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**UNIVERSITY OF GHANA
HOUSING REGULATIONS**

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1.0 Introduction

According to current conditions of service for Senior Members and Entitled Staff, the University of Ghana shall provide accommodation to all Senior Members and to Senior Staff of the rank of at least Principal Administrative Assistant, or its equivalent. Attempts shall be made to accommodate Senior Members and Entitled Staff in the University's own houses. Where these are not readily available, the University shall provide rented premises in suitable areas outside the campus, at rates to be agreed upon by the University and the Landlords/ladies.

The allocation of University houses to Senior Members and Entitled Staff is governed by regulations approved by the Academic Board and administered by the Housing Committee, whose functions, as stated in Schedule B of the University of Ghana Statutes, are:

- a) To keep under review the housing facilities of the University and to determine their adequacy to the needs of staff and advise the Development Committee, thereon.
- b) To advise the Vice-Chancellor on the establishment and administration of an equitable system for allocating housing units, other than Hall flats.

In consonance with its second function, the Housing Committee has adopted the following procedures for the allocation of vacant housing units:

2.0 University Housing Units

University Housing Units shall be those houses owned or rented by the University. Allocation of such units shall be based on approved procedures.

3.0 Reserved Housing Units

The Housing Units at Dolphyne Chalet, Guest Centre and MiDA, shall be classified as reserved for purposes of allocating them only to guests of the University, namely, Visiting Scholars, External examiners and University

Visitors. Allocation of the houses to any permanent staff of the University shall be temporary for a maximum period of six (6) months only. Any stay beyond the six (6) maximum months shall attract economic rent or eviction from the Housing Unit.

4.0 Accommodation for Newly Appointed Senior Members and Entitled Staff

A newly appointed Senior Member or Entitled Staff shall be paid rent allowance at the approved government rate. Where the circumstances of the employee require assistance, the University may advance one (1) year's rent to him/her and recover same from his/her salary over ten (10) months period.

5.0 Duty Post/Reserved Housing for Special Officers

Duty Post housing shall be provided on campus for the following categories of Senior Members:

- (i) Vice-Chancellor

Reserved housing shall also be made available on campus for the following categories of Senior Members when the need arises:

- (i) Pro-Vice-Chancellors
- (ii) Registrar
- (iii) Provosts
- (iv) University Librarian
- (v) Director of University of Ghana Health Services
- (vi) Director, PDMSD
- (vii) Chief of Security
- (viii) Any other officers as may be determined by the Academic Board, from time to time.

6.0 Allocation of Vacant Housing Units

- 6.1. Advertisement for Vacant Housing Units
The PDMSD shall advertise all vacant University housing units. Housing application forms should be collected from the Housing

Office (Estate Management Division of the PDMSD) and filled in by applicants.

- 6.2. Vetting of Completed Application Forms Completed application forms shall be returned to the Housing Officer for vetting. A list of all applicants, indicating the points declared by the applicant and vetted by the Housing Officer, will be published for comments. The vetted points will be forwarded to the Housing Committee for allocation.

7.0 The Points System

The scheme for the allocation of houses shall be as follows:

7.1. Status Points

Points shall be earned by virtue of the status of the Senior Member or Entitled Staff in the University, as follows:

i. Professors	50 points
ii. Associate Professors (or persons of equivalent status)	40 points
iii. Senior Lecturers (or persons of equivalent status)	30 points
iv. Lecturers (or persons of equivalent status)	20 points
v. Chief Technicians (or persons of equivalent status)	15 points
vi. Assistant Lecturers or equivalent	15 points
vii. Principal Technicians (or persons of equivalent status)	12 points

7.2. Additional Points for Special Officers

An applicant holding any one of the following positions may earn additional points, as provided below:

i. Dean/Director of Institutes/Head of Hall	15 points
ii. Vice-Dean/Head of Department/ Vice-Master/Senior Tutor	12 points
iii. Deputy Senior Tutor/College/ School Examination Officer	10 points
iv. Tutor/ Chaplain/Coordinator of Unit/Dept Exams Officer/Academic Advisor	8 points

Holders of any one of the above-listed positions, who served their full term of office, will retain *half* of the appropriate special officers' points, upon leaving office if they no longer hold any other special office. Such points can be used only once.

7.3. Length of Service Points

Points shall be earned in respect of every month of service to the University. This will be calculated from the date applicant qualified for University housing, as follows:

- a. **Continuous Service at University of Ghana:** Three (3) points per year, for the first six years of continuous service; and six (6) points for every additional year of service, thereafter.
- b. **Transfer of Service:** Senior Members and Entitled Staff transferring directly from another Ghanaian Public University to University of Ghana shall, for the first six (6) years at University of Ghana be entitled to three (3) points for every year completed. His/her service with the previous Public University shall also count as three (3) points for each year completed, to be reckoned, according to these regulations, from the date he qualified for University housing in that University.

- c. **Study Leave:** Senior Members and Entitled Staff on study leave with pay shall earn length of service points for the period of the study leave.

7.4. Residence Points

In addition to the points that accrue on account of length of service (6.3 above), Residence Points may be earned as follows:

- a. Off-campus Residence: Two (2) points shall be earned for every one year stay at University Housing at Redco and Adenta or three (3) points for any Rented Residence outside the University housing or main place of work such as Korlebu, and the Research Stations.

NB: No Residence Points shall be earned by Senior Members and Entitled Staff who reside at the following locations on the University campus:

- i. Dolphyne Chalets
 - ii. University Guest Centre
 - iii. MiDA Houses, and
 - iv. Hall Flats
- b. Effective Date: The effective date for calculating Residence Points shall be the date staff becomes entitled to University housing.
 - c. Study Leave: Staff on study leave – whether local or external – shall not earn Residence Points, during the period of the study leave.

7.5. Dependants' Points

- a. Definition of dependants.
 - (i) One's children are one's own issues.
 - (ii) One's ward is a child who has been registered by the University, in one's name, and duly recognized as such.
- b. Dependent children, resident in Ghana, shall earn the following points:

- (i) One (1) point per child under 21 years old. Children over 21 years who are proven to be students shall, however, qualify for the award of points.
- (ii) The maximum permissible points for the number of Children/Wards per applicant shall not exceed five (5).
- (iii) One (1) extra point for children who are of opposite sexes, at least one of whom has reached the age of 10 years.

7.6 Pooling of Points

Two entitled staff may not pool points together for the purpose of securing a house unless the applicants concerned are married couples. In that case, the points of the applicant with the higher score shall be taken to be the initial score of the group and the status, special office as well as the service points of the other partner shall be added to the score.

Where the two of them are housed separately one of them should give up his/her house and join the other.

If two entitled staff share one University housing unit and one of them leaves the service of the University, accommodation befitting the status of the remaining staff shall be secured for him/her within a reasonable period.

7.7 Equal Number of Points

Where the total number of points is the same for two or more persons, preference will be given to the person who, in the opinion of the Housing Committee, has a more urgent claim. The Committee shall be guided by the reason(s) an applicant states on the application form.

7.8. Reversion to Next Person with Highest Points

If a person with the highest score of points is unable to accept an allocation made by the Housing Committee, the person with the next highest points, who has chosen that same house, shall be given the house.

8.0 Family Size and Types of Housing Units

- a. A person with less than three (3) children shall not normally be eligible for a three-bedroom house with a study. However, a person with two (2) children, who are of opposite sexes, and at least one of who has reached the age of ten (10) years, may be considered for such a house.
- b. A person with three (3) or more children who are of the opposite sex and at least one of them over ten (10) years shall normally not be eligible for a one bedroom house and study, or a two-bedroom flat.

9.0 Change of Accommodation

- a. **Movement from One or Two-bedroom flat/House -** A person living in a one-bedroom flat with a study/two-bedroom flat/house, can apply for a change of accommodation, after a minimum period of two (2) years.
- b. **Movement from One House to another House –** In all other cases, movements shall be permitted only after a minimum stay of four (4) years.

10.0 Swapping of Residence

- a. Where two occupants, on their own volition, intend to exchange houses with similar facilities, they must obtain written approval from the Housing Committee.
- b. In all cases of swapping of residence, the persons concerned shall bear the full cost of "touching-up" (minor repairs) the houses vacated, where needed, plus the transport and labour cost. The 'touching-up' will be carried out under the supervision of PDMSD.

11.0 Deadline for Moving into a Vacant Housing Unit

The winner of a house, which has been inspected after renovation and certified by the joint inspection team of the Housing Committee and the new tenant to be habitable, shall move into the house within a period of one (1) month, or lose it.

12.0 Refusing a House of One's Choice

An applicant who has been allocated a house of his/her own choice, but who cannot occupy it within a month after inspection and certification by the Housing Committee, must notify the Chairman of the Housing Committee in writing of his/her inability to move in. Failure to do so will result in the house being reallocated and the applicant will also be barred from applying for another house, at the next allocation exercise.

13.0 Owner-Occupier/Rented Houses

Senior Members and Entitled Staff who live in their own houses (owner-occupier) or rented houses shall be paid rent allowance at rates approved by Government. They shall also be entitled to the provision of municipal services rendered to their counterparts living in University housing, or in lieu of that be given an allowance to be determined by the University.

14.0 Leave and University Accommodation**14.1. Study Leave**

- a. Senior Members and Entitled Staff proceeding on more than one-year study leave outside the University shall inform the Chairman of the Housing Committee, and vacate their houses before their departure. Senior Members and Entitled Staff on study leave tenable at the University of Ghana may however keep their houses.
- b. Persons proceeding on a maximum of one-year leave, who surrender their houses before departure, shall be credited with three (3) points on their return.

14.2. Extension of Study Leave

Senior Members and Entitled Staff granted an extension of study leave beyond twelve (12) months shall be required to surrender his University-provided accommodation. The readiness of the staff to surrender the house shall be indicated on the application for extension of leave. Where such a guarantee is not given, the rules of the Housing Committee for recovering the house shall be immediately enforced.

14.3. Leave of Absence

- a. **Absence Not Exceeding One Calendar Year:** A Senior Members or Entitled Staff granted leave of absence, with or without pay, for a period not exceeding twelve (12) months, may retain occupation of University housing for the use of members of his family, while on leave.
- b. **Absence Exceeding One Calendar Year:** Senior Members and Entitled Staff proceeding on leave of absence, without pay, for a period of more than twelve (12) months will be required to surrender their houses before leaving.
 - I. Staff who have served the University continuously for 15 years, with effect from the time they become entitled to University housing, may, however, keep their houses for the use of their family for a maximum period of two (2) years. Staff who benefit from this provision shall, however, have to serve the University for another 15 years, to qualify again.
 - ii. Staff who have served the University continuously for 10 years, with effect from the time they become entitled to University housing, may, however, keep their houses for the use of their family for a maximum period of one (1) year. Staff who benefit from this provision shall, however, have to serve the University for another 10 years, to qualify again.
- c. **Extension of Leave Beyond One Year:** A staff granted an extension of leave beyond twelve (12) months, shall be required to surrender his University-provided accommodation. An application for extension of leave should confirm the readiness of the staff to surrender the house. Where such a guarantee is not given, the rules of the Housing Committee for recovering the house shall be immediately enforced.

- d. **Financial Arrangements for Leave of Absence Without Pay:** Further to sub-section i to iii, above, where leave of absence is without pay, the staff will be charged economic rent for his University housing, during the period. He will, before proceeding on the leave, be required to make satisfactory financial arrangement with the Director of Finance, to cover the cost of economic rent. He shall confirm such arrangement to the Registrar in his letter accepting the conditions attached to the leave.

15.0 Subletting University Residence

No University housing unit shall be sublet.

16.0 Putting University Residence into Other Uses

No University housing unit shall be put to any commercial uses, except with the prior written approval of the Housing Committee. Breaching of this regulation may lead to forfeiture of the house and additionally, not to be entitled to university housing for the next 6 years.

17.0 Vacation of University Accommodation- Resignation/Retirement /Vacation of Post

- a. Resignation

A member who leaves the service of the University on resignation shall vacate University accommodation, with effect from the date of resignation. If he is re-engaged at a later date, his previous length of service points shall not be credited to him.

- b. Retirement

- i. Voluntary Retirement: A member who leaves the services of the University on voluntary retirement must surrender his house, with effect from the date of retirement. If he is re-engaged at a later date, his previous length of service points shall not be credited to him.

- ii. Compulsory Retirement: A member who reaches the compulsory retiring age shall also surrender his house, from the date of retirement. However, if such a member

is re-engaged immediately after the compulsory retirement, he may be allowed a maximum period of one (1) academic year stay in such as house, after which the house must be vacated.

iii. Compulsorily Retired Staff on Contract: Compulsorily retired staff on contract with the University shall not be entitled to University housing, but shall be paid rent allowance.

c. Grace Period for Retention of University Accommodation

i. Application: All staff who are required to vacate University houses, for one reason or the other, may, on application to the Chairman of the Housing Committee, be granted a grace period not exceeding three (3) months. Such application should be received at least two (2) months in advance.

ii. Deceased Staff: The family of a Senior Member or Entitled Staff who dies while still in the employment of the University may be allowed to stay in University housing for a period not exceeding one (1) year. The rent deductible shall be the same as the deceased was paying before death, and should be deducted from his terminal benefits.

d. Vacation of Post

A member who vacates his post shall vacate his University-provided house immediately. Such a person, when re-engaged, shall earn no service points for his previous service with the University. Also the grace period for retention of the house will not apply.

18.0 Payment of Economic/Market Rent

Any member, who fails to vacate University accommodation as required of him, shall, without prejudice to other actions by the University and prior to eviction, be charged an economic rent at rates to be determined by the University.

19.0 Senior Members on National Assignment

A Senior Member on secondment, shall be charged economic rent if he request for retention of the housing unit he occupies. In such an instance, the University will sign a separate tenancy agreement with the staff concerned to ensure that appropriate arrangement for payment is made and the relevant conditions for keeping house are spelt out clearly.

NB: Request for secondment shall be made by a representative of Government or the Public Services at the status of either a Minister or Chief Director of the Public Service or the Chief Executive Officer of the requesting private entity.

20.0 Maintenance of University-Provided Accommodation

- a. Normal Maintenance
Formal request for repairs shall be made and submitted to PDMSD for the necessary action.

- b. Misuse of University-Provided Accommodation
 - i. If misuse (refer to the Occupancy Agreement for Occupants of University Houses) has caused damage to University property, an assessment shall be made and one and half (1 1/2) of the total cost of repairs surcharged to the occupant

 - ii. Staff who cause willful damage to their University-provided accommodation shall, in addition to b.(i) above, be barred from contesting for other houses for a period not exceeding 4 (four) years.

21.0 Repairs of Vacant Housing Unit

The PDMSD shall conduct an inspection of the house to determine the scope of work and then submit a report within three weeks to the Housing Committee before repair work is commissioned in a vacant housing unit.

22.0 Eviction Procedures

- a. An affected staff (i.e. anyone who is to vacate a University housing unit) shall be written to, to indicate, within a month, when transport should be made available to convey his belongings from the University house.
- b. After a period of one month, a member who has not surrendered his house as required, shall have the electricity and water supplies to the house disconnected immediately.
- c. On the disconnection of electricity and water supplies, as stated in 21.b. above, a letter would be written to the occupant that he would be evicted within a week. The University should then exercise the right of eviction by calling in the campus Security and, if necessary, the Police, to help effect the eviction.

23.0 Reserved Powers

The Vice-Chancellor or Chairman of the Housing Committee shall have reserved powers to make exception to the scheme if, under exceptional circumstances, it is in the University's interest to do so. Such allocation shall be reported to the Committee at its next regular meeting.

24.0 Hall Flats

- a. Hall Flats are University property.
- b. Allocation of Hall Flats by the Halls shall continue as a delegated responsibility from the Housing Committee, which by statute has charge of University Housing.
- c. The maintenance of Hall Flats, like other University property, shall be done by the Halls in consultation with the PDMSD.
- d. The rules of University Housing as in these regulations shall apply to the Hall flats.
- e. Rents charged for Hall flats shall be in line with approved University rates.

APPENDIX 1:

UNIVERSITY OF GHANA APPLICATION FOR A HOUSING UNIT

FILE NO.....

1. (a) **Name:**Prof./Dr./Mr./Mrs./Ms.....
- (b) Department/School/Unit:.....
- (c) Location.....
2. (a) Present appointment:.....
- (b) Designation: Senior Member Senior Staff
3. (a) Date of first appointment.....
- (b) *Entitled Staff only:* Date of promotion to Principal.....
4. (a) Was there any period when you left or resigned from the service of the University:.....
.....
- (b) If 'yes' state period of absence:.....
5. (a) Have you worked in other Ghanaian Universities
- (b) If 'yes' state Period of employment (with dates)
.....
6. Any current special office? (e.g. Provost, Dean/Director, Head of Hall/Department, Coordinator/Tutor/Chaplain/etc.)
.....
7. (a) Have you previously held any special office? (e.g. Former Dean/Director, Head of Hall/Dept etc.)
.....

- (b) If 'yes' state the dates
.....
.....

- 8. (a) Marital Status: (Married/Single):
- (b) If married, is your spouse a Senior Member/Entitled Staff?
Yes / No
- (c) If yes, please provide the following information:
 - I. Name of Spouse:.....
 - ii. Grade:
 - iii. Department:
 - iv. Date of first appointment (*if Entitled Staff, state the date he/she became entitled*)

- 9. (a) Number of Children:
 - i Your own
 - ii. Wards (approved by Registrar).....
 - iii. Dates of approval of ward(s) by Registrar
.....
- (b) Number of the above presently living with you:.....
- (c) Particulars of children/registered ward(s): (*up to 5*)

Name	Sex	Age	Resident In
1.			
2.			
3			
4			
5			

10. Residence Information

Do you currently live on campus? YES/NO

If YES, go to 10a; if NO, go to 10b

(a) On-campus residence information

Address of Housing Unit	No. of Bedrooms	Date First Occupied

(b) Off-campus Residence information: *(to be completed only by persons currently living at either Redco, Adenta SSNIT flats or any rented premises outside Legon campus):*

i. How many years have you lived off-campus:

ii. Off-campus housing information

Address of Housing Unit	Dates of Occupancy (i.e. From....To....)
i.	
ii.	
iii.	
iv.	

11. (a) State any Period(s) (month and year) of Study Leave/Leave of Absence

From	To
i.	
ii.	
iii.	

(b) State location and address of house occupied prior to Study Leave/Leave of Absence

.....

.....

12. Please indicate the number of points you think you have earned
(Use the attached regulations as a guide):

	<u>APPLICANT</u>	<u>HOUSING OFFICER</u>
Status (See 6.1.)		
Service (6.3.)		
Special Office (6.2.)		
Children (6.5.)		
Residence (6.4.)		
Others (8b)		
TOTAL		

13. Reasons for requesting housing change:

.....

.....

.....

.....

.....

.....

.....

.....

.....

14. State order of preference for advertised housing units:

1.
2.
3.

15. Affirmation

The information given here is complete and correct to the best of my knowledge.

(Applications would be rejected for false, inaccurate or incomplete information).

SIGNATURE: DATE:

Tel: Email:.....

APPENDIX 2:

**SOME EXPLANATORY NOTES AND COMMENTS ON THE
REVISED REGULATIONS GOVERNING ALLOCATION OF
UNIVERSITY HOUSES**

i. (7.1) STATUS POINTS

These are based on the number of Publications required for promotion and Salary levels of Applicants.

ii. (7.2) ADDITIONAL POINTS FOR SPECIAL OFFICERS

An applicant cannot claim points for more than one of the various categories of Officers/Duty Posts listed, in the same application.

iii. (7.5) DEPENDANTS POINTS

There is not much point differential that would unduly disadvantage Senior Members and Entitled Staff of the same status, but with different family situations; such as those without dependants.

iv. (7.6) POOLING OF POINTS

For pooling of points, only the status, special office, and length of service points of a senior member or an entitled staff's spouse would be added to that of the principal applicant.

APPENDIX 3:**OCCUPANCY AGREEMENT FOR OCCUPANTS OF
UNIVERSITY HOUSES**

THIS AGREEMENT is made on theday of
.....2016

BETWEEN

UNIVERSITY OF GHANA, a Public University established under the laws of Ghana (hereinafter referred to as **“THE UNIVERSITY”**) acting per its duly authorized representative which expression shall where the context so requires or admits include her successors and assigns of the one part

AND

..... of
(Hereinafter referred to as **“THE OCCUPANT”**) of the other part.

1. An occupant of University house must be in the employment of the University.
2. An occupant of a University house shall use the house and its precincts for residential purpose only. A University house shall not be used for a business undertaking or a trade. Breaching of this regulation may lead to forfeiture of the house and additionally, not to be entitled to university housing for the next 6 years.
3. The use of University house or lands adjoining thereto shall be only with the express written permission of the Chairman of the Housing Committee. The Chairman of the Housing Committee shall inform the Housing Committee from time to time of all instances in which he has given or refused permission.
4. There shall be no rearing of animals in the buildings constituting the allocated house (e.g.) out- houses, garages, living rooms, kitchens etc.)
5. No improvements or alterations including the fixing of air conditioners shall be made to a University house without the express

- written permission by the Director of Physical Development and Municipal Services Directorate. The Director of Physical Development and Municipal Services Directorate shall notify the Housing Committee of all cases in which permission has been given or refused.
6. No dangerous, noisy, offensive or other act tending to a nuisance shall be engaged in a University house. The Housing Committee upon a report from the Housing Officer shall determine this matter. The decision of the Housing Committee shall be final.
 7. A University house shall not be used for the purpose of holding live concerts or other similar performances in breach of Rule 6 above.
 8. No one to whom a University house has been allocated shall assign, sub-let, mortgage or part with the house or any part thereof whether gratuitously or for valuable consideration. This shall be without prejudice to a person in the employment of the University being asked to occupy the house while the person to whom it has been officially allocated is temporarily away from the University; in any event, such an arrangement shall only be entered into with the express permission of the Chairman of the Housing Committee.
 9. Where permission is granted under these Rules for an act likely to inconvenience occupants of neighbouring houses, notice of such permission shall be given to the occupants of all the houses likely to be so affected. Programme such as parties and crusades in the residential areas should end by 10:00pm or the noise levels reduced to the national allowable noise levels (55 decibels in the day and 48 decibels the night) for residential areas.
 10. An occupant of the upper floor of a University housing facility which has more than one floor shall not pound 'fufu' or engage in other acts likely to cause damage to the house or suffer same to be done. The occupant shall be held responsible for making good the costs of repairing any such damage which shall be forwarded to the Director of Finance for necessary action.
 11. Where animals are lawfully reared the occupant shall take the necessary

- steps to pen or house pets in such a manner as not to constitute nuisance to occupants of other premises or the University or cause damage to University property.
12. University or its agents shall have the right to enter at reasonable time during daytime except in circumstances where the living habits of the occupant make this impossible, any University house to review its condition so as to enable the University to give notice of any want of repair to the occupant. Upon notification, the occupant shall effect such repairs as are his/her liability within the time frame specified in the notice. In the event the repairs remain uneffected within the specified time, the University may execute such repairs as it may deem necessary and charge the cost thereof to the occupant.
 13. An occupant who has vacated a University house for whatever reason shall not return there or to lands adjoining thereto at any time thereafter for the purpose of harvesting any crops or for any other purpose without the permission either of the person then lawfully occupying it or where it is unoccupied the University. Trees or their fruits by whosoever planted become part of University land and thereby owned by the University. However, neither the University nor its agents shall exercise any rights over them while the house is occupied.
 14. For the avoidance of doubt, it is hereby stated that nothing contained in the preceding shall affect the power of the Housing Committee to decide any matter or take any other decision relating to or respecting University houses or their occupation thereof.
 15. Staff vacating University housing Unit must give a notice of at least one month to the Chairman of the Housing Committee through the Estate Division of the PDMSD before leaving.

