Recommendations on matters of general policy shall be made to the Academic Board for consideration.
  - h. Minutes of individual appointments shall be circulated to Heads of Departments and Deans/Directors of the Faculties/Schools/Institutes/Centres concerned.
  - i. Minutes covering all proceedings of the Board shall be deposited at the individual appointments, however, shall be kept under security, such that, subject to sub-regulation (j) and (l) of this regulation access to
  - j. The Registrar shall communicate the decision of the Board to the applicant within two weeks, and in the case of appointments requiring prior approval by the University Council, within two weeks after such approval has been given.
  - k. Except as provided for in sub-regulations (j) and (l) of this regulation, all documents in the appointment and promotions process and all



**SCHEDULE B2:****Committees of the Academic Board****1. Executive Committee****Membership**

Principal of Campuses;  
 Provosts of Colleges;  
 Deans and Directors of Faculties/Schools, Institutes  
 and Centres  
 Director of Directorate of Academic Planning and  
 Quality Assurance  
 Director of International Relations  
 Director of Community Relations and Outreach  
 Programmes  
 University Librarian  
 Two women and two men elected by the Academic  
 Board from its membership  
 Registrar (Member/Secretary)

**In Attendance**

**Quorum:** Fifty percent of membership.

**Functions:** To take such action and make such decisions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other functions as may from time to time be delegated to it by the Academic Board. Decisions of the Executive Committee shall be reported to the Academic Board at its next meeting.

**2. Budget Committee****Membership**

Principals of Campuses;  
 Provosts of Colleges;

Two members elected by Academic Board from its membership for a two year term.

**In Attendance:** Registrar-Secretary;

Director of Works and Physical Development;  
 Director of Audit  
 Deputy Registrar (Recorder)

**Quorum:** Fifty percent of membership

**Functions:**

- a). To receive the Recurrent Estimates of Faculties for their current programmes on Academic Developments as submitted by Deans of Faculties in consultation with Heads of Departments;
- b). To consider Recurrent Estimates of the University and report on them to the Finance Committee;
- c). To carry out such other functions as may from time to time be referred to it by the Finance Committee.

### 3. Planning and Resource Committee

#### Membership

Principals of Campuses  
 Provosts of Colleges;  
 Registrar;

**In Attendance:** Director, Planning Directorate as Secretary;  
 Director, ICT Directorate;  
 Director of Procurement;  
 Director of Finance or his/her Deputy;  
 Deputy Registrar as Secretary

**Quorum:** Fifty percent of the total membership including the his/her deputy.

**Functions:**

The functions of the Planning and Resources Committee are:

- i) To advise the Academic Board on the future development of the University on matters regarding Academic, Physical, Financial and Human Resource Development;
- ii) To advise the Academic Board on appropriate planning models and section (a) above;
- iii) To give general guidelines and directions to the operation of the Planning Section;
- iv) To advise the Academic Board on matters related to the establishment of new departments;
- v) To consider the immediate and long-term academic needs of the University and design appropriate strategies and plans;
- vi) To advise on new courses of study for the University taking into consideration the manpower needs of the nation and the goals set from the University.

**4. Academic Programmes Committee****Membership**



**6. UDS Institutional Review Committee**

There shall be an Institutional Review Board (IRB) as a sub-committee of the Academic Board;

The Chairperson of the IRB shall be of Professorial Status. The IRB shall have a secretariat that shall be headed by a Deputy Registrar;

The IRB shall have the primary and exclusive responsibility for ethical review and clearance of all research protocols involving humans, animals,

No research involving the use of humans, animals or that may have an



number of his or her publications and re-submit to the Committee for another review.

- ix. Where a Faculty does not have persons whose positions are higher than the one being sought by an applicant, the Faculty may co-opt other staff members from other Faculties who have higher or the same position that the candidate is applying for.
- x. Where it becomes necessary, the Registrar, in consultation with the

outside the University to review the documents of applicants seeking Professorial positions before the documents are sent out for External Assessment.

- xi. The Dean of Faculty will transmit the application to the Registrar

the date that his documents were transmitted to the Registrar

### **8.b Administrative and Professional Appointments and Promotions Committee for Senior Members**

There shall be an Administrative Appointments and Promotions Committee which shall review the application documents of Senior Members Administrative and Professional, and offer recommendations for further action by the Registrar.

#### **Membership shall be as follows:**

Registrar as Chairperson,  
 Director of Finance,  
 Director of Works and Physical Development,  
 Director of Internal Audit.

#### **In Attendance:**

Deputy Registrar (Personnel) as Secretary;  
 The Committee may co-opt others as appropriate to assist in its work.

- i. The Committee shall consider and vet all applications for appointment on promotion (for Senior Members, Administrative and Professional). This shall include an evaluation of the documents and publications presented by the applicant to ensure that the documents are of the quality required to be considered for External Assessment.

- ii. The Committee shall make recommendations to the Registrar to either send the documents for External Assessment or request the candidate to make a revision to the documents to add to the quality and number of publications before the documents are sent for external assessment.
- iii. The Committee may also review the over-all performance of the candidate in relation to his performance and output as a Senior Member, Administrative and Professional staff.
- iv. Where a revision is to be made by the candidate, the Registrar may be given the mandate by the Committee to give administrative approval for the documents to be processed for External Assessment after the revision has been made.
- v. Where major revisions are to be made, and additional publications are to be made by the candidate, the Committee shall request that another meeting should be held to review the documents after the applicant has done the revision and re-submitted the application to the Registrar.
- vi. Chancellor before further processing of the promotion documents are done and sent to External Assessors.
- vii. Reports from the External Assessor shall be forwarded together with all the application documents of the applicant to the Senior Members Appointments and Promotions Board for consideration.
- viii. The Administration Appointments and Promotions Committee shall meet at least thrice a year.
- ix. The quorum shall be three members including the Chairman.

### **8.c Appeals Relating to Appointments and Promotions**

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



**8.d Appointments on Promotions of Staff (other than Senior Members)**

There shall be an Appointments and Promotions Committee for:

**i. Senior Staff****Membership**

Registrar or his Representative;  
Principals of Campuses;  
Provosts of Colleges;  
Dean of the respective Faculty;  
Head of Department Concerned or his representative;  
One person appointed by the Academic Board; and  
One external assessor appointed by the Registrar.

**In Attendance:** Deputy Registrar, (Personnel) as Secretary,  
Senior Assistant Registrar, (Personnel) as Recorder.

PatPro Campuses;

Director W. P. D. or representative,  
 Director of Internal Audit or representative,  
 University Librarian or representative,  
 Head of the Department concerned or  
 representative,  
 Representative from Personnel Section,  
 Deputy Registrar shall be in attendance as Secretary  
 at Campus level.

All applications for fresh appointments should be sent directly by applicants to the Registry. Applications for promotions of junior staff shall be received

from their Heads of Units/Sections/Departments or their Deans.

**Quorum:** Fifty percent of membership, including the Head of the Department concerned;  
 The Committee shall meet at least thrice a year.

## 9. Library Committee

### Membership

Chairperson,  
 1 member appointed by each Campus Board,  
 2 members elected by the Finance Committee,  
 University Librarian,  
 Registrar or his or her representative,

appointed by the SRC of each campus,  
 Heads of Campus Library,  
 1 member elected by Academic Board from among  
 its membership.

**In Attendance:** Deputy Registrar (Academic)  
 Finance Director or Deputy Finance Director.

**Quorum:** Fifty percent of membership.

**Functions:** Subject to the directions of the Academic Board,  
 to supervise and direct the policy of the Library and

such other matters as may be delegated to it.  
The Committee shall meet at least thrice a year.

## **10. Bookshop Committee**

The Committee shall meet at least thrice a year

## **12. Sports Advisory Committee**

### **Membership**

Registrar,

Two members elected by the Academic Board,

One member elected by the Welfare Board,

Director of Sports,

GRASAG representative,

SRC representative.

### **In Attendance**

Scholarships as may be approved from time to time.  
The Board shall meet at least thrice a year

#### **14. Research and Conferences Committee**

##### **Membership:**

- ii. Monitor and control the process of all activities
- iii.
- iv. ICT master plan.
- v. Formulate ICT project and Identify sources of funds in accordance with the ICT master plan.
- vi.
- vii. Prepare and submit annual progress report of the

## **16. Transport committee**

### **Membership:**

Registrar;

Director, Works and Physical Development;

Representative of the Finance Director;

Representative of UTAG;

Representative of TEWU/FUSSAG;

Representative of SRC/GRASA ve of SRC/ (SRirector; )TJ/

**SCHEDULE B3:****Committees of the Campus Boards****1. Campus Executive Committee**

**Membership:** Provost as Chairperson;  
Deans of Faculties and Schools;  
Directors of Institutes and Centres under the  
Campus;  
Deputy Librarian;  
4 members elected by the Campus Board from its  
membership.

**Quorum:** Fifty percent of membership.

**Functions:** To take such action and make such decisions as may be  
necessary to implement the general policy established  
by the Campus Board, and to carry out such other  
functions as may from time to time be delegated to  
it by the Campus Board. Decisions of the Campus  
Executive Committee shall be reported to the Campus  
Board at its next meeting.  
The Committee shall meet at least thrice a year

**2. Campus Welfare Services Committee**

There shall be Campus Welfare Boards which shall be responsible to the

**Membership:** The Principal as Chairperson;  
Provost;  
Deans;  
Deputy Librarian;  
Deputy Registrar;  
Deputy Director of Finance;  
Deputy Director of Works and Physical  
Development;  
Deputy Director of University Health Services;  
3 members of Convocation (2 academic and 1

Administrative and Professional);



1 member representing Senior Staff;  
 1 member representing Junior Staff;  
 1 representative of the Department of Horticulture;

**In Attendance:** Finance Director or his or her representative Curator.

**Quorum:** Fifty percent of membership.

**Functions**

Estate and Grounds and Gardens Organizations and to ensure that the policies decided by the Welfare Services Board are carried out.

Services Board.

To perform other functions as may be delegated to it

The Committee shall meet at least thrice a year.

**2. Housing Committee**

**Membership**

Registrar or his or her representative;  
 Chairperson of the Estate Management Committee;  
 1 member from each Faculty;  
 Director of Estate or representative, as Member and Secretary.

**In Attendance:** Director of Works and Physical Development or his or her representative

**Quorum:** Fifty percent of membership.

**Functions:**

- i) To keep under review the housing accommodation of the University and to determine their adequacy to the needs of staff and advise the Development Committee thereon:
- ii)

and administration of an equitable system for allocating housing units other than Hall/Hostel

iii) To allocate University housing in accordance with regulations approved by the Welfare Services Board  
The Committee shall meet at least thrice a year

### **3. Health Services Committee**

#### **Membership**

the recommendation of the Executive Committee;  
Registrar or his or her representative;  
Director of University Health Services;  
Two members elected by the Academic Board (at least one should be an academic senior member of the Medical School);  
Two members not in the employment of the University

the Ministry of Health.

Council;

Association of Ghana (GRASAG)

1 member appointed by the Senior Staff Association

1 member appointed by the Junior Staff Association

One member of staff elected by hospital staff

#### **In Attendance:**

Deputy Registrar, General Administration (Secretary)  
Hospital Pharmacist

Senior Health Superintendent

#### **Quorum:**

Fifty percent of membership.

#### **Functions:**

The Committee shall be responsible to the Welfare Services Board for the formulation of policy for the  
  
and the execution of controls including the sanitation

of the University Campus, and the maintenance of appropriate and up-to-date records on all activities of the hospital.

the Finance Committee and Development Committee as may be appropriate. The Committee may establish such sub-committees as it may consider necessary. It

**SCHEDULE C:****Advisory Board of the School of Medicine and Health Sciences (SMHS)**

There shall be an advisory Board of the School of Medicine and Health Sciences appointed by the University Council in accordance with these statutes. The term

- Membership:** Chairperson to be appointed by the University Council;
- Dean, School of Medicine and Health Sciences;
- Regional Director of Health (Ghana Health Services) to rotate among the four (4) Regions within the
- Regional Director of Education (Ghana Education Services), to rotate among the four Regions within the
- Regional Minister or representative from the Regional Coordinating Council, to rotate among the four (4)
- One representative of the Business Community;  
Executive Secretary of the Christian Hospital Association of Ghana (CHAG).
- In Attendance:** Deputy Registrar (SMHS) as Secretary;

**Quorum:** Fifty percent of membership

**Functions:** To receive funds from the University, gifts, endowments, grants, investments and monies from any other source approved by the University and administer such according to guidelines approved by the University.

To advise the University Council on the appointment of the Dean of SMHS.

To report to the Academic Board on all matters referred to it by the respective bodies and provision of facilities for the SMHS and to foster excellence in public relations.

To exercise oversight responsibilities over the development and progress of the SMHS in relation

Mission.

To determine annually the expenditure necessary for the academic purposes of the SMHS and the maintenance of the property of the School.

## **SCHEDULE D:**

### **Composition of Convocation**

University:

1. The Chancellor (who shall, if present, preside over Convocation);
2. the absence of the Chancellor);
- 3.
4. The Registrar
5. All Senior Members of UDS including Academic, Administrative and Professional staff

## **SCHEDULE E:**

### **Rules Made Under Statute 71**

1. These Rules shall be referred to as the Disciplinary Rules and, except as provided, shall Apply to all staff and students of the University.
2. Any act done without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in a proper manner any duty imposed on him or her as such, or which contravenes any regulation, instruction or directive relating to employees and/or Junior members of

- to bring the University into disrepute shall constitute a misconduct; and the setting forth in Rules 3 and 4 of particular types of misconduct shall not be taken to affect the generality of this Rule.
3. It shall be misconduct for an employee of the University:
    - i. To be absent from duty without leave or without an approved permission or without a reasonable excuse;
    - ii. To be insubordinate;
    - iii. To be persistently late to work;
    - iv. To be persistently drunk while at work;
    - v. To be abusive verbally, physically or sexually;
    - vi. To use, without the consent of the appropriate authority, any property or facilities provided for the purposes of the University for some purpose not connected with the work of the University and/or not within his or her scope of responsibilities;
    - vii. To engage in any activity, which is likely to bring the University into disrepute;
    - viii. To engage in any gainful occupation outside the University without
  
  4. It shall be misconduct for a Junior Member of the University:
    - i. To be absent from the campus without permission or reasonable excuse;
    - ii. To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
    - iii. To be insubordinate;
    - iv. To indulge in any anti-social activities, including stealing, armed  
  
rape, while in residence or outside the campus which tend to bring the University into disrepute;
    - v. To abuse another member of the University community verbally, physically or sexually.
  5. For breaches of any of the provisions of Rules 2, 3 and 4, any of the disciplinary proceedings.

6. Disciplinary proceeding involving the imposition of minor penalties shall be conducted summarily.

7.

within the University above the rank of the person to be disciplined, to conduct an enquiry into the charges and make appropriate recommendations to him;

- i. In the case of junior Staff, he or she shall appoint an ad hoc Committee on which a representative of the Junior Staff Association shall serve;
- ii. In the case of Senior Staff, he or she shall appoint an ad hoc Committee on which a representative of the Senior Staff Association shall serve; and
- iii. In the case of Senior Members, he or she shall refer the matter to the Disciplinary Board established under Rule 8, to conduct an enquiry

Chancellor.

- iv. Offences that contravene state laws shall be referred to the appropriate state authority.

## **DISCIPLINARY BOARD**

8.

Chancellor as the Chairperson and four members elected by Convocation, two of whom shall be Deans of Faculties and two shall be of the rank of Head of Department. The Registrar or his/her representative shall serve as Secretary. The quorum shall be Chairman, the Secretary and any other person. The Board may, at its discretion, invite any other person to be in attendance.

9. i) In every case where a disciplinary enquiry is to be conducted under Rule 7, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he or she proposes to exculpate himself or herself. He or she shall also be entitled to be accompanied to the inquiry by a friend or counsel and to call witnesses on his or her behalf and to hear the evidence of any witnesses against him or her.
- ii)





**SCHEDULE F:****Guidelines for Appointments and Promotions of Senior Members****1. Criteria for Appointments and Promotions to Teaching and Research Grades**

- i.
- ii. First engagement shall be at the level the applicant is currently.
- iii. An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:
  - a. Scholarship;
  - b. Research and contribution to knowledge;
  - c. Teaching;
  - d. Community Service;
  - e. Academic leadership; and
  - f. Inventiveness and resourcefulness.
- iv. An applicant shall be supported by academic refereed publications including books and articles in refereed journals. Technical reports, papers from publicised proceedings, systematised teaching materials and creative works evidenced by patents, music scores, may be considered however, the requirement for refereed book and academic journal articles is primary. In the case of manuscripts accepted for peer-reviewed publications but not yet published, evidence of acceptance for publication in the form of letter from publisher must be provided.
- v. The following shall also be taken into account by the Appointments and Promotions Board;
  - a. Contribution or service to University through its Boards or Committees; and
  - b. Contribution to national development

**2. Assistant Lecturer or Assistant Research Fellow**

- i. An applicant for the post of Assistant Lecturer or Assistant Research MPhil or a two-year full-time research Masters degree.  
In a case of a Clinician, he/she must be a member of any of the professional colleges or their equivalent, i.e. MGCP or MGCS etc.
- ii. The appointment shall be for two years and the candidate shall be

promoted to Lecturer only after satisfactory performance within the two years. Where the performance of the staff is not satisfactory within

year in the grade of Assistant Lecturer or Assistant Research Fellow. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

iii. Three (3) references will be required, at least one of who must have

### **3. Lecturer or Research Fellow**

i) For the appointment of a Lecturer or Research Fellow, a PhD (or its equivalent) is required. Persons with an MPhil or a two-year full-time research Masters degree **may**

- ii. Appointment or Promotion to the grade of Senior Lecturer shall be
  - a. Scholarship;
  - b. Research and contribution to knowledge;
  - c. Teaching;
  - d. Academic leadership;
  - e. Inventiveness and resourcefulness;
  - f. Extension work or service to the University and the nation; and
  - g. Contribution to national Development
- iii. A satisfactory performance as Lecturer/Research Fellow and a minimum position of Senior Lecturer/Senior Research Fellow.

external assessors reports are required for promotion to the grade.

with the rank of Senior Lecturer or Senior Research Fellow from another University or Analogous institution, do not need two external assessors, but must have three referees, and must have been on the same grade at a university or an analogous institution with comparable standards.

- iv. previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

## 5. Associate Professor

- i. Doctorate degree (PhD or its equivalent) is required to be appointed or promoted to the grade of Associate Professor. No one shall be appointed to this grade without a doctorate Degree (PhD or its equivalent).
- ii. Appointment or Promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in addition to contribution to the intellectual life of the University and the development of the country.
- iii. Satisfactory performance as Senior Lecturer/Senior Research Fellow and a minimum waiting period of three (3) years shall be required for promotion to the position of Associate Professor.

- iv. Two positive external assessors reports from a total of three external

appointment for a period of up to one year while an application for a regular appointment is being processed.

- ii. In consultation with the Provost, Dean and Head of Department, the
  - of less than one year for an applicant who does not propose to take up a regular appointment.
- iii.
- iv. The appointment shall be reported to the Appointments and Promotions Board at its next regular meeting.
- v. Such persons including persons on sabbatical and adjunct Professors and Lecturers shall not occupy elected or appointed positions and shall be non-voting members of Boards and Committees of the University.

## **9. Criteria for Appointment and Promotion to non-Teaching Senior Member Positions**

- i.
  - interview.
- ii. For appointment on promotion to the administrative/professional grades, evidence of promise or continuing performance in respect of the following shall be required:
  - a.
  - b. Proven ability and commitment to work/knowledge of work;
  - c. Promotion of work;
  - d. Human relations;
  - e. Service (other than schedule of duty), including community/outreach service.

## **10. Criteria for Appointment and Promotion of Senior Members in the Office of the Registrar**

### **1. Junior Assistant Registrar**

- i. For appointment to the grade of Junior Assistant Registrar,
  - an MPhil or a two-year full-time research Masters degree.
- ii.
  - or management or public relations from a recognised and major professional body **may** be considered.

- iii. The appointment shall be for two years and the candidate/staff shall be promoted to Assistant Registrar after satisfactory performance within the two years. Where the performance of the staff is not



- i) An MPhil or a two-year full-time research Masters degree in the









and membership of any of the following major and recognised Professional Accountancy Bodies or their equivalents:

- Institute of Chartered Accountants-Ghana (ICAG)
- 
- Chartered Institute of Management Accountants (CIMA).

ii) Candidates with a one-year full-time Masters degree in addition

bodies **may** be considered for the position of Accountant.

iii)

served as an Assistant Internal Auditor in the University or an analogous institution for a minimum of two (2) years or must have

### 3. Senior Internal Auditor

For promotion or appointment to the grade of Senior Internal Auditor a candidate must possess:

i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree, or a one-year full-time Masters degree in

ii)

recognised Professional Accountancy Bodies or their equivalents:

- Institute of Chartered Accountants-Ghana (ICAG)
- 
- Chartered Institute of Management Accountants (CIMA).

iii. Satisfactory performance in the grade of Internal Auditor in the University or equivalent grade in an analogous institution for at least six (6) years shall be required in addition.

iv. A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion

v.

Internal Auditor in a University or comparable institution and three positive referee reports shall be required.

- vi. having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### 4. Deputy Director of Internal Audit

For promotion or appointment to the grade of Deputy Director of Internal Audit, a candidate must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree, or a one-year full-time Masters degree in

ii)

recognised Professional Accountancy Bodies or their equivalents:

- Institute of Chartered Accountants-Ghana (ICAG)
- 
- Chartered Institute of Management Accountants (CIMA).

- iii) Satisfactory performance as Senior Accountant and a minimum

position of Deputy Director of Internal Audit.

- iv) Two positive external assessors reports from a total of three external assessors are required for promotion to the grade.

v)

need two external assessors, but must have three referees, and must have been on the same grade at another university or an analogous institution of comparable standards.

vi)

having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### 5. Director of Internal Audit

only. To be eligible, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time research Masters degree, or a one-year full-time Masters Degree in

ii)

recognised Professional Accountancy Bodies or their equivalents:

- Institute of Chartered Accountants-Ghana (ICAG)
- 
- Chartered Institute of Management Accountants (CIMA)
- 
- Chartered Institute of Internal Auditors (CIIA)
- 

iii) Also, must have served in the University or in an analogous

satisfactory performance within the two years. Where the he/she shall be required to do an additional one year in the grade of Assistant Architect/Assistant Engineer/Assistant Quantity Surveyor . If by the end of the third year , the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

**2. Architect/Engineer/Quantity Surveyor**

To be appointed or promoted to the grade of Architect, Engineer, Quantity Surveyor, a candidate must:

i) Have an MPhil or a two-year full-time research Masters degree in

ii)

- iv) A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion
  - v) Architect/Engineer/Senior Quantity Surveyor in a University or comparable institution and three positive referee reports shall be required.
- 4. Deputy Director of Works and Physical Development**  
To be appointed or promoted to the grade of Deputy Director of Works and Physical Development a candidate must:
- i) Have an MPhil or a two-year full-time research Masters degree in



iii)

one-year full-time Masters degree plus a recognised professional

ii)

iii)

analogous institution for a minimum of two (2) years or must have

iv) Have handled projects independently.

### 3. **Senior Estates Officer**

candidate must:

i) Have a PhD (or its equivalent) or an MPhil or a two-year full-

4.

experience in a University or an analogous institution or in a years.

- iv) The appointment shall be for two years and the candidate shall be promoted to Assistant Librarian after satisfactory performance within the two years. Where the performance of the staff is not

to do an additional one year in the grade of Junior Assistant Librarian. If by the end of the third year, the performance of the staff is still unsatisfactory, his or her appointment shall be terminated.

## 2. Assistant Librarian

For appointment to the grade of Assistant Librarian, candidates must possess:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time
- ii)
- iii)

- iii) A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion
- iv) Assistant Librarian in a University or comparable institution and three positive referee reports shall be required.
- v) having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.
- vi) Evidence of scholarly research and or publication shall be required.

#### **4. Deputy Librarian**

For appointment or promotion to the grade of Deputy Librarian the candidate must have:

- i. A PhD (or its equivalent) or an MPhil or a two-year full-time research one-year full-time Masters degree plus a recognised professional
- ii. Satisfactory performance as Senior Librarian and a minimum waiting

outstanding professional ability, competence and contribution to librarianship and scholarly research and publications.

- iii. Satisfactory performance in the grade of a Deputy Librarian in the University or equivalent grade in an analogous institution for at least four years shall be required.
- iv. Two (2) positive referee reports are required.

## **16. Criteria for Appointment and Promotion of Senior Members in the Information and Communication Technology (ICT) Directorate**

### **1. Assistant Programme Analyst/Assistant Network Administrator.**

For appointment to the grade of Assistant Programme Analyst or Assistant Network Administrator, a candidate must:

- i) Have an MPhil or a two-year full-time research Masters degree in

ii)

iii)

experience in a University or an analogous institution or in a years.

- iv) The appointment shall be for two years and the candidate shall be promoted to Programme Analyst/Network Administrator/System Analyst after satisfactory performance within the two years. Where

years, he or she shall be required to do an additional one year in the grade of Assistant Programme Analyst/Network Administrator. If by the end of the third year, the performance of the staff is still unsatisfactory, his/her appointment shall be terminated.

### **2. Programme Analyst/Network Administrator/System Analyst**

For appointment or promotion to the grade of Programme Analyst or Network Administrator or System Analyst, a candidate must have:

- i) A PhD (or its equivalent) or an MPhil or a two-year full-time

ii)

#### **4. Director of Information Communication and Technology (ICT)**

above post, a candidate must:

- i) Have a PhD (or its equivalent) or an MPhil or a two year full-time
- ii) Be a member of a recognised professional ICT or MIS body.
- iii) Satisfactory performance as Senior Programme Analyst/ Senior Network Administrator/ Senior System Analyst and a minimum

L Q L Qph @Üa3



experience in a University or an analogous institution or in a practising

- iv) The appointment shall be for two years and the candidate shall be promoted to Sports Coordinator after satisfactory performance within the two years. Where the performance of the staff is not

of three external assessors reports is also required for promotion

iv)

Sports Coordinator in a University or comparable institution and

iii)

institution for at least six (6) years shall be required in addition.

iii) A minimum of two positive assessment reports out of a maximum of three external assessors reports is also required for promotion

iv)

institution and three positive referee reports shall be required.

v)

having previously held an appointment to the same grade in an analogous institution with comparable standards with the University.

#### **4. Director of Procurement**

above post, a candidate must have:

i)

**SCHEDULE G:****Procedure for the Appointment of Principal, Provost, Director of Finance, Director of Internal Audit, Librarian, Director of Works and Physical Development, Director of University Health Services, Director of ICT, Director of Estates, Director of Sports and Director of Procurement**

1.

external advertisements shall be made as appropriate.

b. For each of the above positions, the Registrar, upon receipt of

which shall include the Registrar or his/her representative, shortlist not more than three (3) candidates for interview.

c.

shall be constituted as provided for under Schedule B2 6a of the statutes.

d. The Interview Panel shall after conducting interviews send its Report to Council for appointment to be made. The Report shall rank the performance of the Candidates by merit.

e. No person who has not been interviewed and reported on by the Interview Panel shall be recommended to Council for appointment to any of the aforesaid positions.

f. Council shall consider the Report of the Interview Panel and there upon appoint a suitable person who then shall take up the appointment

**SCHEDULE H:****Procedure for the Appointment of Directors of Institutes/Centres**

i. Directors of Institutes and Centres shall be appointed through internal and/or external advertisements.

ii.

than three (3) candidates for interview.

iii. An Interview Panel shall be constituted as provided for under schedule B2(6a) a and (6b) of the statutes.

iv. The Interview Panel, shall after conducting interviews send its Report to

Council for appointment to be made. The Report shall rank the performance of the Candidates by merit.

- v. No person shall be recommended to Council for appointment to any of the aforesaid positions who has not been interviewed and reported on by the Interview Panel.
- vi. Council shall consider the Report of the Interview Panel and thereupon appoint a suitable person who then shall take up the appointment on such

## SCHEDULE I:

### Procedure for the Appointment of Chancellor

1. In the appointment of the Chancellor of the University, Council shall set up a Search Committee to propose suitable candidate(s) for its consideration.
2. The Search Committee shall consist of six (6) members composed as follows:
  - Two (2) members of Council appointed by Council;
  - Two (2) Senior Members, one Academic and one non;
  - One person elected by Senior Staff;
  - One person elected by the Alumni Association.
3. Council shall appoint one of the Council members of the Committee as Chairperson.  
The Search Committee shall be at liberty to appoint its own Secretary either including the Chairperson who shall have an original vote and a casting vote;
4. The Search Committee shall cause a notice to be published inviting nominations from the University Community and the Alumni Association. Ghanaians of good standing in public life may be nominated for the consideration of the Search Committee.
5. The Search Committee shall, by secret ballot, elect three (3) candidates from the short-listed candidates and present their names in a report indicating the vote tally to Council.
6. Council shall then elect one of them for appointment as Chancellor. The Registrar shall inform the University community the decision of Council within two weeks after the decision has been made.

**SCHEDULE J:****The Students' Representative Council****1. Name:**

This body shall be known as the Students Representative Council of the University for Development Studies hereinafter referred to as the SRC.

**2. Functions:**

**2. Scope of Operation**

The GRASAG shall serve as the mouthpiece of the entire graduate/post-graduate student body of this university and shall engage in activities including, but not limited to, the following:

- i. Serve as a channel of communication between graduate/post-graduate students and the University authorities in all matters affecting any part thereof.
- ii. Co-ordinate with other student associations and unions in the University and elsewhere in matters of mutual interest.
- iii. Organize lectures, seminars, symposia, debates, meetings and any other activities which shall be deemed by members of the GRASAG to be of interest to them.
- iv. Keep contact with past students of this University through the Alumni Association
- v. Foster the continuous maintenance of a right atmosphere for academic work as well as entertainment, sports and games.
- vi.



3. These regulations shall apply to all Junior Members.
4. Copies of all regulations shall be deposited with the Registrar, Heads of Halls/Hostels, Dean of Students, Deans of Faculties/Schools, Directors of Institutes and Centres, Heads of Departments and brought to the attention of Junior Members.
5. Ignorance of Regulations or of any Public Notice shall not be accepted as an excuse for any breach of discipline. Every student on enrollment shall be required to obtain a copy of such University, Hall/Hostel and other regulations as related to his or her condition and are for the time being in force.
6. Junior Members shall conduct themselves in a quiet and orderly manner and shall pursue their studies with all diligence; they shall observe the statutes and shall conform to all such regulations and orders as may be made for the good governance of the University.
7. The operation of these Regulations is without prejudice to the application of the general law of the land, which applies to all persons in the University.
- 8.

Students, Heads of Halls, Senior Tutors and Tutors. It shall be an offence

## **9. Admission and Residence**

- i. Junior members who do not hold an award granted by the Government, or by an institution recognised by the University shall be required to pay approved fees on or before registration.
- ii. Junior Members whose accounts are in arrears and unpaid at the beginning of an academic year shall normally not be allowed to come into residence or attend lectures until their outstanding accounts have been settled.
- iii. Dates of terms are announced in University Notices. Junior Members admitted to residence are required to come into residence following registration and to remain continuously in residence until the last day of term unless permission is granted for temporary absence. Students who are non-resident are required to register at the Halls to which they have been assigned.



status or Hall of Residence or Hostel on the following ceremonial occasions:

- i. Matriculation
- ii. Congregation

### **13. Formation of Societies and Clubs**

- i. Students Societies and Clubs in the University shall be formed at the request of at least ten interested students. Such requests shall pass through the SRC. In addition, there must be a Senior Member who will be the Senior Treasurer.
- ii. Formation of tribal, ethnic, occultic, gang, or crime based organization on Campuses is prohibited.
- iii. The request shall be submitted for approval by the Residence Board through the SRC/GRASAG and the Constitution/Byelaws of the proposed Society or Club.
- iv. The proposed Society or Club shall be formally recognised and published in the UDS Gazette after the Residence Board has given its approval.
- v. Within three (3) months from the date of the promulgation of the Society or Club, the Secretary shall deposit the names of persons

Students once every year.

### **14. Public Functions within the University**

- i. Students who wish to organise any public function within or outside

function should normally reach the Head of Hall/Hostel or the Dean of Students at least three (3) days before the function takes place. The Head of Hall or the Dean of Students may impose such requirements and conditions as may appear to him to be necessary or desirable.

- iv. For the purpose of this section, a public function is one to which persons other than Senior and Junior Members of the University are invited or entitled to attend.

### **15. Procession and Demonstration**

- i. Any student or students wishing to organise a Procession/ Demonstration in the University or Campus shall seek permission from the Dean of Students and notify the Dean of Faculty/School and Provost of Campus in writing with a copy to the Registrar at least three days before the procession/demonstration is due to begin.
- ii. and the name(s) of the organizer (s).
- iii. The Dean of Students may prescribe special conditions, limitations or restrictions as may be considered appropriate in the circumstances.
- iv. The procession/demonstration will follow an approved route and keep as close as possible to the left side of the road as to facilitate free
- v. No procession/demonstration shall be held between the hours of 6.00 pm and 6.00 am.
- vi. During the procession/demonstration, nothing will be done or said that might occasion violence or cause a breach of the peace.
- vii. If, in the opinion of the Dean of Students, the procession/ demonstration is likely to lead to a breach of the peace or cause serious  
Chancellor who may take appropriate action.
- viii. If any acts of violence and/or breach of University, Hall or other regulations occur during a procession/demonstration, or other mass action, the perpetrators as well as the organiser(s) shall be held jointly and severally responsible.
- ix. The fact that a procession/demonstration is not prohibited in no way implies that the University has either approved of or is in sympathy with its objectives.

## 16. Publications

i.

student publication within the University and his approval in writing shall be obtained for such a publication.

ii.

Hall or Dean of Students as appropriate and the University Librarian on the day of publication.

iii. Each issue shall state the name of the Editor, the Membership of the Editorial Board, and the Publisher.

i. The members of the Editorial Board will be held jointly and

11/11/2018 10:38:43 AM C:\Users\TJ\Documents\UDS\136\136-1003A\EMC\T1341f0 Td0057004B0048Tj/Span<A

**18. Use of Vehicles**

- i. Any Junior Member who wishes to use or keep a vehicle on the campus through the Senior Tutor of his or her Hall.
- ii. The University accepts no responsibility for such vehicles or for any

For serious offenses, the Committee of the Dean of Students shall investigate the matter and apply appropriate disciplinary sanctions or

iii. Disputes between Students of different Hall:

Where disputes arise between students from different Halls, the Tutors of the students involved shall resolve the dispute. Should their attempts fail, the matter should be referred to the Senior Tutors of the Halls involved. Should the dispute persist, the matter should be referred to the Committee of the Dean of Students.

## 22. Sanctions

- i. Any student who does not observe the Statutes and Regulations, or commits any act subversive of discipline or good order or tending to bring discredit upon the University, or neglects his or her duties may be

for a limited period, or withholding of results or outright dismissal.

- ii. Sanctions which involve temporary or permanent removal from the

i.

RQD\ F

the University assigned to it, who shall be fellows. The assignment of the Junior Members and Senior Members to Halls shall be in accordance with procedures laid down by the Academic Board. Every Junior Member shall be assigned to a Hall of Residence.

## **2. Governance of Halls**

The governing body of each Hall shall be the Hall Governing Board, which shall be responsible, subject to the Law, Statutes and Regulations of the University, for all matters concerning the Hall. The Hall Council shall meet at least once in every trimester.

## **3. Composition of the Governing Board**

The Hall Council shall consist of Hall Master/Warden and not less than

including the President, Secretary and Treasurer of the Junior Common Room Committee.

## **4. Hall Officers**

- i. for a three-year term subject to re-appointment for a further term only;
- ii. In the absence of the Hall Master/Warden, the Senior Tutor will act until a Hall Master/Warden is appointed;
- iii. recommendation of the Hall Council for a two-year term subject to re-appointment for a further term only;
- iv. The Tutors shall be appointed by the Hall Master/Warden from among Fellows of the Hall with the approval of the Hall Council for a two-year term, subject to re-appointment. The number of Tutors for each Hall shall be determined on ratio of one Tutor to thirty students.

### **Duties and Conditions of Tenure of Hall Officers**

## **5. Hall Masters/Warden**



for general superintendence of the affairs of the Hall. He/she shall take precedence over the Fellows and members of the Hall and shall have unrestricted rights of attendance and audience at all meetings of the Hall Council. In all cases not provided for by the Law, Statutes, or regulations made by the Hall; he/she shall make such provisions for the good governance and welfare of the Hall as he/she may consider appropriate, subject to the approval of the Hall Council. No person

#### **6. Senior Tutors**

The Senior Tutor shall be the Deputy Hall Master and assist the Hall Master in the administration of the Hall. He/she shall coordinate the tutorial activities in the Hall.

#### **7. Tutors**

Tutors are responsible for giving counseling services to Junior Members of the Hall.

#### **8. Duties, Privileges and Removal of Fellows**

Subject to the provision of these Regulations, the Fellows of each Hall shall enjoy such privileges and exercise such responsibilities as may be determined from time to time by the Hall Council. In making regulations in this connection, it shall be the responsibility of the Hall

effective role in the development of the Hall as a residential facility for promoting the welfare of both its Junior and Senior Members.

cause by the Hall Master upon recommendation of the Fellows of the Hall by a resolution passed by two-thirds (2/3) majority of all Fellows.

#### **9. Removal of the Hall Master/Warden**

a recommendation supported by two-thirds (2/3) of the Fellows and the Hall Council at a joint meeting specially convened for the purpose at the request of at least one-third (1/3) of the Fellows and the Hall

**10. Removal of other Officers**

recommendation by the Hall Master/Warden to the Hall Council at a special meeting convened for the purpose.

**11. Emoluments of Hall Officers**

determined from time to time by the University.

**12. Direction of Students Life in the Halls**

Within the framework of these Regulations and of the Constitutions and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs.

**13. Junior Common Room Committee**

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

**14. Elections of Honorary Fellows and Associates**

In addition to persons assigned to the Hall as Fellows, in accordance with these Regulations, the Hall Council may elect honorary Fellowship and Associateship, such other persons within or outside the University, on such conditions, for such periods and by such procedures as it shall determine provided that Honorary Fellows and Associates shall not be of Fellows.

**15. Termination of Fellowship and Associateship**

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

**16. Seniority of Fellows and Associates**

Within the three (3) categories of Fellows, Honorary Fellows and







you to express your opinions, but not to tell untruths. But there is nothing against your expressing your opinions on matters of public concern in a vigorous way, though if you express them in an indecent way then you must expect the court to doubt your good faith.

## **2. The Criminal Law of Obscenity**

takes the form of writing or pictures. Common sense is the best guide as to what the court is likely to regard as “obscene”.

## **3. Comment on Judicial Proceedings**

It is possible to commit an offence by commenting upon legal proceedings; it is prudent to seek advice before doing so.

## **4. University Regulations**

- i. Junior Members are encouraged to publish, however, such publications shall be guided by the laws of the Land and the University
- ii. No such publications shall target or seek to debase or humiliate any person or group(s) or person
- iii. No supremacist (tribal, ethnic, sex, religion) publications shall be published in the University
- iv. Persons or group(s) of persons who feel unduly targeted may initiate processes as provided by this Statute and any other regulations and laws.

**APPENDIX B: PHARMACY AND DRUGS ACT 1961 (ACT 64)****Part II – Narcotic Drugs**

1. Indian hemp
2. Coca leaves, cocaine (including synthetic cocaine) and ecgonine and their respective salts, the Esters of ecgonine and their respective salts, any solution or dilution of cocaine or its salts in an inert substance (whether liquid or solid) containing any proportion of cocaine, and any preparation (not being such a solution or dilution as aforesaid) containing not less than one-tenth percent of cocaine or any proportion of ecgonine.
3. Any product obtained from any of ecgonine alkaloids of the coca-leaf, not being a product which, on the 13<sup>th</sup> July, 1931 was being
4. Raw opium, medicinal opium and opium prepared for smoking.
5. Any product obtained from any of the phenanthrene alkaloids of opium, not being a product which on the 13<sup>th</sup> July, 1931 was being
6. Morphine and its salts, and any solution or dilution of morphine or its salts in an inert substance whether liquid or solid containing any proportion of morphine, and any preparation, admixture, extract or other substance (not being such a solution or dilution as aforesaid)
7. The following drugs or their salts:
  - Acetyldihydrocodeine;
  - Acetyldihydrocodeinone;
  - Alphameprodine;
  - Alphaprodine;
  - Apomorphine;
  - Anileridine;
  - Benzylmorphine;
  - Betameprodine;
  - Betaprodine.