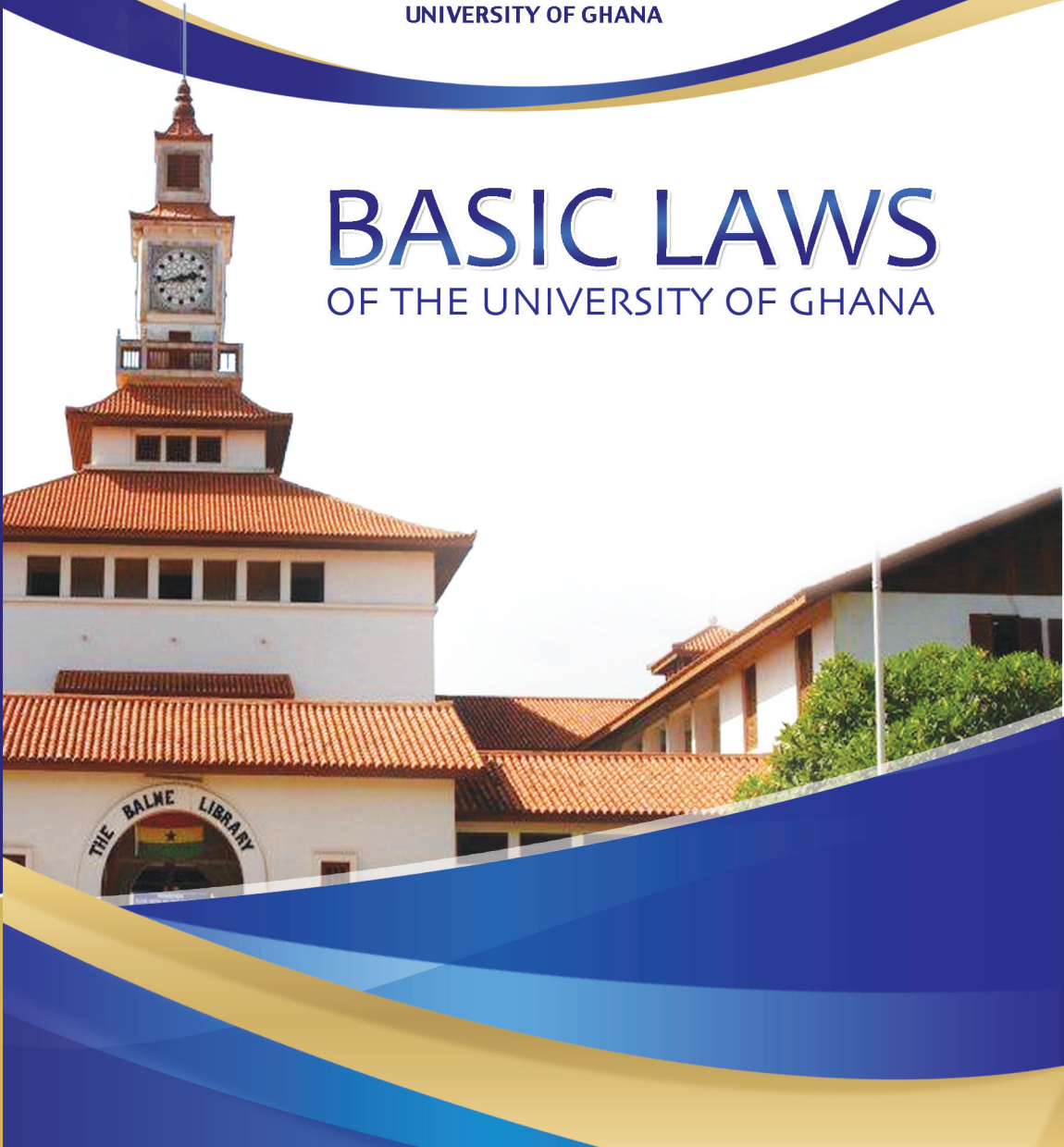




UNIVERSITY OF GHANA

BASIC LAWS

OF THE UNIVERSITY OF GHANA





**BASIC LAWS
OF THE UNIVERSITY OF GHANA**

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**UNIVERSITY OF GHANA ACT, 2010
(ACT 806)**



UNIVERSITY OF GHANA ACT, 2010 – ACT 806

ARRANGEMENT OF SECTIONS

*Section**Page**Establishment of the University*

1.	Establishment of the University of Ghana	3
2.	Award of degrees	4
3.	Membership of the University	4
4.	Aims of the University	5
5.	Principal Officers of the University	6
6.	Office of the Chancellor	6
7.	Vacancy in the Office of the Chancellor	7
8.	Chairperson of the University Council	7
9.	The Vice-Chancellor	8
10.	Pro Vice-Chancellor	8

Administration

11.	The University Council	9
12.	Functions of the Council	10
13.	Terms of Office of Members of the Council	11
14.	Members of the University Council	11
15.	Meetings of the University Council	12
16.	Powers of the University Council	13
17.	The Academic Board	13
18.	Functions of the Board	13
19.	Composition of the Board	14



20.	The Registrar	15
21.	Convocation	15
22.	Internal organisation of the University	17
23.	Property and contracts	17
<i>Financial matters</i>					
24.	Funds of the University	18
25.	Accounts and audit	19
26.	Annual report and other reports	19
27.	Exemption from taxes, duties and other charges	20
28.	Disclosure of interest	20
<i>Miscellaneous matters</i>					
29.	Anti-discrimination	21
30.	Student governance	21
31.	Matriculation	22
32.	Dispute settlement	22
33.	University Statutes	23
34.	Interpretation	25
35.	Transitional provisions	25
36.	Repeal	25
	SCHEDULE	27



**THE EIGHT HUNDRED AND SIXTH
ACT
OF THE PARLIAMENT OF THE REPUBLIC OF GHANA
ENTITLED
UNIVERSITY OF GHANA ACT, 2010**

AN ACT to amend and consolidate the law providing for the establishment of the
University of Ghana and to provide for related matters.

DATE OF ASSENT: *5th October, 2010.*

PASSED by Parliament and assented to by the President:

Establishment of the University

Establishment of the University of Ghana

1. (1) There is established by this Act a body corporate with perpetual succession to be known as the University of Ghana.
- (2) Where there is hindrance to the acquisition of property, the property may be acquired for the Council under the State Property and Contracts Act, 1960 (CA. 6) or the State Lands Act, 1962 (Act 125) and the costs shall be borne by the Council.



Award of degrees

2. (1) Without limiting its other powers, the University shall have power to award its own degrees including honorary degrees, diplomas and certificates.
- (2) The University may withdraw a degree, diploma or certificate it has awarded if it has evidence that proves that the degree, diploma or certificate
- (a) was obtained through fraud, academic malpractice; or
 - (b) is tainted by any act that in the opinion of the University undermines the integrity of the award.

Membership of the University

3. (1) The members of the University consist of the
- (a) Chancellor,
 - (b) Chairperson of the University Council,
 - (c) members of the University Council and College Councils,
 - (d) junior members,
 - (e) employees,
 - (f) alumni,
 - (g) pensioners,
 - (h) honorary degree holders, and
 - (i) former members of Council and College Councils.
- (2) A person who is not a member of the University shall not enter the premises of the University or have access to the facilities or privileges of the University without the permission of the University.



Aims of the University

4. The aims of the University are to provide higher education, undertake research, disseminate knowledge, and foster relationships with outside persons and bodies in accordance with the following principles:
- (a) in determining the subjects to be taught, emphasis will be placed on courses of special relevance to the needs and aspirations of citizens including the furtherance of African unity;
 - (b) higher education shall be made equally accessible to all, on the basis of capacity by every appropriate means;
 - (c) in its activities including recruitment, admission, promotion and the provision of privileges, honours and facilities the University will be conscious of the need for gender and minority interest;
 - (d) as far as practicable, students will be given an understanding of world affairs and in particular of the histories, institutions and cultures of African civilisations;
 - (e) students will be taught methods of critical and independent thinking, while being made aware that they have a responsibility to use their education for the general benefit of humanity;
 - (f) research will be undertaken in the subjects which are taught in the University, but with special attention to subjects that relate to the social, cultural, economic, scientific, technological and any other problems which exist in Ghana or elsewhere in Africa;
 - (g) opportunities for higher education and research will be provided for students from other countries, particularly countries in Africa;



- (h) the fruits of research and knowledge generally, will be spread by the publication of books and papers and by any other suitable means; and
- (l) the University will develop close relationships with the people of this country and with any other institutions, whether within the country or outside.

Principal Officers of the University

- 5.
 - (1) The Principal Officers of the University are the Chancellor, the chairperson of the University Council and the Vice-Chancellor.
 - (2) Prior to their assumption of office, the Chancellor, chairperson and members of the University Council and the Vice-Chancellor shall swear the oath of office as prescribed in the Second Schedule of the Constitution and modified in the Schedule to this Act.
 - (3) The President shall administer the oath of the Chancellor.
 - (4) The Chancellor shall administer the oath to the other officers.

Office of the Chancellor

- 6.
 - (1) There shall be a Chancellor of the University who shall be elected by an electoral college.
 - (2) The Electoral College consists of an equal number of the total membership of Council and the Academic Board convened specially for that purpose by the Registrar of the University.
 - (3) The Chancellor is the head of the University and takes precedence over the other officers of the University.
 - (4) The criteria and modalities for the nomination and election of the Chancellor shall be prescribed by Statutes of the University.
 - (5) The Chancellor shall hold office for a period of five years and is eligible for reappointment but shall not be appointed for more than two terms.



- (6) The Chancellor shall preside at Congregation, meetings and ceremonies of the University at which the Chancellor is present.
- (7) The Chancellor shall be served with the summons, minutes and other documents related to meetings of the Council and may attend the meetings.
- (8) The Chancellor shall confer on qualified persons, degrees, diplomas and certificates awarded by the University in accordance with this Act and procedures prescribed by the Statutes.
- (9) The Chancellor may delegate functions under subsection (8) by directions in writing to the University Council.

Vacancy in Office of the Chancellor

- 7. (1) The Office of the Chancellor shall become vacant on
 - (a) resignation,
 - (b) death, or
 - (c) removal from office.
- (2) The grounds and procedures for the removal from office of the Chancellor shall be contained in Statutes of the University.
- (3) Without limiting the other roles of the Chancellor, where the integrity and welfare of the University are threatened by any matter, the Chancellor may in consultation with the Council use the good offices of the Chancellor to intervene.

Chairperson of the University Council

- 8. (1) The President shall in accordance with Article 70 of the Constitution appoint the Chairperson and other members of the University Council.



- (2) The Chairperson of the University Council shall hold office on the terms and conditions specified in the Statutes of the University.
- (3) The President shall in appointing the chairperson under sub-section (1) have regard to the person's academic qualifications, leadership qualities, expertise, knowledge and experience in matters relevant to tertiary institutions.
- (4) The Chairperson of the University Council shall preside at meetings of the Council and where the Chancellor is absent, at Congregations and other meetings and ceremonies of the University.
- (5) The Chairperson of the University Council shall hold office for a period of four years and is eligible for reappointment for a second term.

The Vice-Chancellor

9.
 - (1) The University Council shall appoint the Vice-Chancellor who is answerable to the Council and is the academic and administrative head and chief disciplinary officer of the University.
 - (2) The Vice-Chancellor shall hold office on the terms and conditions specified in the letter of appointment.
 - (3) The Vice-Chancellor shall hold office for a period of up to four years and is eligible for reappointment for another term only.

Pro Vice-Chancellor

10.
 - (1) The Council shall in accordance with the Statutes of the University appoint the Pro Vice-Chancellors of the University.
 - (2) A Pro Vice-Chancellor shall
 - (a) be assigned responsibilities as specified in the Statutes of the University, and
 - (b) act as Vice-Chancellor where the Vice-Chancellor is absent, unable to act or the office of the Vice-Chancellor is vacant.



- (3) A Pro Vice-Chancellor shall hold office for a period of three years and is eligible for reappointment for another term only.
- (4) In the event that the Vice-Chancellor and the Pro Vice-Chancellor where there is only one Pro Vice-Chancellor are both absent or unable to act, a Provost shall act for the period determined by the Council.
- (5) The University Council shall by Statute provide for the order of acting where there is more than one Pro Vice-Chancellor.
- (6) A Pro Vice-Chancellor shall attend a Council meeting but shall not vote at the meeting.

The University Council

11. The governing body of the University is a Council consisting of
- (a) the Chancellor;
 - (b) a Chairperson;
 - (c) the Vice-Chancellor;
 - (d) four persons appointed by the President taking into account
 - (i) the need for gender balance,
 - (ii) expertise in finance; and
 - (iii) expertise in management;
 - (e) one representative of the alumni of the University;
 - (f) two representatives of Convocation, one of whom is from the non-teaching staff;
 - (g) one representative of the National Council for Tertiary Education nominated by the Council for Tertiary Education;



- (h) a Vice-Chancellor of an African University appointed by the Council;
- (i) an elected representative of the heads of second cycle institutions in Ghana;
- (j) four other persons appointed by Council from outside the University two of whom are women;
- (k) one representative of the University Teachers Association;
- (l) one representative of undergraduate students of the University elected by the Students Representative Council;
- (m) one representative of post-graduate students of the University branch of the Graduate Students Association; and
- (n) one representative of the Teachers and Education Workers Union.

Functions of the Council

12. (1) The Council shall
- (a) ensure the realisation of the aims and objectives of the University;
 - (b) determine the strategic direction of the University and monitor, evaluate and implement the resultant policies;
 - (c) ensure the creation of an environment of equal opportunity for members of the University without regard to ethnicity, sex, race, religious belief or political affiliation;
 - (d) promote income generating activities for the operations of the University as part of the University's programme;
 - (e) make professorial level appointments on the recommendation of the Appointments Board of the



Academic Board as may be determined in the Statutes of the University.

- (2) For the purpose of achieving the aims and objectives of the University, the Council may establish standing and ad-hoc committees made up of members of the Council and assign them functions that the Council considers appropriate.
- (3) A committee comprised entirely of non-members shall be advisory only.

Terms of office of members of the Council

13.
 - (1) A member of the University other than the Vice-Chancellor who is a member of the Council shall hold office for a period of two years and is eligible for re-appointment for a second term.
 - (2) A member of the Council who is not a member of the University shall hold office for a period of three years and is eligible for re-appointment for a second term.
 - (3) A member of the Council is not entitled to remuneration for membership of the Council but the member is entitled to allowances that the Council may determine.

Members of the University Council

14.
 - (1) Where an appointed or elected member, other than a member elected by the Council, is absent from the country for a continuous period of twelve months, the office of that member becomes vacant at the end of that period.
 - (2) Where the office of an appointed or elected member becomes vacant by death or resignation, or by virtue of subsection (1), a successor shall be appointed or elected in the same manner to serve for the remainder of the term of office.
 - (3) Where an appointed or elected member is temporarily absent from the country, a substitute may be appointed or elected in the same manner to act during that member's absence.



- (4) An appointment or election may be made in anticipation of the vacation of office or temporary absence of a member.
- (5) A member shall not hold office under more than one provision of section 11 of this Act and if a person is appointed or elected under more than one provision, that person shall choose one of those provisions under which to hold office and shall notify the Council and another person shall be appointed or elected under the other provision.

Meetings of the University Council

- 15. (1) The University Council shall meet at least three times in each academic year for the despatch of business at the times and in the places determined by the chairperson.
- (2) The chairperson of the University Council shall preside at meetings of the Council and in the absence of the Chancellor at Congregation and other meetings and ceremonies of the University, the chairperson shall preside, and in the absence of the chairperson, the members of the Council present shall elect a chairperson.
- (3) The University Council may co-opt a person to attend and participate in any of its meetings but that person shall not vote on an issue for decision by the Council.
- (4) Matters before the University Council shall be decided by a simple majority of the members present and voting and in the event of an equality of votes, the person presiding shall have a casting vote.
- (5) The quorum at a meeting of the University Council is eight.
- (6) The chairpersons of the Councils of Colleges established under the Statutes of the University may attend a meeting of the Council but shall not have a right to vote at the meeting.



Powers of the University Council

16. (1) Subject to the provisions of this Act, the University Council shall have power to do or provide for any act or thing in relation to the University which the Council considers necessary or expedient in its capacity as the governing body of the University.
- (2) The conferment of particular powers on the University Council by other provisions of this Act shall not be taken to limit the generality of this section.

The Academic Board

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

Functions of the Board

18. (1) The Board shall, subject to the powers of the University Council,
- (a) formulate and carry out the academic policy of the University;
 - (b) devise and regulate courses of instruction and study subject to accreditation by the National Accreditation Board;
 - (c) promote and supervise research;
 - (d) regulate the conduct of examinations and the award of degrees, diplomas and certificates;
 - (e) advise the University Council on persons to be awarded honorary degrees;
 - (f) advise the University Council on the admission of students and the award of scholarships; and
 - (g) report on the matters that are referred to the Board by the University Council.



- (2) The Academic Board may make representations to the University Council on a matter connected with the University and shall perform the additional functions conferred on it by the Statutes of the University.

Composition of the Board

19. (1) The Academic Board consists of
- (a) the Vice-Chancellor of the University who shall be the chairperson;
 - (b) Pro Vice-Chancellors;
 - (c) Provosts and Deans;
 - (d) Deputy Provosts and Vice-Deans;
 - (e) Directors of Institutes and Centres;
 - (f) Heads of Academic Departments;
 - (g) Professors and Associate Professors;
 - (h) a representative each from
 - (i) an Academic department;
 - (ii) a School;
 - (iii) an Institute; or
 - (iv) a Centre;
 - (i) the Librarian of the University;
 - (j) the Registrar of the University who is the Secretary; and
 - (k) at least nine members elected by Convocation in accordance with the Statutes of the University.



- (2) The Academic Board may establish standing and ad-hoc committees for the purpose of carrying out its functions under this Act and that may be determined by the statutes enacted by Council except that a committee comprised entirely of non-members shall be advisory only.
- (3) A person who is an ex-officio member of the Board may be represented at a meeting by a person designated by that member.

The Registrar

- 20. (1) The University Council shall appoint a Registrar for the University.
- (2) The Registrar shall hold office on the terms and conditions specified in the letter of appointment in accordance with the Statutes of the University.
- (3) The Registrar is the secretary to the
 - (a) Office of the Chancellor,
 - (b) Council, and
 - (c) Academic Board.
- (4) The Registrar is responsible for the day-to-day administration of the affairs of the University.
- (5) The Registrar shall be the Chief Operating Officer of the University under the Vice-Chancellor.
- (6) The Registrar may perform any other functions provided for in Statutes enacted by Council.
- (7) Prior to the assumption of office, the Registrar shall swear the oath of office as prescribed in the Constitution and modified in the Schedule to this Act which shall be administered by the Chancellor.

Convocation

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



- (2) The Registrar shall compile a register of the members of Convocation which shall be published each academic year.
- (3) The persons whose names appear on the register shall be entitled to vote at the Convocation.
- (4) The Convocation shall meet at least once each academic year
 - (a) at the time determined by the Vice-Chancellor, or
 - (b) on a requisition by a number of members as prescribed by Statutes of the University.
- (5) The main function of the Convocation is to receive and discuss a report from the Vice-Chancellor on the state of the University and future plans for the University.
- (6) The Convocation may express an opinion on any matter that affects the University and may refer the matter to the University Council or the Academic Board.

Internal organisation of the University

- 22. (1) Subject to the provisions of this Act, the University Council may make arrangements concerning the internal organisation of the University which it considers necessary including the establishment, variation and de-establishment of
 - (a) the halls or hostels of residence developed by
 - (i) the University, or
 - (ii) other private and public persons;
 - (b) colleges, faculties, institutes, schools, departments and any other bodies, whether in Accra or elsewhere;
 - (c) professorships, lectureships and any other posts whether academic, administrative or otherwise; and



- (d) fellowships, bursaries, exhibitions, scholarships, prizes, honorary degrees and any other awards.
- (2) In so far as they relate to matters which in the opinion of the Council are academic matters, the Council shall exercise the powers referred to in subsection (1) only after consultation with the Academic Board.

Property and Contracts

- 23.
 - (1) The University shall have power
 - (a) for any purpose which the Council considers necessary or expedient, or
 - (b) for the purpose of the performance of the functions of the University, to acquire and hold movable or immovable property, sell, lease, mortgage or otherwise alienate or dispose of that property and to enter into any other transaction.
 - (2) Where the University Council resolves that it is necessary or expedient to acquire property under subsection (1), the property may be treated as property required for the Public Services and the State Property and Contract Act, 1960 (C.A.6) shall apply with the modifications that are necessary to provide for the vesting of the property acquired in the University and the cost of acquisition to be defrayed by the University.
 - (3) The halls, hostels and residential facilities for students, lecture halls, libraries, hospitals, staff quarters, bungalows, guest houses, recreation grounds, farms and any other tenements of the University shall be exempted from the assessments and rates levied by a local authority.
 - (4) The intellectual property right in a work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University shall vest in the University.



- (5) The University Council shall enact statutes in accordance with the laws on intellectual property to govern the creation, ownership and use of intellectual property including copyright, patents, trademarks, trade names and industrial designs by University employees.
- (6) The University Council may borrow money on behalf of the University and may for this purpose use University property as security.

Financial matters

Funds of the University

24. (1) The funds of the University include
- (a) subventions from the Government of Ghana;
 - (b) moneys that accrue to the University in the performance of its functions consisting of
 - (i) fees paid by students duly registered by the University;
 - (ii) fees, charges and dues in respect of services rendered by or through the University;
 - (iii) proceeds from the sale of publications of the University;
 - (iv) grants, subscriptions, rents and royalties;
 - (c) interest from investments;
 - (d) endowments, donations and gifts; and
 - (e) moneys from any other source approved by the Council.



- (2) Any sum of money received by or on behalf of the University shall be paid into a bank account of the University opened by or on the authority of the University Council.
- (3) For the avoidance of doubt, moneys received by or standing to the credit of an establishment of the University shall form part of the funds of the University as defined under this Act.
- (4) The Council may invest the funds of the University that are not required for immediate use as it considers appropriate.

Accounts and audit

- 25.
- (1) The Council shall ensure that the University keeps books of account and proper records in relation to them in the form approved by the Auditor-General.
 - (2) The Council shall submit the annual accounts of the University to the Auditor-General for audit within three months after the end of the financial year and cause the accounts to be published at the time and in the manner that it considers appropriate.
 - (3) The accounts shall be under the signature of the Vice-Chancellor and the Finance Officer.
 - (4) The Auditor-General shall not later than three months after the receipt of the accounts, audit the accounts and forward a copy of the audit report to the Minister.
 - (5) The financial year of the University shall be the same as the financial year of the Government.

Annual report and other reports

- 26.
- (1) The Council shall within eight months after the end of each academic year, draw up a report to the Minister covering the activities of the University for the year to which the report relates and make that report available to the public.



- (2) The report shall cover the operations, admissions, sources, use of funds, challenges, significant events and major policies of the University and shall include the report of the Auditor-General for the year to which the report relates.
- (3) The Minister shall within one month after the receipt of the annual report, submit the report to Parliament with a statement that the Minister considers necessary.
- (4) The Council shall also submit to the Minister any other reports which the Minister may require in writing.

Exemption from taxes, duties and other charges

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

Disclosure of interest

28. (1) A member of the Council or an organ of the University who has an interest whether directly or indirectly in a matter for consideration by the Council or organ of the University
- (a) shall disclose the nature of that interest and the disclosure shall form part of the record of the consideration of the matter; and
 - (b) shall not participate in the deliberations of the Council or organ of the University in respect of that matter.
- (2) A member ceases to be a member of the Council or organ if that member has an interest in a matter before the Council or organ, and
- (a) fails to disclose that interest, or
 - (b) participates in the deliberations of the Council or organ in respect of the matter.



- (3) The Council may nullify a decision taken in which the interested member participated to the extent necessary.
- (4) The Council shall enact Statutes for the effective implementation of this section.

Miscellaneous matters

Anti-discrimination

29. (1) Without limiting the power of the University to adopt affirmative action policies from time to time, the University, an organ or a body of the University, a principal officer, staff, agent or servant of the University shall not discriminate against a person on the basis of that person's religion, political affiliation, gender, ethnic origin, disability, race, colour or social or economic status to determine whether that person is to be
- (a) appointed as an academic staff or other staff member,
 - (b) promoted as an academic staff or other staff member,
 - (c) admitted as a student of the University,
 - (d) registered as a student of the University,
 - (e) permitted to graduate from the University, or
 - (f) granted any advantage, privilege or other benefit accorded all other persons.
- (2) For the purposes of this Act "discrimination" means to treat persons similarly situated, differently, solely on the basis of the grounds stated in subsection (1).

Student governance

30. (1) The University shall have a Students' Representative Council.
- (2) The Students' Representative Council is responsible for representing students duly admitted and registered to study at the University.



- (3) The constitution and other governing instruments of the Students' Representative Council shall
 - (a) be drawn up by the students subject to the approval of the Academic Board, and
 - (b) conform to this Act, the Statutes of the University and any other rules, regulations, directives and edicts duly issued by the University and is void otherwise.
- (4) The Statutes of the University may grant the Students' Representative Council representation on appropriate bodies and organs of the University.

Matriculation

- 31. (1) A student admitted to the University shall take the Matriculation Oath and sign the Matriculation Register.
- (2) A student who fails to sign the Matriculation Register may be prevented from graduating by the University.

Dispute settlement

- 32. (1) There is established by this Act a body to be known as the University of Ghana Appeals Board.
- (2) The Appeals Board shall hear and determine on appeal matters on
 - (a) acts or omissions in contravention of this Act or the Statutes enacted by the Council;
 - (b) breach of employment contracts by the University;
 - (c) the promotion of persons duly employed by the University;
 - (d) grievances by students against the University on matters related to welfare and discipline; or
 - (e) any other matter or dispute referred to the Appeals Board by the Council.



- (3) The University of Ghana Appeals Board consists of
 - (a) a President who is a retired justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed,
 - (b) two lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom is a woman,
 - (c) two persons who are not legal practitioners or employees of the University who are persons of high moral integrity one of whom is a woman.
- (4) The President of the Appeals Board or the President's alternate and two other members constitute a panel for the hearing and determination of a case or matter before the Appeals Board.
- (5) The President's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board and the President's alternate shall have the same qualification as the President.
- (6) The Council shall establish the rules and procedure which govern
 - (a) the operations of the Appeals Board,
 - (b) the appointment and remuneration of its members,
 - (c) the functions of the President's alternate,
 - (d) the establishment of the Secretariat of the Appeals Board, and
 - (e) any other relevant matter.

University Statutes

- 33. (1) The University Council may enact Statutes for carrying this Act into effect and in particular to



- (a) regulate the
 - (i) appointment,
 - (ii) conditions of service,
 - (iii) termination of appointment, and
 - (iv) retirement benefit of employees of the University,
 - (b) determine the persons who form the academic staff under this Act;
 - (c) determine the persons who are authorised to sign contracts, cheques and any other documents on behalf of the University and otherwise regulate the procedure in relation to transactions entered into by the University;
 - (d) fix the academic year of the University; and
 - (e) ensure that the seal of the University is kept in proper custody and is used only on the authority of the University Council.
- (2) A Statute of the University is enacted if
 - (a) a draft of the Statute has been circulated to the members of the University Council at least fourteen days before the meeting at which it is to be considered, and
 - (b) after consideration by the meeting the draft has been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three days before the meeting,
 - (c) the Statute as provisionally approved has been circulated to the members of the University Council and where in the opinion of the Council the Statute affects academic matters,



the Statute shall be circulated to the members of the Academic Board at least seven days before the meeting at which the statute is to be confirmed, and

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

Interpretation

34. In this Act, unless the context otherwise requires

“Appeals Board” means the University of Ghana Appeals Board established under section 32 of this Act;

“Convocation” means the Chancellor, the principal officers of the University and all other members of the University appointed by the Council or the Academic Board and who are also registered as members of Convocation by the Registrar;

“Council” means the University Council established under this Act;

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

“Member of the University” means the Chancellor, the chair-person and members of the University Council and College Councils, junior members, employees, alumni, pensioners, honorary degree holders and former members of Council and College Councils; and

“Statutes of the University” mean administrative guidelines enacted by the University Council in accordance with this Act to govern the internal operations of the University.

Transitional provisions

35. (1) Subject to this Act, property which at the commencement of this Act, was vested in the Council or was in any other manner held on behalf of, or for the purposes of, the University, is by virtue of this Act vested in or held on behalf of, or for the purpose of the University established under this Act.



- (2) A contract entered into by the University Council shall have effect as if entered into by the University and obligations subsisting against the Council shall subsist between the Council under this Act and that other person.
- (3) Until the date of the first meeting of the Council, the Council of the University of Ghana established under the University of Ghana Act, 1961 (Act 79) shall continue in office until the end of the term of that Council and shall have and exercise the functions conferred by this Act on the Council and any act lawfully made or done by the Council before the commencement of this Act shall have effect as if done by the Council.

Repeal and Savings

- 36. (1) The University of Ghana Act, 1961 (Act 79) is hereby repealed.
- (2) Despite the repeal of Act 79, the Statutes, Regulations, bye-laws, notices, orders, directions, appointments, policies, instructions or guidelines or any other act lawfully made or done under the repealed enactment not being inconsistent with this Act shall continue in force as if made or done under this Act and shall continue to have effect until reviewed, cancelled, or terminated.



SCHEDULE

OATH OF OFFICE

(Section 5 (2)) and

(Section 20 (7))

I, do (in the name of the Almighty God swear) (solemnly affirm) that I will at all times well and truly serve the University of Ghana, Legon and the Republic of Ghana in the office of.....and that I will uphold, preserve, protect and defend the University as by law established (So help me God).

(To be sworn before the President or such other person as the President may designate or as may be prescribed by this Act).

Date of *Gazette* notification: 8th October, 2010.



**STATUTES OF THE
UNIVERSITY OF GHANA**



ARRANGEMENT OF SECTIONS

Statute	Page
1. Definitions and Interpretations	33
2. Power of Council to Enact Statutes	36
3. The Chancellor	36
4. The University Council	39
5. Vice-Chancellor	44
6. Pro-Vice-Chancellor	47
7. The Academic Board	48
Functions of the Academic Board	49
Election of Convocation Members to Academic Board	50
Academic Curriculum, Quality and Staff Development Unit	52
8. Management and Administration of the University	53
9. Office of Research, Innovation and Development	53
10. The Registrar and Registry	55
11. The University Librarian	57
12. Financial Management and Administration	58
13. Director of Finance	58
14. Director of Internal Audit	59
15. Director of Academic Affairs	60
16. Director of Public Affairs	62
17. Director of Physical Development and Municipal Services	63
18. Chief Information Technology Officer	64



19.	Director of Human Resource and Organisational Development	66
20.	Director of Health Services	67
21.	Director of Sports	68
22.	Appointment of Employees	69
23.	Secondment	69
24.	Promotion of Academic Senior Members	70
25.	Convocation	70
26.	Academic Divisions of the University	72
27.	Colleges	72
28.	Faculties	73
29.	Schools	77
30.	Institutes	77
31.	Departments	78
32.	Centres	80
33.	Affiliated Institutions	80
34.	Contracts and Property of the University	81
35.	Creation, Ownership and Use of Intellectual Property.....	82
36.	Use of University Facilities and Employees	82
37.	Student Governance	82
38.	Dean of Student Affairs	83
39.	Dean of International Programmes	85
40.	Halls of Residence and other Residence Faculties	86
	<i>Offences and Sanctions</i>					
41.	Academic Offences	87
42.	Non-Academic Offences	89



43.	Rules and Procedures Relating to Discipline	92
	<i>The University of Ghana Appeal Board</i>					
44.	Dispute Settlement	94
45.	Sanctions for Students	96
46.	Sanctions for Employees	97
	<i>Miscellaneous Matters</i>					
47.	Academic Year of the University	98
48.	Conflict of Offices	98
49.	Appointments to Certain Offices to be by Open Advertisement	99
50.	Conflict of Interest	99
51.	Industrial Action by Unionised Employees	100
52.	Decision-making by University Entities	101
53.	Regulations	102
54.	Amendment	103
55.	Effective Date	103
56.	Revocation	103
57.	Transitional Provisions	103

SCHEDULES

Schedule A:	The Single-Transferable Voting System.....	106
Schedule B:	Standing Committees of the Academic Board	113
Schedule C:	Schools of the University	123
Schedule D:	University of Ghana College of Health Sciences	128
Schedule E:	Composition of Convocation	114



Schedule F: Rules and Procedure for Appointment and Promotion of Senior Members	146
Schedule G: Regulations Governing University Examinations	168
Schedule H: Standing Committees of Council	180
Schedule I: Composition of the Academic Board	185
Schedule J: University of Ghana College of Agriculture and Consumer Sciences	186
Schedule K: Statutes for Akuafo Hall	203
Schedule L: Statutes for Commonwealth Hall	226
Schedule M: Statutes for Legon Hall	248
Schedule N: Statutes for Mensah Sarbah Hall	273
Schedule O: Statutes for Volta Hall	283



Definitions and Interpretation

1. In these Statutes, unless the context otherwise requires, the following words and expressions shall have the meanings assigned to them hereunder:

“Academic Board” means the Academic Board established under section 17 of the Act and includes its Business and Executive Committee;

“Academic division” means a unit of the University established for teaching and/or research;

“Academic function” includes teaching and research activities;

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

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

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

“Act” means the University of Ghana Act, 2010 (Act 806);

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

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

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

“Chancellor” means the Chancellor of the University appointed under section 6 of the Act;

“Council” means the University Council established by section 11 of the Act as the governing body of the University;



“College” means a collection of academically related faculties, schools, institutes and centres in related disciplines with a central administration and a governing body established by statute and operating under the University Council;

“Department” means a division in a Faculty with responsibility for undergraduate and graduate level teaching and research;

“Employee” means senior members and staff of the University;

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

“Faculty” means one or more related academic departments, schools, institutes and centres established by Council;

“Functions” include powers and duties;

“Good cause” includes:

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



- (g) conduct of a member of family or household (e.g. spouse, child or ward) touching on and negatively affecting University business for which he is blameable;
- (h) awarding a mark for a course not taken;
- (i) enhancing marks for courses taken;
- (j) procuring the award of marks for courses not taken;
- (k) failing to give lectures;
- (l) sexual harassment or exploitation of a member of the University;
- (m) any other circumstances determined by a special resolution of Council to be of a sufficiently serious nature to constitute good cause.

“Institute” means an establishment with limited financial and operational autonomy as determined by the Academic Board which focuses primarily on multidisciplinary research and/or the provision of extension services;

“Junior member” means a person in *statu pupillari* enrolled for the time being in the University, whether in a campus-based or distance education programme;

“Junior staff” are members of staff below the rank of Administrative Assistant or its equivalent;

“Lecturer” includes an assistant lecturer and a research fellow;

“Nominators” means the board of nominators appointed under subsection (2) of statute 3 of these Statutes;

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

“Professor” and “professorial status” include Associate Professor and Emeritus Professor;

“Provost” means the academic and administrative head of a College;

“Registrary” refers to the Central Administration under the Registrar;



“Regulations” means Regulations made by the appropriate authority under these Statutes;

“School” means an establishment which has limited financial and operational autonomy as determined by the Academic Board but which may have the status of a Faculty and normally shares in one or more of the following characteristics, namely, association with a profession or the preparation of students for certification by another professional body.

“Senior Member” means the academic, administrative, professional employees and members of Convocation or persons who would become members, if they were not of less than two years standing from their first degrees or equivalent qualifications;

“Senior staff” means members of staff not below the rank of Administrative Assistant or its equivalent;

“Staff” means persons, other than senior members, in the employment of the University;

“Unit” means a division, subdivision, a programme, a department, institute, school or centre;

Power of Council to Enact Statutes

2. These Statutes are made in accordance with the powers conferred on Council under section 33 of the Act.

The Chancellor

3. (1) There shall be a Chancellor of the University who shall be elected by an electoral college made up of an equal number of the total membership of Council and the Academic Board convened specially for that purpose by the Registrar of the University.
- (2) In accordance with section 6 of the Act, the Chancellor shall be the head of the University and shall take precedence over all the other officers of the University.



- (3) For purposes of the election of Chancellor, the Council shall appoint a Board of Nominators comprising:
 - (a) a Chairman and one member of Council;
 - (b) four representatives of Convocation;
 - (c) two representatives of the Alumni Association;
 - (d) one representative each of:
 - (i) the Students' Representative Council;
 - (ii) the Federation of University Senior Staff Associations of Ghana, Legon branch;
 - (iii) the Teachers' and Educational Workers' Union, Legon branch; and
 - (iv) the Graduate Students Association of Ghana, Legon branch.
- (4) The Board of Nominators shall propose to the Academic Board, after diligent search and enquiry, the names of at least two, but not more than three persons who
 - (a) must be citizens of Ghana;
 - (b) must have distinguished themselves in the world of letters, science, business or public affairs; and
 - (c) in the opinion of the Board of Nominators, are fit and proper persons to be Chancellor.
- (5) A person shall not be nominated and elected to the Office of Chancellor unless he or she satisfies the requirements of Clause 2(b)-(e) of Article 94 of the Constitution of the Republic of Ghana, 1992.
- (6) The Board of Nominators shall not submit the name of any person for appointment as Chancellor without the prior consent of that person in writing.



- (7) When the Nominators are agreed on the persons to be candidates for the Office of Chancellor, the electoral college shall, at a joint session convened for that purpose, elect without debate one of the persons proposed to the Office of Chancellor.
- (8) Where the electoral college is unable to act on the recommendations of the Nominators, the whole process of nomination shall continue until a person is elected.
- (9) The Chancellor shall be entitled to:
 - (a) make representations to the Council on any matter concerning the University and may attend its meetings;
 - (b) be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.
- (10) The Chancellor may be removed from office for good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of a simple majority of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a representative.
- (11) The Chancellor shall:
 - (a) preside at Congregations and other meetings and ceremonies of the University at which he is present;
 - (b) be served with the summons, minutes and other documents concerning meetings of the Council and may attend those meetings; and
 - (c) confer on qualified persons degrees, diplomas and certificates awarded by the University in accordance with the Act and procedures prescribed by these Statutes.
- (12) The Chancellor shall hold office for a term of five years and is eligible for re-election but shall not be elected for more than two terms.



The University Council

4. (1) The University Council shall be the governing body of the University.
- (2) The Council shall consist of:
 - a. The Chancellor;
 - b. A Chairperson;
 - c. The Vice-Chancellor;
 - d. Four Persons appointed by the President taking into account:
 - i. the need for gender balance;
 - ii. expertise in finance; and
 - iii. expertise in management.
 - e. One representative of the Alumni of the University;
 - f. Two representatives of Convocation, one of whom is from the non-teaching staff;
 - g. One representative of the National Council for Tertiary Education, nominated by the National Council for Tertiary Education;
 - h. A Vice-Chancellor of an African University appointed by the Council;
 - i. An elected representative of the Heads of Second Cycle Institutions in Ghana;
 - j. Four other persons appointed by Council from outside the University, two of whom shall be women;
 - k. One representative of the Legon Branch of the University Teachers Association of Ghana;



- l. One representative of undergraduate students of the University elected by the Students' Representative Council;
 - m. One representative of postgraduate students of the University of Ghana branch of the Graduate Students Association; and
 - n. One representative of the Legon branch of the Teachers' and Education Workers' Union.
- (3) In accordance with section 8 of the Act, the Council shall be headed by a Chairperson who shall act in the absence of the Chancellor and shall preside at all meetings of the Council and generally provide direction to the Council in the performance of its functions.
- (4)
 - (a) The President shall in accordance with article 70 of the Constitution appoint the Chairperson and other members of the University Council.
 - (b) The Chairperson of the Council shall hold office on the terms and conditions specified in the statutes of the University.
- (5)
 - (a) A member of the University, other than the Vice-Chancellor, who is a member of the Council shall hold office for a period of two years and is eligible for re-appointment or re-election for a second term.
 - (b) A member of the Council, who is not a member of the University, shall hold office for a period of three years and is eligible for re-appointment or re-election for a second term.
 - (c) A member of the Council is not entitled to remuneration for membership of the Council but the member is entitled to allowances that the Council may determine.
- (6) The Chairperson shall have overall responsibility for the Committees of Council created by or under these Statutes and shall ensure that such Committees play their proper roles in the conduct of the Council's business.



- (7) The Chairperson of the University Council shall hold office for a period of four years and is eligible for re-appointment for a second term.
- (8)
 - (a) The Chairperson may resign from office in writing addressed to the President.
 - (b) The Chairperson shall be removed for good cause by the President upon the recommendation of Council which shall be by a special resolution of Council supported by the votes of not less than two-thirds of the entire membership of Council.
- (9) Council shall have power to:
 - (a) formulate in consultation with relevant bodies the strategic vision and mission, long-term academic and business plans and key performance indicators of the University;
 - (b) determine the authority limits for the use of finances of the University;
 - (c) control the property, funds and investments of the University and may, on behalf of the University, sell, buy, exchange and lease and accept leases of such property;
 - (d) borrow money on behalf of the University and use the property of the University as security;
 - (e) generally enter into, carry out, vary or cancel contracts;
 - (f) delegate authority to the Vice-Chancellor or any other official of the University;
 - (g) establish processes for the monitoring and evaluation of the performance of itself and any other person or establishment of the University;
 - (h) keep under review the policies, procedures and limits within which the management functions of the University are carried out by the Vice-Chancellor and other officers of the University;



- (i) safeguard the good name and values of the University;
 - (j) appoint or dismiss the Vice-Chancellor, the Pro-Vice-Chancellor(s), the Provosts, the Deans, Directors, Registrar, College Registrars, Deputy Registrars and Professors of the University;
 - (k) award honorary degrees on the recommendation of the Academic Board; and
 - (l) set up standing and adhoc committees composed of members and/or non-members and assign them such functions as are not inconsistent with the Act and these Statutes. The standing committees for the time being shall be as specified in Schedule H of these Statutes.
- (10) For the avoidance of doubt, Council shall have power to create new establishments or merge or abolish existing establishments.
- (11) The Council shall control the finances of the University and may determine any question of finance arising out of the administration of the University, the execution of its policy or the execution of a trust requiring execution by the University.
- (12) Before determining a question of finance, which directly affects the academic policy of the University, the Council shall invite the opinion of the Academic Board and shall take into consideration the recommendations or report made by the Academic Board.
- (13) The Council is responsible for the measures necessary or desirable for the conservation or augmentation of the resources of the University, and, for this purpose, may specify a matter affecting the income or expenditure of the University in respect of which the consent of the Council shall be obtained before action is taken or liability is incurred.
- (14) The Council shall determine the allocation of the funds at the disposal of the University and the recurrent grants shall be made in the form of block grants, unless the Council otherwise determines, for expenditure by the University on those central activities of the



University for which the University is wholly responsible and for the expenditure of Colleges, Faculties, Institutes, Schools and Centres and any other establishments as part of their general income.

- (15) The Council shall determine annually the expenditure necessary for capital and revenue investments, the maintenance of the property of the University, and the human resources for transacting the business of the University and may appropriate moneys for these purposes.
- (16) The Council may prescribe the manner and form in which and the times at which establishments of the University shall submit accounts or estimates of income and expenditure.
- (17) Without prejudice to the foregoing, the Council shall act as trustee for any property, legacy, endowment, bequest, device or gift made to or belonging to the University or any establishment of the University.
- (18) A casual vacancy on the Council occurring by resignation, incapacity or death or any other sufficient cause among the elected or appointed members shall be filled as soon as convenient by the person who or the body which appointed or elected the member whose place has become vacant to hold office for the remainder of the term of that member.
- (19) A member of Council may resign his or her membership by writing addressed to the Chairperson of the Council.
- (20) A member of Council may be removed for good cause by a resolution of the Council or by the body nominating, electing or appointing the member.
- (21) Council shall have the following types of meetings
 - Regular
 - Emergency
 - Special
- (22) Regular meetings of the Council shall be convened quarterly but the Council may convene emergency and special meetings as and when the circumstances merit such convening.



- (23) A regular or emergency meeting may be convened by the Chairperson and a special meeting may be convened by the Chairperson on a requisition signed by at least one third of the membership of Council or any of the principal officers of the University.
- (24) The business of the Council at any of its meetings shall be classified either as Ordinary or Reserved business. Reserved business includes a business dealing with matters concerning individual members of the University.
- (25) The representatives of the Students' Representative Council and the Legon branch of the Graduate Students Association of Ghana shall withdraw from discussions concerning reserved business and shall not receive papers and minutes relating to these items.
- (26) The quorum for any meeting of the Council shall be eight (8) members and all questions arising at any meeting of the Council shall be decided by a simple majority of the members present and voting. The person presiding shall have an original and a casting vote.
- (27) Notice of all meetings of the Council and the business to be transacted at the meeting shall together with the supporting documentation be given in writing to each member of the Council by the Registrar not later than seven days before the date fixed for the meeting and no matter shall be discussed on which documentation or information has not been so circulated.

The Vice-Chancellor

- 5. (1) The University Council shall appoint the Vice-Chancellor who is answerable to the Council and is the academic and administrative head and chief disciplinary officer of the University. The Vice-Chancellor shall, under the direction of Council, exercise the powers and perform the functions conferred on him or her by section 9 of the Act and these Statutes. He shall be responsible for the management of the University and shall report to the Council at its regular meetings on the progress and problems of the University.



- (2) The Vice-Chancellor shall be responsible for driving the overall growth and development of the University under the direction of the Council and shall have overall authority over the academic, financial and administrative matters.
- (3) The Vice-Chancellor shall hold office for a period of up to four years and is eligible for re-appointment for another term only.
- (4) The Vice-Chancellor shall submit annually to the Council, a statement of the financial and human resource requirements which in his opinion are necessary for the effective conduct of the business of the University. Council may direct that a copy of the report be placed before the Academic Board for its information.
- (5) The Vice-Chancellor is, by virtue of office, a member of Congregation, Convocation, and every committee of the Academic Board.
- (6) For the avoidance of doubt, the Vice-Chancellor shall have unrestricted rights of attendance and speech at the meetings of all University bodies, whether executive or advisory.
- (7) Unless otherwise provided in the Act or in these Statutes, the Vice-Chancellor is, by virtue of office, the Chairperson of every board or committee of which the Vice-Chancellor is a member.
- (8) The Vice-Chancellor is responsible to the Council for the custody of the University Seal and for affixing it to documents in accordance with the Regulations made by Council.
- (9) The Council may specify the documents on which the University Seal may be affixed and the procedure to be followed and the recording in a register of the documents to which the Seal has been affixed.
- (10) The Vice-Chancellor shall advise the Council and the Academic Board on matters affecting policy, finance, governance and administration of the University.
- (11) The Vice-Chancellor may delegate in writing to a senior member the performance of a function vested in the Vice-Chancellor by the Act or these Statutes.



- (12) The Vice-Chancellor shall not leave Ghana without prior notification in writing signed by him and addressed to the Chairperson of Council specifying the period of his absence.
- (13) Where the Vice-Chancellor and the Pro-Vice-Chancellor(s) are absent, one of the Provosts shall act. In the absence of the Provosts, one of the Deans shall act.
- (14) The Vice-Chancellor may resign from office by writing addressed to the Chairperson of Council.
- (15) The Vice-Chancellor may only be removed from office for good cause.
- (16) Any member of the University may petition Council for the removal of the Vice-Chancellor. A copy of the petition shall be served on the Vice-Chancellor.
- (17) Council shall determine whether the petition merits consideration.
- (18) Where Council determines that the petition merits consideration, it shall set up a five member committee to investigate the matter raised in the petition.
- (19) Both the petitioner and the Vice-Chancellor shall be given the opportunity to be heard during the deliberations of the committee either in person or through a representative.
- (20) Council may in its absolute discretion determine whether the Vice-Chancellor shall be temporarily suspended or otherwise interdicted while the inquiry is pending.
- (21) Council shall have the right to accept, partially accept, or reject the recommendations of the committee, provided that no recommendation of the committee may take effect unless it has been approved by a special resolution of Council supported by not less than two-thirds of the entire members of Council.
- (22) One year before the post of Vice-Chancellor becomes vacant or when the post is vacant, the Council shall appoint a search party or committee to propose a successor for the consideration of the Council composed as follows:



- (a) Three members nominated by Council;
 - (b) Three members nominated by the Academic Board; and
 - (c) A Chairperson appointed by Council who is neither a member of Council nor of the University.
- (23) The search party or committee shall determine its own procedure.
- (24) The search party or committee shall report to Council and shall propose at least two names for the consideration of the Council together with the reasons for proposing each candidate. The search party shall provide a ranking of the proposed names accompanied by the reasons.
- (25) A person shall not be appointed Vice-Chancellor who has not been recommended by the search party or committee.
- (26) The Registrar shall act as secretary to the search party or committee.

Pro-Vice-Chancellor(s)

6. (1) Pursuant to section 10 of the Act, the Council shall appoint Pro-Vice-Chancellor(s) on the recommendation of the Appointments Board. A person appointed Pro-Vice-Chancellor shall hold office for a term of three years and is eligible for re-appointment for a further term of up to three years.
- (2) The primary functions of the Pro-Vice-Chancellor(s) shall be determined by the Council and they shall perform any other functions that the Vice-Chancellor may assign them.
- (3) A Pro-Vice-Chancellor shall act in the absence of the Vice-Chancellor. In accordance with Section 10(5) of the Act, Council at the time of appointment where there is more than one Pro-Vice-Chancellor, shall determine the order of acting.
- (4) Whenever a Pro-Vice-Chancellor is absent from office for a period of one month or more but not exceeding three months, the Vice-Chancellor shall make temporary arrangements for the performance



of the functions of the office by a Provost or Dean pending the return of the Pro-Vice-Chancellor.

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

The Academic Board

- 7.
 - (1) The Academic Board shall perform the functions assigned it under the Act and these Statutes and more particularly, shall ensure the centrality of academic objectives in the life and work of the University.
 - (2) The membership of the Academic Board shall be as specified in Schedule I of these Statutes.
 - (3) The Academic Board shall ensure the maintenance of the integrity and reputation of the University as a centre of learning and research and shall take prompt and adequate steps to remove or minimise any threat or damage to the academic integrity and reputation of the University.
 - (4)
 - (a) The Academic Board shall normally operate through a Business and Executive Committee and shall have standing committees which shall perform such tasks as are specified in Schedule B.
 - (b) The Business and Executive Committee and the standing committees of the Academic Board shall carry out the functions assigned to them by the Board in accordance with principles of academic integrity and shall be accountable to the Board in the execution of their mandates.



- (c) A standing committee established by or under the authority of the Academic Board which fails and/ or neglects to adhere to such principles may be promptly dissolved.
- (d) The Academic Board shall not be bound to follow or take into account the decisions and recommendations of a standing committee.
- (5)
 - (a) All standing committees shall operate under and be responsible directly to the Academic Board. Accordingly, they shall report at least once a year to, and in such manner as may be prescribed by the Academic Board.
 - (b) The term of office of members of standing committees shall be two academic years.
 - (c) For the avoidance of doubt, no decision of a standing committee shall be implemented without the prior approval of the Academic Board or its Business and Executive Committee.
 - (d) In exceptional cases, the Vice-Chancellor may act on behalf of the Business and Executive Committee of the Academic Board subject to ratification.

Functions of the Academic Board

- (6) Subject to the Act, the Academic Board shall have the power to:
 - (a) determine and establish the academic policy of the University and generally regulate the programmes of instruction and the examinations held by the University;
 - (b) make regulations after receiving reports from the Boards of Colleges, Faculties, Institutes, Schools and Centres concerned relating to courses of study, the award of degrees and any other academic distinctions;
 - (c) make reports and representations to the Council, on its own initiative or at the request of the Council, on a matter affecting the University;



- (d) make recommendations to the Council on the establishment, combination, abolition, change of scope or division of a College, Faculty, an Institute, a School, Centre or Department;
- (e) make regulations for the admission of persons to courses approved by the University;
- (f) make regulations for the discipline of junior members of the University;
- (g) refer proposals on any matter to Convocation for consideration;
- (h) perform the functions conferred on it by the Act or by these Statutes subject to the Act;
- (i) delegate any of its functions;
- (j) determine the length of each academic year and divide the year into appropriate terms, semesters or divisions; and
- (k) perform such other functions as the Council may assign to the Board from time to time.

Election of Convocation Member to the Academic Board

- (7) Where a vacancy occurs in Convocation's representation on the Academic Board, the returning officer shall call for nominations.
- (8) Where at the close of nominations, the number of candidates is more than the number of vacancies, the returning officer shall proceed to hold elections in accordance with the voting scheme set out in Schedule A.
- (9) Where the number of candidates is equal to the number of vacancies, the returning officer shall declare the candidates elected and shall not call for further nominations.
- (10) Where the number of candidates is less than the vacancies, the returning officer shall declare the candidates elected and shall invite further nominations for the remaining vacancies.



- (11) A Convocation member of the Academic Board shall serve for a term of two years and is eligible for re-election.

Vacancies in the Academic Board

- (12) A casual vacancy on the Academic Board shall be filled as soon as practicable by the person who or the body which appointed or elected the member whose place has become vacant.
- (13) The person appointed or elected to fill a casual vacancy shall hold office for the remainder of the term of the representative in whose place that person is appointed or elected.
- (14) A casual vacancy occurs by resignation, incapacity or death, or leave from the University for a period exceeding six months, or any other sufficient cause where the member is unable to perform the functions of a member for a period exceeding six months.

Meetings of the Academic Board

- (15) The Academic Board shall have the following types of meetings:
- (a) Regular
 - (b) Emergency
 - (c) Special
- (16) The Vice-Chancellor shall cause to be convened a regular meeting of the Academic Board at least once in every semester by notice in writing to the members.
- (17) An emergency meeting may be convened by the Vice-Chancellor by giving the members of the Board at least three days' written notice.
- (18) A special meeting of the Academic Board shall be convened on the written request of at least twenty-four members of the Academic Board submitted to the Vice-Chancellor with a statement of the matters to be discussed at the special meeting.



- (19) The Vice-Chancellor shall convene the special meeting within seven days of the receipt of the request specifying in the notice of the meeting the matters to be considered.
- (20) The quorum for the transaction of business of the Academic Board is twenty four members.
- (21) The following officers shall be in attendance at meetings of the Academic Board or its Business and Executive Committee:
 - (a) College Registrars;
 - (b) Director of Finance;
 - (c) Director of Physical Development and Municipal Services;
 - (d) Director of Health Services;
 - (e) Director of Academic Affairs;
 - (f) Director of Public Affairs;
 - (g) Director of Human Resource and Organizational Development;
 - (h) Director of Internal Audit;
 - (i) Chief Information Technology Officer;
 - (j) Director of Sports;
 - (k) Legal Counsel;
 - (l) Director(s) of the Office of Research, Innovation and Development; and
 - (m) Such other officers as the Vice-Chancellor may determine.

Academic Curriculum, Quality and Staff Development Unit

- (22) The Academic Board shall establish by regulation a unit to be known as the Academic Curriculum, Quality and Staff Development Unit which shall perform such functions as shall be defined in the establishment regulations.



- (23) The Unit shall be headed by a Director of professorial status who shall be appointed by Council on terms and conditions recommended by the Appointments Board. The Director shall be eligible for re-appointment.
- (24) In the performance of his duties, the Director of the Unit shall report to the Pro-Vice-Chancellor (Academic).
- (25) The Unit shall be managed by a committee whose composition is as stated in Schedule B.

Management and Administration of the University

- 8.
 - (1) The University shall be managed and administered in accordance with sound and internationally acceptable practices, benchmarks, principles and ideas on university management and administration including the principles of academic and financial integrity, confidentiality, accountability, transparency, fairness and equality of opportunity.
 - (2) All officers and University bodies, whether permanent or ad hoc shall in accordance with the policy directions of the Council, manage and administer the affairs of the University in their various capacities in strict adherence to these principles.

Office of Research, Innovation and Development (ORID)

- 9.
 - (1) There is established, the Office of Research, Innovation and Development (ORID) hereinafter referred to as ORID.
 - (2) Council shall appoint or designate a Pro-Vice-Chancellor as head of ORID.
 - (3) ORID shall have responsibility for:
 - (a) the development and implementation of the University's research policy and guidelines;
 - (b) the promotion, facilitation and co-ordination of research activities in the University as a whole;



- (c) establishing operational systems for ethical clearance, as well as their monitoring and evaluation;
- (d) representing the interests of the University in contractual applications and reporting;
- (e) setting standards and ensuring effective dissemination of high quality research output;
- (f) administering contract research;
- (g) promoting the development of faculty capability and capacity to deliver high quality research output;
- (h) ensuring effective distribution and efficient use of research funds, in line with priority areas identified in the University's strategic plan and national needs;
- (i) the development of a fundraising strategy and to raise funds for research;
- (j) providing liaison between the University and funding agencies and broker strategic partnerships between such agencies and the University;
- (k) facilitating the development of the University's strategic plan, including business plans; and monitor implementation and delivery against set objectives and targets;
- (l) promoting strategic partnerships between the University, other universities locally and abroad, relevant industries and business community;
- (m) the registration, protection, patenting and commercialisation of intellectual property; and
- (n) absorbing the functions previously performed by the Research and Conferences Committee, Publications Committee, External Funds Office, Consultancy and the Research Administration Units.



The Registrar and Registry

10. (1) Pursuant to section 20 of the Act, the Council shall appoint a Registrar who shall be the Chief Operating Officer of the University and shall, in that capacity, be responsible for the day-to-day operations of the University under the Vice-Chancellor and in accordance with the policy directives of the Council.
- (2) Without prejudice to the generality of subsection 1 of this Statute, the duties and responsibilities of the Registrar shall include the following:
- (a) the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and overseeing the process of registration;
 - (b) the preparation of the academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports;
 - (c) the initiation of final graduation plans, the tabulation of classes and the award of honours;
 - (d) the coordination of matriculation and congregation procedures and ceremonies;
 - (e) the maintenance of students' academic records on a permanent basis;
 - (f) being secretary to the Chancellor, the Council, the Academic Board, the Business and Executive Committee and the standing committees of the Academic Board and keeping records and conducting correspondence on their behalf; and
 - (g) the preparation and presentation of an annual report to the Council and the Academic Board on the operations of the Registry during the previous year within six months of the end of the year.



- (3) The Registrar shall be a member of the Academic Board.
- (4) The Registrar may resign from office in writing addressed to the Chairperson of Council.
- (5) The provisions on the removal of the Vice-Chancellor shall apply to the removal of the Registrar from office.
- (6) In the event of a vacancy, the Council shall after consideration of a report from a joint committee of the Council and the Academic Board appointed in the manner prescribed in Statute 5 appoint a Registrar on terms and conditions determined by the Council.
- (7) For the avoidance of doubt, the Registrar shall have the right of audience in the meetings of all University bodies, whether he is a member or not.
- (8) The Registrar shall be assisted in the execution of the functions of his office by such number of officers as the University shall appoint on the recommendations of the Appointments Board and in accordance with these Statutes. The terms and conditions of the officers as well as their specific duties and responsibilities shall be specified in the instruments of appointment.
- (9) Without prejudice to the generality of the foregoing, the following officers shall operate under and be responsible to the Registrar in the performance of their duties and responsibilities and together with the Registrar shall constitute the Registry:
 - (a) College Registrars;
 - (b) Director of Academic Affairs;
 - (c) Director of Finance;
 - (d) Director of Health Services;
 - (e) Director of Human Resource and Organisational Development;
 - (f) Chief Information Technology Officer;



- (g) Director of Internal Audit;
 - (h) Director of Physical Development and Municipal Services;
 - (i) Director of Public Affairs;
 - (j) Director of Sports;
 - (k) Legal Counsel; and
 - (l) Such other officers as the Vice-Chancellor may determine.
- (10) The Registrar shall cause to be published quarterly all policy decisions of Council and the Academic Board.
- (11) The Registrar may delegate in writing to a senior member the performance of a function vested in the Registrar by the Act or these Statutes.

The University Librarian

11. (1) There shall be a University Librarian who shall be appointed by Council on the recommendation of the Appointments Board. The person to be appointed University Librarian must be a professor or a person qualified to be appointed as a professor.
- (2) The University Librarian shall, under the Pro-Vice-Chancellor (Academic), be responsible for the management of all libraries and related information and communication materials and resources of the University.
- (3) The University Librarian shall manage the libraries and related information, communication materials and resources in accordance with rules and regulations approved by the Academic Board.
- (4) The University Librarian shall implement or ensure the implementation of decisions of the Library Board approved by the Academic Board.
- (5) The University Librarian shall be a member of the Academic Board and its Business and Executive Committee.



Financial Management and Administration

12. (1) The finances of the University shall be managed in accordance with the relevant provisions of national law including the Financial Administration Act, 2003 (Act 654), the Internal Audit Agency Act, 2003 (Act 658) and the Public Procurement Act, 2003 (Act 663).
- (2) The accounts of the University shall be audited annually by the Auditor-General in accordance with clause (2) of Article 187 of the Constitution.
- (3) Subject to the Act, these Statutes and the terms of any particular fund, endowment or loan, the financial resources of the University shall be applied solely to the purposes of the University.

Director of Finance

13. (1) Council shall appoint a Director of Finance who shall, under the Registrar, be responsible for the management of the finances of the University and who shall maintain the integrity of the finances of the University.
- (2) The Director of Finance shall be responsible for the preparation of the annual operating budget of the University and shall present the same through the Registrar to Council for review and approval. He shall also submit periodic reports to the Council on the status of plans and projections necessary for the preparation of budgets for succeeding years.
- (3) The Director of Finance shall:
- (a) call for and receive moneys due to the University and make authorised payments on behalf of the University.
 - (b) ensure that throughout the University proper books of accounts and records of the property of the University are kept in a manner and form required by Council;
 - (c) report to the Finance and General Purposes Committee a case of failure to maintain the financial and other records of the University in the form required by the Council;



- (d) prepare consolidated accounts of the units of the University;
 - (e) afford every facility to both internal and external auditors in the performance of their functions;
 - (f) advise on or raise funds for the University;
 - (g) generally be responsible for ensuring that the University complies with the Financial Administration Act, 2003 (Act 654); and
 - (h) discharge any other assignments that the Registrar shall deem necessary.
- (4) The Director of Finance may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Finance from office for good cause.

Director of Internal Audit

- 14.**
- (1) The Council shall appoint a Director of Internal Audit who shall, under the Vice-Chancellor be responsible for the internal audit of the accounts and financial transactions of the University.
 - (2) Without prejudice to Statute 10, the Director of Internal Audit shall report directly to the Council through the Vice-Chancellor.
 - (3) The Director of Internal Audit shall:
 - (a) ensure the establishment and operation of an efficient and effective financial control system;
 - (b) vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements;
 - (c) conduct periodic examination of the accounts of the University including the units with limited financial and operational autonomy;



- (d) monitor and ensure that all expenditure incurred have been authorised and are within budgetary provisions;
 - (e) conduct periodic management audit and submit reports to the Vice-Chancellor and the Council;
 - (f) liaise with External Auditors and ensure that appropriate action is taken on reported audit findings;
 - (g) submit periodic audit reports on the activities of all Units to the Vice-Chancellor and the Council;
 - (h) generally be responsible for ensuring that the University complies with the Internal Audit Agency Act 2003 (Act 565); and
 - (i) discharge any other assignments that the Registrar shall deem necessary.
- (4) The Director of Internal Audit may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Internal Audit from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the University.
- (5) For the avoidance of doubt and without prejudice to Statute 10, the Registrar shall have only administrative responsibility for the Directorate of Internal Audit.

Director of Academic Affairs

15. (1) The Council shall appoint a Director of Academic Affairs who shall, under the Registrar, be responsible for the implementation of the academic policy of the University.
- (2) The Director of Academic Affairs shall assist the Registrar in:
- (a) the preparation and implementation of teaching and examination schedules;



- (b) the processing of admission applications including advertisements for such applications;
 - (c) the allocation of lecture rooms and examination centres as well as other logistical matters relating to the academic agenda of the University;
 - (d) making physical arrangements for all academic functions of the University;
 - (e) the maintenance of academic facilities and the supervision of maintenance employees;
 - (f) the preparation and issuance of statements of examination results, transcripts and certificates;
 - (g) the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for Junior members in consultation with the Director of Public Affairs; and
 - (h) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) Subject to these Statutes and without prejudice to the power of the Director of Academic Affairs to process admission forms, the admission of students shall be the exclusive responsibility of the Admissions Board whose membership shall include the Deans of the Faculties and Faculty representatives elected by the Academic Board in accordance with regulations for the time being in force governing admissions. The Admissions Board shall adhere at all times to the criteria for selecting applicants approved by the Academic Board.
- (4) The Director of Academic Affairs shall be responsible for coordinating the dealings of the University with all affiliated institutions.
- (5) The Director of Academic Affairs may resign from office by notice in writing to Council, through the Registrar in accordance with the terms and conditions of his appointment. Council may also remove a Director of Academic Affairs from office for good cause and in accordance with the instrument of appointment.



Director of Public Affairs

16. (1) Council shall appoint a Director of Public Affairs who shall, under the Registrar, be responsible for cultivating, coordinating and maintaining the University's relations with its publics, including the media.
- (2) Without prejudice to the generality of the foregoing, the Director of Public Affairs shall also be responsible for:
- (a) overseeing University functions and events including Congregation and inaugural, inter-faculty and valedictory lectures;
 - (b) receiving guests and visitors of the University and providing the necessary courtesies;
 - (c) regulating and controlling the putting up of notices, posters, and banners;
 - (d) the maintenance of relations with the Alumni of the University;
 - (e) the production of university publications; and
 - (f) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) In order to aid in the execution of his public relations duties the Director of Public Affairs shall undertake information gathering and analysis, perception studies and the identification of various groups of the general population.
- (4) The Director of Public Affairs shall act as the spokesperson of University affairs.
- (5) The Director of Public Affairs may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Public Affairs from office for good cause and in accordance with the instrument of appointment.



Director of Physical Development and Municipal Services

17. (1) Council shall appoint a Director of Physical Development and Municipal Services who shall, under the Registrar, be responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner.
- (2) Without prejudice to the generality of the foregoing, he shall be specifically responsible for:
- (a) the supervision of works and contracts to ensure that construction and renovations are in consonance with prevailing industry standards and specifications, taking due cognizance of the needs and requirements of the University;
 - (b) the management of construction contracts with a view to ensuring compliance and due delivery of projects;
 - (c) the procurement of consultancy services relating to the provision of technical advice on construction in compliance with national law and these Statutes;
 - (d) the management and maintenance of the buildings, roads, drains, parks and gardens of the University and their designs and drawings;
 - (e) the acquisition and allocation of housing for employees of the University;
 - (f) the construction and maintenance of residential facilities for students;
 - (g) the management and control of land use and the maintenance of records on all land transactions entered into by and on behalf of the University;
 - (h) the provision of valuation services;
 - (i) the management, control and disposal of waste;



- (j) the provision of fumigation and other pest control services;
 - (k) the acquisition and maintenance of vehicles and the provision of transportation service;
 - (l) the maintenance of security on the University's campuses; and
 - (m) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) The Director of Physical Development and Municipal Services may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Physical Development and Municipal Services from office for good cause and in accordance with the instrument of appointment.

Chief Information Technology Officer

18. (1) Council shall appoint a Chief Information Technology Officer who shall, under a Pro-Vice-Chancellor be responsible for:
- (a) directing and managing computing and information technology strategic plans, policies, programs, and schedules for academic and finance data processing, computer services, network communications, and management information services to accomplish the University of Ghana goals and objectives;
 - (b) designing and facilitating integrated and sound IT architecture for University of Ghana;
 - (c) improvement in teaching delivery and aided technologies;
 - (d) developing and maintaining, and facilitating implementation of a sound and integrating IT architecture;
 - (e) directing the information and data integrity of the university and its business units;



- (f) developing strategic plans and implementing the objectives of the information technology needs of the university to ensure the computer capabilities are responsive to the needs of the university's growth and objectives;
- (g) developing and establishing operating policies and approaches for computing and information technology;
- (h) evaluating overall operations of computing and information technology functions and recommending enhancements;
- (i) advising senior management on strategic systems conversions and integrations in support of institutional goals and objectives;
- (j) preparing university IT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information;
- (k) interacting with senior academic decision makers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information;
- (l) reviewing and approving major contracts for computing and information technology services and equipment including service level agreements;
- (m) ensuring the security of the information systems, communication lines, and equipment;
- (n) overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages;
- (o) the development, review, and certification of all back-up and disaster recovery procedures and plans;
- (p) identifying emerging information technologies to be assimilated, integrated, and introduced within the University;



- (q) assessing new computing technologies to determine potential value for the university;
 - (r) overseeing ongoing improvements and the feasibility of system enhancements;
 - (s) establishing university infrastructure to support and guide individual divisions/faculties/departments/campuses in computing and information technology efforts;
 - (t) establishing and implementing short and long-range departmental goals, objectives, policies, and operating procedures;
 - (u) serving on planning and policy-making committees;
 - (v) recruiting, training, supervising, and evaluating department staff and
 - (w) undertaking any other assignments that the registrar shall deem necessary.
- (2) The Chief Information Technology Officer may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Chief Information Technology Officer from office for good cause and in accordance with the instrument of appointment.

Director of Human Resource and Organisational Development

19. (1) The Council shall appoint a Director of Human Resource and Organisational Development who shall, under the Registrar:
- (a) lead in the development and implementation of the human resource policies of the University;
 - (b) provide strategic planning with respect to the human resource needs of the University;
 - (c) ensure the timely renewal and termination of employment contracts;



- (d) institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice-Chancellor and the Council;
 - (e) manage and advise on the collective bargaining process and collective agreements with unionised staff;
 - (f) institute a system for continuing education and in-service training for all employees of the University; and
 - (g) discharge any other assignment that the Registrar shall deem necessary.
- (2) The Director may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Human Resource and Organisational Development Directorate from office for good cause and in accordance with the instrument of appointment.

Director of Health Services

20. (1) The Council shall appoint a Director of Health Services who shall, under the Registrar, be responsible for the overall management of the University Hospital and its satellite clinics.
- (2) Without prejudice to the generality of the foregoing, the Director of Health Services shall be responsible for:
- (a) ensuring the efficient and effective delivery of health services to members of the University and their families;
 - (b) the supervision of health workers;
 - (c) the procurement of drugs, hospital equipment and other goods and services needed for the efficient operation of the University Hospital;
 - (d) planning and monitoring the development of the University Hospital and its health programmes;



- (e) ensuring that the University Hospital provides regular health extension services to the adjoining communities;
 - (f) advising, educating and monitoring health matters; and
 - (g) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) The Director of Health Services may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Health Services from office for good cause and in accordance with the instrument of appointment.

Director of Sports

21. (1) Council shall appoint a Director of Sports who shall, under the Registrar, be responsible for the overall management of sports within the University.
- (2) Without prejudice to the generality of the foregoing, the Director of Sports shall be responsible for:
- (a) the development of sports and related activities;
 - (b) organisation of sporting events;
 - (c) liaising with external sports organizations;
 - (d) the management of the Sports Directorate;
 - (e) advising the Academic Board on matters relating to the award of academic credit for student participation in sports;
 - (f) holding sporting clinics for the members of the University;
 - (g) representing the University on external sporting bodies;
 - (h) the preparation of teams for sporting events; and
 - (i) the discharge of any other assignments that the Registrar shall deem necessary.



- (3) The Director of Sports may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his appointment. The Council may also remove a Director of Sports from office for good cause and in accordance with the instrument of appointment.

Appointment of Employees

22.
 - (1) There shall be two main categories of University employees, namely staff and senior members.
 - (2) The appointment of all employees of the University shall be the responsibility of Council.
 - (3) The appointment of a person to a professorship shall be the responsibility of Council on the recommendation of the Appointments Board.
 - (4) The appointment of senior members up to the grade of Senior Lecturer shall be by the Vice-Chancellor on the recommendation of the Appointments Board.
 - (5) The appointment of all staff shall be by the Registrar on behalf of the Vice-Chancellor and on the recommendation of the Staff Appointments Committee.
 - (6) A senior member may resign from office by giving at least six months' notice in writing to the Registrar provided that such notice shall be submitted by the end of December of the academic year in which he intends to resign and shall not take effect until the end of that academic year.
 - (7) The resignation of staff shall be in accordance with their contract of employment or, where applicable, their collective agreement.

Secondment

23.
 - (1) A senior member may be seconded to serve in government or any other sector of the Public Services of Ghana or the private sector for a period of up to four years. This shall not apply to an employee who is not a senior member.



- (2) A request for secondment shall be made by a representative of Government or the Public Services of the status of either a Minister or Chief Director of the Public Service or the Chief Executive of the requesting private entity. Provided always that the obligation of a senior member to apply for leave of absence from the University is not extinguished by reason only of this requirement.
- (3) Before the secondment of a senior member under this statute, the University shall enter into an appropriate contract under which it is entitled to reimbursement from the Government or the Public Service or the private entity for the salary and other emoluments and facilities including housing of a senior member seconded to Government or the Public Service or the private entity.
- (4) For the avoidance of doubt, a senior member shall not be seconded or granted leave to take up appointment as an officer of a political party or any movement of a partisan nature.
- (5) On completing the secondment, the senior member shall be granted a year's leave to prepare to resume academic work. The cost of this leave shall be borne by Government or the Public Service or the private entity as appropriate and shall be negotiated by the University.

Promotion of Senior Members

- 24. (1) The appointment or promotion of senior members of the University shall be based purely on merit in accordance with principles of fairness and non-discrimination and in accordance with the provisions of the Act and these Statutes.
- (2) In considering an application for an appointment or promotion of a senior member, the appointing authority shall be bound by the criteria set out in Schedule F to these Statutes.

Convocation

- 25. (1) There shall be a Convocation of the University which shall be composed of the categories of persons specified in Schedule E.



- (2) The Registrar shall compile a register of the members of the Convocation which shall be published every academic year.
- (3) The persons whose names appear on the Register of Convocation are entitled to vote at the Convocation.
- (4) In addition to any other function granted by these Statutes to the Convocation, a meeting of the Convocation may express an opinion on any matter affecting the University and may refer any matter to a University body for further consideration.
- (5) Convocation shall meet at least once each academic year at the time determined by the Vice-Chancellor to receive the Vice-Chancellor's report on the state of the University and its future plans.
- (6) The person presiding shall determine the procedure to be followed at the Convocation.
- (7) On the request in writing of not less than twenty-five members of the Convocation stating the purpose for which the meeting is to be called, the Vice-Chancellor shall summon a special meeting of the Convocation within seven days and the notice summoning the meeting shall specify the business to be considered.
- (8) The quorum for a meeting of the Convocation is twenty- five.
- (9) Convocation shall elect from among its members a number of senior members as provided by the Act to serve on the Council.
- (10) The term of a member of the Council elected by Convocation shall be reckoned from the beginning of the academic year in which the member was elected.
- (11) Where a vacancy occurs in Convocation's representation on the Academic Board, the returning officer shall call for nominations and where at the close of such nominations the number of candidates is more than the number of vacancies, the returning officer shall proceed to hold elections in accordance with the voting scheme set out in Schedule A.



- (12) Where the number of candidates is equal to the number of vacancies the returning officer shall declare the candidates elected and shall not call for further nominations. Where however the number of candidates is less than the number of vacancies the returning officer shall declare the candidates elected and shall invite further nominations for the remaining vacancies.
- (13) The Registrar is the returning officer and is responsible for conducting the election by secret postal vote in accordance with the single transferable vote system defined in Schedule A.
- (14) A Convocation member of the Academic Board shall serve for a term of two years and is eligible for re-election.

Academic Divisions of the University

26. Academic Divisions of the University shall be Colleges, Faculties, Institutes, Schools, Centres, Departments and any other units of teaching and research as may be determined by the Council, on the recommendations of the Academic Board. The structure, status, functions and privileges of the academic divisions shall be in accordance with these Statutes.

Colleges

- 27.
- (1) A College is a cluster of Faculties, Institutes, Schools and Centres in related disciplines established by Council.
 - (2) For the avoidance of doubt, an establishment shall not operate as a College unless it has been set up by a statute enacted for that purpose by Council.
 - (3) A College shall be headed by a Provost who shall be appointed by the Council and shall hold office for a period of three years and shall be eligible for re-appointment for a further term of up to three years.
 - (4) A Provost shall be assisted by a Deputy Provost who shall be elected by the College Academic Board from among members of the College in the manner prescribed by Council in the statute establishing the College.



- (5) A Provost shall, in the performance of his functions and the exercise of his powers, be responsible to the Vice-Chancellor.
- (6) The Vice-Chancellor may in writing delegate some of the functions of his office in relation to the management of the affairs of a College to a Provost.
- (7) The functions and powers of a Provost shall include coordination of the various establishments in the College.
- (8) The executive officers of a College shall be the Provost, the Deputy Provost, the College Registrar, College Librarian, and College Finance Officer.
- (9) All Colleges established by or under these Statutes shall have governing bodies and Academic Boards whose functions shall be determined by the Council of the University in the statute establishing the College.
- (10) The University Council shall make appropriate provision governing the establishment and running of Colleges in accordance with the Act and these Statutes.
- (11) No one shall be appointed a Provost or Deputy Provost who is not a Professor.
- (12) The Provost shall take precedence before Deans and Directors of the University.

Faculties

- 28. (1) A Faculty is one or more related academic Departments, Schools, Institutes and Centres established by the Council.
- (2) A Faculty shall be headed by a Dean who shall be of professorial status appointed by the Council, and the appointment shall normally be made in the academic year preceding the one in which the person appointed is to commence the term of office as Dean. A Dean shall hold office for three years on terms and conditions recommended by the Appointments Board and is eligible for re-appointment for a further term of up to three years.



- (3) The Dean of a Faculty shall be assisted by a Vice-Dean who shall be elected by the Faculty Board from among members of the Faculty and shall hold office for two years and be eligible for re-election. If not already a member of the Faculty Board, a person elected Vice-Dean shall automatically become a member of the Board. In the case of the School of Graduate Studies, the Vice-Dean shall be elected by the Board of Graduate Studies, from among its membership. Save for the Vice-Dean of the School of Graduate Studies who shall be of professorial status, a Vice-Dean of a Faculty shall be, at least, of the rank of a Senior Lecturer.
- (4) The Dean and Vice-Dean of the School of Graduate Studies shall report to the Pro-Vice-Chancellor in charge of the Office for Research, Innovation and Development (ORID).
- (5) During the absence from the University or incapacity of a Dean of a Faculty for a period exceeding six months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause, the Vice-Dean shall act.
- (6) In the absence of the Dean and the Vice-Dean, the Vice-Chancellor may, until appointment or election to the vacant office, designate from among the eligible academic senior members of the Faculty one person to serve as an Acting Dean who shall perform the functions of the Dean.
- (7) Save as may be provided in a College Statute, the Dean of a Faculty shall be responsible under the Pro-Vice-Chancellor (Academic) for providing leadership to the Faculty and for maintaining and promoting the efficiency and good order of the Faculty and the general administration namely, financial, human and material resources of the Faculty in accordance with the policies and procedures prescribed by the Act and these Statutes, or as may be determined by the Council, the Academic Board and the Faculty Board and for ensuring that the approved programmes and services of the Faculty are duly carried out by its members.
- (8) For each Faculty, there shall be a Faculty Board whose membership shall include, as appropriate:



- (a) the Dean as Chairman;
 - (b) the Vice-Dean;
 - (c) the Heads of Departments and the Directors of Institutes, Schools and Centres in the Faculty and at least one member of each Department, Institute, School or Centre elected by the members of each unit;
 - (d) at least one representative from each cognate Faculty in accordance with Schedule C;
 - (e) the Professors, including those on post retirement contract;
 - (f) any other persons recommended by the Faculty Board and approved by the Academic Board; and
 - (g) a representative each of the Students' Representative Council and the Legon branch of the Graduate Students Association selected from the Faculty.
- (9) The Academic Board shall determine, at the time of the approval, the term of a person under paragraph (f) of subsection (8).
- (10) Members of the Faculty Board elected under subsections (8) (c), (d) and (g) shall serve for a period of two years and are eligible for re-election.
- (11) A Faculty Board shall meet at least twice in each semester.
- (12) An emergency meeting of a Faculty Board may be convened by the Dean, but three days' notice shall be given to every member of the Board.
- (13) A special meeting of the Faculty Board shall be convened by the Dean on the written request of eight members or one-half of the total membership of the Board, whichever is less, submitted to the Dean with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.



- (14) For the purposes of subsection (3), the Dean shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.
- (15) The Board of a Faculty shall:
- (a) regulate the teaching and study of a subject or subjects assigned to the Faculty, subject to approval of the Academic Board;
 - (b) ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty and co-ordinate the teaching and research programmes of the Faculty;
 - (c) recommend examiners to the Academic Board for approval and appointment;
 - (d) make Regulations and propose syllabuses dealing with courses of study and any other questions relating to the work of the Faculty subject to the approval of the Academic Board;
 - (e) make recommendations to the Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the Faculty;
 - (f) promote co-operation with any other Faculties and institutions within or outside the University in matters relating to the academic work of the Faculty;
 - (g) deal with any matter referred or delegated to it by the Academic Board; and
 - (h) discuss any other matters relating to the Faculty and make decisions or recommendations to the relevant University body as appropriate.
- (16) The quorum for a Faculty Board meeting shall be eight members.



Schools

29. (1) A School is an establishment which has limited financial and operational autonomy as determined by the Academic Board but which may have the status of a Faculty and normally shares in one or more of the following characteristics, namely, association with a profession or the preparation of students for certification by another professional body.
- (2) A School shall normally be headed by a Dean who shall be appointed by the Council on terms and conditions recommended by the Appointments Board.
- (3) The Dean of a School shall be assisted by a Vice-Dean who shall be elected in the same manner and with the same tenure as a Vice-Dean of a Faculty.
- (4) The Dean of a School shall have the same functions and reporting obligations as those vested in the Dean of a Faculty.
- (5) Statute 28 applies to a School in all other respects as it applies to a Faculty.

Institutes

30. (1) An Institute is an establishment with limited financial and operational autonomy as determined by the Academic Board which focuses primarily on multidisciplinary research and or the provision of extension services.
- (2) An Institute shall be headed by a Director who shall be appointed by the Council for a term of three years on terms and conditions recommended by the Appointments Board and may be eligible for re-appointment for a further term of up to three years.
- (3) The Director of an Institute shall be assisted by a Deputy Director who shall be elected from among the senior members of the Institute and shall hold office for a term of two years. A Deputy Director shall be eligible for re-election for a further term only.



- (4) Save as may be provided in a College Statute, the Director of an Institute is responsible, under the Pro-Vice-Chancellor (Academic), for providing leadership to the Institute and for maintaining and promoting the efficiency and good order of the Institute in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by the Council, the Academic Board and the Faculty Board, and for ensuring that the approved programmes and services of the Institute are duly carried out by its members.
- (5) A Director is responsible for the general administration of the Institute in respect of human, financial and material resources of the Institute within the general framework of University policy.
- (6) For the purposes of appointment or promotion of employees or approval of a course of study, an Institute shall be assigned to a designated Faculty at the time of its establishment.
- (7) The Academic Board may approve new proposals for a teaching programme for the Institutes only where it is satisfied that such a programme will not divert attention or resources from their core mission and cannot be run by a teaching department or a Faculty.

Departments

- 31.
- (1) A Department is a division in a Faculty that has responsibility for undergraduate and graduate level teaching and research.
 - (2) A Department shall have a Head who shall be appointed by the Vice-Chancellor on the recommendation of the Dean of the Faculty normally in rotation from among the professorial members of the Department or in their absence among the next lower category of senior members, that is, Senior Lecturers.
 - (3) In making his recommendation, the Dean shall hold consultations with the senior members of the Department.
 - (4) A Head of Department shall hold office for a term of up to three years, and is eligible for re-appointment. A Head of Department shall be of, at least, the rank of a Senior Lecturer.



- (5) Subject to the powers of the Faculty Board and the Academic Board, a Head of Department shall:
- (a) be responsible under the Dean for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of University policy;
 - (b) provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
 - (c) organise the approved teaching and research programmes of the Department and encourage the carrying out of research;
 - (d) maintain acceptable standards of teaching and any other academic work;
 - (e) provide for the assessment of student performance;
 - (f) liaise with the Dean of the Faculty in matters affecting the Department;
 - (g) convene a meeting of the members of the Department at least twice a semester for the purpose of planning and evaluating the activities of the Department; and
 - (h) advance and promote generally the well-being of the Department and persons engaged in the Department.
- (6) The Head of Department shall consult with other senior members of the Department on matters affecting the welfare of the Department as a whole and, where necessary, shall seek the approval of the Dean on such matters.
- (7) In exceptional circumstances, the Vice-Chancellor may appoint a person not being a member of the Department or a person on post-retirement contract as the Head. Such appointments shall be notified to Council for information.



Centres

- 32.** (1) A Centre is an establishment which conducts specialized programmes normally oriented to providing services including teaching or research or advocacy.
- (2) Council may by statute establish Centres for the purposes of engaging in research or professional activities and their specific functions and the duties and responsibilities of their officers shall be contained in the establishment statute.
- (3) The Academic Board may approve new proposals for a teaching programme for a Centre only where it is satisfied that such a programme will not divert attention or resources from its core mission and cannot be run by a teaching department or a Faculty.
- (4) A Centre shall be headed by a Director who shall be appointed by Council on terms and conditions recommended by the Appointments and Promotions Board. The Director shall be eligible for re-appointment.

Affiliated Institutions

- 33.** (1) Without prejudice to the right of the University to enter into special relationships with other bodies, the University may admit to affiliation with it or to any of its privileges a College or an Institution or the members or students of the College or Institution in the manner and on the terms and conditions determined by the Council by Regulations on the recommendation of the Academic Board.
- (2) The University may at any time terminate or modify the terms of the affiliation, grant of privilege or recognition in its absolute discretion.
- (3) Although a subject may not be taught in the University, the University may affiliate a College or an Institution in which the subject is taught and recognise the subject as a subject for degrees in the University provided adequate arrangements can be made for effective supervision, unless proscribed by some other law or statutory body.



- (4) The Registrar shall maintain a register of the affiliated Colleges and Institutions and shall submit an annual report to Council through the Academic Board on the affiliated Colleges and Institutions.
- (5) Council shall determine affiliation fees which shall be renewable annually on the recommendation of the Academic Board.

Contracts and Property of the University

- 34.**
- (1) Subject to the Act and these Statutes, the University may enter into contracts and own, hold and dispose of movable and immovable property solely for the purpose of achieving the aims and objectives of the University.
 - (2) For the avoidance of all doubt, the authority to enter into contractual transactions, including transactions relating to land owned or held by the University, shall be vested in Council and no person shall enter into any transaction binding or intended to be binding on the University unless the said transaction has the prior approval of Council. However, Council shall have the power to ratify contractual transactions entered into without its prior approval where in its opinion such ratification is justified and shall not compromise the interests of the University.
 - (3) Council may delegate in writing its authority to enter into contractual transactions to any of the principal officers of the University.
 - (4) Without prejudice to leases in existence before the coming into force of these Statutes, the University may enter into contracts creating an interest in land owned by the University only by way of lease and the lease shall not be for more than twenty five years and shall be renewable for another term of twenty five years at the option of the University.
 - (5) All contracts relating to the procurement of goods and services shall conform to the provisions of the Public Procurement Act, 2003 (Act 663) and any regulations made thereunder and to the University's internal rules and regulations on procurement.



Creation, Ownership and Use of Intellectual Property

35. (1) Subject to the Act and any existing law on intellectual property, the University may create, own and use intellectual property in the form of copyrights, patents, industrial designs, trademarks and trade names.
- (2) Unless otherwise decided by a contract, the intellectual property right in a work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University shall vest in the University.
- (3) The University shall develop a copyright policy which shall take into account the statutory rights of the University and fair recompense to an employee who produces literary, artistic, musical, audiovisual, choreographic and derivative works as well as sound recordings and computer software and programmes in the course of his employment or under the direction of a unit of the University.
- (4) Registered trademarks, trade names and industrial designs of the University shall be the property of the University and no person shall appropriate such trademarks or trade names for commercial or other purposes without the prior approval of Council.
- (5) The University through the Office of Research, Innovation and Development shall take prompt steps to register all its copyrighted works, patents, trademarks, trade names and industrial designs to facilitate proof of its ownership.

Use of University Facilities and Employees

36. The University may enter into a contract or other arrangement with any other person or entity for the use of the University's facilities and the provision of services by employees of the University with the prior approval of the Vice-Chancellor.

Student Governance

37. (1) In accordance with section 30 of the Act, the Academic Board shall regulate the conduct of students of the University.



- (2) Students shall be entitled to form associations in exercise of their right to freedom of association guaranteed under the Constitution of the Republic. So however, no student association shall be formed nor operated within the University without the written approval of the Dean of Student Affairs.
- (3) The right of students to demonstrate or go on procession or other public protest on or outside the campus shall be subject to regulations enacted for that purpose by the Academic Board. Without prejudice to the generality of the foregoing, students may not demonstrate or go on procession or other public protest outside the campus without the prior written approval of the Dean of Student Affairs and in accordance with the relevant national law.
- (4) The constitution and other governing instruments of the Students' Representative Council, the Junior Common Rooms, and other student associations shall at all times conform to the Act, the Statutes of the University as enacted by Council, and any other rules, regulations, directives and edicts, duly issued by the principal officers of the University in conformity with the Act.
- (5) The Vice-Chancellor, in consultation with the Academic Board, shall have the power to prescribe standards for contesting student offices.

Dean of Student Affairs

- 38. (1) There shall be a Dean of Student Affairs who shall be appointed by Council on terms and conditions as recommended by the Appointments Board. The Dean shall be eligible for re-appointment.
- (2) The Dean of Student Affairs shall be responsible, under the Pro-Vice-Chancellor (Academic) for:
 - (a) the counselling and placement of students;
 - (b) the provision of chaplaincy services through the Chaplaincy Board to students and other members of the University;



- (c) the resolution of conflict between students and halls and hostels of residence as well as conflicts involving students outside of halls and hostels;
- (d) making representation to the University about ways of enhancing the quality of students' life;
- (e) ensuring the maintenance of cordial relations among the various student groups and the student body as a whole, to ensure that they obtain maximum benefit from their University experience;
- (f) ensuring the orderly organisation of students' activities within the university;
- (g) providing leadership to all bodies and activities that promote the well-being of students of the University including the Students' Representative Council (SRC), the Legon branch of Graduate Students Association of Ghana (GRASAG), and the Guidance and Placement Centre;
- (h) overseeing the management of dues and other levies collected by the Students' Representative Council (SRC) and the Legon branch of Graduate Students Association of Ghana (GRASAG) from students or on behalf of students;
- (i) overseeing the formation of students associations;
- (j) working with student groups and the Sports Directorate in developing extra-curricula programmes and activities of the university;
- (k) co-ordinating with the groups to encourage the participation of students in the activities that promote personal growth and development of students;
- (l) encouraging the development of a student culture that encourages exercise of leadership, respect for diversity and the traditions of the University, and responsibility for personal actions;



- (m) ensuring that any disciplinary actions imposed on any student(s) by the recognised authority of the University are complied with; and
 - (n) giving permission to students to go on protest marches and demonstrations whether within or outside the University.
- (3) The Dean of Student Affairs may resign from office by notice in writing addressed to the Pro-Vice-Chancellor in accordance with the terms and conditions of his appointment. Council may also remove the Dean of Student Affairs from office for good cause and in accordance with the instrument of appointment.
- (4) The Dean of Student Affairs shall be a member of the Business and Executive Committee of the Academic Board, the Residence Board and Hostels Management Board and such other committees or boards as the Vice-Chancellor may determine.
- (5) The Dean of Student Affairs shall be assisted by an Advisory Board in the discharge of his duties.
- (6) The Advisory Board shall be composed of:
- (a) all Senior Tutors and Hostel Managers;
 - (b) one representative of undergraduate students of the University elected by the Students' Representative Council;
 - (c) one representative of postgraduate students elected by the University of Ghana branch of the Graduate Students Association; and
 - (d) the Director of Public Affairs or his representative.

Dean of International Programmes

39. (1) There shall be a Dean of International Programmes who shall be appointed by Council on terms and conditions as recommended by the Appointments Board. The Dean shall be eligible for re-appointment.



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

Halls of Residence and other residential facilities

40. (1) There shall be Halls of Residence and residential facilities as may be determined by the University Council.
- (2) A Hall of Residence and any other residential facility may consist of a number of senior and junior members of the University determined by the Academic Board in Regulations approved for the Hall or the residential facility.



- (3) A Hall of Residence and any other residential facility shall be managed in accordance with the Statutes establishing it.
- (4) The rules relating to the existing Halls of Residence are as contained in the Schedule to these Statutes.
- (5) A Hall of Residence or a residential facility shall have the power to take disciplinary action for Hall-related offences.
- (6) Where the disciplinary action proposed is one of dismissal or is in the opinion of the Hall Council or the management committee of the residential facility a major breach of discipline, the disciplinary action shall be referred to the Vice-Chancellor for confirmation.
- (7) The senior members of a Hall shall be known as Fellows and shall constitute the governing body of the Hall.
- (8) The Tutorial Board shall be composed of the Senior Tutor and other Tutors and student representatives as may be prescribed by the Hall Statute.
- (9) The power of Council to establish a Hall of Residence or a Residential Facility may be exercised by Council or in joint venture with a private entity or individual. This Statute shall apply to such private entity or individual with such modification as may be appropriate.

Offences and Sanctions

Academic Offences

- 41. (1) It shall be an offence for a student knowingly:
 - (a) to forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
 - (b) to use or possess an unauthorised aid or aids or obtain unauthorised assistance in any academic examination or term test or in connection with any other form of academic work;



- (c) to impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;
 - (d) to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work;
 - (e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
 - (f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
 - (g) to engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, slides without authority;
 - (h) to gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;
 - (i) to steal a colleague's assignment; or
 - (j) to steal a colleague's answer script.
- (2) It shall be an offence for a senior member knowingly:
- (a) to abet any of the offences described in subsection 1 of this Statute;
 - (b) to evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University;



- (c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or
 - (d) to award or enhance grades for a student or for a course not taken by a student or to procure same to be done.
- (3) It shall be an offence for a senior member or student knowingly:
 - (a) to forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
 - (b) to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
- (4) A graduate of the University may be charged at any time with any of the above offences committed knowingly while he or she was an active student, if, in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

Non-Academic Offences

- 42.** (1) Without prejudice to the application of the national laws by the University, no member of the University shall:
- (a) assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;
 - (b) cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
 - (c) knowingly create a condition that unnecessarily endangers the health or safety of other persons;



- (d) threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property;
- (e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and
 - (i) that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;
 - (ii) that is known to be unwelcome; and
 - (iii) that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;
- (f) cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;
- (g) steal, knowingly take, destroy or damage premises of the University or any physical property that is not his own;
- (h) knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;
- (i) in any manner whatsoever, knowingly deface the inside or outside of any building of the University;



- (j) knowingly possess effects or property of the University appropriated without authorisation;
 - (k) knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;
 - (l) knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorised to give such instruction, or without just cause;
 - (m) knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;
 - (n) knowingly or maliciously bring a false charge against any member of the University;
 - (o) counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes;
 - (p) deface the trees on campus with advertising or other material or notices howsoever described;
 - (q) sexually assault or rape a person;
 - (r) defecate outside the designated buildings or places on campus;
 - (s) produce or distribute pornographic material on the premises of the University; or
 - (t) indecently expose himself or herself in public.
- (2) Without prejudice to the generality of sub-section 1(a) of this statute, it is an offence for a member of the University to sexually harass another member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.



- (3) No person found by a disciplinary board to have committed an offence under these Statutes shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

Rules and Procedures Relating to Discipline

43. (1) There shall be disciplinary boards or committees for each of the categories of members of the University recognised by the Act and these Statutes namely, senior members, junior members, and senior and junior staff.
- (2) A disciplinary board or committee shall investigate an allegation of misconduct referred to it by the Disciplinary Officer or the Registrar and shall make appropriate decisions on the charges including sanctions.
- (3) (i) The Registrar or other authorised University official shall cause to be investigated an allegation of misconduct referred to it by the Disciplinary Officer.
- (ii) Where investigations disclose misconduct disciplinary proceedings shall be instituted before the appropriate disciplinary board or committee by the Disciplinary Officer.
- (4) For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee by the Disciplinary Officer.
- (5) Where a disciplinary action concerns a person who is a member of the relevant committee, the Vice-Chancellor shall replace that person with a suitably qualified alternate.
- (6) A disciplinary board established to deal with matters of discipline affecting senior members shall comprise:
- (a) a Chairman elected by the Academic Board on the advice of the Vice-Chancellor;



- (b) the Dean of the Faculty of Law or a representative of the Faculty of Law of the rank of at least a senior lecturer; and
 - (c) three senior members elected by the Academic Board.
- (7) The Registrar shall appoint a disciplinary board to deal with any matter of discipline affecting junior members which shall comprise:
 - (a) two senior members, one of whom is a senior member of the Faculty of Law and who shall be designated as chairman by the Registrar;
 - (b) one student nominated by the Students' Representative Council; and
 - (c) one student representative of the graduate students of the University nominated by the University of Ghana branch of Graduate Students' Association of Ghana (GRASAG);
 - (d) one senior member to be appointed by the Registrar.
- (8) A disciplinary proceeding in respect of a junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.
- (9) A disciplinary board established to deal with matters of discipline affecting staff of the University shall normally be composed in accordance with the relevant collective agreement but where this is absent shall comprise:
 - (a) three senior members, at least one of whom shall be a senior member of the Faculty of Law and one of whom shall be designated as chairman by the Registrar; and
 - (b) two members of the relevant staff association.



- (10) The Registrar shall provide secretarial services to the disciplinary boards.
- (11) The University shall appoint a Disciplinary Officer not below the rank of an Assistant Registrar who shall be responsible for prosecuting persons accused of breaching the provisions of any enactment.
- (12) No charge shall be laid except with the approval of the Vice-Chancellor.
- (13) A charge shall be in writing, addressed to the accused, and signed by or under the authority of the Disciplinary Officer. It shall contain a statement of the offence or breach with sufficient detail and shall be filed with the Registrar. The Registrar shall promptly notify the Chairman and the Secretary.
- (14) Upon receipt by the Chairman and the Secretary of a charge which appears to be in proper form, the Chairman shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the accused. The Chairman shall ensure that the proceedings are conducted with due despatch.
- (15) The Vice-Chancellor shall implement the decisions of the Disciplinary Boards or Committees in accordance with these Statutes.

The University of Ghana Appeals Board

44. Dispute Settlement

- (1) There is established in accordance with Section 32 of the Act, a body to be known as the University of Ghana Appeals Board.
- (2) The Appeals Board shall hear and determine on appeal matters on
 - (a) acts or omissions in contravention of the Act or the Statutes enacted by the Council;
 - (b) breach of employment contracts by the University;
 - (c) the promotion of persons duly employed by the University;



- (d) grievances by students and staff against the University on matters related to welfare and discipline; or
 - (e) any other matter or dispute referred to the Board by the Council.
- (3) The University of Ghana Appeals Board consists of
 - (a) A President who is a retired justice of the Superior Court of Judicature or a lawyer qualified to be so appointed;
 - (b) Two lawyers of at least ten years standing at the Bar who are persons of high moral integrity one of whom is a woman; and
 - (c) Two persons who are not legal practitioners or employees of the University who are persons of high moral integrity one of whom is a woman.
- (4) The President of the Board or the President's alternate and two other members constitute a panel for the hearing and determination of a case or matter before the Board.
- (5) The President's alternate shall be appointed by Council from outside the membership of the Appeals Board after the appointment of the President of the Appeals Board and the President's alternate shall have the same qualification as the President.
- (6) The Council shall establish the rules and procedures which govern:
 - (a) the operations of the Board;
 - (b) the appointment and remuneration of its members;
 - (c) the functions of the President's alternate;
 - (d) the establishment of the Secretariat of the Board;
 - (e) the co-opting of members to the Appeals Board; and
 - (f) any other relevant matter.



Sanctions for Students

45. (1) One or more of the following sanctions may be imposed by a Board upon the conviction of any person:
- (a) an oral or written reprimand;
 - (b) an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
 - (c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
 - (d) a reduction of the final grade in the course in respect of which the offence was committed;
 - (e) denial of privileges to use any facility of the University, including library and computer facilities;
 - (f) a monetary fine;
 - (g) suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Board;
 - (h) expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
 - (i) disqualification from contesting elections or removal from any office in the University; or
- (2) For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification howsoever described, the University



shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:

- (a) a candidate had gained admission into the University with false qualifications; or
 - (b) a candidate had impersonated someone else, or
 - (c) a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
 - (d) a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.
- (3) The decision to cancel, withhold or withdraw an award shall be made by Council on the recommendation of the Academic Board.
- (4) The Vice-Chancellor shall have power to order that any sanction imposed by the Council be recorded on the student's academic record and transcript. The decision of the Vice-Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

Sanctions for Employees

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



Miscellaneous Matters

Academic Year of the University

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

Conflict of Offices

48. (1) No officer of the University shall hold two offices concurrently where it is established that the simultaneous performance of the duties and responsibilities of both offices will result in conflict of offices or where it is determined that one person should not carry too much of the task of governing the University.
- (2) For the avoidance of doubt, the concurrent holding of any two or more of the following offices shall be deemed to amount to a situation of conflict of offices:
- (a) the office of Vice-Chancellor;
 - (b) the office of Pro-Vice-Chancellor;
 - (c) the office of Registrar;
 - (d) the office of the Provost or Deputy Provost;
 - (f) the office of the College Registrar;
 - (g) the office of the Dean or Director, Vice-Dean or Deputy Director;
 - (h) the office of Administrative Directors;
 - (i) the headship of a Department or School or Institute or Centre;
 - (j) the office of the University Librarian;
 - (j) the head, deputy head or senior tutor of Residential Facilities;
or
 - (k) Co-ordinators.



- (3) This Statute does not apply to internal oversight arrangements within a College, Faculty, School, Centre, Department, Institute, the Students' Representative Council or the Junior Common Room of a Hall of Residence whether appointment to those positions is made by the Vice-Chancellor or the Head or whether any honorarium or remuneration is paid for a function relating to the management of a project or its fund.

Appointments to Certain Offices to be by Open Advertisement

49. Unless otherwise provided in these Statutes, appointments to the office of Vice-Chancellor, Pro-Vice-Chancellor, Provost, Registrar, Dean and Director shall normally be by open advertisement in the mass media.

Conflict of Interest

50. (1) Any member of Council, the Academic Board, a committee established by or under the authority of Council or the Academic Board and any other body or entity of the University who is, in any way, directly or indirectly interested in any contract, transaction or other decision being considered by Council, the Academic Board, a committee of Council or the Academic Board, and such other body shall, at any meeting at which such contract, transaction or decision is being considered, declare his interest and the nature and extent thereof and shall abstain from participating in discussion with respect to the matter, from moving and seconding motions, and from voting thereon.
- (2) No employee of the University engaged in teaching shall have in his class a student who is a spouse, child, ward, parent or family member provided that with respect to the family member, the Vice-Chancellor may, in exceptional circumstances, waive this Statute.
- (3) No decision of Council, the Academic Board or a committee established by or under the authority of Council or the Academic Board or any other duly established body shall be invalid in whole or in part by reason of the existence of a conflict of interest. Provided that the interested member shall not be allowed to benefit from the decision of Council, the Academic Board, a committee of Council or



the Academic Board, the Students' Representative Council, a Junior Common Room or any such body once it is discovered that that member was in any way, directly or indirectly, interested in the contract, transaction or decision.

- (4) Without prejudice to the generality of the foregoing provisions, no member of the University shall without the approval of the Vice-Chancellor
 - (a) enter into a commercial contract or transaction with the University; or
 - (b) receive a benefit directly or indirectly from any contract or transaction with the University.
- (5) No employee of the University shall accept an appointment or engage in the provision of services outside the University without the express prior approval of the Vice-Chancellor in writing. The Vice-Chancellor may refuse to grant approval, where the service to be provided is similar to the University's mission or may diminish the esteem or reputation of the University.
- (6) any contract or transaction which is contrary to this Statute shall, for all purposes, be null and void.

Industrial Action by Unionised Employees

- 51.
- (1) The University recognises the right of every employee to freedom of association and of the right to demonstrate in order to protect his economic and social interests.
 - (2) Employees who engage in industrial action pursuant to their right to do so under any collective agreement or other labour arrangement shall do so in strict accordance with the Labour Act, 2003 (Act 651) and must respect the rights and freedoms of other members of the University and the general public.
 - (3) No industrial action taken or purported to be taken shall deliberately target the disruption of academic work and or the provision of essential services to campus.



- (4) For the purposes of this Statute essential services shall have the same meaning as in the Labour Act, 2003 (Act 651).

Decision-making by University Entities

- 52.
- (1) A matter not expressly provided for by these Statutes or by regulations shall be determined by the Vice-Chancellor subject to approval or ratification by Council.
 - (2) Unless taken by consensus, a decision reached by a meeting of a University body shall not have effect unless it has the support of at least a simple majority of the members present and voting and if all votes cast are equal, the presiding person shall have a casting vote; the minutes shall record the result of the voting or reflect the consensus reached.
 - (3) No decision of the University shall be invalidated by reason only of the existence of a vacancy in the membership of the body making the decision or of a defect in the appointment of a member of that body;
 - (4) Subject to the Act, these Statutes and regulations made by the Academic Board, all University bodies shall determine their own procedures.
 - (5) At a meeting of any University body, a member of that body may raise a point of order and shall be entitled to be heard forthwith. A point of order shall relate only to a perceived breach of the provisions of the Act, the provisions of these Statutes and Regulations or rules of the University body in question. The member shall specify why in his opinion there has been a breach and the ruling of the person presiding shall be final and shall not be open to discussion.
 - (6) For the avoidance of doubt, these Statutes and Regulations made thereunder shall apply to all activities approved by the University whether occurring within or outside the physical location of the University including field trips and social events.
 - (7) Where in these Statutes an officeholder is said to be under another officeholder, it shall be taken to mean that the officeholder is answerable to that other.



- (8) The procedure for appointment of Deans or Directors shall be as provided for the Vice-Chancellor in Statute 5 or such modifications thereof as may be approved by Council on the recommendation of the Business and Executive Committee of the Academic Board.

Regulations

53. (1) The Council, the Academic Board and their committees and the Halls of Residence respectively may make Regulations for their own procedures and for the exercise of their respective powers and the performance of their functions under these Statutes.
- (2) The Academic Board shall not make or ratify a regulation amending or repealing the Regulations for the time being in force except at an ordinary meeting of the Academic Board and unless notice of the amendment or repeal has been given in the notice convening the meeting.
- (3) Regulations made by a committee or a Hall pursuant to subsection (1) shall be subject to the approval of the Academic Board and shall not come into effect unless approved by the Academic Board.
- (4) The Council and the Academic Board, respectively, shall in approving, ratifying, making, amending or repealing Regulations, observe the conditions specified in subsections (5) and (8) of this statute.
- (5) The Regulations shall not be inconsistent with, or repugnant to a provision of the Constitution of the Republic or the Statutes of the University or to the Act.
- (6) A disability shall not be imposed on the ground of religion, sex, race, national origin, political belief, or physical disadvantage.
- (7) A person shall not be allowed to take a degree, certificate or diploma or any other academic qualification other than an honorary degree without the prescribed examination or any other adequate test approved by the Academic Board.



- (8) A regulation shall not be held invalid by reason only of the fact that it confers certain benefits on persons because of gender, physical challenge or other disadvantaged circumstances, which are not extended to other persons.
- (9) Where a question arises as to the validity of a provision under these Statutes or a regulation made by the Academic Board or committee or Board or Hall Council, the decision of the Council on that question may be appealed to the Appeal Board established under the Act.
- (10) For the purposes of this section, “Regulations” include Bye-laws.

Amendment of these Statutes

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

Effective Date of these Statutes

- 55. These Statutes shall come into force on the 1st day of May, 2011.

56. Revocation

The Statutes in force immediately before the promulgation of these Statutes are hereby revoked.

57. Transitional Provisions

- (1) These Statutes shall come into force on the appointed day.
- (2) The persons who immediately prior to the appointed day were respectively the Vice-Chancellor of the University, the Pro Vice-Chancellor(s) and the Registrar shall continue to hold office for the periods for and under the terms and conditions under which they were appointed.



- (3) The Academic Board, Convocation, Colleges, Faculties, Institutes, Schools and Centres and the respective governing boards as existing immediately prior to the commencement of these Statutes shall continue in existence as if constituted under these Statutes.
- (4) For the purposes of the initial steps for giving effect to these Statutes:
 - a. Where a superior body to be constituted under these Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body shall be the corresponding body operating under the Statutes or the regulations existing immediately prior to the appointed day, or where that body does not exist then a temporary body shall be constituted by the Academic Board for this purpose in the manner as near as possible to the procedure laid down in these Statutes.
 - b. Where any other difficulty arises in the initial constitution of a body under these Statutes, or otherwise, in the initial procedure, the Vice-Chancellor shall take the measures that are reasonably necessary in order to overcome the difficulty.
- (5) The powers of each body existing in the University immediately prior to the appointed day, which are transferred under these Statutes to any other body, shall continue in force until the other body has been duly constituted.
- (6) The Bye-laws, Regulations, Policies, Instructions, Guidelines and Standing Orders of the University existing immediately prior to the appointed day and not inconsistent with the Act or these Statutes shall remain in force until they are amended or repealed.
- (7) If within twelve months after the appointed day, a standing or any other committee, faculty or board of an institute or school fails to make regulations regarding a matter for which the Academic Board considers necessary that Regulations are made or if within that period any of those bodies have made Regulations which the Academic Board has refused to ratify then, the Academic Board shall make the Regulations that it considers necessary regarding that matter.



- (8) A person who immediately prior to the appointed day held an appointment in the University shall continue to hold that appointment until, under these Statutes or by virtue of the terms of appointment or recognition, that person ceases to hold that appointment.
- (9) A provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who immediately prior to the appointed day was a member of the administrative or teaching staff of the University.



SCHEDULE A
REGULATIONS FOR THE SINGLE TRANSFERABLE
VOTE SYSTEM

1. An elector in giving the vote:
 - (a) shall place on the voting-paper the figure "1" opposite the name of the candidate for whom the elector wishes to vote; and
 - (b) may, in addition, place on the voting-paper the figure "2" or the figures "2" and "3", and so on, opposite the names of any other candidates in the order of preference.
2. A voting-paper is invalid on which:
 - (a) the figure "1" is not marked, or
 - (b) the figure "1" is set opposite the name of more than one candidate, or
 - (c) the figure "1" and some other figure are set opposite the name of the same candidate.
3. There shall be appended to the forms of voting-paper a note to the following effect:

"Instructions: Vote by placing the figure "1" in the space opposite the name of the candidate for whom you wish to vote. You may also place the figure "2", or the figures "2" and "3", and so on, in the spaces opposite the names of the other candidates in the order of your preference for them. A voting-paper is invalid on which

 - (a) the figure "1" is not marked; or
 - (b) the figure "1" is set opposite the name of more than one candidate; or
 - (c) the figure "1" and some other figure are set opposite the name of the same candidate."



4. The returning officer shall arrange the voting-papers, other than the invalid voting-papers, in parcels according to the first preferences recorded for each candidate.
5. The returning officer shall then count the number of papers in each parcel, and credit each candidate with one vote in respect of each valid paper on which a first preference has been recorded and shall ascertain the total number of valid papers.
6. The returning officer shall then divide the total number of valid papers by a number exceeding by one the number of vacancies to be filled, and the result increased by one, disregarding a fractional remainder, shall be the number of votes sufficient to secure the return of a candidate, and that is the quota.
7. If the number of votes credited to a candidate is equal to or greater than the quota, that candidate shall be declared elected.
8.
 - (1) If the number of votes credited to a candidate is greater than the quota and one or more vacancies remain unfilled, the surplus shall be transferred in accordance with this Schedule to the continuing candidates indicated on the voting-papers in the parcel of the elected candidate as being next in order of the voter's preference.
 - (2) If the votes credited to an elected candidate consist of original votes only, the returning officer shall examine the papers in the parcel of the elected candidate whose surplus is to be transferred and shall arrange the transferable papers in sub-parcels according to the next preference recorded on those papers.,
 - (3) If the votes credited to an elected candidate consist of original and transferred votes, or of transferred votes only, the returning officer shall examine the papers contained in the sub-parcel last received by the elected candidate and shall arrange the transferable papers in further sub-parcels according to the next set of preferences recorded on those papers.
 - (4) In either sub-regulation (3) or (4), the returning officer shall make a separate sub-parcel of the non-transferable papers and shall ascertain the number of papers in each sub-parcel of transferable papers in the sub-parcel of non-transferable papers.



- (5) If the total number of papers in the sub-parcels of transferable papers is equal to or less than the surplus, the returning officer shall transfer each sub-parcel of transferable papers to the next candidate indicated on the papers as the voter's next preference.
- (6) If the total number of transferable papers is greater than the surplus, the returning officer shall transfer from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bear to the total number of transferable papers.
- (7) The number of papers to be transferred from each sub-parcel shall be ascertained by multiplying the number of papers in the sub-parcel by the surplus and dividing the result by the number of transferable papers, and a note shall be made of the fractional parts of each number so ascertained.
- (8) If, owing to the existence of the fractional parts, the number of papers to be transferred is less than the surplus, so many of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus, shall be reckoned as of the value of unity, and the remaining fractional parts shall be ignored.
- (9) The particular papers to be transferred from each sub-parcel shall be those last held in the sub-parcel.
- (10) Each paper transferred shall be marked in a manner that indicates the candidate from and to whom the transfer is made.
- (11) If more than one candidate has a surplus, the largest surplus shall be first dealt with.
- (12) If two or more candidates have each the same surplus, consideration should be given to the number of original votes obtained by each candidate and the surplus of the candidate credited with the largest number of original votes shall be first dealt with, and, if the numbers of the original votes are equal, the returning officer shall decide which surplus will first be dealt with.



- (13) The returning officer need not transfer the surplus of an elected candidate when the surplus together with any other surplus not transferred does not exceed the difference between the totals of the votes credited to the two continuing candidates lowest on the poll.

9. (1) Where a candidate does not have a surplus, or when under Regulation (8) an existing surplus need not be transferred and one or more vacancies remain unfilled, the returning officer:

- (a) shall exclude from the poll the candidate credited with the lowest number of votes, and
- (b) shall examine the papers of that candidate, and shall arrange the transferable papers in sub-parcels according to the next set of preferences recorded for continuing candidates, and
- (c) shall transfer each sub-parcel to the candidate from whom that preference is recorded, and shall make a separate sub-parcel of the non-transferable papers.

(2) If the total of the votes of the two or more candidates lowest on the poll, together with the surplus votes not transferred, is less than the votes credited to the next highest candidate, the returning officer may in one operation exclude those candidates from the poll and transfer their votes in accordance with regulation 8.

(3) If when a candidate has to be excluded under this regulation, two or more candidates have each the same number of votes and are lowest on the poll, consideration should be given to the number of original votes credited to each of those candidates, and the candidate with the fewest original votes shall be excluded.

(4) When the numbers of the original votes are equal, consideration should be given to the total number of votes credited to those candidates at the first transfer at which they had an unequal number of votes, and the candidate with the lowest number of votes at that transfer shall be excluded, and where the number of votes credited to those candidates were equal at all transfers, the returning officer shall decide which shall be excluded.



10. (1) Where a transfer is made under any of the preceding regulations, each sub-parcel of papers transferred shall be added to the parcel of papers of the candidate to whom the transfer is made, and that candidate shall be credited with one vote in respect of the papers transferred; but the papers which are not transferred shall of each be set aside as finally dealt with, and the votes given on those papers shall not be taken into account.
- (2) If after a transfer a candidate has a surplus, that surplus shall be dealt with in accordance with, and subject to, Regulation (8) before any other candidate is excluded.
11. (1) When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.
- (2) When only one vacancy remains unfilled, and the votes of a continuing candidate exceed the total of the votes of the other continuing candidates, together with a surplus not transferred, that candidate shall be declared elected.
- (3) When the last vacancy can be filled under this regulation, further transfer of votes need not be made.
12. In publishing the result of the election the returning officer shall include a notification of the transfer of votes made under these Regulations and of the total number of votes credited to each candidate after the transfer.
13. (1) A candidate or the representative of the candidate may, at any time during the counting of the votes, before the commencement or after the completion of a transfer of votes, whether surplus or otherwise, request the returning officer to re-examine and recount the papers of all or any candidates which are not papers set aside at a previous transfer as finally dealt with, and the returning officer shall re-examine and recount the same accordingly.
- (2) The returning officer may also recount votes once or more where the returning officer is not satisfied as to the accuracy of a previous count; but there is no obligation on the returning officer to recount the same votes more than once.



(3) On a recount, subject to the modifications that are necessary by reason of an error in the original count, each paper shall take the same course as at the original count.

14. If a question arises in relation to a transfer of votes, the decision of the returning officer, whether expressed or implied, is final subject to the constitutional right of the candidate to seek redress in the Courts.

15. In these Regulations unless the context otherwise requires,

“continuing candidate” means a candidate not elected and not excluded from the poll;

“first preference” means the figure “1”, the expression “second preference” means the figure “2”, and the expression “third preference” means the figure “3”, set opposite the name of a candidate, and so on;

“non-transferable paper” means a voting-paper on which a second or subsequent preference is not recorded for a continuing candidate; but a paper shall be deemed to be a non-transferable paper where

(a) the names of two or more candidates, whether continuing or not, are marked with the same figure, and are next in order of preference; or

(b) the name of the candidate next in order of preference, whether continuing or not, is marked

(i) by a figure not following consecutively after some other figure on the voting-paper; or

(ii) by two or more figures;

“original vote” with regard to a candidate means a vote derived from a voting-paper on which a first preference is recorded for that candidate;

“surplus” means the number of votes by which the total number of the votes, original and transferred, credited to any candidate, exceeds the quota;

“transferable paper” means a voting paper on which a second or subsequent preference is recorded for a continuing candidate;



“transferred vote” with regard to a candidate means a vote derived from a voting-paper on which a second or subsequent preference is recorded for that candidate.



SCHEDULE B

STANDING COMMITTEES OF THE ACADEMIC BOARD

Committee	Membership	Quorum	Functions
1. Business and Executive	Vice-Chancellor; Pro-Vice-Chancellor(s); Provosts; University Librarian; Deans; a member of each Faculty Board elected by the Faculty Board; Director of Academic Quality Assurance Unit; Principal of Accra City Campus; Directors of the Institute of Continuing and Distance Education, Institute of African Studies, Noguchi Memorial Institute of Medical Research; Institute of Agricultural Research, the Institute for Statistical, Social and Economic Research and the Regional Institute of Population Studies; two members of the Academic Board of professorial rank; and two members of the Academic Board of non-professorial rank elected by the Academic Board.	5	<ul style="list-style-type: none"> • promote research within the University and require reports from the Faculties, Institutes, Schools and Centres from time to time on research being done; • approve the appointment of examiners on the recommendations of the Boards of the Faculties, Institutes and Schools concerned and in accordance with regulations previously approved by the Board; • suspend or remove examiners for any good cause during their terms of office and in the case of death, illness or resignation or suspension or removal of an examiner shall appoint a substitute; • make appointments of Senior Members of the University in accordance with Statutes enacted in that behalf by the Council; • recommend to the Council the affiliation of other institutions to the University on the appropriate terms and conditions; • comment for the attention of Council on the yearly estimates and accounts of the University prepared by the Finance and General Purposes Committee either on its own motion or at the request of Council; • approve, amend or refer back the yearly estimates and accounts of the University prepared by the Finance and General Purposes Committee; • determine, subject to the conditions made by the benefactors which are accepted by the Council and after report from the Board of the Faculty, Institute or



			<p>Purposes Committee;</p> <ul style="list-style-type: none">• determine, subject to the conditions made by the benefactors which are accepted by the Council and after report from the Board of the Faculty, Institute or School concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and prizes, and examine for an award of the same or to delegate the power to examine for an award to the Faculty, Department, Centre, Institute or School or other body;• propose to the Council the names of persons for honorary degree; but a person shall not be admitted by the University to an honorary degree whose name has not been first submitted to and approved by both the Council and the Academic Board;• make reports and recommendations to Council and within the scope of policy approved by the Council, take the action that it considers necessary for the development, welfare and good governance of the entire University community;• determine the length of each academic year and divide the year into the appropriate terms, semesters or divisions.• make decisions on recommendations of Examiners or Joint Examiners Boards and report same to the Academic Board for information.• Perform any other functions
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			that may be assigned to it by the Academic Board.
2. Appointments Board	Vice-Chancellor, (Chairman); Pro-Vice-Chancellor(s); Provosts; Four Assessors elected by the Academic Board to represent the Sciences and the Humanities; and two alternates to the Assessors elected by the Academic Board to represent the Sciences and the Humanities (The Assessors or Alternates shall be of full professorial rank); <i>In Attendance</i> the Dean of Faculty; Head of Department; Deans of cognate Faculties; and Head of cognate subject.	5	To make recommendations on the appointment of Pro-Vice-Chancellor(s), Provosts, Deans, Directors of Schools and Institutes, Professors, Associate Professors including Honorary Professors, Librarian, and in the name of the Council, make appointments and re-appointments of other Senior Members.
3. Residence Board	Pro-Vice-Chancellor, Chairman; Heads of Halls; Senior Tutors of all Halls; Director of Student Residences; Dean of Students; one member elected by the Finance and General Purposes Committee; The President, Legon branch of GRASAG; The President of the Students' Representative Council (SRC); Junior Common Room Presidents; Director of Health Services; Manager of University Hostels; Managers of Private Hostels.	6	(a) To keep under review the Hall system. (b) To make adequate provision for the supervision and the welfare of the student body.
4. Housing	Pro-Vice-Chancellor, Chairman;	3	(a) To keep under review the housing needs of the



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

	Chairman of the Municipal Services Management Committee; Three members elected by the Academic Board; one representative of the Federation of Universities Senior Staff Association of Ghana, Legon branch; Registrar or his representative; <i>In attendance:</i> Director of Physical Development and Municipal Services, and Housing Officer.		University and advise the Development Committee on those needs. (b) To advise the Vice-Chancellor on the establishment and administration of an equitable system for allocating housing units other than Hall flats.
5. Library Board	Pro-Vice-Chancellor, Chairman; one member appointed by each Faculty Board; Two members elected by the Finance and General Purposes Committee; one member appointed by the SRC; one member appointed by the Legon branch of GRASAG; University Librarian. <i>In attendance:</i> Registrar; Director of Finance; and College Librarians.	5	Subject to the directions of the Academic Board, to supervise and direct the policy of the Library system and any other matters delegated to it.
6. Board of the School of Graduate Studies	Dean of the School of Graduate Studies (Chair); Vice-Dean of the School of Graduate Studies; two members of professorial rank elected by the Academic Board; two members of professorial rank appointed by each Faculty; two members of professorial rank appointed by the College	5	Co-ordination of graduate studies in the University: (a) to approve and admit on behalf of the Academic Board candidates for higher degrees, supervisors, course work, thesis areas or titles and appointment of examiners on recommendation from the appropriate Faculty Boards; (b) to determine the results of graduate examinations on receipt of examiners' reports; (c) to request progress reports from supervisors at the end of



	<p>of Agriculture and Consumer Sciences; Four members of professorial rank appointed by the College of Health Sciences; Up to two members from under-represented units appointed by the Vice-Chancellor on recommendation of the Dean; two representatives from Legon branch of GRASAG, representing Masters and PhD students.</p>		<p>each academic year;</p> <p>(d) assume responsibility for the general welfare of graduate students;</p> <p>(e) promoting the development, diversification and effective delivery of post-graduate programmes to address emerging national and global issues;</p> <p>(f) accreditation of all faculty teaching and supervising graduate programmes to maintain high standards and ensure high quality graduate programme output;</p> <p>(g) monitoring and evaluation of general performance on graduate programme delivery; and</p> <p>(h) subject to the approval of the Academic Board, undertake any other functions as will promote graduate studies in the University.</p>
7. Hospital Management	<p>Chairman appointed by the Business and Executive Committee on the recommendation of the Vice-Chancellor; two members elected by the Academic Board (at least one member elected by the College of Health Sciences); two members appointed by the Vice-Chancellor in consultation with the Ministry of Health (one to be from Nursing Administration and the other from Medical Administration); The Director of Health Services; one member elected by the Legon branch of FUSSAG; one member elected by TEWU; one representative each</p>	5	<p>(a) Subject to the directions of the Academic Board to be responsible for the formulation of policy for the efficient administration of the University Hospital 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.</p> <p>(b) In matters of finance, to report to the Finance and General Purposes Committee and Development Committee as may be appropriate.</p>



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

	of the SRC and the Legon branch of GRASAG. <i>In attendance:</i> The Hospital Administrator (to act as Secretary); The Hospital Matron; The Chief Pharmacist; and the Registrar or his representative.		
8. Scholarships	Vice-Chancellor, (Chairman); Pro-Vice-Chancellor(s); Dean of each Faculty or the representative of the Dean; Dean of International Education Programmes; Dean, School of Graduate Studies or the representative; and one representative each of the SRC and the Legon branch of GRASAG.	5	To advise the Academic Board on University scholarship policy and to award approved University scholarships.
9(a). Research, Innovation and Development Advisory Board	Vice-Chancellor, Chairman; Pro-Vice-Chancellors; two Directors (ORID); Five members from Business Community, Industry and key donor agencies appointed by the Vice-Chancellor.	3	a. Serve as ambassadors for the University of Ghana's research enterprise; b. Liaise with business, industry and donor community to promote linkages and contacts for faculty research; c. Assist the University to fund-raise to support faculty research.
9(b). Research, Innovation and Development Management Board	Pro-Vice-Chancellor (ORID), Chairman; Deans (non Collegiate Faculties); one representative Dean from each College; Dean, School of Graduate Studies; Director of Finance; two Directors of ORID; Director of ISSER;	5	a. Guide and advise on research policies and strategic direction for the University's research enterprise; b. Agree on research priorities and consider the general research needs of Faculties;



	Director of NMIMR; Director, Institute of African Studies; one other Director elected by other UG Research Institutes; and two representatives elected by the Academic Board.		<p>c. Ensure that the University's research funds are allocated according to agreed research priorities;</p> <p>d. Monitor the allocation and effective use of research funds;</p> <p>e. Monitor performance on research delivery and quality of research output;</p> <p>f. Advise the Estimates Committee on the allocation and disbursement of funds for research;</p> <p>g. Receive at periodic intervals reports on the progress made in prosecution o the research projects;</p> <p>h. Report annually to the Academic Board on the work of the Committee.</p>
10. Security	Chairman, appointed by the Business and Executive Committee on the recommendation of the Vice-Chancellor; four members appointed by the Academic Board; one member appointed by the SRC; one member appointed by the GRASAG, Legon branch; one member appointed by the FUSSAG, Legon branch; and one member appointed by Legon branch of TEWU. <i>In attendance:</i> Chief Security Officer; and Director of Physical Development and Municipal Services.	4	To keep under review the security arrangements in the University.
11. Academic	Pro-Vice-Chancellor,	7	(a) To advise the Academic



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

Curriculum, Quality and Staff Development	Chairman; Provosts; Director of the Unit; All Deans and Directors of Institutes; University Librarian; Director, HRODD; Director, Academic Affairs; and three members appointed by the Vice-Chancellor to advise on technical issues. <i>In attendance:</i> Director of Finance; Director of Physical Development and Municipal Services; Chief Information Technology Officer; and Administrative Directors.		Board on the future development of the University on academic and curriculum matters. (b) To advise the Academic Board on matters relating to the establishment of new departments. (c) To advise on new courses of study for the University taking into consideration the human resource needs of the nation. (d) To advise on staff development programmes for academic staff. (e) To develop policies in support of the Unit.
12. Inter-Faculty	Pro-Vice-Chancellor, Chairman; one representative of each Faculty Board; Dean of School of Graduate Studies. <i>In attendance:</i> Director, Academic Affairs.	5	(a) To consider any matter of general academic import and make recommendations to the Academic Board. (b) To be in attendance at Examiners' Board meetings to ensure uniform application of regulations for the determination of examination results.
13. Board of Trustees for Academic Prizes Fund	Pro-Vice-Chancellor, Chairman; Director of Finance; Registrar; two members elected by the Academic Board; and an alumnus appointed by the Vice-Chancellor.	3	(a) To examine and approve offers by prospective benefactors and to determine acceptable levels of donations for academic prizes. (b) To advise prospective benefactors and the University in the light of its examination of terms and conditions for proposed awards.
14. University Basic Schools Board.	Chairman appointed by the Vice-Chancellor; two elected members of the Academic Board; one representative of College of Health Sciences; one representative of	7	To determine policy and oversee the management of the University's basic schools.



	<p>College of Agriculture and Consumer Sciences; two representatives of University Basic Schools' PTA; one elected member of the Legon branch of FUSSAG; one elected member of the TEWU; Headteacher of University Basic Schools; Registrar or the Representative; one representative of UTAG, Legon branch; one representative of Ghana Association of University Administrators, Legon branch; and District Director, Ghana Education Service.</p>		
15. Counselling and Placement Advisory Board	<p>Pro-Vice-Chancellor, Chairman; one representative of the Manpower Board; one representative of the Public Services Commission; one representative of the Ghana Employers Association; one representative of the National Vocational Training Institute; two persons appointed by the Vice-Chancellor from outside the University one representative of each Faculty; one representative each of the SRC and the Legon branch of GRASAG; The Director, Academic Affairs; The Dean of Students; The Director, University</p>	7	To determine and develop policies for career guidance and other educational advisory services for employees and students.



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

	Health Services; one representative, University Alumni Association; Director of Counselling and Placement Centre; and Director of Sports.		
16. Scrutineers	Three members elected by the Academic Board		To assist the returning officer in the conduct of elections.
17. Chaplaincy Board	A chairman appointed by the Vice-Chancellor; Three members elected by the Academic Board; a representative of each recognised religious denomination; one representative each of the SRC and the Legon branch of GRASAG; one representative each of Legon branch of UTAG, GAUA, and FUSSAG; and one representative of TEWU.	5	To advise on religious activities in the University.
18. Management Board for Radio Univers.	A chairman appointed by the Vice-Chancellor; one member elected by the Academic Board; Dean of Students; Director of Public Affairs; Representative of School of Communication Studies; one member appointed by FUSSAG, Legon branch; one member appointed by TEWU; one member each of the SRC and the Legon branch of the GRASAG; and a Member of the Law Faculty appointed by the Dean. <i>In attendance:</i> Manager, Radio Univers.	5	To develop, determine and advise the Vice-Chancellor on policies for the regulation and management of the University's radio station.



SCHEDULE C
COLLEGES, FACULTIES, INSTITUTES AND SCHOOLS
OF THE UNIVERSITY

College/Faculty	Departments	Representation on Faculty Board
1. College of Health Sciences: Medical School	Anaesthesia Anatomy Medical Biochemistry Centre for Tropical Clinical Pharmacology and Therapeutics Chemical Pathology Child Health Community Health Haematology Medicine and Therapeutics Microbiology Obstetrics and Gynaecology Pathology Pharmacology Physiology Psychiatry Radiology Surgery	All Units of the College of Health Sciences; Business School; College of Agriculture and Consumer Services; Faculty of Arts; Faculty of Engineering Sciences; Faculty of Law; Faculty of Social Studies; and Faculty of Science.
Dental School	Oral Diagnosis (Oral Pathology/ Oral Medicine) Oral Biology Biomaterials Science Restorative Dentistry Orthodontics and Paedodontics Community and Preventive Dentistry Oral and Maxillofacial Surgery	
School of Allied Health Sciences	Medical Laboratory Sciences Therapy Radiography Physiotherapy Diagnostic Radiography Occupational Therapy Dietetics Speech and Language Therapy Medical Physics Anatomic Pathologic Technology Orthopaedic Technology Dental Technology Audiology Medical Information Management	All Units of the College of Health Sciences; Faculty of Agriculture; Faculty of Engineering Sciences; Faculty of Law; Faculty of Science.
School of Public Health	Biostatistics Epidemiology and Disease	



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

	Control Biological, Environmental and Occupational Sciences Health Policy Planning and Management Population, Family and Repro- ductive Health Social and Behavioural Sciences	
School of Nursing	Community Health Adult Health Maternal and Child Health Research, Education and Administration.	
Noguchi Memorial Institute for Medical Research	Bacteriology Electron Microscopy/ Histopathology Epidemiology Nutrition Clinical Pathology Laboratory Animal Experimentation Virology Parasitology Immunology	College of Health Sciences Faculty of Engineering Sciences Faculty of Social Studies Faculty of Science
School of Pharmacy	Pharmaceutical Chemistry Pharmaceutics and Microbiology Pharmacology and Herbal Medicine Pharmacology and Toxicology Pharmacy Practice and Clinical Pharmacy	
2. Arts	English Institute of Continuing and Distance Education Institute of African Studies International Centre for African Music and Dance Language Centre Linguistics Mathematics Modern Languages Philosophy and Classics School of Performing Arts (Dance Studies, Music, Theatre Arts) Study of Religions	University of Ghana Business School Faculty of Law Faculty of Social Studies Institute of Continuing and Distance Education
3. Law	Law	Business School College of Health Sciences Faculty of Arts Faculty of Social Studies



4. Science	Botany Biochemistry, Cell & Molecular Biology Chemistry Computer Science Ecology Laboratory Centre Geography and Resource Development Earth Science Nutrition and Food Science Home Science Mathematics Nursing Oceanography and Fisheries Physics Psychology Statistics Animal Biology and Conservation Science	Faculty of Arts Faculty of Engineering Sciences Faculty of Law Faculty of Social Studies College of Agriculture and Consumer Sciences
5. Faculty of Engineering Sciences	Food Process Engineering Computer Engineering Agricultural Engineering Materials Science and Engineering Biomedical Engineering Aeronautic and Space Science	Business School College of Health Sciences College of Agriculture and Consumer Sciences Faculty of Social Studies Faculty of Science
6. Business School	Accounting Finance Marketing Organisation and Management Information Systems Public Administration and Health Services Management	College of Health Sciences Faculty of Arts Faculty of Engineering Sciences Faculty of Law Faculty of Social Studies
7. Social Studies	Archaeology and Heritage Studies Computer Science Centre for Distance Education Centre for Gender Studies and Advocacy Centre for Social Policy Studies Centre for Migration Studies Economics Geography and Resource Development History; Home Science; Information Studies Institute of Continuing and Distance Education Institute of African Studies Institute of Statistical, Social and Economic Research; Legon Centre for International	Business School College of Health Sciences College of Agriculture and Consumer Sciences Faculty of Arts Faculty of Law Economics Geography and Resource Development History Home Science Information Studies Institute of Continuing and Distance Education Institute of African Studies Institute of Statistical, Social and Economic Research (ISSER) Legon Centre for International



	Affairs and Diplomacy; Mathematics Political Science Nursing; Psychology; Regional Institute for Population Studies; Social Work; Sociology; Statistics and School of Communication Studies.	Affairs and Diplomacy Mathematics Political Science Nursing Psychology Regional Institute for Population Studies (RIPS) School of Communication Studies Social Work Sociology Statistics
8. College of Agriculture and Consumer Sciences	Agricultural Economics and Agribusiness Agricultural Extension Animal Science Crop Science Home Science Soil Science Agricultural Research Centres	Business School Faculty of Law Faculty of Social Studies Faculty of Science Faculty of Engineering Sciences

Institutes/Schools/Centres

- (a) Institute of African Studies
- (b) Institute of Continuing and Distance Education
- (c) Legon Centre for International Affairs and Diplomacy (LECIAD)
- (d) School of Communication Studies
- (e) Institute of Statistical, Social and Economic Research (ISSER)
- (f) Regional Institute for Population Studies (RIPS)
- (g) Noguchi Memorial Institute for Medical Research (NMIMR)
- (h) School of Performing Arts
- (i) Centre for Tropical Clinical Pharmacology and Therapeutics
- (j) Language Centre



- (k) Ecology Laboratory Centre
- (l) Centre for Social Policy Studies
- (m) International Centre for African Music and Dance
- (n) Centre for Distance Education
- (o) Centre for Gender Studies and Advocacy
- (p) Centre for Migration Studies
- (q) Institute of Agricultural Research
- (r) West African Centre for Crop Improvement (WACCI)
- (s) Biotechnological Centre



SCHEDULE D

UNIVERSITY OF GHANA COLLEGE OF HEALTH SCIENCES

Establishment

1. There is here established a College to be known as the College of Health Sciences.

Objectives of the College

2. The College shall advance the objectives of each of its constituent Units by these specific objectives:
 - (a) to provide central administration for the constituent Units;
 - (b) to harmonise the academic work of the Units;
 - (c) to foster interaction among employees of the Units;
 - (d) to facilitate and promote maximum utilisation of human and other resources;
 - (e) to help the Units achieve academic excellence in Health Education and support development of their teaching, research and extension programmes;
 - (f) to promote development of sustainable health programmes.

The College Council

3. (1) The membership of the College Council is as follows:
 - (a) Chairman appointed by Council from outside the University taking into account the needs of the College and appropriate expertise;
 - (b) Provost;



- (c) Deputy Provost;
- (d) one representative of the Council for Scientific and Industrial Research;
- (e) two members nominated by the University Council;
- (f) one representative from the Academic Board of the University of professorial status who is not a member of the College;
- (g) one representative of the National Council for Tertiary Education;
- (h) one representative of the Minister of Health not below the rank of Director;
- (i) the President, Ghana College of Physicians and Surgeons;
- (j) the Chairman of the Board of the Korle-Bu Teaching Hospital;
- (k) two representatives of the College Academic Board;
- (i) one alumnus of the College who is not an employee of the University appointed by the Vice-Chancellor;
- (l) one representative each of:
 - i. University Teachers Association of Ghana, Legon branch elected by the members of the association;
 - ii. undergraduate students of the College elected by the Students' Representative Council;
 - iii. post-graduate students of the College elected by the Legon branch of the Graduate Students Association of Ghana;
 - iv. Teachers' and Education Workers' Union elected by the members of the union.



- (2) The functions of the College Council are:-
- (a) to ensure financial integrity of the College as well as its Units;
 - (b) to oversee the development and progress of the College;
 - (c) to keep the College objectives under constant review;
 - (d) to monitor and advise the University on conditions of service of employees of the College;
 - (e) to allocate funds at the disposal of the College;
 - (f) to determine annually the expenditure necessary for the academic purposes of the College, and for the maintenance of
 - (i) the property of the College; and
 - (ii) requisite staff for transacting the financial and administrative business of the College and may appropriate moneys for these purposes.
- (3) In exercising its functions, the College Council shall act within the general policy of the University.
- (4) For the avoidance of doubt, all policy decisions of the College Council shall be in the form of recommendations to the University Council.
- (5) Subject to the approval of the Academic Board, the College Council shall have power to make regulations not being inconsistent with the Act or the Statutes of the University.
- (6) The quorum for any meeting of the Council shall be seven (7) members.

Executive Officers of the College

5. The Executive Officers of the College are:

- (a) The Provost;



- (b) The Deputy Provost;
- (c) The College Registrar;
- (d) The College Librarian;
- (e) The College Finance Officer.

6. The Provost

- (1) The Provost shall be appointed by Council and shall hold office for a period of four years and shall be eligible for re-appointment for a further term of up to four years.
- (2) The Provost shall be assisted by a Deputy Provost.
- (3) No one shall be appointed or elected as a Provost or Deputy Provost, as the case may be, who is not a Professor.
- (4) The functions of the Provost shall include:
 - (a) co-ordination of the various units of the College;
 - (b) implementation of the policy decisions of the College; and
 - (c) raising funds for the College.
- (5) The Provost may delegate, in writing, some of his functions to the Deputy Provost.

7. The Deputy Provost

- (1) The Deputy Provost shall be elected by the College Academic Board from among members of the College and act for the Provost when the Provost is absent or for any other reason he is unable to perform the functions of his office.
- (2) The Deputy Provost shall hold office for two years and is eligible for re-election for a second term of two years.



8. The College Registrar

- (1) There shall be a College Registrar who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
- (2) The College Registrar is a non-voting member of the College Academic Board. He shall serve as secretary to the Council, Boards and standing committees of the College.
- (3) Under the Provost, and subject to any directives that the Registrar may issue from time to time, the College Registrar shall be the head of the general administration of the College.

9. The College Librarian

- (1) There shall be a College Librarian who shall be appointed by the University Council and on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
- (2) The College Librarian shall under the University Librarian be responsible for the general management of the Library system under the College.
- (3) Without prejudice to sub-section 2 of this Statute, the Council may develop policies for the library system and the Librarian shall implement them.
- (4) The College Librarian shall implement the decisions of the College Academic Board.

10. College Finance Officer

- (1) There shall be a College Finance Officer who shall be appointed by the University Council and on the recommendation of the University Appointments Board and on terms and conditions determined by Council.



- (2) The College Finance Officer shall, under the Provost, be responsible for
 - (a) the maintenance of the finances of the College;
 - (b) preparing for the consideration of the College Academic Board statements, accounts and estimates required by the College;
 - (c) calling for and receiving moneys due to the College and making authorised payments on behalf of the College;
 - (d) ensuring that proper books of accounts and records of the property of the College are kept in a manner and form prescribed by the College Academic Board throughout the College;
 - (e) preparing consolidated accounts of the College annually.
 - (f) facilitating and assisting both internal and external auditors in the performance of their functions.
- (3) The College Finance Officer shall be in attendance at meetings of the College Council and the College Academic Board
- (4) The University's Internal Audit Directorate shall provide auditing services to the College.
- (5) For the avoidance of doubt, the College Finance Officer shall be part of the Finance Directorate of the University.

College Academic Board

- 11. (1) There shall be a College Academic Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board in all academic matters, exercise the powers of the University Academic Board delegated to it by the University and make recommendations to the University Academic Board.



- (2) The College Academic Board shall consist of
- (a) the Provost as chair
 - (b) the Deputy Provost
 - (c) the Deans and Directors
 - (d) the Vice-Deans and Deputy Directors
 - (e) the Professors of the College
 - (f) one representative of each cognate Faculty of the University
 - (g) the Heads of Departments of the College
 - (h) one elected member of each Department in the College other than a Professor;
 - (i) the College Librarian;
 - (j) the College Finance Officer shall be in attendance
 - (k) the Chief Administrator of the Korle-Bu Teaching Hospital shall be in attendance or his/her representative.
- (3) The quorum for the meetings of the College Academic Board shall be nine members.

Units of the College

12. (1) The College shall have the following Units:
- (a) the University of Ghana Medical School;
 - (b) the University of Ghana Dental School;
 - (c) the University of Ghana School of Public Health;
 - (d) the University of Ghana School of Allied Health Sciences;
 - (e) the University of Ghana School of Nursing;
 - (f) the Noguchi Memorial Institute for Medical Research; and
 - (g) the University of Ghana School of Pharmacy.



- (2) Each School or Institute shall be headed by a Dean or Director appointed by the University Council on the recommendation of the Appointments Board and assisted by a Vice-Dean or a Deputy Director. The procedure for the appointment or election of the Vice-Dean or Deputy Director shall be as prescribed in Statutes 27, 28 and 29 respectively.
- (3) The Dean or the Director, as the case may be, shall be responsible directly to the Vice-Chancellor through the Provost.
- (4) The Vice-Dean of Postgraduate Studies shall be appointed by the Executive Committee of the College Academic Board on the advice of the Provost.
- (5) The Vice-Dean of Medical Education shall be appointed by the Executive Committee of the College Academic Board on the advice of the Provost.

Board of Schools and Institutes

13. (1) There shall be a Board for every School or Institute of the College.
- (2) The Board of the School or Institute shall consist of
 - (a) the Dean of the School or Director of the Institute as chairman,
 - (b) the Vice-Dean or Deputy Director of the School or Institute,
 - (c) the representatives of the cognate faculties in the University,
 - (d) the Professors of the Schools, Institutes or Centres
 - (e) the Heads of Departments,
 - (f) one elected member for each Department of the School or Institute,
 - (g) the College Librarian, and
 - (h) the College Registrar



- (3) Except that the Board of the School or Institute or Centre of the College shall function through the College Academic Board, their functions shall be as prescribed in Statutes 27, 28, 29 and 31 respectively.

14. Conditions of Service

- (1) The Conditions of Service of persons employed at the College of Health Sciences, other than medically qualified employees, shall, so far as practicable, be the same as the conditions applicable to similar employment elsewhere in the University.
- (2) The Conditions of Service for medically qualified employees of the College shall be determined by the University Council on the recommendations of the College Council.

15. Miscellaneous

For the avoidance of doubt, Statutes 27, 28, 29 and 31 shall apply to a School or Institute or Centre within a College with appropriate modifications.



STANDING COMMITTEES OF THE COLLEGE ACADEMIC BOARD

Committee	Membership	Quorum	Functions
1. Executive	Provost; Deputy Provost; Deans and Directors of the College; and College Registrar.	4	To make such decisions and take such actions as are necessary to implement the general policy established by the College Academic Board, and carry out any other functions delegated to it by the College Academic Board.
2. Appointments and Promotions	Provost; Deputy Provost; two Assessors (two Alternate Assessors appointed by the College Academic Board) Dean of School or the Director of Institute; Head of Department; Head of cognate Faculty of the University; two Assessors from the University Appointments Board. (No business shall be conducted in the absence of: The Provost or the Deputy Provost; one elected professorial member; the Dean of School or Director of Institute and the Head of Department.)	5	(a) To consider and make the appointments and promotions of the academic staff to the level of senior lecturer subject to approval of the Appointments Board of the University. (The Provost in consultation with the appropriate Dean or Director may make temporary appointments for a period not exceeding one year). (b) To decide the points in the appropriate salary scale at which a member of the academic staff, up to the level of senior lecturer, shall be placed on first appointment or promotion in accordance with the Regulations made by the University Academic Board and the Council. (c) To consider the confirmation or extension of appointments of a member of the academic staff on the expiration of the initial period of appointment.
3. Finance and Development	Provost; Deputy Provost; Eight Elected Members of the College Academic Board) Director of Finance or his representative; one representative of the University Development	5	(a) To advise the College Academic Board and the College Council on the financial, academic and other aspects of the development of the College. (b) To formulate and review policies and establish criteria with a view to recommending



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

	<p>Committee. <i>In attendance:</i> Chief Administrator of the Korle Bu Teaching Hospital.</p>		<p>to the College Academic Board the order of priorities in the College academic development and to keep the policies in constant review.</p> <p>(c) To exercise control over the property and expenditure of the College subject to the directions of College Council.</p> <p>(d) To scrutinise the annual estimate of expenditure submitted by Schools or Institutes and other Units in the College and to modify them where necessary for presentation to the College Council.</p> <p>(e) To consider all requests for authorisation of expenditure in excess of approved annual estimates and to make recommendations thereon to the College Council.</p> <p>(f) To consider such matters of financial nature as may be referred by other committees of the College Council.</p> <p>(g) To continually address the issue of the development of the Medical Centre at Legon.</p>
4. College Research and Postgraduate Committee	<p>Vice-Dean, Postgraduate Studies – Chairman; Representative of Provost; Representative of each School Board; two representatives of Postgraduate students; Representative of the Ministry of Health; College Librarian; Representative of Ghana Health Service; Representative of the Ghana College of Physicians and Surgeons; and Chief Administrator, Korle-Bu Teaching</p>		<p>(a) To plan, execute and monitor postgraduate education in all Schools or Institutes in the College.</p> <p>(b) To examine and review research protocols from Senior Members of the College and other cognate bodies and recommend same for approval and funding appropriate to the College Research and Postgraduate Board.</p> <p>(c) To determine whether or not a Research Protocol should be granted ethical clearance.</p>



	Hospital.		
5. Postgraduate Scholarships and Prizes Committee	Deputy Provost - Chairman; Vice-Dean of the Postgraduate Studies; One representative of the College Academic Board who is of professorial status; one representative of College Academic Board who is of non-professorial status; College Registrar; and College Finance Officer.		<p>a. Initiate policies relating to the award of postgraduate scholarship for consideration by the Board of Trustees of the Postgraduate Endowment Fund.</p> <p>b. Oversee the administration of scholarship in the College.</p> <p>c. Recommend awardees to the Board of Trustees of the Endowment Fund.</p> <p>d. Oversee the administration of prizes and institution of prizes in the College.</p>
6. Tender Committee	Chairman of College Council-Chairperson; College Registrar; College Finance Officer; A Lawyer appointed by the College Council; one member nominated by the Finance and Development Committee; one member appointed by the Ministry of Education; one member appointed by NCTE; one representative of the Students' Representative Council; one representative of the University Teachers Association; and the Assistant Registrar with the responsibility for the General Administration schedule – Secretary.		<p>a. Review procurement plans in order to ensure that they support the objectives and operations of the College;</p> <p>b. Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget;</p> <p>c. Review the schedules of procurements and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Procurement Act, its operating regulations and guidelines;</p> <p>d. Ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Schedule 3 of the Act, prior to the award of the contract;</p> <p>e. Facilitate contract administration and ensure compliance with all reporting requirements under the Act; and</p> <p>f. Ensure that stores and equipments are disposed of in</p>



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

			compliance with the Act.
7. Security Committee	Deputy Provost - Chairperson; two (2) representatives from the College Academic Board; one representative from the College Students' Representative Council; one representative from the College Senior Staff Association; one representative from the College TEWU; Chief Security Officer, Korle-Bu Teaching Hospital; Chief Security Officer, University of Ghana; Chief Security Officer, College of Health Sciences; and Secretary-Assistant Registrar in charge of General Administration schedule.		To keep under review security arrangements in the College of Health Sciences, especially the Korle-Bu campus, etc.
8. Hostel Management Committee	Deputy Provost-Chairperson; the Hall Master, University of Ghana Medical School Hostel; one representative from the University of Ghana Dental School; one representative from the School of Allied Health Sciences; one representative from the School of Public Health; the College Finance Officer; the Hostel Manager; one representative from the College's Students' Representative Council; one representative from the College TEWU; Chief Security Officer, Korle-Bu Teaching Hospital; Chief Security Officer, University of Ghana; Chief Security Officer, College of Health Sciences; and Secretary-		<p>a. To keep under review the Hall system.</p> <p>b. To keep adequate provision for the supervision and the welfare of the student body.</p>



	Assistant Registrar in charge of General Administration schedule.		
9. Consultancy/ Faculty Practice Committee	Chairperson; one representative of the University of Ghana Dental School; one representative, Medicine; one representative of the School of Allied Health Sciences; one representative of paraclinical departments; two representatives of the Department of Surgery; one representative of the Department of Anaesthesia; one representative of the Noguchi Memorial Institute for Medical Research; one representative of the School of Public Health; one representative of the School of Nursing; one representative of the University of Ghana School of Pharmacy; and College Registrar, Secretary.		<p>a. To prepare and present a project proposal for the establishment of Faculty Practice.</p> <p>b. To identify suitable location for a specific building for Faculty Practice.</p> <p>c. To identify business groups who may be interested in the venture who would like to contribute to the development of the project.</p> <p>d. To manage Faculty Practice within the College.</p>
10. College Information Technology Committee	Deputy Provost-Chairman; one representative from the ICT Laboratory; Representatives of the constituent institutions of the College; College Registrar, and College Librarian, Secretary.		The Committee will see to the development of ICT blueprint and implementation in the College.
11. Library Committee	Deputy Provost-Chairman; one representative of the College Academic Board; one representative of the University Librarian; one representative of the Ministry of Health; one representative of the constituent institutions of		<p>a. To plan, execute, monitor and manage the running, management and development of the College Library.</p> <p>b. To ensure that the College Library plays a coordinating role in the running, management and development of the Libraries of the constituent institutions of the</p>



	the College; Registrar; Librarian; Finance Officer.	College College College		College.
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DEPARTMENTS, INSTITUTES AND SCHOOLS OF THE COLLEGE

1. Medical School	Anaesthesia Anatomy Medical Biochemistry Centre for Tropical Clinical Pharmacology and Therapeutics Chemical Pathology Child Health Community Health Haematology Medicine and Therapeutics Medical Microbiology Obstetrics and Gynaecology Pathology Pharmacology Physiology Psychiatry Radiology Surgery.	Faculty of Agriculture Faculty of Social Studies Faculty of Science
2. Dental School	Oral Diagnosis (Oral Pathology/ Oral Medicine) Oral Biology Biomaterials Science Restorative Dentistry Orthodontics and Paedodontics Community and Preventive Dentistry Oral and Maxillofacial Surgery	
3. School of Allied Health Sciences	Medical Laboratory Sciences Therapy Radiography Physiotherapy Diagnostic Radiography Occupational Therapy Dietetics Speech and Language Therapy Medical Physics Anatomic Pathologic Technology Orthopaedic Technology Dental Technology Audiology Medical Information Management	



4. School of Public Health	Biostatistics Epidemiology and Disease Control Biological, Environmental and Occupational Sciences Health Policy Planning and Management Population, Family and Reproductive Health Social and Behavioural Sciences	
5. School of Nursing	Community Health Adult Health Maternal and Child Health Research, Education and Administration.	
6. Noguchi Memorial Institute for Medical Research	Bacteriology Electron Microscopy/ Histopathology Epidemiology Nutrition Clinical Pathology Laboratory Animal Experimentation Virology Parasitology Immunology	
7. School of Pharmacy	Pharmaceutical Chemistry Pharmaceutics and Microbiology Pharmacology and Herbal Medicine Pharmacology and Toxicology Pharmacy Practice and Clinical Pharmacy	



SCHEDULE E
COMPOSITION OF CONVOCATION

1. Members of Convocation are the following persons holding office in the University
 - (a) the Chancellor, who shall preside over Convocation;
 - (b) the Chairperson of Council who shall preside over Convocation in the absence of the Chancellor;
 - (c) the Vice-Chancellor, who shall preside over Convocation in the absence of the Chancellor, and the Chairperson of Council;
 - (d) the Pro-Vice-Chancellor(s), one of whom shall preside over Convocation in the absence of the Chancellor, the Chairperson of Council and the Vice-Chancellor;
 - (e) the Professors (including Professors on post-retirement contract), Senior Lecturers, Senior Research Fellows and Senior Associates;
 - (f) the Director and Deputy Directors of Institutes and Schools;
 - (g) the Registrar, College Registrars, University Librarian, Director of University Health Services, Administrative Directors, Deputy Directors, Deputy Registrars, Senior Assistant Registrars, Sub-Librarians, Medical Officers, Legal Officers and University Accountants;
 - (h) the Lecturers, Research Fellows, Research Associates, Research Officers of Agricultural Research Stations, Assistant Registrars, Assistant Librarians, Assistant Accountants;
 - (i) the Assistant Lecturers, Assistant Research Fellows, Assistant Research Associates, Junior Assistant Registrars, Hall Bursars and full-time Tutors, provided they are of not less than two years' standing from their first degrees or equivalent professional qualifications; and



- (j) any other person holding office in the University who is approved by the Academic Boards for this purpose.
- 2. A member of Convocation whose appointment is for only one year, other than a Head of department, is not entitled to vote in the proceedings of Convocation.



SCHEDULE F

RULES AND PROCEDURE FOR APPOINTMENT AND PROMOTION OF SENIOR MEMBERS

Vacancies

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

Submission of Application

2. (1) Applications indicating the position sought and the area or discipline concerned shall be submitted to the Dean through the Head of Department or Director with a covering letter to the Dean with a copy to the Registrar.
- (2) The Head of Department or the Director shall forward the application within thirty days of receipt to the Dean of Faculty.
- (3) In the case of an application for promotion, where the Dean considers that the application is complete, the effective date shall be the date on



which the papers and any other documents submitted for assessment are received by the Head of Department.

- (4) The effective date shall be confirmed in the minutes of the Faculty Appointments and Promotions Review Committee.
- (5) The Dean shall forward to the Registrar one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the applicant.
- (6) In the case of a person applying from outside the University the application shall be sent to the Registrar who shall refer it to the Head of Department or the Director to be processed as in subsection (1).

Faculty Appointments and Promotions Review Committee

3.
 - (1) There shall be a Faculty Appointments and Promotions Review Committee appointed by the Faculty Board for a two-year term with the Dean as the chairperson.
 - (2) Inter-Faculty Appointments and Promotions Review Committee may be constituted where necessary.
 - (3) The Faculty Appointments and Promotions Review Committee shall comprise confirmed staff, and where possible, it shall include a majority of professors including a professor from a cognate Faculty appointed by the Board of Faculty, and a representative each from the grades of Lecturers and Senior Lecturers.
 - (4) The Committee may co-opt others as appropriate to assist its work.
 - (5) The Faculty Appointments and Promotions Review Committee shall meet at least twice a semester.
 - (6) On receipt of an application the Dean or Director shall refer it to the Faculty Appointments and Promotions Review Committee for consideration.
 - (7) The review process shall include a report from the Head of Department on an interactive assessment of the applicant.



- (8) An application shall not be withheld from the Faculty Appointments and Promotions Review Committee.
- (9) The Committee shall consider the applications for appointments and promotions and shall forward the list of the applicants with its comments and recommendations to the Appointments Board.

Handling of Application at the Dean's Office

- 4.
 - (1) Following consideration by the Faculty Appointments and Promotions Review Committee, the Dean shall, in consultation with the Head of Department, nominate persons who may be asked to undertake an assessment of an applicant's work.
 - (2) The Dean shall request each assessor to comment on each publication submitted for assessment, stating its contribution to the candidate's field and the candidate's academic standing in accordance with the University's grading or weighting system.
 - (3) The request for an assessment shall be accompanied by:
 - (a) a copy of the application including the curriculum vitae;
 - (b) copies of publications and any other exhibits of the applicant's work; and
 - (c) the criteria for appointment or promotion.
 - (4) An assessment shall not be provided by the Head of Department on the applicant's publications.
 - (5) For promotion from lecturer to senior lecturer, assessment of publications shall normally be outside the University by one external assessor.
 - (6) An external assessor is a person of standing in the applicant's field, normally of the status of professor or equivalent but not employed by or in any way currently connected with the University.



- (7) The assessor should not, however, have been associated with the applicant's formal studies at the graduate or professional level, nor should the assessor have been a collaborator.
- (8) All correspondence between the Dean or Director and the assessor shall be copied to the Registrar.
- (9) Whether an applicant fails or passes, the Dean and Head of Department shall provide the applicant with information in writing on the strengths and weaknesses of the application.

Progression from one Rank to Another

- (10) Promotion shall normally proceed from one rank to the immediate next rank and that is, from lecturer to senior lecturer to associate professor to professor.
- (11) Without prejudice to subsection (1), a senior member of the University may apply at any time to be promoted to a rank for which that member feels qualified.
- (12) In the case of an application for promotion from lecturer to senior lecturer the applicant shall have completed the first two years of probation before becoming eligible to apply.

Handling of Applications at the Registry

- 5.
 - (1) The Registrar shall maintain a register of applications received in the office of the Registrar indicating the dates of receipt, and shall bring the register to the attention of the Appointments Board at least once a semester indicating the state of processing of each application.
 - (2) When the processing of an application is completed, the Registrar on being satisfied that everything is in order, shall list the application for consideration by the Appointments Board, inviting the candidate for an interview where necessary.
 - (3) In each case of an appointment or promotion the Registrar shall provide the Appointments Board with:



- (a) the approved departmental establishment, if applicable;
- (b) the approved criteria for appointment or promotion;
- (c) the reports of the Faculty Appointments and Promotions Review Committee;
- (d) the report of the assessor(s); and
- (e) the salary scale and the recommended entry point.

Minimum Qualifications for Appointment and Promotion

Tutor

6. With the exception of Resident Tutors in the Institute of Continuing and Distance Education, the designation “tutor” applies to indigenous speakers appointed to teaching positions in the Department of Modern Languages, the Language Centre and the Department of Linguistics who do not possess a researched degree but possess specialised expertise. The designation may also be applied to persons without researched degrees appointed temporarily to teaching positions.

Research Associate

7. The term “research associate” applies to persons without higher degrees but with demonstrable competence to operate in their areas of research.

Assistant Lecturer or Assistant Research Fellow

8. An applicant who does not hold a minimum researched master’s degree may be appointed to the grade of assistant lecturer for two years, and exceptionally for a third year, but the applicant must have registered for a Doctor of Philosophy (PhD) or a terminal professional degree or shall be expected to do so on appointment.



Lecturer or Research Fellow

9. (1) For the appointment of a lecturer or research fellow, training in research as evidenced by a higher researched degree, preferably a doctorate degree or its equivalent or higher professional qualification is required. The appointment shall be subject to satisfactory performance in an interview conducted by the Appointments Board.
- (2) The appointment shall normally be for six years, the first two years of which shall be regarded as a period of probation.
- (3) The appointment shall be reviewed before the end of the sixth year and may be renewed for such periods as may be determined by the Council.

Senior Lecturer or Senior Research Fellow

10. (1) Appointment or promotion to the grade of senior lecturer or senior research fellow shall be considered on the basis of criteria set out in Section 20 below.
- (2) The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
- (3) Applications for promotion based solely on teaching and extension work or service, or any other contributions that do not normally result in publications, shall not be considered during the first regular six-year contract.
- (4) At least one external assessor shall be required to evaluate the application.

Associate Professor

11. (1) Appointment or promotion to the grade of associate professor shall be on the basis of outstanding scholarship in the candidate's field of teaching and research and contribution to University, departmental and public service. The application for appointment or promotion



shall be evaluated in accordance with the criteria set out in section 20 below.

- (2) At least two external assessors shall be required.
- (3) Appointment is tenured.

Professor

- 12. (1) Appointment or promotion to the grade of professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to University, departmental and public service. The application for appointment or promotion shall be evaluated in accordance with the criteria set out in section 2 above.
- (2) Two external assessors shall be required.
- (3) Appointment is tenured.

Visiting Scholar

- 13. In consultation with the Provost or Dean or Director and Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one year, to which the designation "visiting scholar" shall apply.

Director

- 14. (1) Appointment to the directorship of a semi-autonomous School or Institute or Centre shall be by an open advertisement, and only persons of the grade of associate professor or professor may be considered for the appointment.
- (2) Applicants who are not of the professorial grade may be considered only if they have qualified for appointment as associate professor.
- (3) Appointment shall be made for a fixed term which may be renewed.



- (4) Appointment as director shall be made by the University Council on the recommendation of the Appointments Board.

Adjunct Appointments

- 15. (1) An Adjunct scholar is a person with expertise needed by the University who is qualified to provide specialised teaching services but who may otherwise be engaged elsewhere.
- (2) The person may apply on his/her own or may be invited by the department to apply.
- (3) The appointment shall be for a period to be determined by the Appointments Board.
- (4) The Appointments Board may recommend a person to the Council for an adjunct academic appointment.
- (5) Subject to the foregoing the normal procedures for appointment for Senior Members shall apply to Adjunct appointments.

Emeritus Professorship

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



Honorary Appointments

17. (1) Honorary appointments may be conferred on persons who have achieved distinction in their fields.
- (2) Nominations shall be reviewed by the Faculty Appointment and Promotion Review Committee which shall submit a recommendation including curriculum vitae to the Appointments Board.
- (3) Nominations for honorary professorships shall be subject to Council's approval.

Documentation required for Appointment or Promotion

18. (1) For first appointments, documentation to be reviewed by the University Appointments Board shall include:
- (a) Completed Application forms;
 - (b) Curriculum Vitae;
 - (c) Copies of Certificates (with originals to be presented at interview)
 - (d) Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - (e) Two interactive reports (one on applicant's demonstration teaching or seminar and one from the Dean of Faculty);
 - (f) For candidates seeking appointment to the grade of Senior Lecturer or higher - at least one external assessor's report; for Professoriate two external assessors' reports.
- (2) For promotion to Senior Lecturer or Associate Professor or Professor and equivalent, documentation to be reviewed by the University Appointments Board shall include:
- (a) Completed Application forms;
 - (b) Updated Curriculum Vitae;



- (c) Relevant minutes of Faculty Appointments and Promotions Review Committee;
 - (d) Summary of annual reports on staff member dating back to last appointment or promotion;
 - (e) Summary of student assessment of candidate dating back five (5) years if available; and
 - (f) Two external assessors' reports.
19. (1) Appointment or promotion shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-area of specialisation.
- (2) Proceedings of the Faculty Appointments and Promotions Review Committee and Appointments Board shall be kept in the form of,
- (a) minutes of general policy matters; and
 - (b) minutes of individual appointments.
- (3) The minutes of the Appointments Board shall be provided to the members of the Board.
- (4) Minutes on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board.
- (5) Minutes on individual appointments shall be circulated to Heads of Department and Deans or Directors of the Faculties, Schools or Institutes concerned.
- (6) Minutes covering the proceedings of the Appointments Board shall be deposited at the Balme Library.
- (7) The minutes on individual appointments shall be kept under security so that access to them shall require the written permission of the Vice-Chancellor.



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

Criteria for Appointment or Promotion

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

Teaching

- (3) Where teaching is the primary and core duty of a senior member, the candidate for promotion shall be required to demonstrate an ability to teach effectively in addition to his other responsibilities.



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

The Academic Board shall develop appropriate weights to be attached to each of the above criteria subject to the approval of Council and without prejudice to the statutes for the benefit of Council, the Appointments Boards and Faculty Appointments and Promotion Review Committees.



Research and Scholarly Contribution

- (5) For purposes of appointment and promotion of senior members, the appointing authority shall take account of research and creative scholarship of demonstrable quality. Evidence of research and scholarship should be based upon the senior member's published research in refereed journals, conference proceedings, monographs, technical reports or an original professional work such as architectural or engineering designs, computer software or film or drama productions or other creative works.
- (6) In the evaluation of a candidate's research and scholarly contribution the following types of research shall be recognized:
- (a) *Independent Research:* This should be based upon the candidate's own interests and needs;
 - (b) *University Sponsored Research:* This is research based on specific areas of interest of the University and may be funded with research grants and or released time of the senior member in question. The research may be either basic or applied;
 - (c) *Contract Research:* This is research based upon the needs and interests of an external client who funds the research in return for access to the results; the client usually identifies the problem while the task of the researcher is solely to provide the solution and deliver the results on schedule and within the time frame set by the contract. The contract would often have a confidentiality clause and may also restrict publication of the results of the research. However, such result should be considered of high value to the University.
 - (d) *Published Text and Reference Books:* This is research aimed at publishing textbooks and reference materials and includes translation of specialized scientific and scholarly works, reviews of rare books and published research by scientific societies approved by the Academic Board;



- (e) *Inventions and Novelties:* This research consists mainly in scientific inventions or new discoveries which have been patented by the researcher or the University with recognized patent agencies in any part of the world.
- (7) The appointing authority shall also consider the following in the evaluation of a senior member's research and scholarly accomplishments:
 - (a) Contributions in the area of coordination of knowledge such as survey articles and books reviews;
 - (b) Service on editorial boards of scholarly journals;
 - (c) Membership of technical committees of international or national conferences or symposia;
 - (d) Technical reports authored;
 - (e) Prizes and awards received for scholarly achievement; and
 - (f) High level consulting work.
- (8) For purposes of this section, publication shall mean:
 - (a) Papers in internationally recognized refereed journals (local and external);
 - (b) Papers in refereed proceedings in international conferences and specialized symposia;
 - (c) Refereed, published or accepted-for-publication technical reports from specialised university research centres or other internationally recognized research and policy institutions;
 - (d) Refereed textbooks and reference books;
 - (e) Refereed authentication review of rare books;
 - (f) Refereed translation of specialized scientific books and other scholarly works;



- (g) Refereed books and research reports published by scientific societies approved by the Academic Board;
 - (h) Inventions and novelties that patents from recognized patent agencies approved by the Academic Board; and
 - (i) Distinguished creative activities in accordance with criteria approved by the Academic Board.
- (9) In the evaluation of books, articles, technical reports, inventions and novelties and other scholarly works accepted under this Schedule as publication, the key ingredient should be significance not volume. The evaluator can judge the significance of a publication by examining the quality of the journals in which it appears, the use to which other researchers have made of it or by requesting testimony from distinguished scholars or authors in the candidate's field of research.

University, Departmental and Public Service

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



may be evidenced for example by work as a Tutor, Senior Tutor, Warden or Master of a Hall or academic advisor shall also be recognized and considered.

Professional Activities

- (13) The professional activities of a senior member shall be recognized in the evaluation of their applications for appointment and or promotion. In particular, account shall be taken of the candidate's contribution to the development of his profession through those activities where appropriate, for example, in the case of a senior member from the College of Health Sciences, provision of clinical services to a hospital.

Evaluation Method

- (14) For purposes of evaluating applications for appointment or promotion the categories of academic senior members are:
- (a) teaching staff, e.g. lecturer, with load of 75% Full Time Equivalent teaching and 25% research,
 - (b) research staff, e.g. research fellow; i.e. senior members with at least 75% Full Time Equivalent research load,
 - (c) resident tutor.
- (15) The applications of all candidates for promotion shall be evaluated on a 100-point scale which shall consist of the weighted average of scores on each of the criteria set out above. The 100-point shall be awarded as follows:
- (a) The weighted average scores for candidates whose core responsibility is teaching-
 - Fifty-five – (55) points for Teaching
 - Twenty-five – (25) points for Research and Scholarly Works



- | | | | |
|-----|---|---|---|
| | Fifteen | – | (15) points for University, Departmental and Public Service |
| | Five | – | (5) points for Professional Activities. |
| (b) | The weighted average scores for candidates whose core responsibility is research- | | |
| | Fifty-five | – | (55) points for Research and Scholarly Works |
| | Twenty-five | – | (25) points for Teaching |
| | Fifteen | – | (15) points for University, Departmental and Public Service |
| | Five | – | (5) points for Professional Activities. |
- (16) A candidate shall be promoted to the rank applied for if his total number of weighted average points is not less than seventy (70) points. In the case of a candidate whose primary or core responsibility is teaching at least thirty-five (35) points must be from Teaching and in the case of a candidate whose primary or core responsibility is research at least thirty-five (35) points must be from Research and Scientific Contribution.
- (17) The Academic Board shall make regulations regarding the points to be awarded under each of the above criteria for purposes of weighting the same in order to arrive at the final score, subject to the approval of Council.
- (18) The appointing authority shall make written findings and conclusions on each of the above stated criteria and the same shall form part of the record of proceedings of the meeting at which the decision relating to the application was made. An applicant shall be entitled to a copy of the record of the proceedings of the meeting concerning his application if he or she asks for it.



- (19) For the avoidance of doubt, for appointments or promotions to the Professoriate, the Appointments Board shall make a report to the Council. The report shall indicate whether the Board recommends or does not recommend the application with reasons. The rule shall apply to the Faculty Appointments and Promotions Review Committee.

Miscellaneous

- (20) Where the Head of Department or Dean is of a rank lower than the one to which the application is being made, then the Head or Dean shall make arrangements for a person of the appropriate rank to present the application to the Faculty Appointments and Review Committee or the University's Appointments Board, as the case may be.

Review

21. (1) The Appointments Board or Council, as the case may be, may, on application, review its own decisions affecting an appointment or a promotion.
- (2) Appeal lies from the Appointments Board or the University Council to the University of Ghana Appeals Board.

Appointments or Promotion to Administrative or Professional Grades

Criteria

- 22 (1) For appointment or promotion to the administrative or professional grades, demonstrated evidence or promise of continuing performance in respect of the following abilities shall be required;
- (a) grasp of administrative procedures or regulations and organisational ability;
 - (b) leadership;



- (c) initiative and reliability; and
 - (d) a sense of responsibility.
- (2) For the purposes of assessment in respect of subsection (1), the applicant shall furnish evidence of the applicant's contribution to the work of the University or any other institution, to which may be attached memoranda, other than a confidential material, to be reviewed as appropriate by the Registrar, Dean, Director, chairman of a University Board or Committee or any other person in a supervisory administrative capacity.

Registry Appointments Review Committee

23. (1) There shall be a Registry Appointments Review Committee appointed by the Vice-Chancellor for two years in consultation with the Registrar, membership of which shall reflect the various grades not below the grade of Assistant Registrar.
- (2) The Registrar is the chairman of the Registry Appointments Committee, membership of which shall not exceed five, but the Committee may co-opt others as appropriate to assist its work.
- (3) The Committee shall consider the applications for appointment or promotion and forward the list of the applicants with its comments and recommendations to the Appointments Board.
- (4) The Registry Appointments Committee shall meet at least twice a semester.

Junior Assistant Registrar and Equivalent Professional Grades

24. (1) For appointment to the grade of Junior Assistant Registrar and equivalent professional grades, a good first degree plus an advanced degree or an equivalent professional qualification with at least two years' relevant experience is required.
- (2) The appointment is for two years in the first instance, and exceptionally for a third year.



- (3) The appointment shall be terminated at the end of three years unless the Junior Assistant Registrar can be promoted to a grade higher than that of Junior Assistant Registrar.

Assistant Registrar and Equivalent Professional Grade

25. (1) The requirement for the appointment of an Assistant Registrar or equivalent professional grade is:
- (a) a good first degree plus an advanced degree or equivalent professional qualification with at least two years' relevant experience; or
- (b) satisfactory performance in the grade of Junior Assistant Registrar for at least two years.
- (2) The appointment shall normally be for six years, the first two years of which shall be regarded as period of probation.
- (3) The appointment shall be reviewed before the end of the sixth year and may normally be renewed for no longer than three more years.
- (4) At the end of the ninth year the appointment shall terminate unless the Assistant Registrar or equivalent can be promoted to the next grade.
- (5) In exceptional circumstances, the Appointments Board may, on the recommendation of the Registry Appointments Review Committee, extend the appointment for a further period not exceeding two more years, at the end of which the appointment shall terminate unless the appointee can be promoted to the next grade.

Senior Assistant Registrar and Equivalent Professional Grade

26. (1) For appointment to the grade of Senior Assistant Registrar or equivalent professional grade satisfactory performance in the grade of Assistant Registrar or equivalent position for at least six years is required.
- (2) Two external assessors are required.



Deputy Registrar and Equivalent Professional Grade

27. (1) For appointment to the grade of Deputy Registrar or equivalent professional grade, proven administrative ability, demonstrated by substantial and relevant working experience and written work including memoranda, reports, projects, are required.
- (2) Two external assessors are required.
- (3) Appointment is tenured.

Registrar

28. Appointment to the position of Registrar shall proceed as provided by the Statutes.

Administrative Directors and Deputy Directors

29. Appointment to the position of Director or Deputy Director shall proceed by open advertisement and assessment based on experience as well as evidence of competence and leadership.

Renewal of Contract

30. (1) An employee whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide an updated curriculum vitae to the Dean through the Head of Department. It is equally incumbent on a member of staff to take steps to have his/her contract renewed. For renewal of contract, the following other documents shall be required:
- (a) Letter expressing desire to have contract renewed;
- (b) Head of Department's assessment report;
- (c) Annual reports on staff member since last renewal;
- (d) Summary report of classroom evaluations of staff member by students;



- (2) Information from the employee obtained under sub-section (1) and comments by the Head of Department shall be reviewed by the Faculty or Registry Appointments Review Committee which may recommend renewal, indicating the duration.
- (3) Excepting renewal of contract beyond the compulsory retiring age which shall require the approval of Council, renewal of other contracts shall devolve on the Faculty Appointments and Promotions Review Committee or the Registry Appointments and Review Committee.
- (4) The Faculty Appointments and Promotions Review Committee shall submit summary reports to the University Appointments Board on each renewal application approved.
- (5) The Faculty Appointments and Promotions Review Committee shall refer all unsuccessful applications for renewal of contract to the University Appointments Board for final determination.
- (6) Re-engagement on contract beyond the compulsory retiring age may be recommended by the Faculty Appointments Review Committee on evidence of:
 - (a) continuing professional activity which may be ascertained from information provided under subsection (1).
 - (b) continuing good health
 - (c) unavailability of staff in a critical area of specialisation, there being no prospect of specialisation, or of immediate recruitment.
- (7) The recommendations of the Faculty or Registry Appointments Review Committee in respect of renewal beyond the compulsory retiring age shall refer specifically to each of the criteria indicated in section 7 of this Schedule.



SCHEDULE G

REGULATIONS GOVERNING UNIVERSITY EXAMINATIONS

University Examinations

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

Appointment of Examiners

2. (1) University examinations shall be conducted by University Examiners comprising internal examiners and by external examiners where appropriate.
- (2) An Internal Examiner must be an academic staff of senior member status appointed by the Appointments Board of the University.
- (3) An External Examiner must be an experienced academic staff member of a recognised academic institution which is not part of the University.
- (4) An experienced professional or consultant may also be engaged as an external examiner.
- (5) Lists of internal and external examiners shall be presented to the Academic Board for approval on recommendation from a Faculty



Board before the main semester examinations.

- (6) In nominating an External Examiner for the first time a brief indication of the background of the examiner shall be provided to the Faculty Board.
- (7) An External Examiner may serve for three consecutive years after which the examiner shall not be engaged again till a period of three years has lapsed.
- (8) A person who has retired or resigned from the University may not be appointed external examiner until a period of three years has elapsed since leaving the service of the University.

The Setting of Papers

- 3.
 - (1) The drafts shall be reviewed and approved by the Department and the Head of Department shall countersign each question paper to signify endorsement by the Department.
 - (2) The External Examiner shall review the draft questions submitted, providing comments as appropriate and the internal examiner shall be invited through the Head of Department to review the external examiner's comments and approve the draft.
 - (3) Each Department shall designate one senior member as the Examination Officer for the Department and his/her duty shall be to assist the Head of Department in examination matters.

Venue of University Examinations

- 4.
 - (1) University examinations shall be taken only at approved premises. Practical or oral examination will normally be conducted in the Departments concerned.
 - (2) Approval by the Academic Board may be given for University examinations to be taken outside the University for the benefit of a student in hospital or others who cannot report at the University.



Time-tables

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

Invigilation

6. (1) University examinations shall be held under the supervision of appointed invigilators.
- (2) A chief invigilator, who is a senior member with considerable experience of the administration of University examinations, shall be appointed for each examination centre.
- (3) A chief invigilator is expected to submit a daily report to the Office of the Director of Academic Affairs on the examinations written at the examination centre under the charge of the Chief Invigilator.
- (4) An Invigilator, who is a senior member, shall be appointed for each examination room and shall be required to:
- (a) ensure that candidates are properly seated;
 - (b) ensure that candidates have the materials required for each examination including the correct question papers and answer books;



- (c) invite candidates to start work allowing a 15-minute preview of the questions; but in the objective structured questions no time shall be allowed for preview;
 - (d) check the attendance register indicating those absent;
 - (e) see to it that candidates stop work at the appointed time;
 - (f) see to it that answer books are collected back, and the total agrees with the number that took the examination;
- (5) The invigilator is responsible for ensuring that a candidate does not have unfair assistance in the course of the examination, for which purpose, the invigilator:
 - (a) will need to walk round the examination hall periodically;
 - (b) should be personally satisfied that a candidate who needs to leave the examination room temporarily does not carry any notes to which the candidate can refer while outside the hall;
 - (c) will designate an invigilating assistant to accompany a candidate who has permission to leave the examination room temporarily;
 - (d) without stopping a suspect from completing the examination, shall submit a report on an instance of cheating to the Director of Academic Affairs through the Chief Invigilator;
 - (e) shall report any other unusual incidents that come to attention.
- (6) An invigilating assistant who may be a national serviceman or teaching assistant or any other person approved by the Dean shall be appointed to assist the invigilator.
- (7) For the avoidance of doubt, it is the responsibility of all academic senior members to provide invigilation services, when so required by the University.



Handling of Examination Scripts

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

Assessment

8. (1) Assessment of candidate's work in a University Examination shall include continuous or interim assessment wherever provided for.
- (2) Marks from continuous or interim assessment shall be submitted to the Head of Department before the commencement of the main end of semester examinations.
- (3) The overall assessment reflecting marks earned from continuous or interim assessment and from the main examination, paper by paper, shall be approved by the Department and signed by the examiners before they are entered on the consolidated mark sheet for submission together with the individual mark sheet to the Office of the Director of Academic Affairs.
- (4) A print-out of details of candidates' performance indicating averages, appropriately weighted, the grade point average and provisional classification wherever applicable shall be made available to each Department at least twenty-four hours before the meeting of the Board of Examiners, the details of which shall be kept under the strictest confidentiality.

Board of Examiners

9. (1) The Academic Board shall publish a time-table for Examiner's Board meetings.



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

Instructions to Candidates

10.
 - (1) A candidate for a University examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.
 - (2) Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Director of Academic Affairs not later than six weeks before the commencement of the semester examination.
 - (3) The modalities of endorsement to be advised by a committee shall include a Dean, two Heads of Department and the Director of Academic Affairs.
 - (4) A candidate shall not be admitted to a University examination if
 - (a) the candidate has not been entered for it as is required under subsection (2).



- (b) the subject of the examination has merely been audited, unless the course had been followed previously,
 - (c) the candidate owes fees to the University or Hall, or
 - (d) the candidate is under suspension or has been dismissed from the University.
- (5) It is the duty of the candidate to consult the daily time-table (to be made available at least twenty-four hours ahead of time) to ascertain the papers one-half hour before the examination.
- (6) A candidate may be refused admission to a University examination if the candidate reports to the examination more than half an hour after its commencement.
- (7) It is the responsibility of the candidate to provide a pen, pencil and an eraser as needed, and to ensure that the right question paper and any other material needed for the examination are given to the candidate.
- (8) A candidate attending at an examination shall sign his or her name in the register of candidates for the examination.
- (9) A candidate shall not bring to the examination centre or to the washroom of the examination centre any notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorised material.
- (10) The material shall not be deposited at the entrance to the examination room or the washroom.
- (11) A candidate shall not enter the examination room until the candidate is invited or called or requested to enter the examination room.
- (12) A candidate who is seen with notes, books, cellular or mobile phones, unauthorised electronic devices or any other unauthorised material in the examination centre shall be banned from the examination and awarded a grade X.



- (13) A candidate who is suspected of hiding unauthorised material on the candidate's person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
- (14) A candidate shall, for the purpose of identification by the invigilator, place the student identity card on the examination table to enable the invigilator to ascertain the identity of the person writing the examination.
- (15) Communication between candidates is not permitted in the examination hall; and
 - (a) a candidate shall not pass or attempt to pass information or an instrument from one to another during an examination;
 - (b) a candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;
 - (c) a candidate shall not disturb or distract any other candidate during an examination; and
 - (d) a candidate may attract the attention of the invigilator by raising his or her hand.
- (16) Smoking or drinking of alcoholic beverages is not allowed in the examination room.
- (17) Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In which case the invigilator shall be satisfied personally that a candidate does not carry on his or her person an unauthorised material.
- (18) A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the invigilator.
- (19) A candidate who finishes an examination ahead of time may leave the examination room after surrendering his or her answer books. But the candidate shall not be allowed to return to the examination room.



- (20) At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the hall.
- (21) Candidates should not in any way interfere with the stapling in the answer books. Any complaints about the answer books should be brought to the attention of the Invigilator.
- (22) A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X.
- (23) The award of grade X in a required paper means a failure not just in that paper but in the examination as a whole.
- (24) The following shall not normally be accepted as reasons for being absent from any paper at a University Examination:
 - (a) mis-reading the time-table;
 - (b) forgetting the date or time of examination;
 - (c) inability to locate the examination hall;
 - (d) inability to rouse oneself from sleep in time for the examination;
 - (e) failure to find transport;
 - (f) loss of a relation; or
 - (g) pregnancy.
- (25) A breach of a provision of the Regulations made for the conduct of University examinations may attract one or more of the following sanctions:
 - (a) a reprimand;
 - (b) loss of marks;
 - (c) cancellation of a paper in which case zero shall be substituted for the mark earned;



- (d) withholding of results for a period;
 - (e) award of grade X.
- (26) In a case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.
- (27) Further to subsection (25) a grade Z leading to failure in a University examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper.
- (28) Further sanctions may include:
- (a) being barred from a University examination for a stated period,
 - (b) being barred from a University examination indefinitely;
 - (c) suspension from the University, or
 - (d) expulsion from the University.
- (29) The results of University examinations shall be posted on the University Notice Board for the result of an examination taken; but, alternatively, the candidate may write to the Director of Academic Affairs to enquire about the results or request details of the results for which purpose the candidate may provide a stamped addressed envelope.
- (30) A candidate who is not satisfied with the results of a University examination affecting the candidate may request a review by submission of an application to the Registrar and on payment of a review fee which shall be determined at not less than three times the normal examination fee.
- (31) An application for a review shall be submitted to the Registrar not later than twenty-one days after release of the results and shall state the grounds for review.



- (32) An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
- (33) An action shall not be taken on an application which is submitted outside the time stipulated in subsection (31), and a review shall not proceed unless the review fee is fully paid.
- (34) The Board of Examiners may authorise the Registrar to amend the results as released in the light of the review.
- (35) Where it emerges that a complaint is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking a University examination for a stated period or an indefinite period.

Examination Malpractices or Offences

- 11. (1) Examination offences include an attempt on the part of a candidate to gain an unfair advantage, and a breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the Invigilator, or refusal to follow instructions.
- (2) The chief invigilator or an examiner shall report to the Registrar as soon as practicable an instance of a breach of Examination Regulations, and in respect of offences occurring outside the precincts of an examination room, the Dean shall cause an enquiry to be made into the reports that reach the Dean who shall submit the findings on the report to the Registrar.
- (3) The Board of Examiners shall review the reports received in connection with an examination malpractice or an offence.
- (4) On the basis of its review, the Board of Examiners may impose a sanction involving loss of marks in a particular paper.



- (5) A grade Z shall be awarded where it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper and the candidate may be debarred from taking a University examination for a stated period or indefinitely or expelled from the University.
- (6) In all instances of examination malpractices or offences a formal report shall be made to the Academic Board as soon as practicable.
- (7) The Academic Board may review all the reported cases and may vary the sanctions as it thinks fit.



SCHEDULE H
STANDING COMMITTEES OF COUNCIL

Name of Committee	Membership	Quorum	Functions
1. Procurement and Tender	Chairperson of Council; Vice-Chancellor; Registrar; Director of Finance; Lawyer appointed by Council; Representative of Development Committee; Representative of Ministry of Education; Representative of the National Council on Tertiary Education; Representative each of the Students' Representative Council and Legon branch of GRASAG; and Representative of the Legon branch of the University Teachers Association.	5	<ul style="list-style-type: none">• Review procurement plans in order to ensure that they support the objectives and operations of the University;• Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget;• Review the schedules for procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of the Public Procurement Act, 2003 (Act 663);• Ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in the Third Schedule to the Public Procurement Act, prior to the award of contract;• Facilitate contract administration and ensure compliance with all reporting requirements under the Procurement Act; and• Ensure that stores and equipment are disposed of in compliance with the Procurement Act.
2. Internal Audit	Chairman and five other members appointed by Council; Director of Internal Audit.	5	<ul style="list-style-type: none">• Receive and review the annual report of the Director of Internal Audit;• Ensure that internal auditing is carried out by the Directorate of Internal Audit in accordance with the Internal Audit Act, 2003 (Act 565);• Ensure that the internal financial control systems of the University



			<p>are functioning efficiently and effectively and that they meet the objectives of the University;</p> <ul style="list-style-type: none"> Recommend to Council measures to improve the quality of the internal audit system of the University.
3. Strategy	Vice-Chancellor (as Chair); Chairperson of Council (ex officio); Chairman of Finance and General Purposes Committee; Chairman of Physical Development and Municipal Services Committee; Pro-Vice-Chancellor(s); and 3 other members elected by Academic Board	5	<ul style="list-style-type: none"> Provide overall strategic direction for the University in order to ensure the attainment of its core objectives; Ensure coherence in the formulation and implementation of policies and programmes by the various organs of the University, including the Council; Review the plans and programmes of the various organs of the University to ensure consistency with the aims and objectives of the University.
4. Nominations	Chairperson of Council (Chair); one other member of Council; four representatives of Convocation; two representatives of the Alumni Association; a representative of the SRC; a representative each of FUSSAG Legon branch and TEWU.	5	<ul style="list-style-type: none"> Serve as a search party for the nomination of persons qualified to be Chancellor of the University; Recommend to Council the names of persons for appointment as Chancellor of the University.
5. Physical Development and Municipal Services	Vice-Chancellor, (Chairman); Pro-Vice-Chancellor(s); two persons appointed by the University Council; three persons elected by the Academic	4	<p>(a) To formulate Development Policy;</p> <p>(b) To attend to detailed planning with architects;</p> <p>(c) To supervise the non-recurrent development projects of the University;</p> <p>(d) To advise on and supervise the expenditure of the University's capital and development funds.</p> <p>(f) To be responsible under the</p>



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

	<p>Board (Committee to have power of co-optation).</p> <p><i>In attendance:</i></p> <p>Registrar; Director of Physical Development and Municipal Services; Deputy Director of Physical Development and Municipal Services; Director of Finance; and Director of Planning and Management Information Services.</p>		<p>Finance and General Purposes Committee for the efficient management of the Estate, Grounds and Gardens and to ensure that the policies decided by the Finance and General Purposes Committee are carried out.</p> <p>(g) To recommend modifications of policy to the Finance and General Purposes Committee</p> <p>(h) To do any other acts and things as may be delegated to it.</p>
6. Investment	<p>Chairman appointed by Council; The Vice-Chancellor; 3 persons appointed by Council; The Registrar; and The Director of Finance.</p>	4	<p>(a) Develops and recommends the investment policies of the University.</p> <p>(b) Oversee the University's investment portfolio.</p>
7. Superannuation Management Committee	<p>Two members appointed by Council one of whom shall be chairman; Two members elected by Academic Board; two members elected by the Legon branch of the University Teachers Association of Ghana (UTAG); One representative of GAUA; one member elected each by TEWU and Legon branch of FUSSAG Registrar; and Director of Finance.</p> <p><i>In attendance:</i></p> <p>One representative each of self-accounting units; one representative of GUSS Fund Manager</p>	5	<p>To administer and to keep under review the University's superannuation scheme.</p>



8. Resource Allocation Committee for Academic Purposes	Pro-Vice-Chancellor, Chairman; Provost; four members appointed by the Finance and General Purposes Committee; Chairman of Municipal Services Management Committee; Deans of the non-self accounting Faculties; Directors of Research; Office of Research; Innovation and Development; Registrar; and Director of Finance.	6	<p>(a) To receive the recurrent estimates of Faculties for their programmes and academic development submitted by Deans of Faculties in consultation with the Heads of Department.</p> <p>(b) To consider recurrent estimates of the University and report on them to the Finance and General Purposes Committee</p> <p>(c) To carry out any other functions as may be referred to it by the Finance and General Purposes Committee.</p>
9. Finance and General Purposes	Chairman appointed by Council (from outside the University); Vice-Chancellor; Pro-Vice Chancellor(s); Chairman of Municipal Services Management Committee; five members elected by the Academic Board; one Head of Hall elected by Residence Board; one member elected by the Legon branch of GRASAG; one member elected by the SRC; one member elected by The Legon branch of FUSSAG; one member elected by the Legon branch of UTAG; and one	5.	<p>a. To administer the finances and property of the University where the functions have been committed by the Council to another person or body.</p> <p>b. To prepare for the approval of Council a yearly statement of the estimates and accounts of the University.</p> <p>c. To do any other acts as the Council or the Academic Board may authorise.</p>



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

	member elected by the TEWU. <i>In attendance:</i> Director of Finance; and the Registrar.		
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SCHEDULE I
COMPOSITION OF THE ACADEMIC BOARD

1. The Vice-Chancellor
2. Pro-Vice-Chancellor(s)
3. Provosts and Deans
4. Deputy Provosts and Vice-Deans
5. Directors of Institutes and Centres
6. Heads of Academic Departments
7. Professors
8. One other member of each Academic Department, School, Institute and Centre elected by the units
9. The University Librarian
10. The Registrar as Member/Secretary
11. At least nine (9) members elected by Convocation in accordance with the statute enacted in that behalf by Council.



SCHEDULE J

UNIVERSITY OF GHANA COLLEGE OF AGRICULTURE AND CONSUMER SCIENCES

1.0 Establishment

There is here established a College to be known as the College of Agriculture and Consumer Sciences.

2.0 Objectives of the College

The College shall advance the objectives of the University of Ghana with particular reference to its areas of competence. Subject to general guidance from the University Council and Academic Board, the College shall pursue the following specific objectives:

- (a) To provide central administration for the constituent Units;
- (b) To harmonise the academic work of the Units;
- (c) To foster interaction among employees of the Units;
- (d) To facilitate and promote maximum utilization of human and other resources;
- (e) To help the Units achieve academic excellence in agriculture and consumer science education and support the development of their teaching, research and extension programmes;
- (f) To promote development of sustainable agriculture and consumer science programmes.



3.0 The College Council

3.1 The membership of the College Council is as follows:

- (a) Chairman - appointed by University Council from outside the University taking into account the needs of the College and appropriate expertise;
- (b) Provost;
- (c) a representative for the Council for Scientific and Industrial Research;
- (d) one member nominated by the University Council;
- (e) one representative from the Academic Board of professorial status, who is not a member of the College;
- (f) one representative of the Minister of Finance and Economic Planning;
- (g) one representative of the Minister of Food and Agriculture, not below the rank of Director;
- (h) one representative from the agricultural production and utilisation industry appointed by the University Council;
- (i) two representatives of the College Academic Board;
- (j) one alumnus of the College who is not an employee of the University appointed by the Vice-Chancellor;
- (k) one representative each of
 - i. University Teachers Association of Ghana, Legon branch, elected by the members of the association;
 - ii. undergraduate students of the College of the University elected by the Students' Representative Council;



- iii. post-graduate students of the College of the University elected by the Legon branch of the Graduate Students Association of Ghana;
- iv. Teachers' and Education Workers' Union elected by the members of the union.

3.2 The functions of the College Council are:

- (a) to ensure financial integrity of the College as well as its Units;
- (b) to oversee the development and progress of the College;
- (c) to keep the College objectives under constant review;
- (d) to monitor and advise the University on conditions of service of employees of the College;
- (e) to allocate funds at the disposal of the College;
- (f) to determine annually the expenditure necessary for the academic purposes of the College, and for the maintenance of
 - (i) the property of the College; and
 - (ii) requisite staff for transacting the financial and administrative business of the College and may appropriate moneys for these purposes.

3.3 In exercising its functions, the College Council shall act within the general policy of the University.

3.4 For the avoidance of doubt, all policy decisions of the College Council shall be in the form of recommendations to the University Council.

3.5 Subject to the approval of the Academic Board, the College Council shall have power to make regulations not being inconsistent with the Act or the Statutes of the University.

3.6 The quorum for any meeting of the Council shall be seven (7) members.



4.0 Executive Officers of the College

4.1 The Executive Officers of the College are:

- (a) The Provost;
- (b) The Deputy Provost;
- (c) The College Registrar;
- (d) The College Librarian; and
- (e) The College Finance Officer.

4.2 The Provost

4.2.1 The Provost shall be appointed by Council and shall hold office for a period of four years and shall be eligible for re-appointment for a further term of up to four years.

4.2.2 The Provost shall be assisted by a Deputy Provost.

4.2.3 No one shall be appointed or elected as a Provost or Deputy Provost, as the case may be, who is not a Professor.

4.2.4 The functions of the Provost shall include:

- (i) co-ordination of the various units of the College;
- (ii) implementation of the policy decisions of the College; and
- (iii) raising funds for the College.

4.2.5 The Provost may delegate, in writing, some of his functions to the Deputy Provost.

4.3 The Deputy Provost

1. The Deputy Provost shall be elected by the College Academic Board from among members of the College and act for the Provost when the Provost is absent or for any other reason he is unable to perform the functions of his office.



2. The Deputy Provost shall hold office for two years and is eligible for re-election for a second term of two years.

4.4 The College Registrar

1. There shall be a College Registrar who shall be appointed by the University Council on the recommendation of the University Appointments Board and on terms and conditions determined by the University Council.
2. The College Registrar is a non-voting member of the College Academic Board. He shall serve as secretary to the Council, Boards and Standing Committees of the College.
3. Under the Provost, and subject to any directives that the Registrar may issue from time to time, the College Registrar shall be the head of the general administration of the College.

4.5 The College Librarian

1. There shall be a College Librarian who shall be appointed by the University Council and on the recommendation of the University Appointments Board and on terms and conditions determined by University Council.
2. The College Librarian shall under the University Librarian be responsible for the general management of the Library system under the College.
3. Without prejudice to sub-section 2 of this Statute, the Council may develop policies for the library system and the Librarian shall implement them.
4. The College Librarian shall implement the decisions of the College Academic Board.



4.6 College Finance Officer

1. There shall be a College Finance Officer who shall be appointed by the University Council and on the recommendation of the University Appointments Board and on terms and conditions determined by Council.
2. The College Finance Officer shall, under the Provost, be responsible for
 - a. the maintenance of the finances of the College;
 - b. preparing for the consideration of the College Academic Board statements, accounts and estimates required by the College;
 - c. calling for and receiving moneys due to the College and making authorised payments on behalf of the College;
 - d. ensuring that proper books of accounts and records of the property of the College are kept in a manner and form prescribed by the College Academic Board throughout the College;
 - e. preparing consolidated accounts of the College annually.
 - f. facilitating and assisting both internal and external auditors in the performance of their functions.
3. The College Finance Officer shall be in attendance at meetings of the College Council and the College Academic Board.
4. The University's Internal Audit Directorate shall provide auditing services to the College.
5. For the avoidance of doubt, the College Finance Officer shall be part of the Finance Directorate of the University.



5.0 College Academic Board

5.1 There shall be a College Academic Board which shall regulate the academic affairs of the College and shall be responsible to the University Academic Board in all academic matters, exercise the powers of the University Academic Board delegated to it by the University, and make recommendations to the University Academic Board.

5.2 The College Academic Board shall consist of

- (a) the Provost as chair;
- (b) the Deputy Provost;
- (c) the Deans and Directors
- (d) the Vice-Deans and Deputy Directors
- (e) the Professors of the College
- (f) one representative each of
 - i. University of Ghana Business School,
 - ii. Faculty of Law,
 - iii. Faculty of Science,
 - iv. Faculty of Social Studies, and
 - v. Faculty of Engineering Sciences
- (g) the Heads of Departments and Centres of the College;
- (h) one elected member of each department and centre in the College other than a Professor.
- (i) the College Librarian

5.2.1. College Finance Officer shall be in attendance.

5.3 The quorum for the meetings of the College Academic Board shall be 9 members.



6.0 Units of the College

6.1 The College shall have the following Units:

- (a) The School of Agriculture;
- (b) The School of Family and Consumer Sciences;
- (c) The Institute of Agricultural Research;
- (d) The School of Veterinary Medicine;
- (e) West African Centre for Crop Improvement (WACCI);
- (f) Biotechnology Centre.

6.2 Each School or Institute shall be headed by a Dean or Director appointed by the University Council on the recommendation of the Appointments Board and assisted by a Vice-Dean or a Deputy Director. The procedure for the appointment or election of the Vice-Dean or Deputy Director shall be as prescribed in Statutes 27, 28 and 29 respectively.

6.3. The Dean or the Director, as the case may be, shall be responsible directly to the Vice-Chancellor through the Provost.

7.0 BOARDS OF SCHOOLS AND INSTITUTES

7.1 There shall be a Board for every School or Institute of the College.

7.2 The Board of the School or Institute shall consist of

- (a) the Dean of the School or Director of the Institute as Chairman;
- (b) the Vice-Dean or Deputy Director of the School or Institute;
- (c) a representative each of the cognate Faculties in the University;
- (d) the Professors of the Schools, Institutes or Centres;
- (e) the Heads of Departments;



- (i) one elected member for each Department of the School or Institute;
- (j) the College Librarian; and
- (k) the College Registrar.

7.3 Except that the Board of a School or Institute or Centre of the College shall function through the College Academic Board, their functions shall be as prescribed in Statutes 27, 28, 29 and 31 respectively.

8.0 Conditions of Service

The Conditions of Service of employees of the College shall be the same as apply to the rest of the University.

9.0 Miscellaneous

For the avoidance of doubt, Statutes 27, 28, 29 and 31 shall apply to a School or Institute or Centre within a College with appropriate modifications.



10.0 STANDING COMMITTEES OF THE COLLEGE ACADEMIC BOARD

Committee	Membership	Quorum	Functions
1. Executive Committee	Provost; Deputy Provost; Deans and Directors of the College; Heads of Departments; and three elected members of the College Academic Board.	7	To make such decisions and take such actions as are necessary to implement the general policy established by the College Academic Board and to carry out any other College functions delegated to it by the College Academic Board.
2. Appointments and Promotions	Provost; Deputy Provost; two Assessors (two Alternate Assessors appointed by the College Academic Board); Dean of School or the Director of Institute; Head of Department Head of cognate Faculty of the University; two Assessors from the University Appointments Board. (No business shall be conducted in the absence of: The Provost or the Deputy Provost; one elected professorial member; The Dean of School or Director of Institute; and the Head of Department or Centre.)	4	(a) To consider and make the appointments and promotions of academic staff to the level of senior lecturer subject to approval of the Appointments Board of the University. (The Provost in consultation with the appropriate Dean or Director may make temporary appointments for a period not exceeding one year). (b) To recommend the point in the appropriate salary scale at which a member of the academic staff, up to the level of senior lecturer, shall be placed on first appointment or promotion in accordance with the Regulations made by the University Academic Board and the Council. (c) To consider the confirmation or extension of appointments of academic staff on the expiration of the initial period of appointment.
3. Finance and Development	Provost; Deputy Provost; Deans or Directors	5	(a) To advise the College Academic Board and the College Council on the financial, academic and



	<p>Five Elected Members of the College Academic Board; Director of Finance or his Representative; one representative of the University Finance and Development Committee.</p> <p><i>In attendance:</i> College Librarian; College Finance Officer; and one representative of an agricultural and utilisation industry.</p>		<p>other aspects of the development of the College.</p> <p>(b) To formulate and review policies and establish criteria with a view to recommending to the College Academic Board the order of priorities in the College's academic development and to keep the policies in constant review.</p> <p>(c) To exercise control over the property and expenditure of the College subject to the directions of College Council.</p> <p>(d) To scrutinise the annual estimate of expenditure submitted by Schools or Institutes and the Units in the College and to moderate where necessary for presentation to the College Council.</p> <p>(e) To consider all requests for authorisation of expenditure in excess of approved annual estimates and to make recommendations thereon to the College Council.</p> <p>(f) To consider such matters of financial nature as may be referred by other committees of the College Council.</p>
4. Research, Post-Graduate and Curriculum Board	<p>Deputy Provost (Chairman); representative of each Board of School or Institute or Centre; One recent graduate of the College (not more than 3 years post-graduation); Director of Manpower and Human Resource of the Ministry of Food and Agriculture; College Librarian; Deputy Director-General</p>		<p>(a) To plan, execute and monitor postgraduate education in all Schools and Institutes in the College.</p> <p>(b) To examine and review research protocols for funding.</p> <p>(c) To determine whether or not a research protocol should be granted ethical clearance.</p> <p>(d) To review and to determine new</p>



	Agricultural, Forestry and Fisheries Sector (AFFSD) or Council for Scientific and Industrial Research (CSIR); a representative of the Minister of Trade not below the rank of Director;		and additional curriculum for pedagogy.
22. Board of Institute of Agricultural Research (BIAR)	Director, IAR (Chairman); Deputy Director, IAR; Dean, School of Agriculture/Representative, Heads of Centres: Two Representatives from CACS Academic Board; Representative of NMIMR; Representative of Faculty of Engineering Sciences; Representative of Faculty of Arts; Representative of Ministry of Food and Agriculture; Representative of FAO/ FARA; Representative of CSIR; Representative of ADB, (Credit Manager); Representative of FUSSAG, Legon branch Representative of TEWU. <i>In Attendance:</i> College Registrar College Finance Officer	5	To determine policies for the management of the University's Agricultural Research Centres.



11.0 OTHER COMMITTEES

11.1 Scholarship Committee

Membership of the Scholarship Committee shall be as follows:

- a. Provost - Chairman
- b. Deputy Provost
- c. Representative, School of Agriculture
- d. Representative, Institute of Agricultural Research
- e. Vice-Dean, Postgraduate Studies
- f. Two Student Representatives
 - (i) One from the Students' Representation Council
 - (ii) One from the Graduate Students Association of Ghana, Legon branch

11.2 Appointment Committee for Senior/Junior Staff

Membership of the Appointment Committee for Senior and Junior Staff shall be as follows:

- a. Deputy Provost - Chairman
- b. Representative, School of Agriculture
- c. Representative, Institute of Agricultural Research
- d. Head of particular department whose candidate is under consideration
- e. One representative of TEWU
- f. One representative of FUSSAG, Legon branch
- g. Director, HRODD or the representative



11.3. Library and Information Technology Committee

Membership of the Library and Information Technology Committee shall be as follows:

- a. Director, ICT Directorate - Chairman
- b. Deputy Provost
- c. Representative, Ministry of Agriculture
- d. Representative, University Library Board
- e. Two Student Representatives
 - (i) one from SRC
 - (ii) one from GRASAG, Legon branch

11.4 Consultancy Committee

Membership of the Consultancy Committee shall be as follows:

- a. Chairman appointed by Provost
- b. One representative each of Departments engaged in income generation or consultancy

12.0 Units of the College

- | | | |
|------|-----------------------|---|
| 12.1 | School of Agriculture | Agricultural Economics and Agribusiness
Agricultural Extension
Agricultural Knowledge and Information Systems
Animal Science
Crop Science
Soil Science
Family and Consumer Sciences
Biotechnology Centre
West African Centre for Crop Improvement |
|------|-----------------------|---|



- | | | |
|------|---------------------------------------|---|
| 12.2 | Institute of
Agricultural Research | Agricultural Research Centre,
Kade

Agricultural Research Centre, Kpong

Agricultural Research Centre, Legon |
| 12.3 | School of
Veterinary Medicine | Veterinary Basic Sciences
Veterinary Para-Clinical Science
Veterinary Clinical Sciences |



APPENDIX

- **Schedule K (Akuafo Hall)**
- **Schedule L (Commonwealth Hall)**
- **Schedule M (Legon Hall)**
- **Schedule N (Mensah Sarbah Hall)**
- **Schedule O (Volta Hall)**



**THE STATUTES OF
AKUAFO HALL**



SCHEDULE K

AKUAFO HALL – BYE LAWS

1. There shall be a Hall named Akuafo Hall, hereinafter referred to as “the Hall”
2. Subject to the provision of the University of Ghana Act 2010 (Act 806), hereinafter referred to as “the Act”, any additions or amendments thereto and the Bye Laws and Regulations of the University specifically applied to the Halls, the Hall shall be governed by the schedule annexed hereto as “Statutes for Akuafo Hall”
3. The statutes for the Hall shall be subject to alteration from time to time by an amending resolution, passed by a General Meeting of Fellows of the Hall excepting Honorary Fellows and Associate Fellows specially summoned for the purpose, provided that:-
 - (a) Not less than fourteen days notice in Writing, such days being days of Term, shall be given of such a General Meeting, and such notice shall set out in full the proposed amending resolution.
 - (b) The said notice shall be communicated to the Registrar, who shall forthwith publish it and bring it before the Executive Committee of the Academic Board.
 - (c) If the Executive Coinmittee of the Academic Board shall determine that the proposed amending resolution adversely affects the interest of the University, the Registrar shall publish notice of that determination and the proposed amending resolution shall be submitted to the Academic Board for voting, and the amending resolution shall have no effect unless the Academic Board shall concur with it.
 - d) If any amendment shall to any extent conflict with the Act, the Statutes or any Bye-Law, it shall to that extent have no effect.



PART 1

MEMBERSHIP OF THE HALL

1. The Hall shall consist of the Master, the Fellows, the Honorary Fellows, the Associate Fellows and the Junior Menibers.
2. The Master shall be the Fellow elected to the Mastership in accordance with these statutes.
3. The Fellows shall be such persons as shall be assigned to the Hall in pursuance of the Bye-Laws, or elected in accordance with these Statutes.
4. The Honorary Fellows and Associate Fellows shall be such persons as shall be elected in accordance with these Statutes
5. The Junior Members shall be such persons as shall be assigned to the Hall as members in *statu pupillari* in pursuance of the Bye-Laws, or admitted as Junior Members in accordance with these statutes.



PART II

THE GOVERNMENT OF THE HALL

1. THE GOVERNING BODY

1. Membership

The Governing Body shall consist of the Master and Fellows, excluding Honorary Fellows and Associates Fellow.

2. Meetings

i. (a) There shall be held each year during the second semester of the University of Ghana, a meeting of the Governing Body to be called the Annual Meeting of the Governing Body.

(b) The Annual Meetings of the Governing Body shall be summoned by the Master or, in his absence, the Vice-Master or, in the absence of both, by the most Senior Fellow on the Hall Council.

ii. (a) There may also be held, from time to time, other meetings of the Governing Body to be called Ordinary Meetings.

(b) An Ordinary Meeting shall be summoned:-

By the Master or, in his absence by the Vice-Master or in the absence of both, by the most Senior Fellow on Council, whenever he shall deem it necessary for any purpose.

iii. (a) Whenever it shall become necessary, there may be held an Extraordinary Meeting.

(b) An Extraordinary Meeting shall be called within twenty-one (21) days of term by the Master or, in



his absence by the Vice-Master or, in the absence of both the most Senior Fellow on Council whenever seven or more members of the Governing Body after a request to him in writing to that effect, specifying the matters which they propose to bring before the meeting.

4. At every meeting of the Governing Body, the Master or, in his absence the Vice-Master or, in the absence of both the most Senior Fellow present shall be the Chairman.
5. Except in cases where it is otherwise provided by these statutes or the Bye-Laws, all meetings of the Governing Body shall be conducted in such a manner as the Governing Body shall prescribe by regulation, providing that no business be transacted at a meeting unless at least fifteen (15) of its members are present.

3. Duties

The Governing Body shall, in accordance with the provision of these Statutes

- (a) Elect a Master
 - (b) Elect a Vice-Master
 - (c) Establish a Hall Council to administer the Hall and the Funds
 - (d) Receive and consider the Annual Report of the Hall Council
 - (e) Appoint a Visitor
 - (f) Elect Honorary Fellows and Associate Fellows
 - (g) Call for reports from the Hall Council at such times and on such subjects as it may think necessary
4. (i) The Governing Body shall prescribe:-



- (a) The number of Fellows, excepting ex-officio members, who shall be elected to the Hall Council, providing that the number of such members shall not exceed the number of ex-officio members and shall not be less than half of that number and the manner of their election. Such members shall be eligible for re-election.
 - (b) By regulation the manner and time of any election to the Mastership and the period of tenure of that office.
 - (c) The Powers, Duties and Conditions of Service of the Master except where it is otherwise provided in the Act or the bye-laws or in these Statutes
 - (d) By regulation the stipend and other emoluments of the Master, provided that it shall obtain the concurrence of the Finance Committee in so far as is required by the Act or by the Bye-Laws.
- (ii) Such other regulations as these statutes require.

2. THE HALL COUNCIL

(1) Membership

The Hall Council shall consist of:

the Master;

The Vice-Master;

The Senior Tutor;

The Deputy Senior Tutor;

The President of the Senior Common Room;

The Chapel Warden;

The Hall Librarian;

The Bursar (as Secretary);



Two (2) Junior Members representing the Junior Common Room; and such Fellows as the Governing Body shall prescribe by regulation.

(2) Meetings

- (i) The Hall Council shall hold Ordinary meetings once every month of term and extraordinary meetings whenever the Master or, in his absence the Vice-Master or, in his absence the Senior Fellow on Council shall deem it necessary for any purpose, provided that no business shall be transacted at any meeting of the Hall Council unless one third of its members are present.
- (ii) At every meeting of the Hall Council the Master, or in his absence the Vice-Master or, in the absence of both the most Senior Fellow present shall be the Chairman.
- (iii) Except in cases where it is otherwise provided by these Statutes, all meetings of the Hall Council shall be conducted in such a manner and recorded in such a form as the Hall Council shall determine.
- (iv) Minutes of the Meeting of the Hall Council shall be recorded by the Secretary to the Hall Council or other member of Council elected for that purpose, and shall be accessible to all members of the Governing Body at all reasonable times. The Hall Council may publish, within the Hall, any portion of the minutes as it deems necessary for any stated purposed.

(3) Duties

- (1) The Hall Council shall be responsible for the proper administration of the Hall and the Hall Funds.



- (2) The Hall Council shall appoint, in the first semester or each session, a Hall Finance Committee, a Tutorial Board, Senior Common Room Committee, and a Catering Committee and may appoint, at any time, any other committees to which it may delegate any of its other administrative functions in accordance with these Statutes.
- (3) The Hall Council shall submit an annual report on its administration of the Hall and the Hall funds to the Annual meeting of the Governing Body.
- (4) The Hall Council shall prepare such reports as the Governing Body may require from time to time.
- (5) The Hall Council shall determine by regulation the powers and duties of all other Hall Officers (with the exception of the Bursar).
- (6) The Hall Council shall determine, with the concurrence of the Finance Committee in so far as is required by the Act and the Bye-Laws, conditions of service, stipends and other emoluments of Hall Officers (with the exception of the Bursar).

3. THE HALL OFFICERS

- 1. (i) The Hall Officers shall be the Master, the Vice-Master, the Senior Tutor, the Deputy Senior Tutor, the Tutors, the President of the Senior Common Room, the Chapel Warden, the Hall Librarian, the Hall Bursar and such other hall officers as the Governing Body may prescribe.
- (ii) No Hall Officer may continue to hold office after the academic year in which he attains the age of 60 years.



2. The Hall Master

- (i) There shall be a Hall Master who shall be elected to the Mastership by Fellows, excluding Honorary Fellows and Associate Fellows at an Annual Governing Body Meeting.
- (ii) The Hall Master shall be elected from among Fellows of the status of Senior Lecturer and above.
- (iii) The period of tenure of the Mastership shall be three years, but the Master shall be eligible for not more than three consecutive terms unless otherwise prescribed by regulation by the Governing Body.
- (iv) The Master shall be removable by resolution of the Governing Body specially called for the purpose, for grave neglect of duty or disgraceful conduct provided that:-
 - (a) Such a resolution shall be passed by a two-thirds majority of Fellows present and voting.
 - (b) The Master may, within 30 days of the passing of such resolution, appeal in writing to the Visitor appointed by the Governing Body, who shall forthwith enquire into the matter, and shall confirm or rescind the said resolution. All costs of such an enquiry shall be a charge on the Hall funds.

3. The Vice-Master

- (i) The Vice-Master shall be elected at an Annual Meeting of the Governing Body from amongst its own members of the status of Senior Lecturer and above, except that if the office of Vice-Master becomes vacant during the course of the year, the office may be filled by an election at an ordinary meeting of the Governing Body.
- (ii) The Vice-Master shall hold office for the following two years and shall have such powers and duties as the Governing Body may prescribe by regulation, and shall be eligible for re-election.



- (iii) In the absence of the Master, or during a vacancy in the Mastership, the Vice-Master shall perform all the duties which may be assigned by the Master as well as duties of the Master, which are not otherwise provided for.
- (iv) If the Mastership and the Vice-Mastership shall both concurrently continue to be vacant for 70 days of term the Vice-Chancellor shall appoint a Hall Administrator who shall perform the duties of the Master until such time as either vacancy is filled.

4. Other Hall Officers

- (i) Except in cases where it is otherwise provided by or appointed by these statutes all Hall Officers shall be elected at such a time, in such a manner, and for such period of tenure, as the Hall Council shall prescribe by regulation.
- (ii)
 - (a) All Hall Officers shall be removable during their period of office by resolution of the Hall Council, provided that such a resolution be passed by a two-thirds majority of all members of the Hall Council.
 - (b) A Hall Officer thus removed shall have the right of appeal to the Visitor provided that such an appeal shall be made in writing within 30 days of his removal from office. The Visitor shall forthwith enquire into the matter, and shall confirm or rescind the said resolution. All cost of such an enquiry shall be a charge on the Hall funds.



PART III

4. THE FELLOWS, HONORARY FELLOWS AND ASSOCIATE FELLOWS

- (1) Fellows shall be Senior Members assigned to the Hall as Fellows by the University.
 - (2) The Seniority of each assigned Fellow shall be reckoned from the day of his last assignment as a Fellow. However, among Fellows assigned on the same day the order of Seniority in the University of Ghana on the day of their assignment. Provided that Fellows of other Halls on transfer to Akuafo Hall shall retain seniority already earned and shall have their seniority reckoned from the date of their first assignment as Fellows to the previous Hall of attachment.
 - (3) If any Fellow assigned to the Hall as a Fellow in pursuance of the Bye-Laws, shall cease to hold office in the University of Ghana, he shall forthwith cease to be an assigned Fellow
- 4.
- (i) In addition to Fellows assigned to the Hall, and pursuant to the Bye-Laws, the Governing Body may elect to Honorary Fellowship or Associate Fellowships other persons in such number, on such conditions for such period, and by such procedure as it shall provide by regulation, provided that at an election to these Fellowship.
 - (ii) The number of elected Fellows shall not be more than one quarter of the number of assigned Fellows at the time.
 - (iii) An elected Fellow may not be a member of the Governing Body or hold an office
 - (iv) An elected Fellow may not receive any stipend or pecuniary emolument.



PART IV

5. JUNIOR MEMBERS

- (1) Junior Members shall conduct their affairs through officers elected to the Junior Common Room Committee by means of the most recent properly approved Constitution of the Junior Room – a copy of which should be deposited with the Hall Master.
- (2) If any Junior Member shall not observe the statutes, regulations and orders, he shall be punishable in such manner as shall be prescribed by order of the Hall Council.
- (3) A Junior Member may only be deprived of his membership of the Hall by resolution of the Hall Council and with the consent of the Vice-Chancellor.



PART V

6. FINANCES

- (1) There shall be an Akafo Hall Fund, hereinafter called the Hall Fund for its administration via the Hall Finance Committee appointed for that purpose.
- (2)
 - (i) The Hall Council shall receive all sums due to the Hall Fund, and make such payments as may be due from the fund. Monies of the Hall Fund not required for immediate purposes shall be kept in some bank or banks, or invested as the Hall Council may order and no loan or other investment shall be made without such an order.
 - (ii) Any cheques drawn on the Hall Fund shall be signed by not less than two of such persons as the Hall Council may appoint for the purpose.
 - (iii) The Hall Council shall be empowered to raise loans by overdraft for the purpose of the Hall.
 - (iv) The Hall Council shall determine the amount and method of collection of all monies due to the Hall by Fellows or Junior Members.
 - (v) Any balances left in the Hall Fund at the end of any financial year shall accumulate for the purposes of the Hall, and may be invested by the Hall Council on behalf of the Hall.
3. The Hall Council shall at the end of each Financial year, send to the Finance Officer of the University of Ghana a statement of account of the Hall Fund.
4. The Hall Council shall at the end of each Academic year, cause to be published the accounts of the Hall's Senior and Junior Common Rooms.



5. The Hall Council shall arrange for all Hall accounts to be audited at least once a year.

7. **INTERPRETATION**

In these Bye-Laws, unless the context requires otherwise, “University” means the University of Ghana.

“Act” means the University of Ghana Act, 2010 (Act 806).

“Bye-Laws means Statutes enacted under the provisions of the “Act”

“Regulation” means Regulation made under the provisions of the Act and specifically applicable to Hall.



**REGULATIONS OF THE GOVERNING BODY
OF AKUAFO HALL**

**A. REGULATIONS CONCERNING THE MASTERSHIP/VICE-MASTERSHIP
THE ELECTION OF THE MASTER**

1. When it shall become known to the most Senior Fellow on the Hall Council that the Mastership is vacant, or will become vacant within one semester, he shall inform members of the Governing Body of this fact in writing and shall request nominations to the Mastership.
2. All nominations to the Mastership shall be in writing and shall be proposed and seconded by Fellows of the Hall. The consent of the person nominated shall be given in writing.
3. All nominations shall be addressed to the Secretary of the Hall Council, and shall be valid only if received by him within 14 days of term from the date the Senior Fellow on Hall Council despatched the request for nomination.
4. (1) A meeting of the Hall Council shall be called within 7 days of term after the close of nominations, to satisfy itself that they are valid and to appoint two fellows of the hall who shall be responsible for the conduct of the secret postal ballot. All valid nominations shall be published on the Senior Common Room (SCR) notice board.
5. The two fellows so appointed shall, within two days of term, after the meeting of the Hall Council send out in writing the names of the properly nominated candidates to all members of the Governing Body, together with voting papers for a secret ballot.
6. The method of voting shall be as follows:-
 - (a) If there are more than two candidates, by single transferable vote in accordance with the procedure set out in the Reporter Vol. 2 No. 40pp 281-284.



- (b) If there are two candidates, by simple ballot.
 - (c) If only one candidates, such a candidate shall nevertheless, stand for election.
 - (d) No election of a Master shall be valid unless at least 15 members of the Governing Body have recorded their votes.
7. The counting of votes shall take place at a meeting of the Hall Council, to which all members of the Governing Body shall be invited to attend. The number of votes cast for each candidate shall be announced at this meeting.
8. The most Senior Fellow on Hall Council shall cause the result of the election to be published on the notice board of the Senior and Junior Common Rooms. It shall similarly be announced if the voting fails to result in a valid election.
9. The Master shall be elected for a period of three years and shall be eligible for re-election.

B. THE POWERS, DUTIES AND CONDITIONS OF SERVICE OF THE MASTER

- 1. The Master shall exercise general supervision and control over the affairs of the Hall.
- 2. The Master shall have the power, in all cases not provided for by the Bye-Laws of the University of Ghana or by the Statutes of Akuafo Hall or by regulation of the Governing Body or by order of the Hall Council, to make such provision for the good government and discipline of the Hall as he shall deem fit.
- 3. The Master, if present, shall preside ex-officio at all meetings of the Governing Body or any committee of the same and at all meetings of the Hall Council.



The Master shall receive a stipend and such allowance as shall be authorised from time to time by the Hall Council subject to the concurrence of the University Finance Committee.

The Master shall be entitled to resign by giving notice in writing to the Senior Fellow on Hall Council.

The retiring Master shall take no part in the election of the next Master.

C. REGULATIONS FOR THE ELECTION OF THE VICE-MASTER

Not less than 14 days before the date fixed for the Annual Meeting of the Governing Body, the Secretary of the Governing Body shall invite members in writing to put forward nominations to the Vice-Master.

The Vice-Master shall be elected by the Governing Body from among the present Fellows of the Hall.

All nominations to the Vice-Mastership shall be in writing and shall be proposed and seconded by Fellows. The consent of the person nominated shall be given in writing to put forward nominations to the Vice-Master.

All nominations shall be addressed to the Secretary of the Governing Body and must be received by him by noon on the day before the date fixed for the Annual Meeting, and all valid nominations shall be published on the SCR notice board on the day on which they are received.

Voting shall take place at the Annual Meeting of the Governing Body as follows:-

- a. If there are more than two candidates, by single transferable vote in accordance with the procedure set out in the Report Vol. 2 No. 40 pp. 281-284.
- b. If there are two candidates, by simple ballot.
- c. If only one candidate, such a candidate shall nevertheless, stand for election



- d. No election of the Vice-Master shall be valid unless at least 15 members of the Governing Body have recorded their votes.

The ballot shall be secret and the Annual Meeting shall appoint two members of the Governing Body to count the votes.

D. REGULATION CONCERNING THE POWERS AND DUTIES OF THE VICE-MASTER

1. The Vice-Master shall attend, under the Master, to the good government of the Hall, shall act as the Master's deputy in his absence and shall perform such duties as are prescribed in the Statutes of Akuafo Hall or as may be from time to time prescribed by regulation of the Governing Body or by order of the Hall Council.
2. The Vice-Master shall receive such allowances as shall be authorised from time to time by the Hall Council, on the nomination of the Master, from among the members of the Governing Body at the last meeting of Hall Council of the Academic year. The appointment shall take effect from 1st September each academic year.

E. REGULATIONS CONCERNING OTHER HALL OFFICERS

THE SENIOR TUTOR

1.
 - (a) The Senior Tutor shall be appointed by the Hall Council on the recommendation of the Hall Master. The Senior Tutor shall hold office for two years and shall be eligible for re-appointment. He shall be responsible to the Hall Council for such duties concerning the instruction, discipline and welfare of Junior members as the Hall Council may from time to time determine.
 - (b) The Senior Tutor shall be responsible for the efficient operation of the Porters Lodge and such aspect of the welfare and duties of the Hall Staff as the Hall Council may from time to time determine.



- (c) The Senior Tutor shall nominate to the Hall Council a list of tutors at its last meeting of the Academic year. Appointments approved by the Hall Council shall take effect from the 1st September for a period of one year.
- (d) The Senior Tutor shall each year furnish the Master with such information as he requires for the Masters report to the Annual Meeting of the Governing Body.

2. THE DEPUTY SENIOR TUTOR

- i. The Deputy Senior Tutor shall assist the Senior Tutor in the performance of his duties.
- ii. The Deputy Senior Tutor shall be appointed by the Hall Council in the same manner as the Senior Tutor.

3. PRESIDENT OF SENIOR COMMON ROOM (SCR)

- (a) The President shall be elected by the Governing Body.
- (b) The President of the Senior Common Room shall hold office for two years and shall be eligible for re-appointment. He shall be responsible to the Hall Council for the efficient operation of the Senior Common Room.
- (c) The President of the Senior Common Room shall submit for approval of the Hall Council at its last meeting of the Academic year, names of Fellows to serve on the Senior Common Room Committee. Such appointment shall be for one year with effect from 1st September.
- (d) At the end of each Academic year, the President of the SCR shall submit to the Hall Council a statement of account of the SCR Bar.
- (e) At the end of each Financial Year, the President of the SCR shall submit to the Hall Council a statement of account of the SCR Bar for the Financial Year.



- (f) The President of the SCR shall each year furnish the Master with such information as he requires for the Master's report to the Annual Meeting of the Governing Body and the SCR Account.

5. THE CHAPEL WARDEN

The Chapel Warden shall hold office for two years and shall be eligible for re-appointment. He shall be responsible to the Hall Council for :-

- i. The adequate provision of services acceptable to all Christian denominations which worship in the Chapel.
- ii. The care and maintenance of all chapel furniture and equipment.
- iii. The preparation of all accounts pertaining to the Chapel.

6. THE HALL LIBRARIAN

1. The Hall Librarian shall be appointed by the Hall Council on the recommendation of the Hall Master.
2. The Hall Librarian shall hold office for two years and shall be eligible for re-appointment. He shall be responsible to the Hall Council for:-
 - i. the administration of the Library and the ordering and cataloguing of books, periodicals and newspapers.
 - ii. the care and maintenance of all library book, periodicals, newspapers, furniture and equipment.
 - iii. the preparation of all accounts pertaining to the Hall Library.



7. THE HALL BURSAR

- (a) The Hall Bursar shall be appointed by the Hall Council and shall be responsible to the Master and shall be assigned to the Hall as a Fellow subject to the provisions of the statutes, and of any regulation of the Governing Body or order of the Hall Council, it shall be the duty of the Hall Bursar:-
- i. to have care of the Hall Fund, to receive all sums due to it, and to make such payment as may be due from the same.
 - ii. to keep the Hall accounts and prepare them for the audit.
 - iii. to be responsible for the inspection, maintenance and repair of the buildings, offices and grounds of the Hall.
 - iv. to act as Secretary to the Governing Body and Hall Council and any other committee as the Hall Council may from time to time determine.
 - v. to perform such other duties as the Hall Council may from time to time determine.
- (b) The Hall Council shall be empowered to fill any vacant office as it deems fit. Such a casual vacancy may be occupied by appointee until the following 1st September.

REGULATIONS CONCERNING THE HALL COUNCIL

THE CONSTITUTION OF THE HALL COUNCIL

1. The Hall Council shall consist of the following persons:-
- (a) The Master, the Vice-Master, the Senior Tutor, the Deputy Senior Tutor, the President of the SCR, the Hall Librarian, the Chapel Warden and the Hall Bursar, who shall be ex-officio members.
 - (b) Seven members of the Governing Body elected by that body.
 - (c) Two Representatives of the Junior Common Room.



- (d) One representative of Hall Staff.
- 2. The elected members shall serve for a period of two years and shall be eligible for re-election.
- 3. The Hall Bursar shall act as Secretary to the Hall Council
- 4. Any elected member shall be deemed to have vacated his seat if he is absent from more than three consecutive meetings without reason acceptable to the Hall Council.
- 5. The Governing Body is to be informed by the Hall Council if any of the ex-officio members is absent from more than three consecutive meetings of the Hall Council without reason acceptable to the Hall Council.

G. REGULATION FOR THE ELECTION OF MEMBERS TO THE HALL COUNCIL

- 1. The Hall Council shall at its first meeting of every term authorise its Secretary to invite nominations to fill any vacancy on the Hall Council that has already arisen or that shall arise by the beginning of the following term.
- 2. The Secretary of the Hall Council shall then write to members of the Governing Body, informing them that nominations must be received by him within 10 days, that all candidates must be proposed and seconded in writing and that the consent of the person nominated must also be given in writing.
- 3. All valid nominations shall be published on the SCR notice board on the day on which they are received.
- 4. (a) If there are more than four days after the close of nominations, the Secretary of the Hall Council shall send out to members particulars of the candidates together with voting papers, which shall be returned to the secretary by noon on the tenth day thereafter. The method of voting shall be by single transferable vote, in accordance with the procedure set out in the Report Vol. 2 No. 40pp. 281-281.



- (b) If the number of vacancies is equal to or more than the number of candidates then those candidates shall be deemed to have been elected subject to any objection by a member of the Governing Body which should be received by the Secretary of the Hall Council within three days of the publication on the SCR notice board, of the results of the elections to Hall Council.
- 5. Any Hall Council ballot shall be secret, and the counting of the votes shall take place in the presence of at least two of the ex-officio members of the Hall Council.
- 6. The results of the election shall be published on the SCR notice board.
- 7. The Junior Common Room shall at the first meeting of the Hall Council in the Academic Year, inform the Hall Council of their representatives who shall be the President of the Junior Common Room and one person elected by the Junior Common Room.
- 8. The term of office of any elected member of the Hall Council shall be one year.



THE STATUTES OF COMMONWEATH HALL



STATUTES FOR COMMONWEALTH HALL

INDEX TO HALL STATUTES

- A The Constitution of the Hall
- B The Master
- C The Vice-Master
- D The Officers of the Hall
- E Government of the Hall
- F Fellowships
- G Junior Members of the Hall
- H Finance
- I Senior Common Room
- J Interpretation

APPENDICES

REGULATIONS

- A Regulations for the Election of a Master
- B Regulations for the election of a Vice-Master
- C Regulations for the Election of Members of the Hall Council
- D Regulations for the Appointment of Officers



A. THE CONSTITUTION OF THE HALL

1. The Hall shall be called Commonwealth Hall.
2. The members of the Hall shall be the Master, such persons as shall be assigned to the Hall as Fellows in pursuance of the University of Ghana Act, 2010 (Act 806) ("the Act") and the University Statutes or elected as Fellows in accordance with the Statutes of the Hall, and such other persons as shall be admitted from time to time to the Hall as Junior Members of the Hall in pursuance of the Statutes of the University of Ghana.

B. THE MASTER

Chapter I

The Election of the Master

1. The Master shall be elected by the Fellows. Honorary Fellows shall not be electors.
2.
 - (a) The Master shall be a person who has been an Assigned Fellow of the Hall for a period of not less than six academic years.
 - (b) The Master shall be a person well qualified to secure the good government of the Hall as a place of residence for a community of scholars.
3.
 - (a) That within twelve months the Mastership will become vacant.

Or
 - (b) That the Mastership has become vacant, the Vice-Master or the most Senior Fellow on the Hall Council at that time resident in the University, not being the retiring Master, shall take steps to fill the vacancy in accordance with Appendix 1 of these Statutes.



4. The Master shall hold office for four academic years or until he shall himself attain the age of 60 years (whichever is the less).
5. In the event of the Office of the Master becoming vacant and continuing to be vacant for two consecutive semesters the right to appoint a Master to be in office for not more than two years, and to determine, subject to the concurrence of the Finance Committee of the University, his stipend and other condition of service shall vest in the Vice-Chancellor of the University of Ghana.
6. A Master, his period of office having expired, shall be eligible for re-election for one further term of office only.

Chapter II

Duties of the Master

1. The Master shall exercise a general superintendence over the affairs of the Hall. He shall, if present, preside ex-officio at all meetings of the Governing Body of the Hall or of any Committee of same and at all meetings of the Hall Council, and shall have the power, in all cases not provided for by the Act and the Statutes of the University of Ghana or under the authority of the same or by the regulations of the Governing Body or order of the Hall Council, to make such provision for the good government and discipline of the Hall as he shall think fit. If twenty Fellows shall certify their conviction that the Master has become incapable of performing the duties of his office, the most Senior Fellow on the Hall Council not being the Master or the Vice-Master shall call a meeting of the Governing Body after twenty-one days. The Governing Body may, by a two-thirds majority of its members remove the Master from office; provided that the Master may within thirty days of such resolution appeal in writing to the Vice-Chancellor, who shall, with the assistance of such assessors as he may think fit, with all convenient speed enquire into the matter and confirm or rescind the same resolution, and the reasonable cost of any appeal, including any fee payable to such assessor or assessors, shall be a charge upon the funds of the Hall.



C. THE VICE-MASTER

1. The Vice-Master shall be elected by the Governing Body from amongst its own members in accordance with Appendix I of these Statutes.
2.
 - (a) The Vice-Master shall be a person who has been assigned Fellow of the Hall for a period of not less than six academic years.
 - (b) A Vice-Master shall hold office for a period of three academic years but shall be eligible for re-election for another term only.
3. The duties of the Vice-Master shall be to attend, under the Master, to the good government of the Hall, according to the Statutes thereof, to act as the Master's deputy in his absence, to liaise between the Officers of the Hall and the Master and to perform such other duties as are prescribed by these Statutes or as may from time to time be prescribed by regulation of the Governing Body or order of the Hall Council or assigned to him by the Master.

D. THE OFFICERS OF THE HALL

1. The Officers of the Hall shall be the Senior Tutor, the Bursar, the Chaplain or Warden and the Hall Librarian, and such other persons as may from time to time be appointed by the Master on the advice of the Hall Council to perform any other specific duties.
2. The Senior Tutor and such number of Tutors as may from time to time be prescribed by regulation of the University of Ghana or the governing Body shall be appointed, and their tenure of office, duties, stipend and conditions of service shall be determined, in accordance with regulations of the University or the Governing Body.
3. The Bursar shall be appointed by the Hall Council and be responsible to the Master. Under the direction of the Hall Council and subject to the provisions of these Statutes, and of any regulation of the Governing Body or order of the Hall Council, he shall have the care of the Hall Fund, shall receive all sums due to the Hall, and make such payments



under the orders of the Hall Council, as may be due from the same. He shall superintend the buildings, offices and grounds of or assigned to the Hall and provide, subject to the orders of the Hall Council and in consultation when appropriate with the authorities of the University of Ghana, for their maintenance and repair. The monies of the Hall Fund which shall be received by the Bursar and shall not be required for the immediate purposes of the Hall shall be kept by him in some bank or banks or invested, as the Hall Council, with the concurrence of the Finance Committee of the University of Ghana and of the Hall Council, to raise loans by overdraft for the purposes of the Hall. Any Cheques drawn upon the account of the Hall Fund shall be signed by the Master or Vice-Master or Senior Tutor and by the Bursar or in absence or incapacity, by such member of the Hall Council as the Hall Council may from time to time appoint for the purpose. The Hall Bursar shall act as Secretary to both the Hall Council and the Governing Body.

4. The Chaplain or Warden shall have the responsibility of organizing, within the facilities for religious worship and instruction, and shall be authorized to use the Hall Chapel for any religious purposes for members of the Hall and for any other persons in accordance with the directions of the Hall Council.
5. The Hall Librarian shall be responsible for advising the Hall Council on all matters in relation to the Hall Library.
6. (a) The Governing Body may, on the recommendation of the Hall Council make regulations not being inconsistent with these Statutes, as to:
 1. (i) the method of appointment of Hall Officers.
 - (ii) The duties, stipends and other conditions of service of Hall Officers.

Every holder of a Hall Office shall vacate his office not later than the end of that academic year in which he attains the age of sixty years.

7. The Master, Vice-Master and Senior Tutor shall cease to hold office if they are absent from the University for more than one academic year.



E. GOVERNMENT OF THE HALL

Chapter I

Governing Body

1. The Governing Body of the Hall shall consist of the Master and all Assigned Fellows.
2. The Governing Body shall have such powers as are conferred upon it by the Statutes, and may make regulations thereunder.
3. There shall be held in the First Semester of each year a meeting of the Governing Body to be summoned by the Master. Such meeting shall be called the Annual Meeting of the Governing Body.
4. There may also be held from time to time during the year, other meetings of the Governing Body, to be called Ordinary Meetings.
5. An Ordinary Meeting shall be summoned
 - (a) by the Master whenever he shall deem it necessary for any purpose;
 - (b) Forthwith by the Master, or in his absence by the Vice-Master whenever six or more members of the Governing Body prefer to him a request in writing to that effect, specifying the matters which they proposes to bring before the meeting.
6. At every meeting of the Governing Body the Master, or in his absence the Vice-Master, or in their absence the most Senior Fellow present, shall act as Chairman.
7. All questions put to the vote at a meeting of the Governing Body shall, except in cases where it is otherwise provided by these Statutes or by regulations of the Governing Body, be decided by a majority of those present and voting, provided that in any case of an equality of votes the Chairman shall have a casting vote only.
8. All business of the Governing Body shall be conducted in accordance with regulations laid down by that Body.



9. No business shall be transacted at a meeting of the Governing Body unless at least fifteen (15) members are present.
10. Minutes of the proceedings of the Governing Body shall be kept by the Hall Bursar, and shall be accessible to members of the Governing Body during normal office hours.

Chapter II

The Hall Council

1.
 - (i) There shall be in the Hall, a body called the Hall Council, which shall consist of the Master, the Vice-Master, the Senior Tutor, the President of the Senior Common Room, nine members elected by the Governing Body from amongst the Fellows, three members elected by the J.C.R and one member elected by the staff of the Hall.
 - (ii) Each member elected by the Governing Body shall hold office for three academic years except as specifically provided for in sub-para, (iv) below and shall be eligible for re-election, and each annual election shall be to fill three vacancies which shall have arisen by the effluxion of time.
 - (iii) Each J.C.R. Member shall be elected by the J.C.R. in accordance with the Statutes of the Hall and in accordance with the Constitution of the J.C.R. or such regulations as may be made for J.C.R. elections to the Hall Council. Each member elected by the J.C.R. shall hold office for three terms except as special provided for in subparagraph (v) below.
 - (iv) In the case of any vacancy arising in the membership of the Hall Council other than by the effluxion of time or by a J.C.R. member vacating his post, such vacancy shall be filled by elections by the Governing Body in accordance with such regulations as may be prescribed from time to time.



- (v) The rules applicable in these Statutes of the election and tenure of the Council members of the Governing Body shall apply to the election and tenure of the member representing the staff of the Hall.
- 2. Any elected member of the Hall Council shall be deemed to have vacated his seat if he is absent from four consecutive ordinary meetings of the Hall Council unless prevented from attendance by illness or by absence on the business of the Hall or the University.
- 3. The Hall Council shall have authority to administer the affairs of the Hall in accordance with the Hall Statutes.
- 4. The Hall Council shall exercise a general superintendence over the educational work of the Hall, and shall have the sole power of appointing examiners for any scholarships or prizes to be awarded by the Hall.
- 5. The Hall Council shall have power to appoint and dismiss employees of the Hall subject to any regulations of the University of Ghana governing appointment and dismissal of persons employed in the service of the University applicable to the grade of persons concerned.
- 6. The Hall Council shall hold Ordinary Meetings at such intervals as it shall from time to time determine, and Extraordinary Meetings whenever the Master or in his absence the Vice-Master, may deem it necessary for any purpose, or when any five members of the Hall Council shall request.
- 7. Minutes shall be kept of all orders and proceedings of the Hall Council and shall be accessible to members of the Governing Body and members of the Junior Common Room during normal office hours.
- 8. No business shall be transacted at any meeting of the Hall Council unless at least eight members are present.



9. In the absence of the Master and Vice-Master, the most Senior Fellow present shall act as Chairman.
10. If for any reason the Master and Vice-Master shall be temporarily and simultaneously unable to perform their duties, the Hall Council shall have power to appoint one of its members to act as Head of the Hall.
11. Should the Vice-Mastership become vacant during the academic year except by the effluxion of time, the Hall Council shall have power to appoint a Vice-Master to hold Office till a successful election has been conducted as provided in Appendix I, Section B.
12. All questions put to the vote at a meeting of the Hall Council shall be decided by a majority of those present and voting, the Chairman having only a casting vote in case of an equality of votes.

F. FELLOWSHIPS

Chapter I

Assigned Fellows

All persons who hold University appointments and are assigned to the Hall in pursuance of the Act and Statutes of the University of Ghana shall be designated as Assigned Fellows. All Assigned Fellows are ipso Facto members of the Governing Body.

Chapter II

Seniority of Fellow

Seniority of each Assigned Fellow shall be accorded from the day of his assignment or re-assignment as a Fellow, but among Fellows assigned on the same day, the order of seniority shall be the same as their order of seniority in the University at the time of assignment.



Chapter III

Termination of Fellowship and Withdrawal of Privileges

1. If any Fellow assigned to the Hall in pursuance of the Statutes of the University of Ghana shall cease to hold his University appointment he shall forthwith cease to be an Assigned Fellow.
2. If any Fellow shall be convicted by a court of competent jurisdiction of any serious crime, or if any ten Fellows shall prefer before the Master a charge against any Fellow of conduct detrimental to the interests of the Hall, the Master shall with all convenient speed summon a meeting of the Hall Council, which, shall proceed to inquire into the case, and if a majority of the members of the Hall Council qualified to act as hereinafter defined shall consider it appropriate, they may withdraw from him any or all the privileges of a Fellow, or may with the consent of the Master and in the case of an Assigned Fellow, with the concurrence of the Vice-Chancellor, deprive him of his Fellowship provided that:
 - (a) If in any case either an accused or accusing party be a member of the Hall Council he shall not be qualified to act in that case;
 - (b) If the number of members of the Hall Council qualified to act in such a case be less than seven, these members shall co-opt other qualified Fellows to make up the number to seven;
 - (c) Two-thirds of the whole number of members of the Hall Council qualified to act in any case including members co-opted shall form a quorum for dealing with that case;
 - (d) any assigned Fellow penalized under the provisions of this Chapter shall have the right of appeal under the Act and Statutes of the University.



Chapter IV

Elected Fellows

In addition to Fellows assigned to the Hall in pursuance of the Statutes of the University of Ghana, the Governing Body may, on the nomination of the Hall Council, elect to Fellowships or confer Fellowships upon other persons for a period of three years, renewable. Elected Fellows shall have the right to dine at High Table and use the Senior Common Room. They may also entertain guests in the Senior Common Room.

Chapter V

Honorary Fellows

The Governing Body may, on the nomination of the Hall Council by a postal ballot or at a meeting, elect any person of eminence to an Honorary Fellowship (category) (a) below by a majority of the whole number of its members, and may, by a like ballot, terminate the tenure of an Honorary Fellowship.

Chapter VI

Associate Fellowship

There are three categories of Association Fellowship as follows:

- i. The Warden and Fellows of Volta – They have the right to use the Senior Common Room and to entertain guests there. They also have the right to dine at High Table, but not to invite guests to High Table. They are persons who hold appointments in the University but who are not eligible to be assigned as Fellows;
- ii. Former assigned fellows of the hall resident in Ghana may be elected to Associate Fellowship by the Hall Council. They have the right to entertain guests in the S.C.R. and at High Table. Associate Fellowship is conferred for three years, but is renewable. Associate Fellows (Elected) have the use of the Senior Common Room, the right to dine at High Table, and to invite one male guests to High Table.



- iii. Visitors staying in Hall - the Master has authority to confer Associate Fellowships at his discretion, upon visitors staying in the Hall. They have the right to dine at but not the right to invite guests to High Table. They may also entertain guests in the Senior Common Room.

G. JUNIOR MEMBERS OF THE HALL

Chapter I

Admission

No person may be admitted as a Junior Member of the Hall who shall not have been assigned to the hall in pursuance of the Statutes of the University of Ghana,

Chapter II

Discipline

All Junior Members shall show due respect and obedience to the Master, Officers and Fellows of the Hall; They 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 by the Governing Body or the Hall Council for the good government of the Hall. If any such person shall not observe the said statutes, regulations and orders, or shall be guilty of any offence of discipline and good order, or tending to bring discredit upon the Hall, or shall neglect his studies, he may be punished by fine or otherwise in such manner as shall deem fit to his Tutor or to the Master, provided that the penalties for temporary or permanent removal from the Hall shall be inflicted only with the concurrence of the Hall Council and the Vice-Chancellor.



H. FINANCE

1. There shall be a Fund called the Commonwealth Hall Fund, hereinafter called "the Hall Fund" to be administered by the Hall Council with the concurrence of the Governing Body, subject to the provision of the Statutes and any regulations of the University of Ghana specifically applied to the Halls.
2. There shall be paid into the Hall Fund:
 - (a) all sums paid for the use of accommodation assigned to the Hall or for goods and services provided by the Hall;
 - (b) all income derived from investments held by the Hall Council or by the University of Ghana for the purpose of the Hall;
 - (c) grants or gifts received by the Hall Council or the University of Ghana and made for the purpose of being treated as income of the Hall.
 - (d) any sum allocated by the University of Ghana to the Fund for the purpose of paying the whole or any part of the emoluments of the Master and officers of the Hall;
 - (e) sums allocated by the University of Ghana to the Fund for the purpose of meeting any part of the other expenses incurred by the Hall.
3. The Hall Council shall determine, with the concurrence of the Finance Committee of the University, the method of collection of any fees payable by students to the Hall Fund.
4. The following payments shall be made from the Hall Fund;
 - (a) the emoluments and allowances of the Master and officers of the Hall;



- (b) all contributions payable under the superannuation scheme in respect of such emoluments;
 - (c) such other payments for the purpose of the Hall as the Hall Council may determine;
 - (d) to an account to be kept, under the supervision of the Hall Council, by the Master and Bursar of the Hall, the balance of the Hall Fund, or such part of it as the Hall Council shall direct to be so paid for the discharge of current expenditure other than that herein before mentioned;
5. When any sum is paid from a trust or special fund for any purpose falling within the scope of the Hall, it shall be entered as income and included as expenditure in the accounts of the Hall Fund;
6. The Master shall at the end of each financial year send to the Finance Officer of the University of Ghana, a statement of the accounts of the Hall Fund in such form as the Finance Committee of the University of Ghana may from time to time prescribe;
7. In addition to the form of accounts prescribed by the Finance Committee of the University of Ghana, the accounts shall be kept in such further details and in such form as the Hall Council may approve, showing the cumulative balance and the annual income and expenditure of the Hall Fund and/or all other funds or moneys used in connection with any activity conducted in the name of the Hall. Such accounts shall be audited for the Hall Council and published to the Governing Body annually, and copies of them shall be deposited in the University of Ghana Library, and shall be presented to the Finance Committee of the University of Ghana. Such accumulations may be used as income in a subsequent year.
8. The financial year of the Hall shall end on such date as the Finance Committee of the University of Ghana may from time to time determine.



I. SENIOR COMMON ROOM

1. The Senior Common Room shall be managed by a Senior Common Room Committee.
2. The Committee shall be made up of the President and six (6) other Fellows two of whom shall be elected by the Hall Council. The rest shall be elected by the Governing Body.
3. The President shall be the Chairman of the Senior Common Room and Committee. In addition the Committee shall elect a Secretary and a Treasurer from among its membership.

J. INTERPRETATION

1. The phrase "in Residence" in the Hall Statutes and in the Regulations made thereunder with respect to Fellows and officers of the Hall shall be interpreted as defined from time to time by regulation.
2. The word "Regulation" in the Hall Statutes shall be interpreted to mean legislation made by the Governing Body.

APPENDIX I

A. Regulation for the Election of a Master

1. (a) When it shall become known to the Vice-Master or the most Senior Fellow at that time resident in the University not being the retiring Master, and who is a member of the Hall Council (hereinafter referred to as the Convener), that the position of Master is vacant then in accordance with the provisions of the election of a new Master, he shall forthwith inform in writing all members of the Governing Body about the (impending) vacancy and invite nominations for an election, stating the closing date and the date(s) for the election. The notice shall also be affixed to the notice board in the Senior Common Room. The election shall take place not less than twenty-one days after the Convener has given written notice to the members of the Governing Board.



2.
 - (a) Nominations to the Mastership shall be submitted in writing to the Convener by the closing date.
 - (b) Any elector may propose any eligible person as a candidate, in accordance with the provisions of the Hall Statutes.
 - (c) Each nomination must be supported by the signatures of at least ten Fellows. No Fellow shall support more than one nominee.
 - (d) Each nomination must contain a declaration by the nominee that he is willing to stand, and, if elected, to serve in the office of Master in accordance with the Hall Statutes.
 - (e) The Convener shall not propose any person as a candidate for the Mastership, nor shall he give written support to any nomination. He may however, himself accept nomination as a candidate: but upon his acceptance of such convener, his place being taken by the next most senior Fellow on the Hall Council not so precluded.
3. The Election of the Master shall be by postal ballot and shall proceed as follows:
 - (a) The Convener shall arrange for ballot papers and envelopes to be mailed to all electors. A notice announcing the closing date for the return ballot papers and the date for a Governing Body meeting shall also be included.
 - (b) The voter shall fill in his name and signature in the space provided on the upper left corner of the forwarding envelope.
 - (c) Voting shall be done by putting a cross against the name of the candidates favoured by the voter
 - (d) The Convener shall declare elected to the Mastership that Candidate who secures a majority of the votes cast.



- (e) PROVIDED, however, that
 - (i) At least 50% of all electors resident in the country at the time of the election shall have cast their vote;
 - (ii) If there is only one candidate for the Mastership, he should receive at least 50% of the votes of all resident electors or 75% of all valid votes cast. In the event of two candidates vying for the Mastership, electors present at the Government Body meeting will vote again by secret ballot to determine the winner.
- (c) This procedure shall be followed even when there is only one candidate.
- (d) Blank or spoilt ballot papers shall not be considered in determining the number of persons voting.
- (e) After indicating his choice on the ballot paper, the voter shall place the completed ballot papers in the separate envelope marked "Ballot Paper" and seal it.
- (f) The sealed envelope containing the ballot paper shall be placed in the forwarding envelope addressed:

The Convener
Election to Membership
Commonwealth Hall
Legon.
- (g) The sealed envelope should reach the Convener on or before the closing date.
- 4. (a) The convener shall call a meeting of the Governing Body within fourteen days of the expiring date, as announced in 3(a) above.
- (b) The quorum shall be as laid down by the Hall Statutes



- (c) When the electors have duly assembled, the Convener shall appoint scrutineers to serve as the Electoral Officers to count the votes.
- 5.
 - (a) If no candidate is elected, the Convener shall adjourn the meeting; and within fourteen days of term thereafter, he shall again call for nominations in accordance with Regulation (2) above.
 - (b) The procedure laid down in Regulations (2) and (3) above shall be repeated until a duly nominated candidate secures election or until the Vice-Chancellor of the University of Ghana exercises his right under the Statutes to appoint a Master.
- 6. When a Master has been elected, the Convener shall cause a formal notice to this effect to be sent forthwith to every Fellow, affixed to the notice boards in the Senior and Junior Common rooms and communicated to the Vice-Chancellor and other key officers of the University.

Regulations for the election of a Vice-Master

- 1 Election to the Vice-Mastership shall follow the same procedure as for the Master, except that:
 - (a) Nominations shall be supported by signatures of at least six fellows
 - (b) The Master shall serve as the Convener
- 2. The retiring Vice-Master shall be deemed to be nominated for election to a vacancy on the Hall Council at the Annual Meeting of the Governing Body, unless he has previously indicated in writing to the Secretary of the Hall Council his unwillingness to stand for election.



PROPOSAL FOR ELECTION OF S.C.R. PRESIDENT

I SENIOR COMMON ROOM (Statutes P 22-23)

1. The Senior Common Room shall be managed by a Senior Common Room (SRC) Committee.
2. The Committee shall be made up of a President and six (6) other Fellows, two of whom shall be elected by the Hall Council and the rest by the Governing Body. The Committee will have powers of co-optation.
3. The President shall be a person who has been an assigned Fellow of the Hall for a period of not less than six academic years and who has shown keen interest in the affairs of the S.C.R.
4. He shall be elected in the same manner as the Vice-Master (see Appendix I of Statutes) and shall have the same status in the Hall.
5. The Committee shall elect a Secretary and a Treasurer from among its membership.
6. The President shall preside over meetings of the Committee. Together with the other members, he shall ensure that the S.C.R. is managed in a sound, efficient and profitable way. In the absence of the President, any of the members may be nominated to preside.
7. The Committee shall keep proper books of accounts and shall report from time to time to Fellows, the Master and the Hall Council on the operations of the Senior Common Room. An up to date income and expenditure account as well as the audited accounts of the previous year's operations shall be presented to Fellows at the Annual meeting of the Governing Body.
8. The Finance of the Senior Common Room, including its bank accounts, shall be separated from the Hall's finances and shall be managed and controlled by the Committee. The Signatories to the Bank Accounts of the S.C.R. shall be the President or the Secretary and the Treasurer.



9. All members of the Senior Common Room Committee shall serve for three academic years and shall be eligible for re-election.

B. Regulation for the Election of Members of the Hall Council

1. Nomination for election to vacancies on the Hall Council shall
 - (a) be submitted to the Secretary of the Hall Council not later than seven days before the date fixed for the Annual Meeting of the Governing Body or not later than fourteen days after an announcement for nominations has been issued by the Secretary of the Hall Council.
 - (b) contain a declaration by each candidate that he is willing to be nominated and, if elected, to serve as a member of the Hall Council in accordance with the Hall Statutes;
 - (c) bear the supporting signatures of two Fellows of the Hall who are eligible to vote.
2. The Secretary of the Hall Council shall publish all valid nominations in the Senior Common Room on the day on which they have been received by him and shall communicate in writing the names of all properly nominated candidates to members of the Hall Council.
3. The immediate retired (from the post) Vice-Master shall be deemed to be nominated as a candidate for election to a vacancy on the Hall Council at the Annual Meeting of the Governing Body after relinquishing his office unless he has previously indicated in writing to the Secretary of the Hall Council his unwillingness to stand for election.
4. The election to the Hall Council shall be by postal ballot or held at the Annual Meeting of the Governing Body and shall proceed as follows:
 - (a) After indicating his choices on the ballot paper, the voter shall place the completed ballot paper in the separate envelope marked "Ballot Paper" and seal it.
 - (b) The sealed envelop containing the ballot paper shall be placed in the forwarding envelop address:



Secretary
Commonwealth Hall Council
Hall Council Elections

- (c) The voter shall fill in his name and signature in the space provided on the upper left corner of the forwarding envelope.
- i Every qualified voter shall be entitled to as many votes as there are vacancies, but no candidate shall be given more than one of those votes.
 - ii. Votes shall be cast by putting a cross against the name of the candidates favoured by the voter.
 - iii. Vacancies on the Hall Council shall be filled by those candidates who have received a majority of the votes of those voting, in the order of number of votes polled by them.
 - iv. Blank or spoilt ballot papers shall not be considered in determining the number of persons voting.

C. Regulation for the Appointment of Officers

1. The Senior Tutor shall be appointed by the Hall Council on the recommendation of the Master. He shall hold office for three years and shall be eligible for re-appointment for another term only.
2. A Tutor shall be appointed by the Master in consultation with the Senior Tutor. He shall hold office for one academic year and shall be eligible for re-appointment.
3. The Hall Chaplain or Warden shall be appointed by the Master on the recommendation of the Senior Tutor. He shall hold office for one academic year, and shall be eligible for re-appointment.
4. The Hall Librarian shall be appointed by the Master on the recommendation of the Senior Tutor. He shall hold office for one academic year and shall be eligible for re-appointment.



THE STATUTES OF LEGON HALL



SCHEDULE M

STATUTES OF LEGON HALL

BYE-LAWS

1. There shall be a Hall named Legon Hall, hereinafter referred to as “the Hall”.
2. Subject to the provisions of the University of Ghana Act, 2010 (Act 806) hereinafter referred to as “the Act”, any additions or amendments thereto, and the Bye-laws and Regulations of the University specifically applicable to Halls, the Hall shall be governed by the schedule annexed hereto as Statutes of Legon Hall.
3. The Statutes for the Hall shall be subject to amendment from time to time by a resolution passed by a General Meeting of Fellows of the Hall, excluding the Honorary Fellows, specially summoned for the purpose, provided that:
 1. not less than fourteen days notice in writing, such days being during the Semester, shall be given of such a General Meeting, and such notice shall set out in full the proposed amending resolution;
 2. the said notice shall be communicated to the Registrar, who shall forthwith publish it and bring it before the Executive Committee of the Academic Board:
 3. if the Executive Committee of the Academic Board shall determine that the resolution adversely affects the interests of the University, the Registrar shall publish a notice of that determination and the resolution shall be submitted to the Academic Board for voting, and the resolution shall have no effect unless the Academic Board shall concur in it:
 4. if any amendment shall to any extent conflict with the Act or any Bye-law, it shall to that extent have no effect.



STATUTES

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|------------------------|----|---|
| Interpretation | 1. | In these Statutes, unless the context requires otherwise: “University” means the University of Ghana, “Hall” means Legon Hall, Act” means the University of Ghana Act 2010 (Act 806). “Regulations” means Regulations made under the provisions of the Act and specifically applicable to the Hall. |
| Membership | 2. | <p>The members of the Hall shall be:</p> <ul style="list-style-type: none"> i. The Master and other Fellows assigned to the Hall ii. Persons who while holding honorary or Emeritus posts of the University are assigned as Honorary Fellows to the Hall iii. Honorary Fellows elected under Section 6(1) of these Statutes; iv. Persons assigned to the Hall under the Bye-laws and the Regulations. |
| Election of the Master | 3. | The Master shall be elected by the Fellows, excluding the Honorary Master Fellows, from among persons holding University office of the status of Lecturer or above”, or the equivalent but not necessarily being Fellows. The Master if not already a Fellow shall upon his election be deemed to have been assigned as a Fellow under the Bye-Laws and the Regulations. |



4. The election of Master shall be in accordance with the following procedure:
 1. when it shall become known to the most senior Fellow being a member of the Hall Council and being resident in the University but not being the retiring Master
 - a) that the Mastership has become vacant, or
 - b) that within the year that the Mastership will become vacant, the said most senior Fellow shall summon a General Meeting of Fellows, excluding Honorary Fellows, for the purpose of electing a Master, at which he shall preside. The person shall then be declared by the said most senior fellow to be elected Master.
 2. The retiring Master shall be eligible for re-election.
 3. The retiring Master shall take no part in the election of the next Master.
5. After the election of the Master, the Hall Council shall determine:
 - i. the tenure of the Master, being not more than five years; and
 - ii. the stipend and other conditions of the service of the Master, subject to the concurrence of the Finance Committee of the University;



always provided that:

- a) if the office of Master having become vacant continues to be vacant for more than twenty weeks of the academic year, the Vice Chancellor of the University may, if he deems fit, appoint a Master, determine his period of tenure being not more than two years, and determine his stipend and other conditions of service subject to the concurrence of the Finance Committee of the University;
- b) no period of tenure shall continue after the attainment of the age of obligatory retirement of University officers laid down by the University; and
- c) if the Master ceases to hold a University office he shall thereupon vacate the office of Master.

Honorary
Fellow

- 6. A general meeting of Fellows may, on the nomination of the Hall Council:
 - (a) vote by secret ballot to elect any person of eminence to Honorary Fellowship
 - (b) vote by secret to terminate the tenure of any Honorary Fellowship

Privileges

- 7. An Honorary Fellow shall not be a member of the Hall Council, nor shall he hold any Hall Office, nor shall he receive any pecuniary emolument, but



SCHEDULES TO THE UNIVERSITY OF GHANA STATUTES

he shall enjoy such other privileges as the Hall Council may from time to time determine with the concurrence of a General Meeting of Fellows.

b) Except as otherwise provided in these Statutes, the Honorary Fellow may attend any General Meeting of Fellows and take part in discussions thereof but shall not vote.

Seniority of Fellow

8.

(a) The Master shall take precedence over all other Fellows in seniority. Next in seniority shall be any former Masters who are still Fellows, in the order of the dates of their first assumption of the office of Master.

(b) The seniority of all other Fellows including Honorary Fellows shall be reckoned from the date of assignment as Fellow or election as Honorary Fellow.

(c) Among Fellows assigned on the same date, the order of seniority shall be the same as the order of seniority in the University at the date of assignment provided that if their order of seniority in the University is the same, their order of seniority as Fellows shall be according



Termination of
Membership of
Fellows and
Students

9. If a Fellow or a student assigned to the Hall ceases to hold any University office or to be a student, as the case may be, he shall thereupon cease to be a member of the Hall.

PART II – GOVERNMENT OF THE HALL

Hall Council

10. The Governing Body of the Hall shall be the Hall Council, which shall be responsible for all matters concerning the Hall except in so far as any matter may be the responsibility of some other body or person under the Act, the Bye-laws, the Regulation or the Statutes of the University. The Hall Council shall be empowered to make rules and orders for the government of the Hall.

Membership of the
Hall Council

11. The Hall Council shall consist of ex officio members, elected members, and co-opted members as follows:
 1. Ex officio members
 - The Master
 - The President of the Senior Common Room
 - The Senior Tutor
 - The Librarian
 2. Elected Members
 - i. Six Fellows, other than Honorary Fellows, elected in their own right by the Fellows excluding Honorary Fellows



- ii Two students elected in their own right by the members of the Junior common Room.

3. Co-opted members

Two fellows, other than Honorary Fellow, co-opted by the Hall Council provided that:

- (a) person shall be eligible to assume membership of the Hall Council as elected member before the first anniversary of his assignment to the Hall
- (b) at least two members of the Hall Council other than the Master shall be persons holding University office of the status of Senior Lecturer or above, or the equivalent;)
- (c) no person shall be a member under more than one provision of Section 11 of these Statutes

Tenure

*12

- (a) Ex officio members shall be members during the tenure of their respective offices.
- (b) Except in case of casual vacancies:
 - 1. Elected Fellows shall hold office for two years, one half of their number being elected each year.
 - 2. Elected students shall hold office for one academic year namely for the months of August to May inclusive.



3. Co-opted members shall hold office for one year.
- (c) The election or co-option of members shall be completed during the Second Semester of each year or such other time to be authorized by the Hall Council.
 - (d) The tenure of elected or co-opted Fellows shall take effect from the first August immediately following their election or co-option, except in case of casual vacancies.
 - (e) The tenure of elected students shall take effect from the first day of August immediately following their election, except in the case of casual vacancies.
 - (f) All elected or co-opted members shall be eligible for re-election or re-co-option.
 - (g) If for any reason any person is appointed to act for a Hall officer, that person shall replace the Hall officer as an ex-officio member for the period during which he acts for the officer.
 - (h) If an elected or co-opted member is absent from the University for a continuous period of ten weeks of the academic year, his membership of the Hall Council shall cease at the end of that period.



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| Casual Vacancies | 13. | Except as may be otherwise provided by the Act and Statutes of the University, the Bye-laws, Regulations or these statutes, any vacancy occurring in the Council or in any Committee of the Hall Council by any cause other than the expiry of the normal term of membership of a member shall be filled by another member elected or co-opted in the same manner as the original member to serve for the remainder of the original member's tenure. |
| Meeting of the Hall | 14. | <p>A meeting of the Hall Council shall be called by the Master:</p> <ul style="list-style-type: none">(a) at least once in each calendar month from August to May in each year, and at such other times as he may consider necessary(b) not later than seven days following receipt of a request in writing signed by not less than seven members of the Hall Council provided that such a request shall state the business to be discussed at the meeting. |
| Conduct of Business | 15. | <ul style="list-style-type: none">(a) The Master or, in his absence, the Vice-Master, shall be Chairman of every meeting of the Hall Council provided that in the absence of both the Master and the Vice-Master, the Chairman shall be elected by the meeting. |
| Quorum | | <ul style="list-style-type: none">(b) Seven members shall form a quorum for any meeting of the Hall Council. |



- (c) Minutes shall be kept of all meetings of the Hall Council and the Minutes Book shall be accessible to all Fellows including Honorary Fellows at all reasonable times.
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| Committee | 16. | 1. | The Hall Council may establish from time to time such committees as it may find necessary to assist it in the more convenient discharge of its duties. The Hall Council may also dissolve any such committees at any time. |
| | | 2. | Except as is provided in Section 45(4) of these Statutes the Hall Council may with the prior approval of a General Meeting of Fellows delegate powers to such committees. |
| Procedure in the Hall Council and its Committee | 17. | | Except as may be otherwise provided by the Act the Statutes of the University, the Bye-laws, Regulations or these statutes, the Hall Council and each of its committees may produce rules governing the number of members which shall constitute a quorum and for the procedure of the body generally. |
| General Meeting of Fellows | 18. | | A General Meeting of Fellows shall be called by the Master during an academic year |
| | | 1. | by resolution of the Hall Council |
| | | 2. | not later than twenty-one days, being days of the academic year, following receipt of a request in writing signed by not less than fifteen of the number of Fellows, other than the Honorary |



Fellows, for the time being resident in Ghana, provided that such a request shall state the business to be discussed at the meeting.

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| Annual Meetings | 19. | The Hall Council shall call an Annual General Meeting of Fellows during the first Semester of each year to discuss the Annual Report of the Hall Fellows Council and any other matters notified. |
| Functions of General Meetings of Fellows | 20. | <p>General Meeting of Fellows shall be empowered:</p> <ul style="list-style-type: none">(a) to discuss and express opinion on any matter whatsoever relating to the Hall.(b) by resolution to approve any proposal to amend these Statutes(c) to perform such other duties as may be prescribed by these Statutes. |
| Conduct of Business in General Meetings | 21. | <p>1. Except as provided in Section 4(1) of these Statutes, the Master or Vice-Master shall be Chairman at every General Meeting of Fellows provided that in the absence of both the Master and the Vice-Master, the Chairman shall be elected by the meeting.</p> <p>*2. Any Fellow, excluding an Honorary Fellow, who is unable because of authorized absence from the University or because of illness certified by a University Medical Officer to be present at any General Meeting shall be entitled to</p> |



appoint another Fellow to vote as his proxy provided that he shall have furnished that Fellow with a written authority which shall be produced for inspection at the General Meeting concerned.

3. The majority required to decide any question put to vote at any General Meeting of Fellows shall be a simple majority of those voting in person or by proxy, provided that in the case of an equality of votes, the Chairman shall have a second or casting vote.
4. No business shall be transacted at any General Meeting of Fellows unless at least fifteen of the number of Fellows, other than Honorary Fellows, are present.
5. The Secretary of the Hall Council shall keep Minutes of the proceedings of General Meetings of Fellows and the Minutes Book shall be accessible to Fellows, including Honorary Fellows, at all reasonable times.
6. Except as otherwise provided in these Statutes, notice of any General Meeting of Fellows shall be given not less than seven days before the General Meeting.

Reports

22.

1. Each Hall Officer shall make an Annual Report to the Hall Council not later than the last day of June, and shall also make such other reports as may be required from time to time by the Hall Council.



2. The Hall Council shall publish an Annual Report to the Fellows including Honorary Fellows. The Report shall be discussed at the Annual General Meeting of Fellows held during the first Semester of each year.

PART III – HALL OFFICERS

23.
 1. There shall be such Hall officers as these Statutes prescribe.
 2. The Hall Council may, with the concurrence of a General Meeting of Fellows, create additional Hall offices and also, abolish any such additional Hall Office.
 3. Except as provided by the Act and Statutes of the University, the Bye-laws, the Regulations and these Statutes:
 - (a) Hall officers shall be appointed and may be dismissed by the Hall Council, and their duties shall be determined by the Hall Council.
 - (b) Hall officers shall be appointed from among the Fellows. Any Fellow who ceases to be a Fellow, or ceases to hold a University Office, shall thereupon vacate his Hall office.
 - (c) The Hall Council shall during the Second Semester appoint the Vice-Master, the Tutors, and such other



Hall officers as may be necessary for the (beginning on the first day of August).

- (d) The method of appointment, the tenure, emoluments and other conditions of service of Hall officers shall be determined by the Hall Council, subject to the concurrence of the Finance Committee of the University.
- (e) The retiring Vice-Master, or Senior Tutor shall take no part in the appointment by the Hall Council of the next Vice Master, Senior Tutor, Chapel Warden or Librarian respectively.

24. The Master shall

- 1. exercise general superintendence over the affairs of the Hall
- 2. if present, be Chairman of any meeting of the Hall Council and of any General Meeting of Fellows excluding a General Meeting for the election of the Master.
- 3. in all cases not provided for by the Act, the Bye-laws, the Regulations, these Statutes or by resolution of the Hall Council, make such provision for the good government and discipline of the Hall as he shall deem fit.



Removal of
the Master

25. If it shall appear to the Fellows other than the Honorary Fellows that:
1. the Master has become permanently incapable of performing the duties of his office, or
 2. by reason of disgraceful conduct or neglect of duty the Master has shown himself unfit to govern the Hall, they may, on the recommendation of the Hall Council, and by resolution of a General Meeting of Fellows, deprive the Master of his office, provided that the Master may within thirty days of such resolution appeal in writing to the University Council, which shall enquire into the matter as soon as possible and confirm or rescind the resolution.

Vice Master

- 26.
1. There shall be a Vice-Master appointed by the Hall Council from amongst its members. He shall hold office for one year, and shall be eligible for reappointment. Subject to the provisions of Section 4(1) of these Statutes, he shall be in the meeting of the Hall Council or any General meetings of Fellows. He shall act for the Master in the absence of the Master or if the office of Master shall be vacant.
 2. Except when there is a casual vacancy, changes of tenure shall take effect on the first August of each academic year.



President of
the Senior
Common Room

27. 1. There shall be a President of the Senior Common Room who shall be elected by the Fellows other than the Honorary Fellows. He shall hold office for two years, and shall be eligible for re-election.
2. Except when there is a casual vacancy, change of tenure shall take effect on the first of August of each academic year and elections to the office of President of the Senior Common Room shall be held during the Second Semester in alternate years.

Senior Tutor

28. 1. There shall be a Senior Tutor who shall be appointed by the Hall Council with the concurrence of the Master. He shall hold office for three years, and shall be eligible for re-appointment.
2. Except when there is a casual vacancy, changes of tenure shall take effect on the first of August.
3. The Senior Tutor shall perform such duties in relation to the residence, discipline and welfare of student members of the Hall as the Hall Council may from time to time determine.
4. The Senior Tutor shall be responsible for such aspects concerning the welfare and duties of the Hall staff as may be determined from time to time by the Hall Council.



Tutor	29.	1.	There shall be such number of Tutors as may from time to time be determined by the Hall Council.
		2.	The Tutors shall be appointed by the Hall Council with the concurrence of the Senior Tutor. They shall hold office for one year, and shall be eligible for re-appointment.
		3.	Except when there is a casual vacancy, changes in tenure shall take effect on the first August.
		4.	The Tutors shall perform such duties in relation to the residence, discipline and welfare of student members of the Hall as the Hall Council may from time to time determine.
Chapel Warden	30.	1.	There shall be a Chapel Warden who shall be appointed by the Hall Council. He shall hold office for three years, and shall be eligible for re-appointment.
		2.	Except when there is a casual vacancy, changes of tenure shall take effect on the first day of August.
		3.	The Chapel Warden shall, in co-operation with the University Chaplaincy Board, be responsible for the organization of religious activities.



4. The Chapel Warden shall be responsible for the care, maintenance, and custody of all chapel property and records, for advising the Hall Council on matters relating to the Chapel, and for implementing the Hall Council's policies and decisions concerning religious activities.
 5. The Chapel Warden shall be authorized to make the Chapel available For purposes approved by the Hall Council and in accordance with regulations made from time to time by the Hall Council.
- 31.
1. There shall be a Librarian who shall be appointed by the Hall Council. He shall hold office for three years, and shall be eligible for Secretary to Hall Council re-appointment.
 2. Except when there is a casual vacancy, changes of tenure shall take effect on the first day of August.
 3. The Librarian shall be responsible for advising the Hall Council on matters relating to the Hall Library, and for implementing the Hall Council's policies and decisions concerning the Hall library.
- 32.
1. There shall be a Hall Bursar who shall be appointed by the University, and assigned as a Fellow under the Bye-laws and Regulations.



2. Subject to the provisions of the Act, the Bye-laws, the Regulations and any orders made from time to time by the Hall Council, the Bursar shall have care of the Hall Fund, receive all sums due to it, and make such payments from it as may be due.
3. The Bursar may, with the prior approval of the Hall Council, keep in some bank or banks any part of the Hall Fund.
4. Subject to the concurrence of the Finance Committee of the University, the Hall Council may instruct the Bursar to invest any part of the Hall Fund and may instruct him to raise loans by overdraft.
5. The Bursar shall not be empowered to make any loan or temporary or other investment without the prior approval of the Hall Council and the Finance Committee of the University.
6. The Bursar shall be responsible for the maintenance of the fabric, furniture and other assets of the Hall. He may make delegations of this responsibility to any of the Hall staff subject to the prior approval of the Hall Council.
7. The Bursar shall be responsible for such aspects concerning the welfare and duties of the Hall staff as may be determined from time to time by the Hall Council.



Secretary to Hall
Council

33.
 1. The Bursar shall be Secretary to the Hall Council but not a member thereof.
 2. The Secretary shall be responsible for the preparation of the Agenda for the meetings of the Hall Council, for the keeping of Minutes of meetings, and for the initiation of action required to implement the Hall Council's decisions. He shall have access to all papers, memoranda, records and accounts which may be needed for the performance of duties.

Office not be held
simultaneously

34.
 1. No Fellow shall hold more than one of the following offices at any one time:
 - (a) Master
 - (b) Vice-Master
 - (c) President of the Senior Common Room
 - (d) Senior Tutor
 - (e) Librarian
 - (f) Bursar
 2. The office of Tutor may not be held simultaneously with that of Master or Bursar. It may, however, be held simultaneously with any other of the offices listed in sub-section 34(1).



PART IV – FINANCE

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| Hall Fund | 35 | There shall be a Hall Fund to be administered by the Hall Council, subject to the provisions of the Act, the Bye-laws, the Regulations and these Statutes. |
| Payments into the Hall Fund | 36. | <p>There shall be paid into the Hall Fund:</p> <ol style="list-style-type: none">1. all sums paid for the use of accommodation assigned to the Hall or for goods or services provided by the Hall;2. all income derived from investments held by the Hall or by the University for the general purposes of the Hall;3. all grants or gifts received by the Hall or by the University and made for the purpose of being treated as income of the Hall;4. all sums allocated by the University to the Hall for the purpose of paying the whole or any part of the emoluments of the Master and other officers of the Hall;5. all sums allocated by the University to the Hall for the purpose of meeting any part of the expenses incurred by the Hall |
| Collection Of fees | 37. | Council shall determine, with the concurrence of the Finance Committee of the University, the method of collection of any fees payable by students to the Hall Fund. |



Payments from
the Hall Fund

38. The following payments shall be made from the Hall Fund:
1. the emoluments of the Master and other Hall Officers;
 2. contributions payable by the Hall under the University Superannuation Scheme in respect of such emoluments;
 3. an imprest account to be kept under the supervision of the Hall Council, by the Master and the Bursar for the discharge of current expenditure other than those herein before mentioned;
 4. such other payments as the Hall Council may from time to time determine.

Operation of Banks
Accounts

39. The Signatories for operating any bank account of the Hall shall be appointed by the Hall Council from among: Master, the Vice-Master, the Senior Tutor, the Bursar, such other Fellows as the Hall Council may from time to time determine.

Payments from
Trust and
Special Funds

40. When any sum is paid from a trust or special fund for any expenses of the Hall, it shall be entered as income and included as expenditure in the Accounts of the Hall Fund.

Annual Statements
of Accounts

41. The Hall Council shall, not later than six months after the end of each financial year, send to the Finance Officer of the University a statement of the accounts of the Hall in such form as the Finance Committee of the University may from time to time prescribe.



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| | 42. | In addition to the statement referred to in Section 41, the Hall Council shall cause accounts to be kept in such further detail and in such a form as a General Meeting of Fellows may approve, showing the cumulative balance and the annual income and expenditure of the Hall Fund and of all other funds or moneys used in connection with any activity conducted in the name of the Hall, including the accounts of the Senior Common room and of the Junior Common Room. Such accounts shall be presented for discussion at a General Meeting of Fellows. |
| Investment of Funds | 43 | Any surplus in the Hall Fund at the end of any Financial year shall accumulate for the purposes of the Hall and may, with the concurrence of the Hall Council, be invested by the University on behalf of the Hall. Such accumulations may be used as income in subsequent years. |
| Financial | 44 | The financial year shall end on such date as the Finance Committee of the University may from time to time determine. |

PART V-RESIDENCE, WELFARE AND DISCIPLINE OF STUDENT MEMBERS

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| Regulations and orders for student members | 45. | 1. | The Hall Council shall be responsible for the residence, welfare and Hall discipline of the student members of the Hall and shall have power:

(a) to make regulations and orders for those purposes. This power shall not be delegated. |
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- (b) to impose fines and other penalties on student members for misconduct, breaches of Hall rules or neglect of their studies
 - (c) to determine or suspend any Hall scholarship
 - (d) to terminate or suspend the membership of the Hall of student members.
- 2. The officers of the Hall who shall have special responsibility, under the Hall Council, for the residence, welfare and discipline of the student members are: the Master, the Senior Tutor and Tutors, subject to the provision in Section 45(4).
- 3. Student members shall show due respect and obedience to the Master and all those in authority; they shall conduct themselves in a manner and shall pursue their studies with all diligence; they shall conform to all rules, regulations and orders as may be made from time to time for the good government of the Hall. If any student member does not observe the said rules, regulations and orders, or is guilty of an offence subversive of discipline and good order, or tending to bring discredit upon the Hall, or neglects studies, the student may be punished by a fine or otherwise in accordance with the rules, regulations or orders by the Tutor, the Senior Tutor or the Master.



**THE STATUTES OF
MENSAH SARBAH HALL**



SCHEDULE N

STATUTES OF MENSAH SARBAH HALL

1. **Name**

The Hall shall be known and called Mensah Sarbah Hall.

2. **Membership**

The Hall comprise such Senior Members of the University of Ghana

- as shall be assigned to the Hall as Fellows in accordance with the Statutes of the University
- elected as Honorary Fellows and
- associate Fellows in accordance with these Statutes, and
- Junior Members of the University as shall be assigned in accordance with the Statutes of the University.

2.1 **Honorary and Associate Fellows**

Upon nomination by any five Fellows, who are also Senior Members of the University, any person deemed to be worthy may be elected by a two thirds majority of the Senate to Honorary or Associate Fellowship for a stated term.

2.2 **Seniority**

The Seniority of a Fellow shall be reckoned from the day of his/her assignment or election as a Fellow.

2.3 **Withdrawal and Termination of Fellowship**

Any Fellow assigned to the Hall in pursuance of the Statutes of the University who retires at the statutory retiring age in the University shall forthwith cease to be an assigned Fellow.



Any Fellow, whether assigned, Honorary or Associate, may be deprived of his/her fellowship by the Senate on grounds of stated misbehaviour or infirmity of body or mind, provided that in the case of an assigned Fellow such deprivation must be with the concurrence of the Vice-Chancellor pursuant to a petition signed by ten assigned Fellows, the Master shall within 21 days convene a meeting of the Senate, minus the representative(s) of the Junior Common Room, to inquire into any stated charges brought against any Fellow of conduct detrimental to the interests of the Hall. The quorum shall be one fifth of assigned Fellows.

3. Officers of the Hall

The officers of the Hall shall be the Master, Vice-Master, President of the Senior Common Room, Senior Tutor, Deputy Senior Tutor, Tutors, Bursar, J.C.R. Officers, and any such other persons as may from time to time be appointed by the Hall Council.

3.1 The Master

(a) Authority and Duties of the Master

Subject to the provision of these Statutes, the Master shall have a general superintendence over the affairs of the Hall. He shall preside at all meetings of the Senate and the Hall Council.

(b) Term of Office of the Master

The term of office of the Master shall be three calendar years. He/She shall be eligible for re-election but shall not hold office beyond two terms.

Normally the Master shall be elected to the Second Semester to begin his Mastership on 1st October. If he/she is elected in the first semester the academic year in which he/she is elected shall count as a full year towards his/her three-year term.

(c) Election of a Master

Within one month of the Mastership becoming vacant, provided that it is during the semester, the Most Senior Fellow shall announce the



vacancy by a letter to all Fellows assigned to the Hall. Any two assigned Fellows can sponsor a candidate for the Position of Master.

The person sponsored should apply for the position of Master stating his vision for the Hall. The application should be submitted to the Most Senior Fellow who shall convene an Electoral Body which shall consist of the Senate and representatives of the Junior Common Room whose number shall be calculated to equal one-tenth of all Fellows.

The most Senior Fellow present at the meeting of the Electoral Body shall preside, unless he is a candidate for the Mastership. In such a case the next most Senior Fellow shall preside. The quorum shall be one-third of Fellows at post.

- (d) At the meeting of the Electoral Body, the presiding Fellow shall announce the purpose of the meeting, and announce nominations received. Fellows so nominated shall signify their acceptance of nomination by an acceptance speech and make known their visions for the Hall. Each elector present shall then be given an approval ballot paper. He/she shall write the name of the nominated person he/she wishes to elect as Master on the ballot paper. He/She shall hand over his paper to the presiding Fellow. With the help of any Fellows that the candidates might designate, the presiding Fellow shall count votes received by each candidate and announce the results immediately. The candidate with the highest number of votes shall be declared Master.

(e) Resignation of the Master

The Master may resign his position by a letter addressed to the most Senior Fellow and copied to the Presidents of the Senior and Junior Common Rooms.

(f) Removal of the Master

On stated and proven grounds, the Master may be removed by a two-thirds majority of members present at a meeting of the Electoral Body convened solely for this purpose by a petition signed by no fewer than ten assigned Fellows. The quorum for this purpose shall be one-third of Fellows at post.



3.2 Vice-Master

The Vice-Master shall be elected by the Hall Council from among its own members in accordance with procedures prescribed by that body. The Vice-Master shall deputize for the Master whenever necessary. He/She shall hold office for three calendar years and shall be eligible for re-election but shall not hold office beyond two terms. He/she may resign by a letter addressed to the Hall Council. On stated and proven grounds, he/she may also be removed by a majority decision of the Hall Council.

3.3 The Senior Tutor

- (a) The Senior Tutor shall be Chairman and Convener of the Tutorial Board which shall be composed of all Tutors in the Hall. The Tutorial Board shall be responsible for planning and evaluating the educational, counselling and disciplinary work of the Hall. For this purpose, the Tutorial Board shall have power to make regulations not being inconsistent with these Statutes.
- (b) The Senior Tutor shall be elected by an electoral body consisting of members of the Hall Council, the Tutorial Board and five representatives of the Junior Common Room. The Master shall convene and preside over the meeting to elect the Senior Tutor. Candidates shall be nominated from among Tutors. Voting shall be by secret ballot. The candidate with the highest number of votes shall be elected. The quorum for this purpose shall be one-half of the members of the electoral body.

The term of office of the Senior Tutor shall be three calendar years. He/She shall be eligible for re-election but shall not hold office beyond two terms. Normally, the Senior Tutor shall be elected in the Second Semester to begin his Tutorship on 1st October. If he/ she is elected in the first semester, the academic year in which he/she is elected shall count as a full year towards his/her three-year term.

- (c) The Senior Tutor may resign by a letter addressed to the Hall Council and to the Tutorial Board. On stated and proven grounds, the Senior Tutor may be removed by a two-thirds majority of the electoral body that elects a Senior Tutor. Five members of this electoral body, at least



three of whom should be Senior Members may initiate dismissal proceedings. The quorum for the meeting to remove the Senior Tutor shall be one-half of the members of the Hall Council and the Tutorial Board combined and five representatives of the Junior Common Room.

3.4 The Deputy Senior Tutor

- (a) The Deputy Senior Tutor shall deputize for the Senior Tutor whenever necessary.
- (b) The Deputy Senior Tutor shall be elected by an electoral body consisting of members of the Tutorial Board. The Senior Tutor shall convene and preside over the meeting to elect the Deputy Senior Tutor. Candidates shall be nominated from among Tutors. Voting shall be by secret ballot. The candidate with the highest number of votes shall be elected. The quorum for this purpose shall be one-half of the members of the Tutorial Board.

The term of office of the Deputy Senior Tutor shall be three calendar years. He/She shall be eligible for re-election but shall not hold office beyond two terms. Normally, the Deputy Senior Tutor shall be elected in the Second Semester to begin his/her Tutorship on 1st October. If he/she is elected in the first semester, the academic year in which he/she is elected shall count as a full year towards his/her three-year term.

- (c) He/she may resign by a letter addressed to the Tutorial Board. On stated and proven grounds, the Deputy Senior Tutor may be removed by a two-thirds majority of the Tutorial Board. Five members of this Board, at least three of whom shall be Senior Members, may initiate dismissal proceedings. The quorum for the voting to remove the Deputy Senior Tutor shall be one-half of the members of the tutorial Board.

3.5 Tutors

A Tutor shall be appointed by a Committee made up of the Master, the Vice-Master, the Senior Tutor, the Deputy Senior Tutor, two representatives of the Tutorial Board and the President of the Senior Common Room. The Master shall be Chairman and convener of the Committee. The term of a Tutor shall be one academic year He/She may be re-appointed. A Tutor may resign his/



her position by a letter addressed to the Tutorial Board. On stated and proven grounds, he/she may also be removed by a majority of the Committee that appointed him/her. The Senior Tutor shall give all new tutors an orientation about their duties and responsibilities.

3.6 Bursar

Subject to the provisions of these Statutes, and of any Regulation of the Hall Senate or order of the Hall Council, the Bursar shall have the care of all Hall funds, shall receive all sums due to the Hall and shall make such payments as may be due from the same. He/She shall be responsible for the day-to-day running of the Hall. All Senior and Junior Staff of the Hall shall be under his/her direct supervision. The Bursar shall also carry out such functions and duties as may be assigned to him from time to time by the Master, with the approval of the Hall Council.

3.7 Junior Common Room (JCR) Officers

There shall be officers of the Junior Common Room who shall be elected, perform duties and functions, and be dismissed in accordance with the Constitution of the Junior Common Room as may be operative at the time.

3.8 Stipend and Allowance

The Hall Senate may, on the recommendation of the Hall Council, make Regulations not being inconsistent with these Statutes and those of the University as to the duties and stipends and other conditions of service of Hall Officers.

4. Governance of the Hall

4.1 The Hall Senate

There shall be a Hall Senate, which shall comprise all assigned Fellows and students representing the Junior Common Room whose number shall be equal to one-tenth the number of assigned Fellows. It shall meet at least once a semester, and whenever the Master or ten (10) assigned Fellows shall deem it necessary to convene it. Quorum for Senate meetings, except otherwise stated, shall be one-fifth of the total number of assigned Fellows. It shall have authority



to make general regulations not being inconsistent with these Statutes for the good governance of the Hall. Except as otherwise stated, decisions of the proceedings of the Hall Senate, shall be accessible to members of the Senate during normal office hours. The Hall Bursar shall be secretary to the Hall Senate.

4.2 The Hall Council

The Hall shall be governed by a Hall Council in accordance with these Statutes. The Council shall have authority to make regulations not being inconsistent with these Statutes or with any regulations of the Senate. The Council shall consist of:

- The Master
- The Vice-Master
- The Senior Tutor
- The Deputy Senior Tutor
- The President of the Senior Common Room
- The President of the Alumni Association
- The President of the Junior Common Room
- Two (2) Tutors elected by the Tutorial Board for two calendar years.
- Two (2) Representatives of the Junior Common Room elected for one calendar year.
- Six (6) Fellows elected by the Senate for a term of two calendar years.
- A Representative of permanent or established workers in Mensah Sarbah Hall elected for a term of one calendar year.

4.3 The Council shall have authority to co-opt Fellows for stated periods. Elections to the Council shall take place in the second semester. The persons so elected shall assume office on the 1st day of October. The Hall Bursar shall be Secretary to the Hall Council.



5. Committees

5.1 Hall Management Committee

There shall be a Hall Management Committee to take urgent policy decisions. Such decisions shall be reported to the Hall Council for ratification. The Hall Management Committee shall consist of:

- The Hall Master
- The Vice-Master
- The Senior Tutor
- The Deputy Senior Tutor
- The Hall Bursar

5.2 Senior Common Room Committee

There shall be a Senior Common Room (SCR) Committee which shall be responsible for the running of the Senior Common Room including the SCR bar (Loggia), the organization of Hall Dinner Dances and other social functions. Five (5) Senior Members elected from the Hall Senate shall serve on this Committee for a duration of three (3) years. The members shall be eligible for re-election but a member shall not hold office beyond two terms. The members of the SCR Committee shall elect a President, a Secretary and a Treasurer from among themselves.

5.3 Other Committees of the Hall

Other Committees, including ad hoc Committees, may be established by the Hall Council as and when the need arises for the smooth governance of the Hall in so far as the functions of any such committee(s) established do not conflict with any of the preceding articles of the Statutes of the Hall and of the University.



6. Mensah Sarbah Hall Fund

There shall be a Mensah Sarbah Hall Fund to be administered by the Hall Council with the concurrence of the Senate, and subject to the provisions of the Statutes and any Regulations of the University specifically applied to the Halls.

7. Procedure for Amendment of Statutes

These Statutes may be amended by a majority vote of those present and voting at any meeting of the Hall Senate at which there is a quorum provided that notification of such amendment has been brought to the notice of Fellows on an agenda sent at least twenty (20) days before the date of the meeting at which the amendment is voted upon. Any ten (10) Fellows can suggest an amendment to the Hall Statutes. Such suggestions shall be in written form and forwarded to the Master to be voted upon by Senate.

8. Coming Into Force:

The Statutes shall come into force on the 1st day of October, 2005.



**THE STATUTES OF
VOLTA HALL**



SCHEDULE O

STATUTES FOR VOLTA HALL

UNIVERSITY OF GHANA

A. THE CONSTITUTION OF THE HALL

The Hall shall be named Volta Hall. In these Statutes, "Hall" means Volta Hall.

The members of the Hall shall be the Warden, such persons as shall be assigned to the Hall as Fellows in pursuance of the Statutes of the University of Ghana or elected as Fellows or Honorary Fellows in accordance with these Statutes, and such other persons as shall be assigned to the Hall as Junior Members in pursuance of the same Statutes,

B. THE WARDEN

Chapter I. The Election of the Warden

1. The Warden shall be elected by the body of Electors consisting of all the Fellows save the Honorary and Associate Fellows of the Hall. The body of Electors shall cease to exist as such, immediately upon the election of the Warden.
2. The Warden shall be elected from among the Fellows assigned to the Hall. She shall be a fellow who has been attached to the Hall for not less than six academic years and normally she should not be less than thirty years of age. The electors shall choose a fellow well-qualified to secure the good governance of the Hall as a place conducive for the pursuance of education and research.
3. The Warden should have served on the Hall Council and Tutorial Board and should have been a regular and active member of the Governing Body during her affiliation with the Hall.
4. When it shall become known that
 - (1) the office of Warden has become vacant or



- (2) that within 6 months the office of Warden shall become vacant, the Hall Bursar, being Secretary to the Hall Council, shall take steps to fill the vacancy in accordance with the Regulations of the Governing Body.
5. The Warden shall take no part in the election of her successor,
6. The tenure of office of the Warden shall be 3 years with the possibility of reelection. If the Warden shall have assumed office during an academic year, her tenure of office will be counted from that academic year.
7. The Hall Council shall determine, subject to the concurrence of the Finance Committee of the University of Ghana, the stipend and other conditions of service of the Warden, provided always that, if the office of Warden, having become vacant, shall continue vacant for 16 weeks of semester. The right to appoint a Warden, to determine her period of tenure being not more than 3 years, and to determine, subject to the concurrence of the Finance Committee her stipend and other conditions of service shall be vested in the Vice-Chancellor of the University of Ghana.

Chapter II Duties of the Warden

1. The Warden shall, in consultation with the Hall Council, exercise a general superintendence over the affairs of the Hall. She shall, if present, preside ex-officio at all meeting of the Governing Body of the hall, or of any committee of the same, and shall have the power in all cases not being provided for by the Statutes or under the authority of the same or by these Statutes or by regulation of the Governing Body or order of the Hall Council, to make such provisions for the good governance and discipline of the Hall as she shall think fit.
2. The Warden shall be entitled to take any such part in the educational or administrative work of the Hall as shall from time to time be agreed between her and the Hall Council.

Chapter III Termination of Appointment of the Warden

1. If the Warden shall cease to hold an office in the University, she shall forthwith cease to be Warden.



2. If upon enquiry it shall appear to the Hall Council that the Warden has shown incapacity or unfitness, the most senior fellow on the Hall Council, not being the Warden or the Deputy Warden, shall call a meeting and by a two-thirds majority terminate the tenure of her office: provided that the Warden may within 30 days of such resolution, appeal in writing to the Vice-Chancellor, who shall, with the assistance of such assessors as he may think fit, with all convenient speed enquire into the matter and confirm or rescind the same resolution, and the reasonable cost of any such appeal, including any fee payable to the assessor or assessors, shall be charged upon the funds of the Hall. During the period of investigation, the Deputy Warden shall act as Warden.

C. THE DEPUTY WARDEN

Chapter I The Election of the Deputy Warden

1. The Deputy Warden shall be elected by the body of Electors consisting of all the Fellows save the Honorary and Associate Fellows of the Hall. The body of Electors shall cease to exist as such, immediately upon the election of the Deputy Warden.
2. The Deputy Warden shall be elected from among the Fellows assigned to the Hall, and should have been attached to the Hall for not less than four academic years and normally should not be less than thirty years of age. The electors shall choose some person well-qualified to secure the good government of the Hall as a place conducive for the pursuance of education and research.
3. The Deputy Warden should have served on the Hall Council and Tutorial Board and should have been a regular and active member of the Governing Body during her affiliation with the Hall.
4. When it shall become known
 - (1) that the office of Deputy Warden has become vacant or
 - (2) that within 6 months the office of Deputy Warden shall become vacant, the Hall Bursar, being Secretary to the Hall Council, shall take steps to fill the vacancy in accordance with the Regulations of the Governing Body.



5. The Deputy Warden shall take no part in the election of her successor.
6. The tenure of office of the Deputy Warden shall be 2 years with the possibility of re-election. If the Deputy Warden shall have assumed office during an academic year, her tenure of office will be counted as commencing at the beginning of the following academic year.
7. The Hall Council shall determine, subject to the concurrence of the Finance Committee of the University of Ghana, the stipend and other conditions of service of the Deputy Warden, provided always that, if the office of Deputy Warden, having become vacant, shall continue vacant for 16 weeks of semester. The right to appoint a Deputy Warden, to determine her period of tenure being not more than 2 years, and to determine, subject to the concurrence of the Finance Committee her stipend and other conditions of service shall be vested in the Vice-Chancellor.

Chapter II Duties of the Deputy Warden

1. The Deputy Warden shall attend, under the Warden, to the good governance of the Hall, according to the Statutes thereof, to act as the Warden's deputy in her absence, and to perform all such other acts as are prescribed by these Statutes or as may from time to time be prescribed by regulation of the Governing Body or order of the Hall Council. Provision shall be made by the Governing Body for a deputy in case of her absence or disablement, or of a vacancy in the office of Deputy Warden.
2. The Deputy Warden shall be entitled to take any such part in the educational or administrative work of the Hall as shall from time to time be agreed between her and the Warden. Upon such delegation of authority, she is officially required to report to the Warden and the outcome of her delegated duties must be made known to the Hall Council.

Chapter III Termination of Appointment of the Deputy Warden

1. If the Deputy Warden shall cease to hold an office in the University, she shall forthwith cease to be Deputy Warden.
2. If upon enquiry it shall appear to the Hall Council that the Deputy Warden has shown incapacity or unfitness, the most senior Fellow on the Hall Council, not



being the Warden or the Deputy Warden, shall call a meeting and by a two-thirds majority terminate the tenure of her office: provided that the Warden may within 30 days of such resolution, appeal in writing to the Vice-Chancellor, who shall, with the assistance of such assessors as he may think fit, with all convenient speed enquire into the matter and confirm or rescind the same resolution, and the reasonable cost of any such appeal, including any fee payable to the assessor or assessors, shall be charged upon the funds of the Hall.

D. OFFICERS OF THE HALL

Chapter I Management Board

1. The Board shall be made up of the Warden, the Deputy Warden, the Senior Tutor, the Deputy Senior Tutor, the Bursar, and the holders of any other administrative offices which may from time to time be created by regulation of the Governing Body.

Bursar

2. The Bursar, shall, in accordance with regulations made from time to time by the University and the Hall Council, have the care of the Hall Funds, receive all the sums due to it, and make such payments, as may be due and approved from the same. The Bursar shall superintend the buildings, offices, and grounds of, or assigned to the Hall and arrange, in consultation with the authorities of the University, for their maintenance and repair. The monies of the Hall Fund which shall be received by the Bursar and shall not be required for immediate purposes of the Hall shall be kept in some bank or banks, or invested as the Hall Council, with the concurrence of the Finance Committee of the University may from time to time order, and no loan or temporary or other investment shall be made by the Bursar without such order or concurrence. The Bursar shall perform such other duties as may be assigned to her from time to time. Any cheques drawn upon the account of the Hall Fund shall be signed by the Warden or Deputy Warden or Senior Tutor and by the Bursar or in the absence or incapacity of the Bursar by such member of the Hall Council as the Hall Council may from time to time appoint for the purpose. In all this, the Bursar shall be under the general direction of the Warden.



3. The Bursar shall act as Secretary in attendance to the Hall Council. She shall also act as Secretary to the Governing Body. In the event that the Bursar is an assigned Fellow of the Hall, she shall have all the rights and privileges of a Fellow of the Hall, with respect to elections to all committees and bodies that may be set up except to the Hall Council.
4. If upon enquiry it shall appear to the Hall Council that an Administrative Officer, not being the Bursar has shown incapacity or unfitness, they shall terminate the tenure of the office provided that such a resolution shall be passed by a two-thirds majority of all members of the Hall Council.
5. If upon enquiry it shall appear to the Hall Council that the Bursar has shown incapacity or unfitness, it shall take prompt steps to have her appointment terminated by the University provided that such a resolution be passed by a two-thirds majority of all members of the Hall Council.

Chapter II Tutorial Board

The Board shall be made up of the Senior Tutor, Deputy Senior Tutor, Tutors, Hall Librarian and Representatives from the Junior Members. The Secretary to the Tutorial Board is the Tutorial secretary.

1. Senior Tutor

There shall be a Senior Tutor who shall hold office for three years, who shall be appointed from among the Tutors of the Hall by the Hall Council with the concurrence of the Warden and be eligible for re-appointment for a second term only. The appointment of the Senior Tutor shall exclude the Junior Members represented on the Board. Except when there is a casual vacancy, changes of tenure shall take effect on the first day of August. The Senior Tutor shall perform such of the duties of the Hall Council in relation to the instruction, discipline and welfare of Junior Members of the Hall as the Hall Council may from time to time determine.

Deputy Senior Tutor

2. There shall be a Deputy Senior Tutor who shall hold office for two years, and who shall be appointed from among the Tutors of the Hall by the Hall Council with the concurrence of the Warden and be eligible for re-appointment for a



second term only. The appointment of the Deputy Senior Tutor shall exclude the Junior Members represented on the Board. Except when there is a casual vacancy, changes of tenure shall take effect on the first day of August. The Deputy Senior Tutor shall assist the Senior Tutor and act in her absence.

3. She shall additionally chair the Standing Committees of the Tutorial Board as a Representative of the Senior Tutor, and she shall officially be required to report to the Senior Tutor and the outcome of her delegated duties must be made known to the Hall Council.

3. Tutors

The Tutors shall hold office for two years with effect from the first day of August and shall be appointed from among the Fellows of the Hall by the Hall Council with the concurrence of the Senior Tutor and be eligible for re-appointment at the end of every given period.

4. There shall be such numbers of Tutors as shall from time to time be determined by the Hall Council. The tutors shall perform such duties as shall from time to time be required of them by the Senior Tutor and shall help the Management Board by mentoring Junior Members. Some Tutors with the needed skills and/or interest shall be assigned to various portfolios such as sports and the Hall kitchen.
5. If upon enquiry it shall appear to the Hall Council that a Tutor has shown incapacity or unfitness, they shall terminate the tenure of the office, provided that such a resolution shall be passed by a two-thirds majority of all members of the Hall Council.

Chapter III General Provisions

1. The Governing Body may on the recommendation of the Hall Council, make regulations not being inconsistent with University of Ghana Act, 2010, (Act 806) or with these Statutes, as to:
 - (i) the method of election of Administrative Officers;
 - (ii) the duties of Hall Officers;
 - (iii) the stipends and other conditions of service of Hall Officers.



2. The tenure of office of every officer of the Hall Council shall cease not later than the end of the academic year in which the age of sixty years is attained unless before the end of that year, an extension shall be permitted by the Hall Council, to be reviewed annually until the age of sixty-five years is attained.

E. GOVERNMENT OF THE HALL

Chapter I Governing Body

1. The Governing Body of the Hall shall consist of the Warden and all the Fellows other than the Honorary and Associate Fellows.
2. There shall be held in the second semester of each academic year a meeting of the Governing Body to be called the Annual Meeting of the Governing Body.
3. There may also be held from time to time other meetings of the Governing Body, to be called Ordinary meetings. A notice of 5 days should be given before such meetings.
4. An Ordinary Meeting shall be summoned:
 - (a) by the Warden whenever she shall deem it necessary for any purpose;
 - (b) forthwith by the Warden or in her absence by the Deputy Warden, whenever six members or half of the total number of the Governing Body, whichever shall be the smaller, make to her a request in writing to that effect, specifying the matters which they propose to bring before the meeting.
5. At every meeting of the Governing Body the Warden, or in her absence the Deputy Warden, shall be Chairman. In the absence of both, the Chairman shall be elected by the Governing Body.
6. All questions put to vote at a meeting of the Governing Body shall, except in cases where it is otherwise provided by the Statutes, be decided by a majority of those present and voting, provided that in case of an equality of votes, the Chairman shall have a second or casting vote.
7. The voting at a meeting of the Governing Body upon the election of Hall Officers or members of the Hall Council shall be conducted in such manner as may be



prescribed by regulation of the Governing Body. A scheme of cumulative or transferable voting may be authorised under this section.

8. No business shall be transacted at a meeting of the Governing Body unless one-third of the number of members currently in Ghana is present.
9. Minutes shall be kept of the proceedings of the Governing Body and the Minutes Book shall be accessible to members of the Governing Body at all reasonable times.

Chapter II The Hall Council

1. There shall be in the Hall a body called the Council which shall consist of the Warden, Deputy Warden, Senior Tutor, Deputy Senior Tutor, Bursar, President of the Senior Common Room, Hall Librarian and 5 other members who shall be elected by the Governing Body. Junior Members of the Hall shall be represented on the Hall Council. The number of representatives shall be determined by the Governing Body. Representatives of Junior Members shall be elected by the Junior Common Room.

Any elected member shall be deemed to have vacated her seat if she is absent from more than 3 consecutive meetings without reasons acceptable to the Hall Council.

In the case of a casual vacancy arising in the membership of the Council, such vacancy shall be filled by election by the Governing Body in an Ordinary Meeting, but so that the member so elected shall have tenure of office for the uncompleted term of the ex-member whose place is thus filled. The elected members shall be elected from among the Fellows at a time and in a manner to be prescribed by the Governing Body from time to time, and shall hold office for two years, half of the elected members retiring each year.

2. The Hall Council shall have such authority in relation to the general administration of the affairs of the Hall as shall from time to time be entrusted to them by the Governing Body, and such authority may be withdrawn or modified by the Governing Body.
3. The Hall Council shall exercise a general superintendence over the educational work of the Hall and shall have the sole power of appointing examiners for any scholarships or prizes to be awarded by the Hall.



4. The Hall Council shall have power to appoint and dismiss staff of the Hall, subject to the provisions of University of Ghana Act, 2010 (Act 806) and any regulations of the University concerning the appointment and dismissal of persons employed in the service of the University applicable to the grade of persons concerned.
5. The Hall Council shall hold ordinary meetings at such stated intervals as they shall from time to time determine provided that not less than two such meetings are held in each of the two semesters. The Hall Council shall also hold extraordinary meetings whenever the Warden, or in her absence the Deputy Warden shall deem it necessary for any purpose. Any three of the elected members, with a written request, may petition that a meeting be held.
6. Minutes shall be kept of all orders and proceedings of the Hall Council, and the Minutes Book shall be accessible to members of the Governing Body at all reasonable times.
7. No business shall be transacted at any meeting of the Hall Council unless one-half of the members are present.
8. All questions put to vote at a meeting of the Hall Council shall be decided by a majority of those present and voting, the Warden or in her absence the Deputy Warden, or in the absence of both the most Senior Fellow present, being Chairman, and having a second or casting vote in case of an equality of votes.

F. FELLOWSHIPS

Chapter I Assigned Fellows

1. The seniority of each assigned Fellow shall be reckoned from the day of assignment as a Fellow, but among Fellows assigned on the same day, the order of seniority shall be same as their order of seniority in the University on the date of assignment.
2. Any fellow assigned to the Hall as a Fellow in pursuance of the Statutes who shall cease to hold office in the University of Ghana shall forthwith cease to be an assigned Fellow.



Chapter II Elected Fellows

In addition to Fellows assigned to the Hall in pursuance of the Statutes, the Governing Body may elect as Fellows of the Hall, other persons, not exceeding one-third of the number of Assigned Fellows, on such conditions, for such period and by such procedure as may be provided by regulation of the Governing Body. An Elected fellow shall be eligible for holding office in the Hall.

Chapter III Honorary Fellows

The Governing Body may elect Honorary Fellows on such conditions, for such period, and by such procedure as it may provide by regulation; provided that:

- (a) an Honorary Fellow shall not be a member of the Governing Body;
- (b) an Honorary Fellow shall not receive any stipend or pecuniary emolument.

Chapter IV Associate Fellows

The Governing Body may elect Associate Fellows by such procedure as it may provide by regulation. Associate Fellowship is conferred for one year only, but is renewable annually. Associate Fellows have the use of the Senior Common Room and the right to dine at High Table. Associate Fellows are not members of the Governing Body of the Hall.

G. MEMBERSHIP OF THE HALL AND DISCIPLINE

- 1. No person may be admitted as a Junior Member of the Hall who shall not have been assigned to the Hall in pursuance of the Statutes.
- 2. All Junior Members shall show due respect and obedience to the Warden, Deputy Warden, Senior Tutor, Deputy Senior Tutor and other Fellows of the Hall; they 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 by the Governing Body or the Hall Council for the good governance of the Hall. Any such person



who shall not observe the said Statutes, regulations and orders, or shall be guilty of any offence subversive of discipline and good orders, or tending to bring discredit upon the Hall, shall be punished in such a manner as shall seem lit to the tutors or to the Warden; provided that the penalties of temporary or final removal from the Hall or of deprivation of any scholarship or temporary forfeiture of the emolument thereof, shall be inflicted only by the Hall Council with the concurrence of the Vice-Chancellor.

H. FINANCE

1. There shall be a Fund called the Volta Hall Fund, hereinafter called "the Hall Fund" to be administered by the Governing Body and Hall Council, subject to the provisions of the University of Ghana Act, 2010, the Statutes and any regulations specicically applied to the Halls.
2. There shall be paid into the Hall Fund:
 - (1) all sums paid for the use of accommodation assigned goods or services provided by it;
 - (2) all income derived from investments held by the University for the purpose of the Hall;
 - (3) grants or gifts received by the University and made for the purpose of being treated as income of the Hall;
 - (4) any sums allocated by the University to the Hall Fund for the purpose of paying the whole or any part of the emoluments of the Warden and other officers of the Hall;
 - (5) sums allocated by the University to the Hall Fund for the purpose of meeting any part of the other expenses incurred by the Hall.
3. The Hall Council shall determine, with the concurrence of the Finance Committee, the method of collection of any fees payable by students to the Hall Fund.



4. The following payments shall be made from the Hall Fund:
 - (a) the emoluments of the Warden and other officers of the Hall;
 - (b) all contributions payable under the superannuation system in respect of such emoluments;
 - (c) such other payments for the purposes of the Hall as the Governing Body may, with the concurrence of the Finance Committee of the University, determine by regulation;
 - (d) to an imprest account to be kept, under the supervision of the Hall Council, by the Warden and Bursar of the Hall, the balance of the Hall Fund, or such part of it as the Hall Council shall direct to be so paid, for the discharge of current expenditure other than hereinbefore mentioned.
5. When any sum is paid from a trust or special fund for any purpose falling within the scope of the Hall, it shall be entered as income and included as expenditure in the accounts of the Hall Fund.
6. The Warden shall at the end of each financial year send to the Finance Officer of the University a statement of the accounts of the Hall Fund in such form as the Finance Committee of the University may from time to time prescribe.
7. In addition to the form of accounts prescribed by the Finance Committee, the Hall Council shall cause accounts to be kept in such further detail and in such form as the Governing Body may approve, showing the cumulative balance and the annual income and expenditure of the Hall Fund and of all other funds or monies used in connection, with any activity conducted in the name of the Hall, including the accounts of the Senior and Junior Common Rooms. Such accounts shall be audited for the Hall Council and published to the Governing Body annually, and copies of them shall be deposited in the University Library for scrutiny by members of the Academic Board and shall be presented to the Finance Committee not later than six months after the end of each financial year.
8. Any balance left in the Hall Fund at the end of any financial year shall accumulate for the purpose of the Hall and may, with the concurrence of the Hall Council, be invested by the University on behalf of the Hall. Such accumulations may be used as in a subsequent year.



9. Financial year of the Hall shall end on such date as the Finance Committee of the University may from time to time determine.

I. AMENDMENT OF THE STATUTES

These Statutes may be amended by a two-thirds majority vote of those present and voting at any meeting of the Governing Body, provided, that no such amendment may be brought to vote unless notification of it has been given to all Fellows on an agenda paper sent at least 7 days before the date of the meeting at which the amendment is voted upon.

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