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THE STATUTES OF THE UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

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Statute 1: Power of Council to Enact Statutes

These Statutes are made in accordance with the powers conferred on the University Council herein by Section 12 and 26 of the University of Energy and Natural Resources (UENR) Act, 2011 (Act 830).

Statute 2: Definitions and Interpretation of Terms

In the construction of 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 of UENR established under Section 18 of Act 830;
"Academic function" includes teaching, research and extension or outreach services;
"Academic Senior Member" means a senior member engaged primarily in teaching and/or research and service;
"Academic year" means the period running from August to July each year or any other period determined by the Academic Board;
"The Act" means the University of Energy and Natural Resources Act, 2011 (Act 830);
"Administrative Senior Member" is a senior member engaged primarily in the performance of administrative duties within the University;
"Alumni" refers to:

i. All Graduates and Diplomates of the University;
ii. All other past students deemed eligible by the Academic Board for membership of Congregation;
iii. Distinguished persons who are not past students but are deemed eligible by the Alumni Association for membership of the Association;

"Appeals Board" means the University of Energy and Natural Resources Appeals Board established under Section 38 (1) of the Act;
"Bureaux" refers to a unit or division within a School named as such for purposes of research and other Community, consultancy or commercial services.
"Campus" means academic and /or research wing of the University established outside the main campus for the award of University degrees, diplomas and / or certificates
"Centre" means an establishment which conducts specialized programmes normally oriented to providing services including teaching, research and advocacy;
"Chancellor" means the Chancellor of the University appointed under Section 14 of the Act;
"College" means a collection of academically-related schools, institutes and centres in related disciplines established by the Statutes;
"Congregation" is a special assembly of the University to receive reports on the University and witness the conferment of degrees and other awards;
"Constitution" shall refer to the Constitution of the Republic of Ghana.
"Convocation" refers to Senior Members of the University;
"Council" means the Governing Council of UENR established by section 5 of the Act;
"Disclosure of interest" includes pecuniary, material, academic and relational interest in a matter being deliberated upon or decided upon by the University;

"Department" means a unit in a School with responsibility for undergraduate and graduate level teaching, research and extension;
"Employee" means a Staff of the University;
"Establishment" includes the central administration, schools, institutes, centres, departments, Halls of Residence and other units;
"Ex-officio member" means a member of a body or committee by virtue of holding another office or position (s)
"Faculty" means a collection of related departments;
"Functions" include powers and duties;
"FUSSAG" refers to Federation of Universities Senior Staff Association of Ghana;
"GAUA" refers to Ghana Association of University Administrators;
"GUSSS" refers to Ghana Universities Staff Superannuation Scheme;
"GRASAG" refers to Graduate Students' Association of Ghana;
"Institute" means a multidisciplinary research or service establishment which focuses primarily on multidisciplinary research and on the provision of extension services;
"Junior Member" means 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"/ "Research Fellow" means teaching/research staff of senior member status
"Minister" means the Minister responsible for Education;
"Most Senior Dean" refers to the Dean with the highest rank among the Deans of other Schools;
"Most Senior Head of Department" refers to the Head of Department with the highest rank amongst the other Heads of Department within a School;
"MOU" refers to Memorandum of Understanding;
"NGO" refers to Non-Governmental Organisation;
"Nominators" means the board of nominators appointed under subsection (3) of statute 6 of these Statutes;
"Ordinary Business" refers to any business of council not considered as reserved;
"Part thereof" refers to an extension of a term of office of an employee of the university for a period not up to the full term, at the discretion of Council, but not exceeding the compulsory retiring age;
"President" means President of the Republic of Ghana;
"Principal" means the head of a campus with two or more schools;
"Professional Senior Member" is a Senior Member with appropriate professional qualifications engaged primarily to provide medical, legal, accounting, engineering, information technology or any other such related services as determined by Council;
"Professor" means full Professor;
"Professorial Status" includes full Professor and Associate Professor;
"Promulgation Day" means the day on which the Statutes are brought into effect by the Council
"Re-appointment" means appointing a person for a full second term to the same position/office by using the same process of his/her appointment;

"Registry" refers to the Central Administration under the Registrar;
"Regulations" means Regulations made by the appropriate authority under these Statutes;
"Reserved Business" refers to a business of the Council dealing with matters concerning individual members of the University, and the SRC and GRASAG representatives on Council shall withdraw from discussions concerning reserved business and shall not receive papers and minutes relating to these items unless the reserved business deals with student (s);
"School" means a semi-autonomous establishment which shall 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;
"Section" means a unit in a Department formally recognised as a nursery for potential Department;
"Senior Member" means the academic, administrative and professional employees who by appointment becomes a member of Convocation;
"Senior Staff" means members of staff not below the rank of Administrative Assistant or its equivalent;
"SRC" refers to Students Representative Council of the University;
"Staff" means persons in the employment of the University;
"Statutes" means administrative guidelines enacted by the Council in accordance with the Act to govern the internal operations of the University;
"Statutory Position" refers to an office, rather than rank, held by a member of staff by virtue of these Statutes;
"TEWU" refers to Teachers and Educational Workers Union;
"Unit" means a sub-division or a Programme in a Department, Institute, School or Centre;
"University" means the University of Energy and Natural Resources established by the University of Energy and Natural Resources, Act, 2011 (Act 830);
"University Bodies" include but not limited to identifiable structures in the University such as: Schools, Institutes, Centres, Bureaux, Departments, Divisions, Sections, Units, Committees and Boards.
"UTAG" refers to University Teachers Association of Ghana

Statute 3: The University Property

In accordance with Section 30 of the Act, all property, movable or immovable, of every description including intellectual and data, now or hereafter belonging to the University shall remain and be vested in the University, in trust for, or to be executed by the University under any former name or description or by the Council of the University, shall inure to the benefit of the University, or in accordance with the provision of these Statutes to be executed by the University.

Statute 4: Principal Officers

In accordance with Section 13 (1) of the Act, the Principal Officers of the University shall be the:

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

Statute 5: Members of the University

Members of the University include the following:

(a) Chancellor and former Chancellors
(b) Chairperson and former Chairpersons of Council
(c) Members and former Members of Council
(d) Employees and former employees of the University (Senior Members, Senior and Junior Staff)
(e) Junior Members (Students)
(f) Alumni
(g) 'Friends' of the University as determined by the Academic Board

Statute 6: The Chancellor

(1) There shall be a Chancellor of the University who is appointed by the Council in accordance with Article 195 (3) of the Constitution.
(2) In accordance with Section 14 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 the purposes of appointing a Chancellor, the Council shall appoint a Board of Nominators whose composition is prescribed in **SCHEDULE J** of these Statutes.
(4) The Chancellor shall:
    (a) Preside at Congregations and other meetings and ceremonies of the University at which he/she is present;
    (b) Be served with summons, minutes and other documents related to meetings of the Council and may attend the meetings;
    (c) Confer on qualified persons, degrees, diplomas and certificates awarded by the University in accordance with the Act and procedures prescribed by these Statutes.
(5) The Chancellor may delegate the functions under subsections 4 (a) and (c), by directions in writing to the Council
(6) Without limiting the functions of the Chancellor, where the integrity and welfare of the University are threatened by any matter, the Chancellor may in consultation with the Council intervene.
(7) The Chancellor shall hold office for a term of five (5) years and is eligible for re-appointment for another term only.
(8) The Office of the Chancellor shall become vacant on:
    (a) Resignation
    (b) Death
    (c) Removal from office

(d) Expiry of the term

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

(10) The Chancellor shall before assuming office take and subscribe to the Oath of Office and Oath of Secrecy.

Statute 7: The University Council

(1) The University Council shall be the governing body of the University.

(2) The President shall, in accordance with Article 70 of the Constitution, appoint the Chairperson and other members of the University Council as prescribed in the Act and **SCHEDULE F** of these Statutes.

(3) The Chairperson of the Council shall preside at the Congregation, Council meetings and other meetings and ceremonies of the University in the absence of the Chancellor.

(4) In accordance with Section 5 of the Act, the Council shall be headed by a Chairperson who shall preside at all meetings of the Council and generally provide direction to the Council in the performance of its functions.

(5) There shall be established standing or *ad hoc* committees of the Council made up of members and non-members of the Council as specified in SCHEDULE B of these Statutes and assign them functions that the Council considers appropriate.

(6) A committee comprised entirely of non-members of the Council shall be advisory.

(7) Members of the Council and members of a Committee of Council shall be paid the allowances approved by the Minister in consultation with the Minister responsible for Finance.

Statute 8: Tenure of Office of Members of the University Council

(1) A member of the Council other than the Vice-Chancellor shall hold office for a period of three (3) years and is eligible for re-appointment for another term only.

(2) Where a member of the Council is absent from three (3) consecutive meetings without reasonable cause, the office of that member shall become vacant.

(3) Where the office of a member becomes vacant by death, resignation or the absence of the member for three (3) consecutive meetings without reasonable cause, another person nominated by the relevant authority shall be appointed for the unexpired term of the office.

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

Statute 9: Meetings of the University Council

(1) The Council shall have the following types of meetings:
   (a) Regular
   (b) Emergency
   (c) Special

(2) Regular meetings of Council shall be convened at least three (3) times in each academic year for the despatch of business at the time and in the place determined by the Chairperson.

(3) The Council may convene emergency and special meetings as and when the circumstances merit such convening.

(4) A regular or emergency meeting may be convened by the Principal Officers of the University.

(5) A special meeting may be convened by the Chairman on a requisition signed by at least half of the members of the Council or any of the Principal Officers of the University.

(6) 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.

(7) The members representing the SRC and GRASAG shall withdraw from discussions concerning reserved business and shall not receive documents relating to these items unless the reserved business deals with student (s).

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

(9) The Council may co-opt a person to attend and participate in any of its meetings but that person is not entitled to vote

(10) The quorum at a meeting of the Council shall be nine (9).

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

(12) Notice of all regular 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 ten (10) days before the date fixed for such a meeting.

(13) No matter may be discussed at regular meetings on which documentation or information has not been so circulated to members.

(14) A member of the Council who has an interest in a matter under consideration at a meeting of the Council shall:
   (a) Disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter;
   (b) Recuse himself or herself from the meeting at which the matter is considered; or
   (c) Not participate in the deliberations of the Council in respect of that matter.

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

(b) Fails to recuse himself or herself from the meeting at which the matter is considered; or

(c) Participates in the deliberations of the matter.

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

Statute 10: Powers and Functions of the University Council

(1) Subject to the provisions of the Act the Council shall have power to:

(a) Ensure the implementation of the Aims of the University in accordance with Section 2 of the Act;

(b) Determine the strategic direction of the University, monitor and evaluate policy implementation;

(c) Delegate authority to the Vice-Chancellor or any other official of the University;

(d) Establish processes for the monitoring and evaluation of the performance of itself and any other person or establishment of the University;

(e) 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;

(f) Set up standing and *ad hoc* committees composed of members and/or non-members and assign them such functions as are consistent with the Act and these Statutes. The standing committees shall be as specified in **SCHEDULE B** of these Statutes;

(g) Promote income-generating activities as part of the University's programme;

(h) Ensure the conservation and augmentation of the resources of the University, specifically in relation to matters affecting income or expenditure;

(i) 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;

(j) Make professorial level appointments on the recommendation of the Appointments and Promotions Committee as may be prescribed in the Statutes;

(k) Control the finances of the University and determine the allocation and proper use of funds;

(l) Appoint or dismiss any Senior Member of the University;

(m) Award honorary degrees on the recommendation of the Academic Board;

(n) Safeguard the good name and values of the University; and

(o) Approve the creation of new establishments or merger or abolishment of existing establishments.

(2) The Council shall control and manage the finances of the University and may determine any question of finance arising out of the administration of the University or the execution of its policies, and shall have power on behalf of the University to:

(a) Sell, buy, exchange and lease and accept leases of property;

(b) Borrow money on security of the University or otherwise;

(c) Generally, to enter into, carry out, vary, and cancel contracts;

(d) 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;

(e) In line with the provisions given by the Public Financial Management Act (921) 2016, Council shall 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;

(f) Determine the allocation of the funds at the disposal of the University and the recurrent grants shall be made in the form of grants, unless 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 Institutes, Schools and Centres and any other establishments as part of their general income

(3) 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.

(4) 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.

(5) The Council shall 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.

Statute 11: Internal Organisation of the University

(1) Subject to the provisions of Section 24 of the Act, the Council has the power to make arrangements concerning the internal organisation of the University that it considers necessary including the establishment, variation and supervision of:

(a) The halls or hostels of residence developed by the University and public persons;

(b) Schools, Institutes, Centres, Departments and any other units or bodies, in any campus of the University in Sunyani or elsewhere.

(c) Award of Professorships and Promotion of Lecturers.

(d) Award of fellowships, bursaries, exhibitions, scholarships, prizes, honorary degrees and any other awards.

(2) The University may enter into an agreement or relationship with another institution whether academic or non-academic and within or outside the country.

(3) The University may incorporate within the University another institution or body taking over the property, rights, privileges and liabilities of that other institution or body.

(4) The Council shall exercise the powers referred to in sub-section (1) only after consultation with the Academic Board on matters which in the opinion of the Council are academic.

Statute 12: Management and Administration of the University

(1) The University shall be established in Sunyani and may have other campuses in any other place as the Council may determine.

(2) The Council shall develop criteria and guidelines for the establishment of new campuses of the University taking into account availability of sustainable sources of funding and other necessary considerations.

(3) A campus of the University shall be headed by a Principal appointed by the Council in line with **SCHEDULE R** who shall hold office for a term of three (3) years and is eligible for re-appointment for another term only.

(4) The University shall be administered centrally from the main campus in Sunyani but may grant limited autonomy to the various campuses in terms of administrative and financial governance.

(5) 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, equity and equality of opportunity.

(6) 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 the principles as mentioned in Statute 12 (5) above.

Statute 13: The Chairperson of the Council

(1) There shall be a Chairperson of the Council who shall be appointed in the manner prescribed in the Act and shall preside over all meetings of Council except where the Chancellor is present.

(2) The Chairperson of the Council shall hold office on the terms and conditions specified in the Act and the Statutes of the University.

(3) 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.

(4) The Chairperson shall be furnished with copies of minutes of meetings of the Academic Board in addition to any other publication of the University.

(5) The Chairperson shall hold office for a period of three (3) years and is eligible for re-appointment for another term only.

(6) The Chairperson may resign from office in writing addressed to the President.

(7) The Chairperson shall be removed from office for 'good cause' by the President upon the recommendation of the Council which shall be by a special resolution of the Council supported by the votes of not less than two-thirds of the entire membership of the Council.

(8) In the absence of the Chairperson of the Council from any meeting of the Council, the members present shall elect one of the Government nominees to preside over the meeting.

(9) The Chairperson of the Council shall before assuming office take and subscribe to the Oath of Office and Oath of Secrecy.

Statute 14: The Vice-Chancellor

(1) The Council shall appoint a Vice-Chancellor who shall be of a professorial status or its equivalent in the manner provided for by Section 16 of the Act.

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

(3) The Vice-Chancellor is the academic and administrative head and the Chief Disciplinary Officer of the University.

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

(5) The Vice-Chancellor shall, by virtue of his/her office, be a member of the Council, Convocation, Academic Board and every committee of the Academic Board and shall have the right to attend meetings of all Statutory Committees and Bodies of the University.

(6) The term of office of the Vice-Chancellor shall be four (4) years and may, upon successful application by him/her, be eligible for re-appointment for another term of four (4) years or part thereof.

(7) The Vice-Chancellor shall not leave Ghana without prior notification in writing signed by him/her and addressed to the Chairperson of the Council specifying the reason (s) and the period of his/her absence.

(8) Where the Vice-Chancellor and the Pro Vice-Chancellor are absent the most senior Dean shall be appointed by the Chairperson of the Council to act.

(9) The Vice-Chancellor may resign from office in writing to the Chairperson of the Council.

(10) The Vice-Chancellor may only be removed from office for "good cause" in accordance with Statute 44.

(11) Where the post of Vice-Chancellor becomes vacant through resignation or death, or any cause which incapacitates him/her in the performance of his/her functions and duties for nine (9) consecutive months, the Council shall set in motion the process for identification and appointment of a new Vice-Chancellor. In any such event, the Pro Vice-Chancellor shall, as determined by the Council, act as Vice-Chancellor until a new Vice-Chancellor is appointed.

(12) For the avoidance of doubt, one (1) year before the post of Vice-Chancellor becomes vacant or when the post is vacant the Council shall appoint a Search Committee to propose a successor for the consideration of the Council composed as prescribed in **SCHEDULE K** of these Statutes.

(13) The Search Committee shall recommend three (3) persons in order of merit for consideration by the Council.

(14) The Vice-Chancellor shall before assuming office take and subscribe to the Oath of Office and Oath of Secrecy.

Statute 15: Powers and Duties of the Vice-Chancellor

(1) The Vice-Chancellor shall, under the direction of the Council, exercise the powers and perform the functions conferred on him/her by Section 16 of the Act and these Statutes and shall report to the Council at its regular meetings on the progress and challenges of the University and the way forward.

(2) The Vice-Chancellor shall be responsible for driving the overall strategic 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) It shall be the duty of the Vice-Chancellor to advise the Council and the Academic Board on all matters affecting policy, finance, governance, and administration of the University, and for this purpose he/she shall have unrestricted rights of attendance and speech at all meetings of the Council and of all University Bodies, whether executive or advisory, which are charged with the consideration of such matters.

(4) The Vice-Chancellor shall submit annually to the Council, a statement of the financial and human resource requirements which in his/her opinion are necessary for the effective conduct of the business of the University. If directed by the Council, a copy of the report may be placed before the Academic Board for its information.

(5) Unless otherwise provided in the Act or in these Statutes, the Vice-Chancellor is, by virtue of office, the Chairman of every board or committee of which the Vice-Chancellor is a member.

(6) The Vice-Chancellor may appoint all employees of the University other than Senior Members in accordance with procedures and terms laid down in the Statutes put in place by the Council.

Statute 16: The Pro Vice-Chancellor

(1) Pursuant to Section 17 (1) of the Act, the Council shall appoint a Pro Vice-Chancellor in accordance with these Statutes.

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

(3) The Pro Vice-Chancellor's primary responsibility is to assist the Vice-Chancellor in the discharge of his/her duties.

(4) The Pro Vice-Chancellor so appointed shall vacate his/her post, if any, as Dean, Head of Department or any other statutory position previously held by him/her.

(5) The Pro Vice-Chancellor shall exercise powers as specified in the Act and such others as may be delegated by the Council or the Vice-Chancellor.

(6) The Pro Vice-Chancellor shall perform the functions of the Vice-Chancellor in the absence of the Vice-Chancellor in accordance with Section 17 (5) of the Act.

(7) The Pro Vice-Chancellor shall attend Council meetings but shall not vote.

(8) Pursuant to Section 17 (4) of the Act, the Pro Vice-Chancellor shall be assigned duties as the Council or the Vice-Chancellor shall determine.

(9) Whenever the Pro Vice-Chancellor is absent from office by reason of resignation, incapacity, or death, or any other cause 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 the most senior Dean pending the return of the Pro Vice-Chancellor or until the Council is able to make a formal appointment.

(10) In the event of a vacancy caused by the expiration of tenure or resignation or incapacity or death or absence from office for any other sufficient cause over a period of more than three months, the Council shall be notified and the most senior Dean who is of Professorial status shall be appointed by the Council to act pending arrangements for a formal appointment.

(11) For the avoidance of doubt, six (6) months before the post of Pro Vice-Chancellor becomes vacant or when the post is vacant, the Vice-Chancellor shall initiate the process as prescribed in **SCHEDULE L** of these Statutes.

(12) The Pro Vice-Chancellor may resign from his/her position in a letter addressed to the Chairperson of the Council through the Vice-Chancellor.

(13) The Pro Vice-Chancellor may be removed from office for "good cause" in accordance with Statute 44.

(14) The Pro Vice-Chancellor shall before assuming office take and subscribe to the Oath of Office and Oath of Secrecy.

Statute 17: The Academic Board

(1) There is established an Academic Board of the University answerable to the Council which shall perform the functions assigned it under the Act and these Statutes.

(2) The Academic Board shall ensure the centrality of academic objectives in the life and work of the University.

(3) The membership of the Academic Board shall be as prescribed in the Act and **SCHEDULE H** of these Statutes

Statute 18: Powers and Functions of the Academic Board

(1) Without prejudice to the generality of the powers of the Academic Board prescribed by the Act and these Statutes, the Academic Board shall subject to the powers of the Council exercise the following powers and functions:

- (a) Formulate and implement the academic policies of the University;
- (b) Devise and regulate courses of instruction and study subject to accreditation by the National Accreditation Board;
- (c) Promote and supervise research within the University and request, at the end of every academic year, reports from Schools, Institutes, Centres and Departments on research being carried out;
- (d) Regulate
  - (i) The conduct of examinations;
  - (ii) The award of degrees, diplomas and certificates, and
  - (iii) Authorised research work;
- (e) Advise the Council on the appointment of academic staff, admission of students and the award of scholarships and bursaries;

(f) Report on matters referred to the Academic Board by the Council;

(g) Make representations to the Council on any matter connected with the University;

(h) Ensure the maintenance of the integrity and reputation of the University as a centre of learning and research

(i) Take prompt and adequate steps to remove or minimise any threat or damage to the academic integrity and reputation of the University;

(i) Make regulations after receiving reports or proposals from the Boards of Schools, Institutes and other similar boards in relation to courses of study, the award of degrees and any other academic distinctions;

(k) Make recommendations to the Council on the establishment, combination, abolition, change of scope or division of a School, an Institute, Centre, Bureaux or Department;

(l) Make regulations for the admission of persons to courses approved by the University;

(m) Determine, subject to any conditions made by donors which are accepted by the Council, and after reports from the School Board concerned, the mode and conditions of competition for fellowships, scholarships, bursaries, medals and other prizes; and to determine for the award of these or to delegate this function to the School Board or Committees set up for that purpose by the Academic Board;

(n) Prescribe the University entry requirements and regulate the admission of persons to courses of study in the University in accordance with laid down procedures;

(o) Make regulations for the discipline of Junior Members of the University and to take such steps as it deems proper for controlling organisations of the student body;

(p) Regulate the relationship between the University and associated/affiliated institutions, both national and international;

(q) Suspend or remove examiners for negligence or inefficiency or other justifiable cause during their terms of office and in the case of suspension or removal, appoint replacement;

(r) Delegate any of its functions to appropriate committees;

(s) Determine the length of each academic year and divide the year into appropriate semesters;

(t) Review annually the academic organization, performance and development of the University, particularly the effectiveness of the work of the University in relation to the provision of a university education responsive to the social, economic and technological needs of Ghana, and arising from such reviews, report to the Council; and

(u) Perform such other functions as the Council may assign to the Board from time to time.

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

(3) 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.

(4) 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.

(5) The Academic Board shall not be bound to follow or take into account the decisions and recommendations of a standing committee.

(6) All standing committees of the Academic Board 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.

(7) The term of office of members of standing committees shall be two (2) academic years and are eligible for re-appointment for another term only.

(8) For the avoidance of doubt, no decision of a standing committee shall be implemented without the prior approval of the Academic Board.

(9) In exceptional cases, the Vice-Chancellor may act on behalf of a Committee of the Academic Board subject to ratification by the Academic Board.

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

Statute 19: Vacancies on the Academic Board

(1) A casual vacancy occurs by resignation, incapacity or death, or leave from the University for a period exceeding six (6) months, or any other sufficient cause where the member is unable to perform his/her functions of a member for a period exceeding six months.

(2) A casual vacancy on the Academic Board shall be filled within three (3) months by the body which appointed or elected the member whose place has become vacant.

(3) The person appointed or elected to fill a casual vacancy shall hold office for the unexpired term of the representative in whose place that person is appointed or elected.

Statute 20: Meetings of the Academic Board

(1) The Academic Board shall have the following types of meetings:
   (a) Regular
   (b) Emergency
   (c) Special

(2) The Vice-Chancellor shall cause to be convened a regular meeting of the Academic Board at least twice in every semester by notice in writing to the members at least ten (10) days before the meeting.

(3) An emergency meeting may be convened by the Vice-Chancellor by giving the members of the Board at least three (3) days' written notice.

(4) A special meeting of the Academic Board shall be convened on the written request of one third (1/3) of the membership of the Academic Board submitted to the Vice-Chancellor with a statement of the matters to be discussed at the special meeting.

(5) In the event of such a request 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.

(6) The quorum for the transaction of business of the Academic Board shall be half of the total membership including the Chairman or Pro Vice-Chancellor.

(7) Other officers may be invited to specific meetings of the academic board or its executive committee as the academic board may determine.

Statute 21: The Registrar

(1) The Council shall appoint the Registrar of the University pursuant to Section 21(1) of the Act on the terms and conditions specified in the letter of appointment.

(2) The Registrar shall be the Chief Operating and Administrative Officer of the University and shall, in that capacity, be responsible for the day-to-day operations and general administration of the University under the Vice-Chancellor and on terms as the Council may determine.

(3) The Registrar shall act as advisor to the Vice-Chancellor in all matters affecting the administration of the University.

(4) The Registrar is the secretary to the following:
   (a) Office of the Chancellor;
   (b) Council; and
   (c) Academic Board and all other Statutory Committees and Boards.

(5) The Registrar shall hold office for a term of five (5) years. He/she may, upon a successful application by him/her, be eligible for re-appointment for another term of five (5) years or part thereof.

(6) The Registrar may resign from office in writing addressed to the Chairperson of the Council.

(7) The Registrar may only be removed from office for "good cause" in accordance with Statute 44.

(8) For the avoidance of doubt, six (6) months before the Registrar's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in **SCHEDULE M** of these Statutes.

(9) The Search Committee shall recommend at least two persons in order of merit for consideration by the Council.

(10) The Registrar shall before assuming office take and subscribe to the Oath of Office and Oath of Secrecy.

Statute 22: Duties of the Registrar

(1) As the Chief Operating and Administrative Officer of the University, the other duties and responsibilities of the Registrar shall include the following:
   (a) 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) Coordination of orientation programmes for fresh students and new staff;
   (c) Preparation of the academic calendar and the distribution of semester reports;
   (d) Initiation of final graduation plans, the tabulation of classes and the award of honours;

(e) Coordination of matriculation and congregation procedures and ceremonies;
(f) Maintenance of students' academic records on a permanent basis;
(g) Issuance of academic certificates and transcripts;
(h) Provision of secretarial services for the Office of Chancellor, the Council, all Boards and Committees of the Council and the Academic Board and its sub-committees and keeping records and conducting the correspondence on their behalf;
(i) Provision of legal, public relation and human resources for effective functioning of the University

(2) The Registrar is the custodian of the University Seal and responsible for affixing it to documents in accordance with the directions of the Council, the Vice-Chancellor or the Academic Board in the exercise of their respective powers under the Act and under these Statutes shall ensure;
(a) Quarterly publication of all policy decisions of the Council and the Academic Board;
(b) Preparation and presentation of an annual report to the Council and the Academic Board on the operations of the previous year within six months of the end of the year;
(c) Effective and efficient functioning of all Statutory Boards and Committees.

(3) The Registrar shall have the right of audience in the meetings of all University bodies, irrespective of whether he/she is a member or not.

Statute 23: The University Librarian

(1) The Council shall appoint the University Librarian who shall serve as the professional and administrative Head of the University Library system.
(2) The person to be appointed University Librarian must be a professional Librarian with considerable experience in managing complex libraries.
(3) He/she shall be appointed on such terms and conditions as the Council may determine and as specified in the letter of appointment.
(4) The University Librarian shall be responsible for the management of all libraries of the University and related information and communication materials and resources of the University.
(5) The University Librarian shall:
(a) Be responsible for the provision of reading, listening, and viewing materials to support the teaching, research, and extension functions of the University;
(b) Ensure the maintenance of good environment for reading and learning in all the libraries of the University;
(c) Be responsible for maintaining linkages with local and international organisations involved in library work;
(d) In conjunction with the Library Committee, and subject to the approval of the Academic Board, formulate policies for the maximum development and utilisation of all the libraries in the University;
(e) Ensure the implementation of decisions of the Library Committee approved by the Academic Board;

(f) Exercise professional and administrative supervision over the staff under him/her to the efficient and effective functioning of the libraries in the University;

(g) Manage the libraries and related ICT materials and resources in accordance with the Rules and Regulations approved by the Academic Board.

(h) Perform any other functions assigned to him/her by the Vice-Chancellor.

(6) The University Librarian shall be a member of the Academic Board and its Executive Committee.

(7) The University Librarian shall hold office for a term of five (5) years. He/she may, upon a successful application by him/her, be eligible for re-appointment for another term of five (5) years or part thereof.

(8) The University Librarian may only be removed from office for 'good cause' in accordance with Statute 44.

(9) For the avoidance of doubt, six (6) months before the University Librarian's position becomes vacant or when the post is vacant, a Search Committee shall be constituted by the Council to propose a successor for its consideration as prescribed in **SCHEDULE N** of these Statutes.

(10) The Search Committee shall recommend two persons in order of merit for consideration by the Council for appointment.

(11) The University Librarian may resign from office by notice in writing to the Chairman of the Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 24: The Director of Finance

(1) The Council shall appoint a Director of Finance to serve as the Chief Accounting Officer of the University.

(2) The Director of Finance shall be responsible for the management and maintenance of the integrity of the finances of the University.

(3) The Director of Finance shall be responsible to the Vice-Chancellor for the financial administration of the University in accordance with the relevant provisions of national laws including the Public Financial Management Act, 2016 (Act 921), the Internal Audit Agency Act, 2003 (Act 658), the Audit Service Act, 2000 (Act 584), the Public Procurement Act, 2003 (Act 663), the Public Procurement (Amendment) Act, 2016 (Act 914) and further enactments and amendments thereto as well as national rules, instructions and other regulatory instructions issued to clarify these enactments

(4) The Director of Finance shall submit periodic reports to the Council on the status of plans and projections necessary for the preparation of budgets for the succeeding years.

(5) The Director of Finance shall be responsible for the preparation of the annual operating budget of the University.

(6) The Director of Finance shall:

(a) Be responsible for the formulation and implementation of policies relating to accounting and financial control in the University;

(b) Be in charge of corporate planning involving budgeting and budgetary control and long term or strategic planning in respect of all the finances of the University;

(c) Act as liaison with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University;
(d) Be in charge of treasury management;
(e) Call for and receive moneys due the University and make authorised payments on behalf of the University;
(f) Afford every facility to both internal and external auditors in the performance of their functions;
(g) Mobilize and advise on investment of funds for the University;
(h) Be responsible for the preparation and consolidation of final accounts and commenting on management reports of External Auditors;
(i) Oversee all accounting functions of all semi-autonomous bodies, self-accounting and income-generating units within the University;
(j) Ensure that proper records are kept of all University property, assets, inventory and valuables of every kind in a register; and
(k) Report to the Finance Committee any case of failure to maintain the financial and other records of the University in the form required by the Council.
(l) Perform any other functions assigned to him/her by the Vice-Chancellor.

(7) The Director of Finance shall hold office for a term of five (5) years. He/she may, upon a successful application by him/her, be eligible for re-appointment for another term of five (5) years or part thereof.

(8) The Director of Finance may only be removed from office for 'good cause' in accordance with Statute 44.

(9) For the avoidance of doubt, six (6) months before the Director of Finance's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in **SCHEDULE N** of these Statutes.

(10) The Search Committee shall recommend two persons in order of merit for consideration by the Council for appointment.

(11) The Director of Finance shall be appointed on such terms and conditions as the Council may determine and as specified in the letter of appointment.

(12) The Director of Finance may resign from office by notice in writing to the Chairman of the Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 25: Financial Management and Administration

(1) The Council shall ensure that the finances of the University are managed in accordance with the relevant provisions of national laws including the Public Financial Management Act, 2016 (Act 921), the Internal Audit Agency Act, 2003 (Act 658), the Audit Service Act, 2000 (Act 584), the Public Procurement Act, 2003 (Act 663), the Public Procurement (Amendment) Act, 2016 (Act 914) and further enactments and amendments thereto as well as national rules, instructions and other regulatory instructions issued to clarify these enactments.

(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 mandate and purposes of the University

Statute 26: Funds of the University

(1) The funds of the University include:
   (a) Funds approved by Parliament (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 and other commercial activities including fund raising events;
      (iv) Grants, subscriptions, research fund, rents and royalties;
   (c) Returns on 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 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 Act 31 (3).

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

Statute 27: Accounts and Audit

(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 two (2) 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 Director of Finance.

(4) The financial year of the University shall be the same as the financial year of the Government of Ghana.

Statute 28: Exemption from Taxes, Duties and other charges

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

Statute 29: Internal Audit Directorate

(1) There shall be an Internal Audit Directorate as prescribed in Section 32 of the Act.

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

(3) The Internal Audit Directorate shall establish standards and procedures to carry out internal audits of the University in accordance with the relevant provisions of national laws Public Financial Management Act, 2016 (Act 921), the Internal Audit Agency Act, 2003 (Act 658), the Audit Service Act, 2000 (Act 584), the Public Procurement Act, 2003 (Act 663), the Public Procurement (Amendment) Act, 2016 (Act 914) and further enactments and amendments thereto as well as national rules, instructions and other regulatory instructions issued to clarify these enactments.

(4) The Audit Committee of the University as established under section 86 of the Public Financial Management Act, 2016 (Act 921) shall be responsible for the implementation of audit reports.

(5) In the performance of its functions, the Audit Committee may co-opt any senior management personnel of the University to serve on the Committee.

(6) The membership and functions of the Audit Committee are as prescribed in **SCHEDULE B (6)** of these Statutes.

Statute 30: Director of Internal Audit

(1) The Council shall appoint a Director of Internal Audit on such terms and conditions as the Council may determine, to serve as the Head of the Internal Audit Directorate of the University.

(2) The Director of Internal Audit shall report administratively to the Vice-Chancellor and functionally to the Audit Committee of the University and shall be responsible for the internal audit of the accounts and all financial transactions of the University.

(3) The Director of Internal Audit shall exercise sound professional and administrative supervision over the subordinate staff to ensure that the internal auditing system of the University is efficient and effective;

(4) The Director of Internal Audit shall:

- (a) appraise and report on the soundness and application of the system of controls operating in the University;
- (b) evaluate the effectiveness of the risk management and governance process of the University and contribute to the improvement of that risk management and governance process;
- (c) provide assurance on the efficiency, effectiveness and economy in the administration of the programmes and operations of the University;
- (d) evaluate compliance of the University with enactments, policies, standards, systems and procedures;

(5) In consultation with the Vice-Chancellor and in accordance with guidelines issued by the Internal Audit Agency, prepare an annual audit work plan of the activities required to be performed in the financial year which is determined by the risk assessment including the fiscal risk of the University;

(6) The annual audit work plan, referred to under subsection (5) above includes an appraisal and report on

(a) budget planning and implementation, and compliance with national goals and objectives;

(b) the development initiatives of the University

(c) procurement of goods, services and works

(d) value for money on expenditure

(e) Follow-ups on the agreed audit recommendations and the required corrective actions;

(f) systems of reven4errrue collections for proper accountability, and

(g) proper, timely and effective use of financial information systems

(7) The Director of Internal Audit shall, within thirty days after the beginning of the financial year, submit:

(a) the annual work plan to the Vice-Chancellor and the Audit Committee; and

(b) a copy of the annual work plan to the Internal Audit Agency

(8) The Director of Internal Audit shall submit quarterly reports on the execution of the annual audit work plan to the Vice-Chancellor, the Audit Committee, and the Auditor-General

(9) In the performance of the internal audit functions, the Internal Auditor shall:

(a) have access to the information and property required to be audited; and

(b) be provided with any relevant explanation required for the audit

(10) The Director of Internal Audit shall report to the Vice-Chancellor any incidents of suspected fraud or misuse of public funds.

(11) The Director of Internal Audit shall hold office in accordance with the terms and conditions specified in his/her letter of appointment and subject to satisfactory performance and conduct.

(12) About six (6) months before the position of Director of Internal Audit becomes vacant or when the post is vacant, a Search Committee shall be constituted by the Council to propose a successor as prescribed in **SCHEDULE N** of these Statutes.

(13) The Search Committee shall recommend two persons in order of merit for consideration by the Council for appointment.

(14) The Director of Internal Audit shall hold office for a term of five (5) years. He/she may, upon a successful application by him/her, be eligible for re-appointment for another term of five (5) years or part thereof.

(15) The Director of Internal Audit may resign from office by notice in writing to the Chairperson of Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

(16) The Council may only remove the Director of Internal Audit from office for 'good cause,' in accordance with Statute 44, in particular, conduct that has compromised or threatened to compromise the financial integrity of the University.

Statute 31: Director of University Health Services

(1) The Council shall appoint the Director of Health Services to be in charge of the University Health Facilities and Services.

(2) In the performance of his/her duties the Director of Health Services shall report to the Vice-Chancellor through the Registrar.

(3) The Director of Health Services shall:

(a) Exercise professional and administrative supervision over the entire medical, paramedical and all other staff within the University Health Services;

(b) Be responsible to the Vice-Chancellor through the Registrar for the efficient discharge of his/her duties;

(c) Plan and monitor the development of the University Clinic/Hospital and its health programmes;

(d) Ensure the efficient and effective delivery of health services to members of the University and their families;

(e) Ensure the availability of drugs, hospital equipment and other goods and services needed for the efficient operation of the University Hospital/Clinic;

(f) Ensure that the University provides regular health extension services to the adjoining communities;

(g) Provide education, advice, and monitor health matters.

(h) Perform any other functions assigned to him/her by the Vice-Chancellor.

(4) The Director of Health Services shall hold office for a term of five (5) years. He/she may, upon a successful application by him/her, be eligible for re-appointment for another term of five (5) years or part thereof.

(5) The Director of Health Services may only be removed from office for 'good cause' in accordance with Statute 44.

(6) For the avoidance of doubt, six (6) months before the Director of Health Services' position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in **SCHEDULE N** of these Statutes.

(7) The Search Committee shall recommend two (2) persons in order of merit for consideration by the Council.

(8) The Director of Health Services may resign from office by notice in writing to the Chairperson of the Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 32: The Director of Works and Physical Development

(1) The Council shall appoint the Director of Works and Physical Development on such terms and conditions as the Council may determine, to serve as the Head of the Works and Physical Development Directorate.

(2) The Director of Works and Physical Development shall be responsible to the Vice-Chancellor and be in charge of the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner.

(3) The Director of Works and Physical Development shall:

a. Be responsible for the development and maintenance of the physical and infrastructural works and/or facilities of the University;
b. Exercise oversight responsibility over the operations of the Estate Organisation, the Maintenance Unit, the Fire Service Unit, as well as all the Municipal Services of the University;
c. Provide 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 special needs and requirements of the University in addition to the Entity Tender Committee;
d. Subject to the approval of the Development Committee and on the advice of the University Legal Services Unit, handle or deal with all preliminary matters on contracts involving the physical or infrastructural development of the University and/or the use of any part (s) of the University lands;
e. Manage all construction contracts with a view to ensuring compliance and timely delivery of projects;
f. Be responsible for 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;
g. Manage and maintain the buildings, roads, drains, parks and gardens of the University and their designs and drawings;
h. Facilitate the acquisition and allocation of housing for key employees of the University;
i. Be in charge of the construction and maintenance of residential facilities for students;
j. Manage and control land use and see to proper maintenance of records on all land transactions entered into by and on behalf of the University;
k. Ensure provision of valuation services to the University;
l. Perform any other functions assigned to him/her by the Vice-Chancellor.

(4) The Director of Works and Physical Development shall hold office for a term of five (5) years. He/she may, upon a successful application by him/her, be eligible for re-appointment for another term of five (5) years or part thereof.

(5) The Director of Works and Physical Development may only be removed from office for "good cause" in accordance with Statute 44.

(6) For the avoidance of doubt, six (6) months before the Director of Works and Physical Development's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee to propose a successor for its consideration as prescribed in **SCHEDULE N** of these Statutes.

(7) The Search Committee shall recommend at least two (2) persons in order of merit for consideration by the Council.

(8) The Director of Works and Physical Development may resign from office by notice in writing to the Chairperson of the Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 33: Sports and Recreation Directorate

(1) There shall be established a Sports and Recreation Directorate to serve as the main body with direct responsibility for overseeing the overall development and management of sports and recreation within the University.

(2) The Directorate shall be headed by a Director, appointed by Council on terms and conditions recommended by the University Appointments and Promotions Committee

(3) In the performance of his/her duties the Director of Sports and Recreation shall report to the Vice-Chancellor through the Registrar.

(4) The Director of Sports and Recreation shall be responsible for:
   (a) Development of sports and related activities;
   (b) Organisation of sporting events;
   (c) Liaison with external sports organizations;
   (d) Advising the Academic Board on matters relating to the award of academic credit for student participation in sports;
   (e) Holding sporting clinics for the members of the University;
   (f) Representing the University on external sporting bodies;
   (g) Preparation of teams for sporting events; and
   (h) Discharge of any other assignments that the Vice-Chancellor shall deem necessary.

(5) The Director of Sports and Recreation may only be removed from office for 'good cause' in accordance with Statute 44.

(6) The Director of Sports and Recreation may resign from office by notice in writing to the Chairperson of Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 34: Information Technology Directorate

(1) There shall be established an Information Technology Directorate to serve as the main body with direct responsibility for overseeing the overall development and management of Information, Communication and Technology infrastructure and systems within the University.

(2) The Directorate shall be headed by a Director, appointed by Council on terms and conditions recommended by the University Appointments and Promotions Committee

(3) In the performance of his/her duties the Director of Information Technology shall report to the Vice-Chancellor.

(4) The Director of Information Technology shall be responsible for directing and managing computing and information technology strategic plans, policies, programmes, and schedules for academic and finance data processing, computer services, network communications, and management information services, to accomplish the goals and objectives of the University.

(5) The Director of Information Technology shall be responsible for:
   (a) Designing, maintaining and facilitating the implementation of integrated and sound ICT architecture and infrastructure for the University to improve teaching delivery and aided technologies;

(b) Directing the information and data integrity of the University and its business units;

(c) Developing strategic plans and implementing the objectives of the information technology needs of the University, to ensure adequate computing capabilities of the University.

(d) Developing and establishing operating policies and approaches for computing and information technology;

(e) Evaluating overall operations of computing and information technology functions, and recommend enhancements;

(f) Advising Management on strategic system conversions and integrations in support of institutional goals and objectives;

(g) Advising on the preparation and review of university IT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information;

(h) Interacting with senior academic decision makers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information;

(i) Reviewing and recommending major contracts for computing and information technology services and equipment, including service level agreements;

(j) Ensuring the security of the information systems, communication lines, and equipment;

(k) Overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages;

(l) Ensuring the development, review, and certification of all back-up and disaster recovery procedures and plans;

(m) Identifying and introducing emerging information technologies to the University;

(n) Assessing new computing technologies to determine potential value for the University;

(o) Determining University infrastructure needs to support and guide individual divisions/departments/centres/institutes/schools/campuses in computing and information technology efforts;

(p) Establishing and implementing short-and long-term departmental goals, objectives, policies, and operating procedures; and

(6) The Director of Information Technology may only be removed from office for 'good cause' in accordance with Statute 44.

(9) The Director of Information Technology may resign from office by notice in writing to the Chairperson of Council through the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

Statute 35: Procurement Directorate

(1) There shall be a Directorate to serve as the main body with direct responsibility for undertaking and coordinating all detailed procurement activities in respect of goods, works and related services and consultancy within the University.

(2) The Procurement Directorate shall facilitate and coordinate detailed procurement activities in respect to works, goods and related services.

(3) The Directorate shall be headed by a Director who shall be appointed by the Council on the terms and conditions recommended by the University Appointments and Promotions Committee.

(4) The Director shall hold office in accordance with the terms and conditions specified in his/her letter of appointment

(5) In the performance of his/her duties the Director of Procurement shall be guided by Public Financial Management Act, 2016 (Act 921), the Public Procurement Act, 2003 (Act 663), the Public Procurement (Amendment) Act, 2016 (Act 914) and further enactments and amendments thereto as well as national rules, instructions and other regulatory instructions issued to clarify these enactments andreport to the Vice-Chancellor.

(6) The Procurement Directorate is charged with the following duties:

(a) Ensuring that all procurement requisitions approved by the Vice Chancellor are processed in the most efficient manner, upholding the principles of value for money, transparency and fairness.

(b) Receiving procurement requests from originating officers, checking that the proposed procurement is within the approved procurement plan, and that budgeted funds are available prior to commencement of procurement proceedings;

(c) Ensuring that funds are properly committed prior to issue of any contract or purchase order;

(d) Co-ordinating the preparation of specifications, terms of reference, bills of quantities, drawings, short-lists or advertisements, and prequalification, tender or request for quotations documents. Where so required by the Tender Committee, submission of documentation for review and approval by the Tender Committee prior to issues;

(e) Coordinating the publication of advertisements and notices of contract awards;

(f) Co-ordinating the process of opening of tenders and quotations and ensuring the preparation of formal records of tender or quotation opening in accordance with Section 56 of the Public Procurement Act.

(g) Participating in evaluation activities of the Tender Evaluation Panel where necessary and assisting in preparation of formal Evaluation Reports;

(h) Preparing submissions for approval of award by the appropriate authority in accordance with the threshold values established in Schedule 3 of the Public Procurement Act.

(i) Maintaining and updating the database of suppliers, contractors and consultants;

(j) Participating in negotiations with consultants where necessary or other tenderers where expressly permitted in the Public Procurement Act or regulations;

(k) Preparing notification of awards and contracts;
(l) Arranging publication of notices of contract awards;
(m) Preparing contract documents and Purchase orders, in line with the award decision;
(n) Preparing and issuing tender rejection and tender debriefing letters;
(o) Preparing contract variations and modifications;
(p) Assisting with the inspection and acceptance of goods, works and services;
(q) Maintaining contracts and procurement records in accordance with Section 28 of the Public Procurement Act and the Regulations.

Statute 36: Appointment of Staff

(1) There shall be three main categories of University staff namely, Senior Members, Senior Staff and Junior Staff.
(2) The appointment of all Senior Members shall be the responsibility of the Council.
(3) The appointment of a person to Professorial, Deanship, Directorship and equivalent levels shall be the responsibility of the Council on the recommendation of the appropriate Committees.
(4) The appointment of all Senior and Junior Staff shall be by the Vice-Chancellor on the recommendation of the appropriate Appointment Committee.
(5) The conditions of service of the employees of the University shall be determined by the appropriate authority

Statute 37: Terms of Appointment of Senior Members

The terms of appointment of a Senior Member shall be specified in the letter of appointment which shall be accompanied by a copy of the University Statutes and the Conditions of Service prevailing at the time of the appointment. In addition, the following provisions shall be observed:

1) Each Senior Member shall comply with such directions and regulations as have been or shall be given and adopted by the Academic Board;
2) Each Senior Member shall give to the work of the Department to which he is attached and to its extension and development and to the general interest of the University, such time and labour as shall be considered sufficient by the Vice-Chancellor or the Head of Department, and he shall not undertake or continue in any other work or occupation of any kind which may, in the opinion of the Vice-Chancellor or the Head of Department, interfere with the proper performance of his/her duties or be detrimental to the interest of the University;
3) Consultancy services may be rendered, provided that:
    a. Such projects are integrated into the research and teaching programmes of the various Schools and Academic Departments and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his official duties,
    b. The Head of Department ensures that a Senior Member does not undertake any outside work if his/her normal University duties would be disrupted, and
    c. The Senior Member has obtained a written permission from the Vice-Chancellor for engaging in such consultancy work.

Statute 38: Promotion of Senior Members

(1) The appointment or promotion of Senior Members of the University shall be based on merit, in accordance with principles of fairness and non-discrimination and in accordance with the provisions of the Act and these Statutes.

(2) In considering an application for appointment or promotion of a Senior Member, the appointing authority shall be guided by the procedure and criteria approved by the Council.

Statute 39: Ghana Universities Staff Superannuation Scheme (GUSSS)

1) The University of Energy and Natural Resources shall be a member of the Ghana Universities Staff Superannuation Scheme (GUSSS). The Scheme shall be controlled by the constitution of the GUSSS and coordinated by Council.
2) The Scheme shall be administered by the Director of Finance under the control of the GUSSS Management Board, hereinafter called the Board, established by Council and composed as prescribed in **SCHEDULE D8**
3) Members of the Board shall serve for a term of two (2) years, and may be eligible for re-appointment or re-election for another term of two (2) years only.
4) Members of the Board who resign or retire from their appointment in the University shall be deemed to have also resigned from the Board. New members shall then be appointed to serve the residue of the term.
5) A Senior Member shall be informed of the details of the scheme upon appointment and may choose to join the scheme on assumption of duty.

Statute 40: Terms of Appointment of Senior and Junior Staff

(1) Under the authority of the Council, the University may appoint such staff as its employees and designate them Senior or Junior Staff, as the case may be.

(2) The terms of appointment of a Senior/Junior Staff shall be specified in his or her letter of appointment.

(3) Senior and Junior Staff shall be bound by the terms expressed in the current or revised version of the Conditions of Service of Unionized Staff of Public Universities in Ghana.

(4) A Senior and Junior Staff shall comply with such directions and regulations as have been or shall be given and adopted by the Academic Board.

Statute 41: Promotion of Senior and Junior Staff

(1) There shall be a Senior and Junior Staff Appointments and Promotions Committee that shall be guided in their operations by the Scheme of Service of Senior and Junior Staff of Public Universities in Ghana.

(2) The promotion of Senior and Junior Staff of the University shall be based on performance in accordance with principles of fairness and non-discrimination in accordance with the provisions of the Act and these Statutes.

(3) In considering application for appointment or promotion of Senior and Junior Staff, the appropriate committee shall be guided by the procedure outlined in **SCHEDULE Q** of these Statutes and criteria approved by the Council.

Statute 42: Secondment

(1) Any employee of the University may be seconded to serve in government or any other sector of the Public Services of Ghana or the private sector and other NGOs whose services promote national development.
(2) Any secondment granted shall not exceed four (4) years, unless otherwise determined by Council.
(3) 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 Staff to apply for leave of absence from the University is not extinguished by reason only of this requirement.

Statute 43: Resignation, Retirement and Termination of Appointment of University Employees

(1) The resignation of any employee of the University shall be in accordance with their contract of employment or, where applicable, their collective agreement.
(2) Except as may otherwise be provided by the Council, a Senior or Junior Staff may resign his/her appointment and thereby terminate his/her engagement with the University on giving notice in writing under his/her signature to the Vice-Chancellor, at least three (3) months prior to the effective date of his/her resignation. In lieu of this, the Senior or Junior Staff shall forfeit three (3) months' salary.
(3) Except as may otherwise be provided by the Council, a Senior Member may resign his/her appointment and thereby terminate his/her engagement with the University on giving notice in writing under his/her signature to the Chairperson of Council through the Vice-Chancellor, at least six (6) months prior to the effective date of his/her resignation. In lieu of this, the Senior Member shall forfeit six (6) months' salary.
(4) Except as may otherwise be provided in special cases by the Council, an employee appointed to a full-time position in the University on a renewable contract or till retirement, shall retire from his/her appointment and all other offices held by him/her in the University by virtue of his/her appointment at the end of the academic year following the date on which he/she attains the retiring age as specified by the University.
(5) The Council may terminate the appointment of any Senior or Junior Staff of the University by giving three (3) months' notice of termination of appointment. The person shall have the right to appeal to the Appeals Board within one (1) month of notice.
(6) The Council may terminate the appointment of any Senior Member of the University by giving six (6) months' notice of termination of appointment. The person shall have the right to appeal to the Appeals Board within one (1) month of notice.
(7) Where a person appeals against a notice of termination of his/her appointment, the Appeals Board shall consider the appeal at least two (2) months before the date on which the termination is due to take effect, and its decision shall be final.

Statute 44: Dismissal/Removal of University Employees

(1) Any employee of the University may be removed from office or dismissed from the University for **'good cause'** by the Council, but he/she shall not be removed or dismissed until;
   (a) There has been an investigation relating to his/her case by the Disciplinary Committee as provided for in Statute 80and the person concerned has been put before the Disciplinary Committee to defend him/herself;
   (b) The Disciplinary Committee has made some adverse findings against him/her which give cause for dismissal;
   (c) The report of the Disciplinary Committee has been considered and approved by the Council; and has been notified in writing of the grounds on which consideration is being given for his/her removal or dismissal.

(2) The Council may dismiss an employee on 'good cause' and the affected staff shall have the right to appeal to the Appeals Board within one (1) month of notice of dismissal. The Appeals Board shall consider the appeal within two (2) months from the receipt of the grounds for the appeal.

(3) For the purpose of these Statutes, the interpretation of **'good cause'** shall include any of the disciplinary offences prescribed in **Statutes 78 and 79** and also include:
   (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 incapacitation or neglect to perform the duties or comply with the conditions of the office;
   (d) plagiarism;
   (e) awarding a mark for a course not taken;
   (f) enhancing marks for courses taken;
   (g) examination malpractice;
   (h) procuring the award of marks for courses not taken;
   (i) sexual harassment or exploitation of a staff or member of the University;
   (j) any other circumstances determined by a special resolution of the Council to be of a sufficiently serious nature to constitute 'good cause.'

Statute 45: Welfare Services Board

(1) There shall be established a Welfare Services Board which shall be responsible to the Council through the Vice-Chancellor.

(2) The composition of the Welfare Services Board shall be as prescribed in **SCHEDULE I** of these Statutes.

(3) The Term of office of all elected or appointed members of the Welfare Services Board shall be two (2) years and are eligible for re-appointment for another term only.

(4) Elections shall be held not later than one month before the appointee or the person elected is to begin his/her term of office.

(5) The Secretary shall not be below the rank of an Assistant Registrar (General Administration).

(6) The functions of the Welfare Services Board shall be to:

a. Consider all matters affecting the welfare services in the University and, within the scope of policy approved by Council, to take such action or actions as the Board may deem necessary; and

b. Make reports and representations to Council either on its own initiative or at the instance of Council on any matters within the scope of **SCHEDULE D**.

c. Form sub-committees to perform specific functions.

(7) The Vice-Chancellor shall convene a meeting of the Welfare Services Board at least once every semester. At least seven (7)-days' notice shall be given for such a meeting and of the matters to be considered.

(8) Emergency meetings may be convened by the Vice-Chancellor at any time upon giving all members of the Board written notice.

(9) A special meeting of the Welfare Services Board may be convened on the written request of half (1/2) of the membership of the Welfare Services Board submitted to the Vice-Chancellor with a statement of the matters to be discussed at such as a special meeting. In the event of such a request being made, the Vice-Chancellor shall convene a special meeting within seven (7) days of his/her receipt of the request specifying in the notice of such a meeting those matters to be considered.

(10) The quorum for the transaction of business of the Welfare Services Board shall be half (1/2) of its total membership.

Statute 46: Convocation

(1) There shall be Convocation of the University, the composition of which is as prescribed in **SCHEDULE G** of these Statutes.

(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 of Convocation shall be entitled to vote at Convocation.

(4) Convocation shall meet in regular sessions at least once a semester at the time determined by the Vice-Chancellor to receive a report from the Vice-Chancellor on the state of the University and plans for its future development and progress.

(5) Upon a request in writing of not less than half of its membership stating the purpose for which the meeting is to be called, the Vice-Chancellor shall, within seven (7) days, summon a special meeting of Convocation, and the notice summoning the meeting shall specify the business to be considered.

(6) The quorum for a meeting of Convocation shall not be less than one-third (1/3) of its total membership.

(7) The procedure to be followed at a meeting of Convocation shall be determined by the person presiding.

(8) Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by secret ballot, in accordance with **SCHEDULE A** of these Statutes.

(9) Copies of the Vice-Chancellor's Report to Convocation shall be deposited in the University Library, in the Offices of Deans, Schools, Directors, and in the Office of the Registrar as well as the University's website for reference.

(10) 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** of these Statutes.

(11) 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.

(12) 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 ballot in accordance with the simple majority vote system defined in **SCHEDULE A** of these Statutes.

(14) A Convocation member of the Academic Board shall serve for a term of two (2) years and is eligible for re-election another term only.

(15) All members of Convocation shall be deemed to be employed on a full-time basis except as otherwise specifically provided by the Statutes or by the terms of a particular appointment.

Statute 47: Functions of Convocation

(1) In addition to any other function granted by these Statutes, Convocation

- (a) May express an opinion on any matter that affects the University and may refer the matter to the Council or Academic Board;
- (b) May petition Council and/or Academic Board to reconsider any matter that in its opinion affects the welfare of the University;
- (c) Shall receive and discuss an Annual Report from the Vice-Chancellor on the state of the University and future plans of the University;
- (d) Shall elect from among its members persons as provided in the Act to serve on the Council and Academic Board.

Statute 48: The Council of Convocation

a) Composition of the Council of Convocation

i. There shall be a Council of Convocation consisting of nine (9) members including the Chairman. The Chairman and the other members shall be elected by Convocation.

ii. The Chairman of the Council of Convocation shall preside over all meetings of Convocation except where the Chancellor is present.

iii. Members of Council of Convocation shall serve a term of two (2) years and is eligible for re-election for another term only. Elections shall be held not later than two months preceding the year in which the elected member is to begin his/her term of office.

b) Functions of the Council of Convocation

The Council of Convocation shall be charged with the responsibility of protecting the interest of Convocation. Without prejudice to the generality of the responsibility, the Council of Convocation shall fulfil the following specific functions

i. To convene, in consultation with the Vice-Chancellor, regular meetings of Convocation;
ii. To ensure that decisions of Convocation are duly carried out or implemented;
iii. To study all events of the University to ensure that matters of interest to Convocation are brought to its attention;
iv. To safeguard the interest of individual members of Convocation; and
v. To make proposals to Convocation for the improvement and proper functioning of the University.

The Council of Convocation shall report at least once a year the outcome of its activities to Convocation.

c) Meetings of the Council of Convocation

The Council of Convocation shall meet at least twice each semester.
The Clerk of Convocation shall be the Secretary of the Council of Convocation.

d) Rules of Procedure for the Council of Convocation

Rules for the Council of Convocation shall be determined by Convocation.

Statute 49: Election of Convocation members to the Council

(1) Convocation shall elect from among its members two (2) persons representing the professorial and non-professorial staff to represent Convocation on the Council.
(2) All eligible candidates for election must be proposed and seconded in writing to the Registrar by members of Convocation and must have signified in writing their willingness to stand.
(3) The Registrar shall be the Returning Officer and shall be responsible for conducting the election by secret ballot in accordance with the voting system defined in **SCHEDULE A** of these Statutes. The Registrar shall be assisted by three (3) Scrutineers appointed by the Academic Board.
(4) No election shall be valid unless and until the Scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the results thereof have been properly and correctly carried out.
(5) Except as hereinafter provided for in clause (12) of this Statute, the term of office of a Convocation member of the Council shall be three (3) years and is eligible for re-appointment for another term only.
(6) Election to the Council shall be held as soon as possible at the beginning of the Academic Year, and in any event, not later than August 31.
(7) The Registrar shall notify all members of Convocation of the existence of vacancies on the Council, and shall at the same time call for nominations allowing two (2) weeks for these to be received.

(8) The Registrar shall notify all members of Convocation of the date of the election, which shall not be later than two (2) weeks after the date on which nominations closed.

(9) The election shall be conducted in two categories, namely, Professorial and non-Professorial with separate lists of candidates and separate ballot papers for each category.

(10) All members of Convocation shall be entitled to vote in each category.

(11) If an elected member of the Council who is a Senior Lecturer, a Lecturer or equivalent should, during his/her tenure of office, be appointed or promoted to Professorial status, he/she shall resign his/her membership.

(12) If a vacancy in the Convocation representation of the Council occurs during the year through death, resignation, or any other cause, the Registrar shall notify the members of Convocation of such vacancy and shall conduct a bye-election. Such a bye-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the unexpired term for which the member whom he/she replaces was elected.

Statute 50: Power to make Regulations

(1) The Academic Board, School Board, Convocation, and other Statutory Boards/Committees may make regulations for their own procedures and for the exercise of their respective powers under the Act or under these Statutes, subject to the approval of the Council.

(2) No Committee shall make or ratify any regulations altering, revoking, or adding to its Regulations for the time being in force except at its ordinary meeting and provided that notice of the proposed regulations has been given on the agenda of such meeting.

(3) Each Committee of the Academic Board may, from time to time, subject in each case to review by the Academic Board, make regulations for its own procedure and for the exercise of the powers assigned to it by these Statutes or delegated to it by or under a regulation of the Academic Board.

(4) Each Committee of the Academic Board shall report to the Academic Board at its next sitting any action or actions taken by it in accordance with its general functions or any action specifically delegated to it by the Academic Board.

(5) The Council, the Academic Board, Convocation and the other Statutory Boards/Committees shall, in approving, rectifying, making, altering, or revoking regulations, observe certain conditions including the following:

  (a) No regulation shall be repugnant to the Constitution, the Act, law or the Statutes of the University currently in force;

  (b) No person shall be awarded a degree (other than an honorary and aegrotat degrees), without the appropriate examinations or other tests as laid down in the prescribed regulations.

(6) If any doubt shall arise as to the validity of any regulation made by the Academic Board, Convocation, the Welfare Services Board or any Committee or Board, the matter shall be referred to the Council and the decision of the Council thereon shall be final unless it affects the welfare of staff in which case it shall be subject to appeal.

Statute 51: Quality Assurance and Academic Planning Directorate (QAAPD)

(1) There shall be established a Quality Assurance and Academic Planning Directorate (QAAPD) to serve as the main body with direct responsibility for overseeing quality in all academic, administrative units, programmes and all other activities of the University.

(2) The Directorate shall be headed by a Director, of professorial status, who shall be appointed by Council on terms and conditions recommended by the University Appointments and Promotions Committee.

(3) The Director shall serve for a term of three (3) years and is eligible for re-appointment for another term only.

(4) In the performance of his/her duties, the Director shall report to the Vice-Chancellor.

(5) The Director shall be assisted by a committee in the discharge of his/her duties.

(6) The committee members and functions are prescribed in **SCHEDULE C (16)** of these Statutes

(7) There shall be a Quality Assurance sub-committee in the schools and the various Directorates with a maximum of five (5) members.

(8) The Quality Assurance and Academic Planning Directorate is charged with the following duties:

(a) Advise the Academic Board on the determination and maintenance of acceptable levels of academic standards with respect to teaching, learning and research;

(b) Conduct student evaluation of courses, every semester;

(c) Conduct evaluation of all staff every semester

(d) Conduct departmental reviews at least every five (5) years, to be preceded by self-assessment exercises and quality audits;

(e) Facilitate and oversee the preparation of quality audits, self-studies, quality assurance reviews, surveys, staff training and development initiatives in collaboration with the Human Resources Division;

(f) Disseminate, on a regular basis, matters related to quality enhancement to the University community, Ghana and beyond;

(g) Organize annual exit surveys of graduating classes and to periodically undertake tracer, students' satisfaction survey and employer surveys;

(h) Coordinate the periodic review of curriculum of all academic programmes in the University;

(i) Perform any other functions relating to quality assurance as may be assigned to it by the Council and/or the Academic Board.

Statute 52: Guidance and Counselling Centre

(1) There shall be a Guidance and Counselling Centre which shall be headed by a professional Senior Member, appointed by the Council on terms and conditions recommended by the University Appointments and Promotions Committee.

(2) The Head shall hold office in accordance with the terms and conditions specified in his/her letter of appointment and subject to satisfactory performance and conduct.

(3) In the performance of his/her duties, the Head of the Centre shall report through the Registrar to the Vice-Chancellor.

(4) The Counselling Centre is charged with the following duties:

(a) Providing guidance and counselling services for the University;
(b) Providing available information on careers and assisting students to make appropriate choices;
(c) To promote the development of the academic, career, social and personal development of students, staff and other members of the University community;
(d) To promote the development of career guidance and counselling services, and information on contemporary personal, occupational and health issues for the advancement of the University and the larger community;
(e) Assisting students/clients in discovering, understanding and actualising well-defined moral values, beliefs and principles which promote healthy life in the University;
(f) Motivating students/clients to become agents of social transformation towards building a culture of peace and unity;
(g) Developing students'/clients' potentials and capabilities in assuming leadership roles with passion and compassion in their chosen career/vocation;
(h) Educating students especially as Peer Counsellors on counselling and counselling techniques;
(i) Organising workshops and seminars on contemporary issues in society; and
(j) Performing any other function relating to counselling and guidance as may be assigned to it by the Council or the Vice-Chancellor.

(7) The Centre shall have an Advisory Board whose composition is as prescribed in **SCHEDULE C (20)** of these Statutes.

Statute 53: Academic Divisions of the University

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

Statute 54: Schools and Deans/Vice Deans of Schools

(1) A School comprises related academic Departments, Institutes and Centres established by the Council.
(2) A School shall be headed by a Dean who shall be of professorial status appointed by the Council on terms and conditions recommended by the University Appointments and Promotions Committee. Where there is no Professor, a Senior Lecturer may be appointed to act.
(3) The Dean shall be Chairman of the School Board.
(4) In the performance of his/her duties the Dean shall report to the Vice-Chancellor
(5) Where the position of Dean for a School becomes vacant, the Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend one of them to the Council for appointment.

(6) The Dean shall hold office for two (2) years and is eligible for re-appointment for another term only. In the case of persons who are not of Professorial status, the appointment shall be for a term of one (1) year and may be eligible for re-appointment for another term only.

(7) The Vice-Dean shall act during the absence from the University or incapacity of the Dean for a period not exceeding three (3) months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause.

(8) The Dean shall be responsible for:

(a) Providing leadership to employees of the School;

(b) Maintaining and promoting the efficiency and good order of the School;

(c) The general administration and management of the financial, human and material resources of the School in accordance with the policies and procedures prescribed by the Act and these Statutes, or as may be determined by the Council, the Academic Board and the School Board;

(d) Ensuring that the approved academic programmes and services of the School are effectively and efficiently carried out by its members;

(e) The training of students and monitoring of lecturers in collaboration with Heads of Department;

(f) Liaising with professional institutions, associations and similar bodies, and organizing consultative committees comprising members of the School and experts in the various professional fields within the School;

(g) Collaborating with other Schools in the organization of common courses.

(h) Coordinating the work of the School, with the assistance of the Heads of Department;

(i) Mobilizing funds to carry out the relevant activities of the School.

(9) The Council may, on the advice of the Academic Board, withdraw the appointment of a Dean for a 'good cause' in accordance with statutes 44.

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

(a) Research and development

(b) Any other duties assigned by the Dean.

(11) A Vice-Dean shall normally be of Professorial rank. Where there is no person of Professorial rank, a Senior Lecturer may be appointed.

(12) The Vice-Dean shall hold office for two (2) years and is eligible for re-appointment for another term only. In the case of persons who are not of Professorial status, the appointment shall be for a term of one (1) year and may be eligible for re-appointment for another term only.

(13) The Council may, on the advice of the Academic Board, withdraw the appointment of a Vice-Dean for a 'good cause' in accordance with statute 44.

Statute 55: Functions of School Boards

(1) Subject to the Act, Statutes and resolutions of the Academic Board, the powers and functions of each School Board shall include the following:
   (a) Regulate the teaching and study of a course or courses assigned to the School, subject to approval of the Academic Board;
   (b) Ensure the provision of adequate instruction and facilities for research in the courses assigned to the School;
   (c) Determine all matters relating to teaching, learning and research in the School.
   (d) Coordinate the teaching, learning, research and extension programmes of the School;
   (e) Recommend examiners to the Academic Board for approval and appointment;
   (f) Make Regulations and propose syllabi dealing with courses of study and any other questions relating to the work of the School, subject to the approval of the Academic Board;
   (g) Determine all matters relating to the progress of students following schemes of instruction, study and research within the School and keep appropriate records of them;
   (h) Conduct examinations;
   (i) Submit proposals to the Academic Board for academic development within the school.
   (j) Make recommendations to the Academic Board for the award of degrees, diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the School;
   (k) Promote co-operation and linkages with other Schools and institutions within or outside the University on academic matters;
   (l) Appoint such sub-Committees as it may deem fit in the discharge of its functions.
   (m) Deal with any matter referred or delegated to it by the Academic Board; and
   (n) Discuss on any other matters relating to the School and making decisions or recommendations to the relevant University body as appropriate.
(2) The quorum for a School Board meeting shall be half of the Board including the Dean.

Statute 56: School of Graduate Studies

(1) There shall be a School of Graduate Studies headed by a Dean
(2) The Dean shall be appointed by the Council on the recommendation of the University Appointments and Promotions Committee.
(3) The Dean of the School of Graduate Studies shall be of Professorial status and shall perform the functions of a Dean of an Academic School.
(4) In the performance of his/her duties the Dean shall report to the Vice-Chancellor
(5) There shall be established the Board of Graduate Studies to govern the School.
(6) The composition of the Board is as prescribed in **SCHEDULE C (13)** of these Statutes.
(7) The Board shall perform the following functions, but not limited to:
   (a) Give approval of candidature and supervisors based on the recommendations from the Departmental and School Boards;

(b) Recommend the appointment of both Internal and External Examiners to the Academic Board based on the recommendations from the Departmental and School Boards;
(c) Maintain records of all graduate students;
(d) Give provisional approval to graduate examination results on the recommendations from the Departmental and School Boards;
(e) Co-ordinate and approve examination of dissertations and theses of graduate students;
(f) Liaise with the various Heads of Department and Deans on all matters relating to graduate studies in the various Departments and Schools;
(g) Approve the curriculum and mode of delivery of all graduate programmes.

(8) Members of the School Board shall serve for a term of two (2) years and are eligible for re-appointment for another term only.

(9) In the matter where the position of the Dean becomes vacant, the University Appointments and Promotions Committee shall initiate a process to recommend a successor to the Council for consideration and appointment.

(10) The Dean shall hold office for a term of two (2) years and is eligible for re-appointment for another term only.

(11) The Vice-Dean shall act during the absence from the University or incapacity of the Dean for a period not exceeding three (3) months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause.

Statute 57: International Relations Office

1. There shall be established in the University an International Relations Office to handle all matters affecting the University vis-à-vis its relationship with other associated institutions both national and international in respect of academic matters.
2. The International Relations Office shall be headed by a Dean who shall be of a professorial status.
3. The Dean shall be appointed by Council on the recommendation of the University Appointments and Promotions Committee.
4. The Dean shall have the status of a Dean of School.
5. The Dean shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only.
6. The Dean shall perform the following functions
    i. In collaboration with the Principals of UENR satellite campuses, Deans of Schools and Heads of Department to regularly update the database on the University's collaborators or partners in respect of national and international academic programmes; and to handle matters involving both staff and student visits and exchange programmes.
    ii. In conjunction with the Registrar's Offices, to handle all agreements involving the University and its collaborators or partners in respect of external academic programmes.
    iii. To publish annually a comprehensive report on the activities of the Office.

iv. To perform any other relevant functions as may be assigned by the Vice-Chancellor.

(7) The Dean shall be assisted in the discharge of his/her duties by the Board of the Office of International Relations composed as prescribed in **SCHEDULE C (15)** of these Statutes.

Statute 58: Institutes

(1) The Council may establish Institutes for the purposes of engaging in research, teaching or professional activities and their specific functions and duties and responsibilities of their officers shall be contained in the establishment statute.

(2) The Council shall appoint the Director of an Institute on terms and conditions recommended by the University Appointments and Promotions Committee.

(3) The Director shall be of professorial status or its equivalent with similar experience.

(4) For the purposes of appointment or promotion or approval of a course of study, an Institute shall be assigned to a designated School at the time of its establishment.

(5) The Director shall hold office for two (2) years and is eligible for re-appointment for another term only.

(6) In the performance of his/her duties the Director of an Institute shall report to the Vice-Chancellor through the Dean of the designated School.

(7) The Director shall be responsible for the following:

(a) Providing leadership to the Institute and 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 School Board;

(b) Ensuring that the approved programmes and services of the Institute are duly carried out by its members; and

(c) The general administration and management of the Institute in respect of human, financial and material resources within the general framework of University policy.

(8) The Vice-Chancellor shall appoint the most senior Head of Department to act during the absence from the University or incapacity of the Director for a period not exceeding three (3) months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause.

(9) Where the position of Director for an Institute becomes vacant, the University Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend one of them to the Council for appointment.

Statute 59: Centres

(1) A Centre is an establishment which conducts specialized programmes normally oriented to providing services including teaching or research or advocacy.

(2) The Council may establish Centres for the purposes of engaging in teaching, research or professional activities and their specific functions and the duties and responsibilities of their officers shall be contained in the establishment statute.

(3) For the purposes of appointment or promotion or approval of a course of study, a Centre shall be assigned to a designated School at the time of its establishment.

(4) A Centre may engage in teaching activities towards the award of a degree, diploma, certificate or other academic qualification approved by the Academic Board

(5) A Centre shall be headed by a Head who shall be appointed by the Council on terms and conditions recommended by the Appointments and Promotions Committee.

(6) In the performance of his/her duties the Head of a Centre shall report to the Vice-Chancellor through the Dean of the Designated School

(7) The Head shall hold office for a term of two (2) years and is eligible for re-appointment for another term only.

(8) The Vice-Chancellor shall appoint the most senior Head of Department to act during the absence from the University or incapacity of the Head for a period not exceeding three (3) months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause.

(9) Where the position of Head for a Centre becomes vacant, the University Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend one of them to the Council for appointment.

Statute 60: Centre for Distance Education (CDE)

(1) There shall be established a Centre for Distance Education to provide distance learning education.

(2) The Centre shall have the mandate to expand access to undergraduate and graduate education in Ghana.

(3) The Centre shall be headed by a Director of professorial status who shall be appointed by the Council upon recommendations of the University Appointments and Promotions Committee.

(4) In the performance of his/her duties the Director shall report to the Vice-Chancellor.

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

(6) There shall be established the Centre for Distance Education Board to govern the operations of the Centre. The composition of the Board shall be as prescribed in **SCHEDULE C (18)** of these Statutes.

(7) The Board shall perform the following functions:

a Formulate distance learning policy for the University subject to approval by the Academic Board;

b Advise the Academic Board on the programmes to be run through distance learning;

c Advise and recommend the infrastructure and equipment required for the effective and efficient operation of distance learning education in the University;

d Ensure smooth running of the academic programmes.

Statute 61: Departments and Heads of Department

(1) A Department shall have a Head who shall be appointed by the Vice-Chancellor on the recommendation of the Dean of the School normally in rotation from among the professorial members of the Department or in their absence among the senior lecturers.

(2) In appointing a Head of Department, the Dean of the School shall recommend the three most Senior Members of the Department to University Appointment and Promotion Committee for consideration

(3) The Head of Department who is of professorial status shall hold office for three (3) years and may be eligible for re-appointment for another term only. In the case of Senior Lecturers, the appointment shall be for a term of two (2) years and may be eligible for re-appointment for another term only.

(4) In the performance of his/her duties the Head of Department shall report to the Vice-Chancellor through the Dean of the School.

(5) Subject to the powers of the School Board and the Academic Board, a Head of Department shall:

(a) Be responsible to the Vice-Chancellor through 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) Lead the introduction of innovative and demand-driven academic programmes;

(f) Ensure effective assessment of student performance;

(g) Ensure student assessment of course content and teaching;

(h) Liaise with the Dean of the School in matters affecting the Department;

(i) Be responsible for recommending to the School Board the development of syllabi and courses in consultation with members of the Department

(j) Convene at least two (2) Departmental Board meetings in a semester for the purpose of planning, teaching, research, regulation of courses and evaluating the activities of the Department;

(k) Make recommendations for the appointment and promotion of staff of the Department;

(l) Advance and promote generally the well-being of the Department and persons engaged in the Department;

(m) Maintain discipline in the Department subject to these Statutes;

(n) Liaise with other departments, professional institutions, associations and similar bodies on academic and other matters affecting the Department; and

(o) 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 referred to the Council for approval.

Statute 62: Departmental Boards

(1) Each Department shall have a Departmental Board comprising all Senior Members of the Department and chaired by the Head of Department.

(2) The Departmental Board shall:

(a) Convene meetings at least two (2) times every semester to consider general organisation, teaching and regulation of courses and research.

(b) Co-operate with the School Board in all matters affecting the Department and the School.

(3) The quorum for the transaction of any business of the Departmental Board shall be half of the total number of its members.

Statute 63: Dean of Students Office

(1) There shall be an Office of the Dean of Students headed by a Dean who shall not be below the rank of a Senior Lecturer or equivalent grade.
(2) The Dean of Students shall be appointed by the Council on terms and conditions as recommended by the University Appointments and Promotions Committee.
(3) The Dean shall hold office for a term of two (2) years and is eligible for re-appointment for another term only.
(4) In the performance of his/her duties the Dean of Students shall report to the Vice-Chancellor.
(5) The Dean of Students shall be responsible for:
    (a) Promoting the welfare of the Junior Members of the University;
    (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;
    (h) Overseeing the management of dues and other levies collected by the SRC and GRASAG from students or on behalf of students;
    (i) Overseeing the formation of students' associations or societies;

(j) Working with student groups and the Sports Directorate in developing extra-curricular programmes and activities;

(k) Co-ordinating with student groups to encourage the participation of students in the activities that promote their personal growth and development;

(l) Promoting 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) Liaising with the Vice-Chancellor, Pro Vice-chancellor, Registrar, Deans/Directors, Heads of Departments/Halls, SRC/GRASAG and all other appropriate bodies in all matters affecting the welfare of Junior Members;

(6) The Dean of Students may resign from office by notice in writing addressed to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment.

(7) The Council may only remove the Dean of Students from office for 'good cause' and in accordance with the instrument of appointment as enshrined in Statute 44.

(8) The Dean of Students shall be a member of the Academic Board, Executive Committee of the Academic Board, the Residence Board and such other Committees or Boards as the Academic Board may determine.

(9) The Dean of Students shall be assisted by a Board in the discharge of his/her duties.

(10) The Board members and functions are prescribed in **SCHEDULE C (17)** of these Statutes.

Statute 64: Industrial Attachment Office

(1) There shall be an Office of Industrial Attachment in the University to be headed by an Industrial Attachment Officer not below the rank of a Senior Lecturer appointed by the Vice-Chancellor.

(2) All students of the University shall undergo industrial attachment at recognised institutions approved by the Academic Board.

(3) Industrial attachment shall carry appropriate credits as approved by the Academic Board and shall be undertaken either in the Second or Third year of study.

(4) There shall be formal agreements with collaborating institutions where students will receive practical training.

(5) Each school shall appoint a Coordinator for Industrial Attachment and practical training not below the rank of a Lecturer for a term of two (2) years and may be eligible for re-appointment for another term only.

(6) There shall be established the Industrial Attachment Committee to advise the operations of the programme. The composition of the Committee and its functions shall be as prescribed in **SCHEDULE C (24)** of these Statutes.

(7) There shall be Policies and Regulations governing the conduct of University Industrial Attachment as approved by the Academic Board

Statute 65: Affiliate Institutions

(1) The University may admit to affiliation with it or to any of its privileges an Institution or the members or students of the 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) Only Institutions that offer courses or academic programmes taught in the University shall be granted affiliation.
(4) The Registrar shall maintain a register of the affiliated Institutions and shall submit an annual report to the Academic Board and the Council on the affiliated Institutions.
(5) Council shall determine affiliation fees which shall be renewable annually on the recommendation of the Academic Board.
(6) The University shall ensure the effective supervision of academic programmes offered by the affiliated Institutions.
(7) There shall be institutional affiliation committee as prescribed in **SCHEDULE C (27)**

Statute 66: Matriculation

(1) Any person enrolling in the University for undergraduate or postgraduate studies shall be matriculated.
(2) A person shall not matriculate into the University unless he/she has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
(3) A student admitted to the University shall take the Matriculation Oath and sign the Matriculation Register.
(4) The Academic Board shall determine the manner of matriculation into the University.
(5) A student who fails to sign the Matriculation Register may be prevented by the University from graduating.

Statute 67: Congregation

(1) The University may hold a Congregation for the purpose of conferring and awarding degrees, diplomas and certificates.
(2) A Congregation of the University shall be composed of the following:
    (a) Chancellors (past and present);
    (b) Members of Council (past and present);
    (c) Members of Convocation (past and present);
    (d) All graduands of the University;
    (e) Honorary graduands;
    (f) Alumni and any person invited by the Council or Vice-Chancellor.
(3) The Congregation of the University shall be for the purpose of receiving reports, witnessing the ceremony for conferring degrees, awarding diplomas, certificates of the University, and for any other purposes determined by the Chancellor.

(4) A Congregation for the conferment of regular degrees shall be presided over by the Chancellor, and shall be convened at least once every year at the time and place determined by the Chancellor in consultation with the Vice-Chancellor and the Council.

(5) In the absence of the Chancellor, the Chairperson of the Council shall preside.

(6) The procedure for the presentation of graduands and for the conferment of degrees and any other matters relating to a Congregation shall be determined by the Academic Board.

Statute 68: Student Accommodation

(1) There shall be Halls of Residence/Hostels, and other residential facilities as may be approved by the Council and headed by Hall/Hostel Manager appointed by the Council.

(2) The Manager shall hold office in accordance with the terms and conditions specified in his/her letter of appointment and subject to satisfactory performance and conduct. There shall be performance appraisal by a committee appointed by Council every five (5) years.

(3) A Hall/Hostel and any other residential facility shall consist of a number of junior members of the University determined by the Academic Board in Regulations approved for the Halls/Hostels or the residential facility.

(4) A Hall/Hostel and any other residential facility shall be managed in accordance with the statutes establishing it.

(5) In the performance of his/her duties the Hall/Hostel Manager shall report through the Registrar to the Vice-Chancellor.

(6) There shall be a Student Residence Management Committee chaired by a Senior Member appointed by the Vice-Chancellor.

(7) The Student Residence Management Committee shall be composed as prescribed in **SCHEDULE D (7)** of these Statutes.

(8) Members of the Hall/Hostel Management Committee shall hold office for a term of two (2) years and are eligible for re-appointment for another term only.

(9) A Hall or any other residential facility shall have the power to take disciplinary action for Hall related offences following due process through the Residence Board.

(10) Where the disciplinary action proposed is one of dismissal or is in the opinion of the Hall/Hostel Management Committee, a major breach of discipline, the disciplinary action shall be referred to the Vice-Chancellor for approval.

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

Statute 69: Examinations

(1) The Academic Board shall prescribe the University's entry requirements in conformity with existing standards prescribed by the National Accreditation Board and other existing regulations governing examinations for degrees, diplomas and certificates.

(2) The Academic Board shall approve the examinations for any degree, diploma, certificate or part thereof and for other purposes, courses of instruction and syllabi submitted by any School or Departmental Board.

(3) The Board of Examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendations of the respective School Boards.
(4) The Head of Department shall be the Chairman of Departmental Board of Examiners.
(5) The Dean of a School shall be the Chairman for the Board of Examiners of his/her School.
(6) There shall be Policies and Regulations governing the conduct of University examinations as approved by the Academic Board.

Statute 70: Student Governance

(1) In accordance with Section 25 of the Act, the Academic Board shall regulate the conduct of students of the University.
(2) Students shall be entitled to form associations in exercise of their right to freedom of association guaranteed under the Constitution. However, no student association shall be formed or operated within the University without the written approval of the Dean of Students.
(3) All student associations shall be vetted and approved by the Dean of Students before they can operate in the University.
(4) 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 shall not demonstrate or go on procession or other public protest in and out of campus without the prior written approval of the Vice-Chancellor through the Dean of Students and in accordance with the relevant national laws.

Statute 71: Students' Representative Council/Graduate Students' Association of Ghana

(1) In pursuance of Section 25 of the Act, there shall be a Students' Representative Council (SRC) and a Graduate Students Association of Ghana (GRASAG), elected by and representing the Junior Members of the University. The membership of the SRC/GRASAG is as set out in the SRC/GRASAG constitution.
(2) 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 the Council, and any other rules, regulations, directives and edicts, duly issued by the principal officers of the University in conformity with the Act.
(3) The Vice-Chancellor, in consultation with the Academic Board, shall have the power to prescribe standards for contesting student offices.
(4) The SRC/GRASAG shall be responsible for representing students duly admitted and registered to study at the University.
(6) The Constitution and other governing instruments of SRC/GRASAG shall:
    (a) Be drawn up by the students subject to the approval of the Academic Board; and
    (b) Conform to the Act, the Statutes of the University and any other rules, regulations, directives and edicts duly issued by the University.

(7) A constitution or a governing instrument drawn up by the SRC or GRASAG which is inconsistent with paragraph (b) of subsection (6) shall to the extent of the inconsistency be void.

(8) The Statutes of the University may grant the SRC/GRASAG representation on appropriate bodies and organs of the University.

Statute 72: Property and Contracts of the University

(1) Subject to the Act and these Statutes, the University may for the purpose of the performance of its functions or any other purpose which the University considers necessary or expedient, acquire and hold movable or immovable property, sell, lease, mortgage or otherwise alienate or dispose of that property and to enter into any other transaction.

(2) The authority to enter into contractual transactions, including transactions relating to land owned or held by the University, shall be vested in the Council.

(3) 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 the Council.

(4) The Council shall have the power to delegate in writing its authority to enter into contractual transactions to any of the Principal Officers of the University.

(5) 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 for a stated period determined by the Council but not exceeding twenty (20) years and shall be renewable for another agreed period at the option of the University.

(6) All contracts relating to the procurement of goods, works and services shall conform to the provisions of the Public Procurement Act, 2003 (Act 663) (Act 914) as amended and any regulations made thereunder and also to the internal rules and regulations of the University on procurement.

(7) All University property to be acquired may be treated as property required for the public services and the State Property and Contracts Act, 1960 (C.A.G) or the State Land Act, 1962 (Act 125) shall apply with the modifications that are necessary to provide for the rest of the property acquired in the University and the cost of acquisition to be defrayed by the University.

(8) 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.

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

(10) The University may enter into a contract or other arrangement with any other person or entity for the use of the University's facilities with the prior approval of the Vice Chancellor.

Statute 73: Creation, Ownership and Use of Intellectual Property

(1) Subject to the Act and any existing law on intellectual property, the University may create, own and use intellectual property in the form of copyrights, patents, industrial designs, trademarks and trade names by University employees.

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

(3) There shall be a research/ethics copyright policy which shall take into account the statutory rights of the University and fair recompense to a member of the University who produces literary, artistic, musical, audio visual, choreographic and derivative works as well as sound recordings and computer software and programmes and any other inventions in the course of his/her association with the University as an employee or a student 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 the Council.

(5) The University shall take prompt steps to register all its copyrighted works, patents, trademarks, trade names and industrial designs to facilitate proof of its ownership.

(6) The Council shall approve incentives for persons who undertake any work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University to enable such persons benefit from their work, research or other intellectual enterprises.

Statute 74: University Representation on External Bodies

(1) The Registrar shall submit to the Academic Board annually, a list of external bodies and organisations on which the University is represented.

(2) The Academic Board shall appoint Senior Members of the University to represent the University on those bodies and organisations. Where the expertise cannot be found within the Senior members, the Academic Board may appoint any other member of the University.

(3) Such representatives shall serve for a term of two (2) years and may be eligible for re-appointment for another term only.

(4) Without prejudice to subsection (3), exceptions may be considered where the term requested by the external body or organisation is more than two (2) years.

(5) As much as possible, no Senior Member may represent the University on more than one external body or organisation at any particular time.

(6) A University representative on an external body shall submit a written report to the Academic Board annually through the Registrar.

Statute 75: Anti-discrimination

(1) Without limiting the power of the University to adopt affirmative action policies from time to time as it deems necessary and prudent; the University or an officer of the University shall not discriminate against a person on the basis of that person's race, religion, ethnic origin, nationality, political opinion, colour, gender, occupation, religion or creed, disability, social or economic status to determine whether that person is to be

(a) Admitted as a student of the University;
(b) Registered as a student of the University;
(c) Permitted to graduate from the University;
(d) Appointed as an academic or other staff member;
(e) Promoted as an academic or other staff member; or
(f) Granted any advantage, privilege or other benefit accorded all other persons.

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

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

Statute 76: Annual Report and Other Reports

(1) The Council, shall within eight (8) months after the end of each academic year, submit a report to the Minister covering the activities of the University for the year to which the report relates and make that report available to the public.

(2) The report shall cover the operations, admissions, new programmes, major infrastructural developments, sources and uses 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 Council shall also submit to the Minister any other reports which the Minister may require in writing.

Statute 77: Legal Office

(1) There shall be established a Legal Office for the purpose of providing legal services for the University.

(2) The office shall be headed by a Lawyer in good standing at the Ghana Bar and of high moral integrity.

(3) In the discharge of his/her duties the Legal Officer shall report through the Registrar to the Vice-Chancellor.

(4) The Legal Officer shall be responsible for the following functions:
   (a) Providing legal advice and guidance;
   (b) Developing and implementing mechanisms for internal dispute resolution;
   (c) Prosecution of cases in courts and litigation management;
   (d) Documentation, preparation and drafting of legal documents;
   (e) Ensuring compliance with established Acts of Parliament, statutes, general rules and regulations and relevant laws of the Republic of Ghana;

(f) Other related matters as shall be determined by the Council and or the Vice-Chancellor.

Statute 78: Discipline in the University

(1) The Vice-Chancellor shall be the Chief Disciplinary Officer of the University.

(2) The Vice-Chancellor as the Chief Disciplinary Officer shall be responsible for discipline within the University and, in this regard, he/she shall act in accordance with the rules and regulations formulated by the Council under these Statutes.

(3) Disciplinary offences in the University shall be as prescribed in these Statutes.

(4) Without prejudice to the generality of the offences prescribed in these Statutes, disciplinary offences in the University shall also include the following:

(a) Conviction by a competent Court of law for any offence, which the Council considers to be such as to render the person concerned unfit for the discharge of the functions of his/her office.

(b) Conduct of a scandalous or other disgraceful nature which the Council considers to be such as to render the person concerned unfit to continue to be in the University, or in the employment of the University, or to hold office.

(c) Conduct which the Council considers to be such as to constitute failure on the part of the person concerned to discharge or perform the functions of his/her office, or to comply with the terms of his/her appointment.

(d) Conduct which, in the opinion of the Council, has brought the name of the University into disrepute

(5) The Vice-Chancellor may delegate any part of his/her authority in respect of discipline as deemed to him/her as appropriate.

(6) The following are the penalties that may be imposed for breaches of discipline in the University:

(a) Dismissal;

(b) Termination of appointment;

(c) Suspension for a stated period without pay;

(d) Reduction in rank, status or grade;

(e) Interdiction;

(f) Forfeiture of pay for a stated period;

(g) Stoppage of increment of salary, i.e. non-payment for specific period of an increment otherwise due;

(h) Deferment or withholding of increment of salary for a stated period, i.e. postponement of the date on which the next increment is due, with corresponding postponement in subsequent years;

(i) Imposition of monetary fines which may be deducted directly from salary, other emoluments or any other lawful means;

(j) Reprimand;

(k) Warning/Caution

(7) For the purposes of this Statute, subsection (6) clause (a) to (i) above shall be treated as major penalties which shall be imposed only by the Vice-Chancellor in consultation with

the Council. The other penalties shall be treated as minor ones and may be imposed on his/her behalf.

(8) Any person affected by any decisions of the Vice-Chancellor or the person or body to whom he/she has delegated authority shall have the right of review and appeal as prescribed by Statute 84.

(9) The Council may, by rules or regulations, make further provisions relating to disciplinary matters in the University.

Statute 79: Academic Offences

(1) It shall be an offence for a Junior Member to:

(a) Forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;

(b) Use or possess an unauthorised aid or aids or obtain unauthorised assistance in any academic examination or semester test or in connection with any other form of academic work;

(c) Impersonate another person, or have another person impersonated, at any academic examination or semester test or in connection with any other form of academic work or registration;

(d) Represent as one's own any idea or expression of an idea or work of another in any academic examination or semester test or in connection with any other form of academic work, i.e. to commit plagiarism;

(e) Submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;

(f) Submit any academic work containing a purported statement of fact or reference to a source which has been concocted;

(g) Engage in the sale of academic material without authority;

(h) 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) Steal a colleague's assignment or answer script.

(2) It shall be an offence for a Senior Member to:

(a) Approve, aid and abet any of the offences described in subsection (1) of this Statute;

(b) Evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University;

(c) Evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or

(d) Award or enhance grades for a student or for a course not taken by a student or to procure same to be done.

(3) It shall be an offence for a Senior or Junior Staff to:

(a) Approve, aid and abet any of the offences described in subsection (1) of this Statute;

(b) 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

(c) Engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.

(4) A graduate of the University may be charged with any of the above offences committed while s/he was an active student, when in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

Statute 80: Other Offences

(1) No employee or student 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 person to fear bodily harm;

(c) 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 cause any other person to fear damage to his/her property;

(e) Engage in a course of vexatious conduct that is directed at one or more specific individuals, and

(i) that is based on race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, gender, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;

(ii) 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;

(g) Steal, take, destroy or damage premises of the University or any physical property that is not his/her own;

(h) Destroy or damage information or intellectual property belonging to the University or to any of its members;

(i) In any manner whatsoever, deface the inside or outside of any building of the University;

(j) Possess effects or property of the University appropriated without authorisation;

(k) Create a condition that endangers or threatens destruction of the property of the University or of any of its members;
(l) 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) 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) Bring a false charge or maliciously bring a 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 floor, streets, light poles and trees on campus with advertising or other material or notices howsoever described;
(q) Sexually assault, defile or rape a person;
(r) Use any building or place, on campus as a place of 'convenience' other than the designated buildings or places;
(s) Produce or distribute pornographic material on the premises of the University; or
(t) Indecently expose himself/herself in public.

(2) All indoor areas and buildings of the University are designated no-smoking areas. Whenever people gather for outdoor events, that area becomes a no-smoking area.

(3) Without prejudice to the generality of sub-section 1(a) of this Statute, it is an offence for a staff 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.

(4) No person found by a Disciplinary Committee to have committed an offence under these Statutes shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

Statute 81: Rules and Procedures Relating to Discipline

(1) There shall be Disciplinary Committees for students (Junior Members) and each of the categories of employees of the University by the Act and these Statutes namely, Senior Members, and Senior and Junior Staff as recognised by the Act.

(2) A Disciplinary Committee shall investigate an allegation of misconduct referred to it by the Vice-Chancellor and shall make appropriate recommendations on the charges, including sanctions.

(3) The Vice-Chancellor shall implement the decisions of the Disciplinary Committee in accordance with these Statutes.

(4) Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate Disciplinary Committee by the Vice-Chancellor.

(5) For the avoidance of doubt, it may not be necessary to constitute an investigation panel if the University is already in possession of the relevant evidence.

(6) The person(s) identified in the evidence shall be made to appear before the appropriate Disciplinary Committee by the Vice-Chancellor.

(7) Where a disciplinary action concerns a person, who is a member of the relevant Committee, the Vice-Chancellor in consultation with Academic Board shall replace that person with a suitably qualified alternative.

(8) A Disciplinary Committee established to deal with matters of discipline affecting Senior Members shall be as prescribed in **SCHEDULE C (12)** of these Statutes.

(9) The Vice-Chancellor shall cause the Registrar to empanel a Disciplinary Committee to deal with any matter of discipline affecting Junior members which shall comprise as prescribed in **SCHEDULE C (23)** of these Statutes.

(10) 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.

(11) A Disciplinary Committee established to deal with matters of discipline affecting Senior and Junior Staff shall comprise as prescribed in **SCHEDULE C (22)** of these Statutes.

(12) The Registrar shall provide secretaries to the Disciplinary Committee.

(13) No charge shall be laid except with the approval of the Vice-Chancellor.

(14) A charge shall be in writing, addressed to the accused, signed by or under the authority of the Registrar and filed with the Secretary to the Disciplinary Committee. 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 Chairperson and the Secretary.

(15) Upon receipt by the Chairperson and the Secretary of a charge which appears to be in proper form, the Chairperson shall convene proceedings immediately and give appropriate notice of a date, time and place for the hearing to the alleged offender. The Chairperson shall ensure that the proceedings are conducted with due despatch.

(16) The Vice-Chancellor shall implement the decisions of the Disciplinary Committees in accordance with these Statutes.

Statute 82: Sanctions for Junior Members

(1) One or more of the following sanctions may be imposed by a Disciplinary Committee upon breaches of discipline by any Junior Member of the University:

- (a) Expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
- (b) Rustication - 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 (5) years as may be determined by the Disciplinary Committee;
- (c) Disqualification from contesting elections or removal from any office in the University.
- (d) Assignment of a grade Z or a failure for the piece of academic work in respect of which the offence was committed;
- (e) A reduction of the final grade in the course in respect of which the offence was committed;

(f) Denial of privileges to use any facility of the University, including library and computer facilities;
(g) Monetary fines arising out of misconduct;
(h) 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;
(i) A written reprimand, warning or caution.

(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 how-so-ever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that a candidate had:
(a) Gained admission into the University with false qualifications; or
(b) Impersonated someone else, or
(c) Been guilty of an examination malpractice for which a grade Z would have been awarded; or
(d) 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 the Council on the recommendation of the Academic Board.

(4) The decision of the Vice-Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

Statute 83: Sanctions for Employees

(1) Without prejudice to the Statutes herein 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 the following penalties:
(a) Dismissal;
(b) Termination of appointment;
(c) Suspension for a stated period, without pay;
(d) Demotion in rank, status or grade;
(e) Interdiction;
(f) Imposition of monetary fines which may be deducted directly from salary or other emoluments;
(g) Stoppage of increment of salary;
(h) Forfeiture of salary for a stated period;
(i) Withholding of increment of salary;
(j) Reprimand;
(k) Warning/Caution

Statute 84: Dispute Settlement

(1) The Council shall establish, in accordance with Section 38 of the Act, a body to be known as the University's Appeals Board.

(2) The Appeals Board shall hear and determine 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 against the University on matters related to welfare and discipline; and
   (e) Any other matter or dispute referred to the Board by the Council.

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

(4) The University of Energy and Natural Resources Appeals Board shall comprise as prescribed in **SCHEDULE B (7)** of these Statutes.

(5) The Chairperson of the Board and two (2) other members constitute a panel for the hearing and determination of a case or matter before the Appeals Board.

(6) In the absence of the Chairperson one of the two lawyers as provided in subsection (4) above shall act as Chairperson.

(7) The Council shall establish the rules and procedures which govern:
   (a) The operations of the Appeals Board;
   (b) The appointment and remuneration of the members of the Appeals Board;
   (c) The establishment of the Secretariat of the Appeals Board; and
   (d) Any other relevant matter.

Statute 85: Enactment of a Statute

A Statute of the University is enacted if;

(a) A draft of the Statutes from the Vice-Chancellor's Office is sent to the members of the Council at least ten (10) days before the meeting at which it is to be considered;

(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 (3) days before the meeting;

(c) The Statute, as provisionally approved, has been circulated to the members of the Council. Where in the opinion of the Council the Statutes affect academic matters, the Statute shall be circulated to the members of the Academic Board at least ten (10) 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 Council not less than one (1) month or not more than six (6) months after the meeting at which it was provisionally approved.

Statute 86: Miscellaneous Provisions

(1) Unless otherwise provided by these Statutes or Regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any University body shall be half (1/2) of the total membership, or if such half is not a whole number, then the next higher whole number. If any Committee cannot raise a quorum for two successive meetings, the Chairperson shall consult the Executive Committee of the Academic Board for a temporal variation in quorum.

(2) No decision reached at a meeting of any University Statutory body shall be valid unless it is taken in the presence of the prescribed quorum. If there is an equality of votes in respect of any decision reached at any meeting of any University Statutory Body, the Chairperson of the meeting shall have, in addition to his original vote, a casting vote.

(3) Subject to such regulations as may be made under these Statutes, any question (s) as to the procedure to be observed in respect of any matter arising at a meeting of any University Statutory Body shall be determined by the Chairperson of such meeting.

(4) Proceedings of the Council, Academic Board, Convocation and Statutory Boards and Committees and all other Committees of the University (and documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to non-members of those bodies or outsiders unless by the orders of the Council or a Court of competent jurisdiction.

(5) In the absence of qualified candidates during appointment into an office that requires a defined rank, the Vice-Chancellor in consultation with the University Appointment Promotions Committee, shall have the right to consider the candidate with the next lower rank

Statute 87: Amendments to Statutes

(1) The Academic Board may recommend to the Council any amendments to the Statutes.

(2) Any proposal for amendment to the Statutes or any section of it shall be submitted to the Academic Board for consideration.

(3) Any proposal for amendments to the Statutes shall be considered by the Academic Board at a special meeting to be convened at the instance of the Vice-Chancellor or one-third (1/3) of the total number of members of the Academic Board.

(4) The quorum for the transaction of any business of the special meeting mentioned in subsection (3) above shall be two-thirds (2/3) of the total number of the members of the Board.

(5) No amendments shall be valid unless adopted by an affirmative vote of two-thirds (2/3) of the total membership of the Board present.

(6) Prior to the date of the meeting, each member shall be given seven (7) days' notice clearly setting out the specific subject matter of the proposed amendments and the particular feature of the Statutes to which they relate.

Statute 88: 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, the Pro Vice-Chancellor and the Registrar of the University shall continue to hold office for the periods under the terms and conditions under which they were appointed.

(3) The Academic Board, Convocation, Schools, Institutes 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, the following shall apply:

(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 Chairperson of the Council and 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 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 (12) months after the Appointed day, a Standing or any other Committee, Board of a School or Board of an Institute 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 these 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 the 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.

Statute 89: Effective Date of these Statutes

(1) These Statutes shall come into force on the 4th day of June 2020.

SCHEDULES

Schedule A: Simple Majority Vote System

1. The election shall be by secret ballot (manual or electronic).
2. The Registrar shall be the Returning Officer
3. The Returning Officer shall be assisted by three (3) Scrutineers appointed by the Academic Board
4. The Returning Officer and all the three (3) Scrutineers shall sign the result declaration form
5. All members of the electorate shall be qualified to vote by proxy and shall, not later than twenty-four (24) hours prior to the election, communicate in writing the names of their proxies to the Registrar
6. Where election is by manual ballot, the following procedure shall apply:
    a. The ballot box shall be transparent
    b. Every elector, in giving his vote, shall indicate or mark on the ballot paper the name of the candidate he/she prefers
    c. A ballot paper shall be invalid on which;
        i. No name is indicated or marked or
        ii. More than one name is indicated or marked
    d. At the end of the Voting;
        i. The Returning Officer shall arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidate; and
        ii. The Returning Officer shall then credit each candidate with the total number of votes received by him/her
7. Where the election is by electronic ballot, the procedure shall be as determined by the Registrar in the Notice of Election.
8. The candidate who receives the highest number of votes shall be declared the winner.
9. In the event of the first two (2) candidates obtaining an equal number of votes, a second ballot or a third ballot shall be held.
10. In the event of the third ballot failing to produce a clear winner, the Returning Officer shall suspend the election and make a report thereof to the Academic Board through the Vice-Chancellor.

The Academic Board shall then nullify the said election and call for fresh nominations and election at another time, within two (2) weeks.

Schedule B: Statutory Committees of the Council

B1 Standing Committee

a) Composition

Chairperson of the Council as Chairman
Vice-Chancellor
Pro Vice-Chancellor
One Government Nominee on the Council not in the employment of the University
One Member of the Council appointed by the Council
The Professorial Member of the Council representing Convocation
The non-professorial Member of the Council representing Convocation

In Attendance

Registrar as Secretary

b) Quorum

Half (1/2) of its total membership including the Chairman

c) Functions

The functions of the Standing Committee shall be to:

i. Act on all matters referred to it by Council and also act on behalf of Council in emergencies or when necessary

d) Decisions of the Committee shall be subject to ratification by Council

B2 Finance Committee

a) Composition

Government Nominee on Council as Chairman
Vice Chancellor
Pro Vice Chancellor
One Government Nominee on Council
Professorial Member of Council representing Convocation
Non Professorial Member of Council representing Convocation
One member of Council appointed by Council

In Attendance

Registrar
Director of Finance
Director of Internal Audit
Deputy/Senior Assistant Registrar (General Administration) as Secretary

b) Quorum

Half (1/2) of its total membership including the Chairman

c) Functions

i. To consider and advise Council on estimates of income and expenditure of the University and on accounts and all financial matters of the University.
ii. To consider the report of the Audit Committee and implement the recommendations thereof.

B3. Development Committee

a) Composition

Vice-Chancellor as Chairman
Pro-Vice-Chancellor
One Government nominee of the Council not in the employment of the University
Two Members from Council appointed by Council

In Attendance

Registrar
Director of Finance
Director of Works and Physical Development
Deputy /Senior/Assistant Registrar (General Administration) as Secretary
Director of Procurement

b) Quorum

The Chairman and two (2) other members
In the absence of the Vice-Chancellor, one of the Government nominees shall preside.

b) Functions

To advise the Council generally on buildings and all other matters concerning the physical development of the University

B4 University Tender Committee

a) Composition

Vice-Chancellor as Chairman
Registrar
Director of Finance
A Lawyer appointed by the Council
Three (3) Heads of Department including User Department
One (1) Member of Professional Body
One (1) Member appointed by the National Council for Tertiary Education (NCTE)

In Attendance

Director of Procurement as Secretary

b) Quorum

The Chairman and other four (4) members

c) Functions

i. Review procurement plans to ensure that they support the objectives and operations of the University, the various Schools and Departments or entity
ii. Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget
iii. Review the schedules of procurement 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), its operating regulations and guidelines
iv. 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 Public Procurement Act, 2003 (Act 663), prior to the award of the contract
v. Facilitate contract administration and ensure compliance with all reporting requirements under Act 663
vi. Ensure that stores and equipment are disposed of in compliance with Act 663

d) Decisions shall be by simple majority and the Chairperson shall have a casting vote

B5. Honorary Degrees and other Awards Committee

a) Composition

Vice-Chancellor as Chairman
Pro Vice-Chancellor
Registrar
Two (2) Members appointed by the Council
Two (2) Members appointed by Academic Board.

In attendance

Deputy/Senior /Assistant Registrar (Academic and Student Affairs) as Secretary

b) Quorum

Four (4) including the Chairman and one Member appointed by the Academic Board

c) Function

To make recommendations to the Council for the conferment of Honorary Degrees and other awards

B6. Audit Committee

a) Composition

Chairman elected from among the independent members
Two members nominated by the Internal Audit Agency from outside the University
One member nominated by the Institute of Chartered Accountants (Ghana) from outside the University
Two members nominated by the Council

In Attendance
Vice Chancellor
Registrar
Director of Internal Audit
Director of Finance

Co-opted Members
In the performance of its functions, the Audit Committee may co-opt any senior management personnel to serve on the Committee.

b) Quorum
Any three of the members including the Chairperson and one independent member

c) Functions

i. To provide advice to management on risk management, internal control and compliance with laws, regulations and ethical standards.
ii. To review and advise on the strategic and annual Internal Audit plans.
iii. To monitor the performance of Internal Audit Unit against its annual internal audit plans and strategic plans.
iv. To monitor the implementation of agreed internal and external audit recommendations.
v. To follow-up Auditor-General and Public Accounts Committee's recommendations.
vi. Prepare an annual report showing the status of implementation of recommendations made in all audit reports, risk management and assurance process in the University.
vii. Perform such functions as are provided under section 88(1) of the Public Financial Management Act, 2016 (Act 921) or any further amendments thereto.

B7. University Appeals Board

a) Composition
A Chairperson who is a retired justice of the Superior Courts of Judicature or a lawyer qualified to be so appointed
Two (2) lawyers of at least ten (10) years standing at the Bar who are persons of high moral integrity, one of whom is a woman
Two (2) persons who are not legal practitioners or Staff of the University who are persons of high moral integrity, one of whom is a woman.

In Attendance
Deputy/Senior/Assistant Registrar (Legal as Secretary)

b) Quorum
The Chairperson and two (2) other members

c) Functions

The board shall hear and determine on appeal matters on:

i. acts or omissions in contravention of the Act or the Statutes
ii. breach of employment contracts by the University
iii. the promotion of persons duly employed by the University
iv. grievances by students against the University on matters related to welfare and discipline
v. any other matter referred to the Appeals Board by the Council

B8. University Appointments and Promotions Committee (UAPC)

a) Composition

Vice-Chancellor– Chairman
Pro-Vice-Chancellor
Registrar
Two Full Professors elected by the Academic Board or
Two Alternative Professors elected by the Academic Board (In the Absence of Full Professors, Associate Professors may be considered)
One Senior Member (Non-Teaching) not below the rank of a Director elected by academic board to be a member during the consideration of the appointment or promotion of Senior Member (Non-Teaching)

In Attendance

Deputy/Senior/Assistant Registrar (HR) as secretary
Dean/Director of the School /Unit to which the appointment /promotion is being made provided that the Dean/Director is not below the rank to which the candidate is seeking to be promoted /appointed
Head of the Department to which the appointment /promotion is being made provided that the Head of Department is not below the rank to which the candidate is seeking to be promoted /appointed

b) Quorum

Four (4) members including the Vice-Chancellor in appointments and promotions to professorial rank or equivalent grades.

c) Rules and Procedures

No business shall be conducted in the absence of both the Vice-Chancellor and the Pro Vice-Chancellor
The Vice-Chancellor shall be present for appointments or promotions to Professorial ranks and equivalent grades.
The Committee shall review applications received in the light of the following:

i. Applicant's formal qualifications and experience
ii. Status of contract (short-term, long-term, post-retirement, etc.)
iii. Recommendations of the School/Registry
iv. Report(s) of External Assessors

v. Appointment/Promotion shall be made to a named department or departments.
vi. Proceedings of the University Appointments and Promotions Committee shall be kept in the form of Minutes on general policy matters and Minutes of individual appointments
vii. Minutes on general policy matters shall be sent to all Deans/Directors, Heads of Department and other members of the Academic Board.
viii. Relevant extracts from the Minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required.
ix. All documents in the appointment process and all discussions at the Appointments Committee shall be confidential.
x. The Registrar shall communicate the decision of the University Appointments and Promotions Committee to the applicant within 48 hours, and in the case of appointments requiring prior approval by the University Council, within 48 hours after such approval.
xi. The University Appointments and Promotions Committee may, on application, review its own decisions affecting appointment/promotion. For this purpose, the full membership of the University Appointments and Promotions Committee shall be present.
xii. Appeals against the decision of the University Appointments and Promotions Committee shall be channeled through the UAPC to the University Council. In considering such appeals, the Council may be assisted by an expert appointed by the Council.

d) Functions

i. Consider and recommend the appointment and promotion of all Senior Members.
ii. To draw up rules and/or regulations and procedures for appointments and promotions and to revise them periodically subject to approval by the Council.

B9. Board of Nominators

a) Composition

a. A Chairman appointed by the Council;
b. Two members of the Council not within the employment of the University.
c. Three members from Convocation, at least, one of whom shall be a non-teaching staff;
d. One member each representing:
    i. Alumni Association;
    ii. Senior Staff selected from among its membership,
    iii. Junior Staff selected from among its membership
    iv. Students Representative Council
    v. Graduate Students Association of the University

b) Quorum

Half (1/2) of its total membership including the Chairman

c) Function

Search, identify and recommend suitable person (s) for appointment as Chancellor for the University**.**

Schedule C: Standing Committees of the Academic Board

C1. Executive Committee

a) Composition

Vice-Chancellor—Chairman
Pro Vice-Chancellor
Registrar
Deans of Schools
Dean of Students' Affairs
Director of Finance
Two Members elected by the Academic Board from its membership, one of whom shall be a non-teaching staff
Director of Works and Physical Development
Director of University Health Services
Director of Information Technology Directorate
Director of Internal Audit
Director of Procurement
University Librarian

In Attendance

Deputy/Senior/Assistant Registrar (Academic Affairs) as Secretary
Head URO

b) Quorum

Half of its membership including the Vice-Chancellor or Pro Vice-Chancellor

c) Functions

i. Subject to the approval or ratification by the Academic Board, to take such actions and make such decisions as may be necessary to implement the general. policy established by the Academic Board.
ii. To carry out such other functions as may, from time to time, be referred or delegated to it by the Academic Board.

C2. Grants, Research and Conferences

a) Composition

Vice-Chancellor – Chairman

Pro Vice-Chancellor
Registrar
Director of Finance
University Librarian
Director of Internal Audit
Dean of Graduate Studies
Dean of International Programmes
Deans of Academic Schools
Two (2) Members elected by the Academic Board from its membership;

In Attendance
Deputy/Senior/Assistant Registrar (Human Resource) as secretary
Head of Department of the applicant

b) Quorum
Half of its membership including the Vice-Chancellor or Pro Vice-Chancellor

c) Functions
Subject to approval of Academic Board:

i. To examine and take appropriate action on grants for research and conferences as may be approved by the Academic Board from time to time.
ii. To consider research proposals, approve and disburse funds allocated for the purpose.
iii. To consider applications to support funding for in-service training, research and conferences.
iv. To approve specific works for sponsorship by the University.
v. To receive and publish reports on research, conferences from Units/Departments/ Centres and prepare annually a comprehensive report to the Academic Board.
vi. To advise on and oversee externally funded projects.
vii. To formulate and publish the research policies and priorities of the University and to provide guidelines for the assessment of research proposals.

C3. Scholarship and Staff Development

a) Composition
Vice-Chancellor – Chairman
Pro Vice-Chancellor
Registrar
Director of Finance
Director of Internal Audit
Dean of Graduate Studies
Dean of International Programmes
Deans of Academic Schools

In Attendance

Deputy/Senior/Assistant Registrar (Human Resource) as Secretary

b) Quorum

Half (1/2) of its membership including the Vice-Chancellor or Pro Vice-Chancellor

c) Functions

Subject to the approval of the Academic Board:

a. To advise the Academic Board on University Scholarship policy.
b. To consider the award of scholarships.
c. To advise on human resource development requirements of the University.
d. To receive and study applications, and recommend the granting of scholarships to appropriate persons.
e. To consider applications for the grant of study/sabbatical leave /leave of absence with pay or without pay.

C4. Planning and Resource Committee

a) Composition

Vice-Chancellor-Chairman
Pro Vice-Chancellor
Registrar
Director of Finance
University Librarian
Deans
Director, CDE
Director of Internal Audit
Director of the University Health Services
Director of Works and Physical Development
Deputy Registrar (Academic Affairs)
The Committee may co-opt any number of persons from time to time to advice on technical issues. Such persons shall not have the right to vote

In Attendance

Director of Quality Assurance and Academic Planning Unit
Director of IT
Director of Procurement
Senior /Assistant Registrar (Vice-Chancellor's Office) as Secretary

b) Quorum

The quorum shall be half (1/2) of its total membership

c) Functions

i. To advise the Academic Board on the future development of the University on matters regarding academic, physical, financial and human resource development.
ii. To advise the Academic Board on appropriate planning models and strategies covering all aspects of the University's activities as stated in paragraph (i) above.
iii. To give general guidelines and directions to the operations of the Quality Assurance and Planning Unit.
iv. To advise the Academic Board on matters relating to establishment of new department.
v. To consider the immediate and long-term academic needs of the University and design appropriate strategies and plans to meet them.
vi. To advise on new programmes of study for the University, taking into consideration the manpower needs of the nation and the goals set for the University.

C5. Budgetary Committee

a) Composition

Vice-Chancellor – Chairman
Pro Vice-Chancellor
Registrar
Director of Finance
University Librarian
Deans
Director of Internal Audit
Two (2) Members elected by the Academic Board
One (1) Hall/Hostel representative
Director of Quality Assurance & Academic Planning
Director of IT
Director of Procurement
Director of Works and Physical Development
Director of University Health Services

In Attendance

Deputy Registrar/Senior/Assistant Registrar (Gen. Adm.) as secretary
Head of Budget.

b) Quorum

Half (1/2) of its total membership

c) Functions

a. To prepare a yearly statement of the estimates of the University for the approval of the Academic Board.

b. To formulate and advise the Academic Board on the budgetary policy of the University.
c. To perform such other functions as the Academic Board may authorise.

C6. Library Committee

a) Composition

Pro Vice-Chancellor-Chairman
University Librarian.
Director of IT
One (1) Member elected by each School Board
One (1) member nominated by the SRC
One member nominated by GRASAG.
One (1) member representing school librarians

In Attendance

Deputy/Senior /Assistant Registrar (Academics) as secretary
Representative of the Director of Finance not below the rank of Accountant

b) Quorum

Half (1/2) of its membership

c) Functions

Subject to the approval of the Academic Board;

i. To formulate policies for the maximum development and utilization of all Libraries in the University.
ii. To conduct periodic assessment of the needs of the libraries of the University and submit annual budgets considering current best practices.
iii. To perform any other relevant functions that may be referred or delegated to it by the Academic Board.

C7. Books and Publications Committee

a) Composition

Pro Vice Chancellor – Chairman
University Librarian
Head University Relations
Editor -in-Chief of University Journal
One (1) representative of each school
One (1) representative of the Students Representative Council (SRC)
One (1) representative of the Graduate Students Association of Ghana (GRASAG

In Attendance

Representative of Director of Finance not below the rank of Accountant

Senior/Assistant Registrar (University Relations) as Secretary

b) Quorum

Half (1/2) of its total membership

c) Functions

i. To formulate policies on University publications
ii. To publish books and periodicals in the University
iii. To administer such funds as may be provided for such publications

C8. Appointments and Promotions Committee for Senior and Junior Staff

a) Composition

Pro Vice-Chancellor as Chairman
Registrar
One (1) member appointed by the Academic Board
Head, Human Resource Division

In Attendance

Dean of the relevant School
Head of Department of the applicant
Senior/Assistant Registrar (Human Resource) as secretary

b) Quorum

Three (3) members including the Chairman

c) Functions

a. To make recommendations to the Vice-Chancellor for the appointment and promotion of Senior and Junior Staff.
b. To advise Academic Board on the qualifications and expertise required for the various category of Senior and Junior staff.
c. To perform any other function referred or delegated to it by the Academic Board.

C9. Administration Appointments and Promotions Committee

a) Composition

Pro Vice-Chancellor – Chairman
Registrar
Director of Works and Physical Development
Director of Finance
Director of Internal Audit
Director of University Health Services

In Attendance

Deputy/Senior/Assistant Registrar (Human Resource) as secretary
Director or Head of the Division/Unit of applicant

b) Quorum

Four (4) members including the Chairman and Registrar

c) Functions

a. To make recommendations to the University Appointments and Promotion Committee for the appointment and promotion of non-teaching Senior Members.
b. To advise Academic Board on the qualifications and expertise required for the various categories of non-teaching Senior Members.
c. To perform any other function referred or delegated to it by the Academic Board.

C10. Information Technology Committee

a) Composition

Pro Vice-Chancellor-Chairman
One (1) member elected by each School Board
Director of IT
University Librarian
Representative of the Director of Finance
Director of Procurement
One (1) IT expert from academic department appointed by the Vice Chancellor
One (1) member each nominated by SRC and GRASAG

In Attendance

Senior/ Assistant Registrar, QAPD as secretary
Two (2) representatives from IT Directorate

b) Quorum

Half of its total membership including the Chairman and Director of ITD

c) Functions

a. To carry out ICT needs assessment and advise on ICT training needs for staff and students of the University.
b. To oversee the organization and development of the ICT Centre for teaching and learning as well as income generation.
c. To advise the Academic Board on ICT policy for the University.
d. To ensure the implementation of ICT policy.

C11. Board of Trustees for Academic Prizes Fund

a) Composition

Pro-Vice Chancellor-Chairman
Registrar or his/her representative
Director of Finance or his/her representative
Two (2) members elected by the Academic Board
An alumnus nominated by UENR Alumni Association

In Attendance
Deputy/Senior/Assistant Registrar (Academic and Student Affairs) as secretary

b) Quorum
Half (1/2) of its total membership including the Chairman

c) Functions

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.

C12. Disciplinary Committee for Senior Members

a) Composition
Pro Vice-Chancellor as Chairman
Two (2) Senior Members elected by the Academic Board.
One (1) member each nominated by UTAG and GAUA
Head of Legal Office

In Attendance
Senior/Assistant Registrar (Legal Office) as Secretary
The Committee may, at its discretion, invite any person to assist in its work.

b) Quorum
Five (5) members including the Chairman and the Head of Legal Office

c) Functions

a. To investigate allegations of misconduct referred to it by the Chief Disciplinary Officer.
b. To make appropriate decisions and recommendations on the charges including sanctions.
c. To deal with any other matter of discipline affecting Senior Members of the University.

C13. Board of School of Graduate Studies

a) Composition
Dean of Graduate School – Chairman
Deans of Schools
One representative of each school
One representative of Academic Board of Professorial status.
One (1) Representative of the graduate students appointed by the Graduate Students' Association of Ghana (GRASAG)

In Attendance
Deputy/Senior /Assistant Registrar (SGS) as Secretary
The Head of Department where matters relating to the Department are to be considered
Librarian or his/her representative

b) Quorum

Half (1/2) of its total membership including the Dean

c) Functions

a. To formulate rules and regulations for the conduct of higher degrees and graduate diplomas.
b. To receive and approve graduate programmes submitted by School Graduate Committees.
c. To approve admission of candidates for graduate studies.
d. To recommend results of higher degrees and graduate diploma examinations for approval by the Academic Board and recommend same to the Academic Board for the award of degrees and diplomas.
e. Any other function as may be referred to them by the Academic Board.

C14. School Boards

a) Composition
Dean as Chairman
Heads of Departments in the School
Directors of Institutes and Centres in the School
One member elected from each Department
One member from a cognate School
Professors and Associate Professors of the school
School Librarian
Two (2) student representatives, one (1) undergraduate and one (1) postgraduate, who are not in the same department, elected by the students of the School
The School Board may co-opt any member of the University as and when necessary
The School Board may co-opt an external person unto its membership upon approval by the Academic Board

In Attendance
Deputy/Senior/Assistant Registrar as Secretary
School Examinations Officer
School Accountant

b) Quorum
Half of its total membership including the Dean

c) Rules

i. The term of office of members elected to the Board shall be two (2) years, but they may be eligible for re-election for another term of two (2) years.

ii. A member of the Board who is a student representative shall remain a member of the Board for a term of one (1) year and may be renewed for another term of one (1) year.

d) Functions

a. Regulate the teaching, learning and study of a course or courses assigned to the School, subject to approval of the Academic Board.
b. Ensure the provision of adequate instruction and facilities for research in the courses assigned to the School.
c. Determine all matters relating to teaching, learning and research in the School.
d. Co-ordinate the teaching, learning, research and extension programmes of the School.
e. Recommend examiners to the Academic Board for approval and appointment.
f. Make Regulations and propose syllabi dealing with courses of study and any other questions relating to the work of the School, subject to the approval of the Academic Board.
g. Determine all matters relating to the progress of students following schemes of instruction, study and research within the School and keep appropriate records of them.
h. Conduct examinations.
i. Submit proposals to the Academic Board for academic development within the school.
j. Make recommendations to the Academic Board for the award of degrees, diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the School.
k. Promote co-operation and linkages with other Schools and institutions within or outside the University in academic matters.
l. Appoint such sub-Committees as it may deem fit in the discharge of its functions.
m. Deal with any matter referred or delegated to it by the Academic Board.
n. Discuss any other matters relating to the School and making decisions or recommendations to the relevant University body as appropriate.

C15. Board of the International Relations Office

a) Composition

Dean as Chairman
Deputy/Senior Assistant Registrar (Academic)
Representative of the Director of Finance not below the rank of Accountant
Head of URO or his/her representative
One (1) member from each School elected by the School Board.

One (1) member each nominated by SRC and GRASAG.

In Attendance
Senior / Assistant Registrar in the International Relations Office as Secretary

b) Quorum
One half of its total membership including the Dean.

c) Functions

a. To ensure the management of all agreements establishing linkages between the University and foreign institutions of learning.
b. To promote the programmes of the University to international students and researchers.
c. To ensure the organization of vacation schools and orientation programmes for foreign students
d. To ensure the provision of guidance and counseling services for international students.
e. To ensure effective coordination of staff and student exchange and external staff training programmes.
f. To ensure that a comprehensive database of students and external assistance programmes are created and maintained.
g. To see to the publication of annual report on the activities of the office.

C16. Quality Assurance and Academic Planning Committee

a) Composition
Director as Chairman
Deans of Schools
One Senior Member representing Quality Assurance Directorate
Representative of the Deputy Registrar Academic.
Representative of the Internal Audit Directorate.
Representative of SRC
Representative of GRASAG

In Attendance
Senior/Assistant Registrar (Quality Assurance and Academic Planning) as secretary

b) Quorum
Half (1/2) of its total membership including the Chairman

c) Functions

a. To provide direction and support for academic units with regard to academic planning and documentation of programme effectiveness.

b. To advise the Academic Board on the future development of the University on matters regarding academic
c. To advise Academic Board on the appropriate planning mode and strategies covering all aspects of the University's activities as stated in paragraph (b) above.
d. To advise the Academic Board on matters relating to the establishment of new Schools /Institutes /Centers /Departments /Units.
e. To advise on new courses and programmes of study for the University, taking into consideration the human resource needs of the nation and the goals set for the University.
f. To maintain guidelines and standards for quality assurance, planning and assessment.
g. To review and recommend new academic plans, programmes and new assessment systems to Academic Board as appropriate.
h. To advise Academic Board on the modalities for the introduction of new academic programmes.
i. To consider the immediate and long- term academic needs of the University and design appropriate strategies and plans to meet them.
j. To provide general guidelines and directions to the operations of the Quality Assurance and Academic Planning Directorate (QAAPD).
k. To determine the number of staff to be sponsored every year on professional programmes.
l. To advise on sources of funding for such training programmes.
m. To formulate the human resources development policy for the University.

C17. Board of the Dean of Students Office

a) Composition

Dean as Chairman
Two (2) members representing Heads of Halls/Hostels
One (1) member representing each School elected by the School Board
Head, Academic and Students Affairs
One (1) member representing the Finance Directorate
Dean of International Programmes or his/her representative
One (1) member representing the University Chaplaincy Board.
Head of Security or his/her representative
Head of Legal Office
One (1) member representing the Guidance and Counseling Centre
Two (2) members nominated by SRC
One (1) member nominated by GRASAG

In Attendance

Senior/Assistant Registrar (Academics) as secretary

b) Quorum

Half (1/2) of its total membership including the Chairman

c) Functions

a. Developing guidelines and regulations for orderly organization of student groups subject to approval by the Academic Board.
b. Providing oversight responsibility to promote the welfare, provision of guidance, counseling, placement and chaplaincy services of the Junior Members of the University.
c. Ensuring amicable and exhaustive resolution of conflicts involving students using all available internal processes.
d. Serving as an internal adjudication body in all matters relating to student elections
e. Overseeing the management of dues and other levies collected by the SRC and GRASAG from students or on behalf of students.
f. Promoting 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.
g. Any other function delegated to it by the academic board.

C18. Centre for Distance Education Board

a) Composition

Director of CDE as Chairman
One (1) Member elected by the Academic Board from its membership
Registrar or his/her representative
Director of Finance or his/her representative
Chair of CDE Quality Assurance sub-committee
One (1) representative of IT Directorate
One (1) representative from each School

In attendance

Senior/Assistant Registrar (CDE) as secretary
Head of URO or his/her representative
Exams Officer CDE

b) Quorum

Half (1/2) of its total membership including Chairman

c) Functions

a. Formulate distance education and open learning policy for the University subject to approval by the Academic Board.
b. Advise the Academic Board on the programmes to be run on distance learning mode.

c. Advise and recommend the infrastructure and equipment required for the effective and efficient operation of the open and distance learning education at UENR.
d. Perform any other function referred or delegated to it by the Academic Board.

C19. Sports and Recreation Committee

a) Composition

Chairman appointed by Vice-Chancellor
Representative of the Registrar
One (1) Senior Member elected by Convocation
Dean of Students
Representative of Director of Finance
One (1) representative each representing Senior and Junior Staff
One (1) Student (elected by Sports Union)
One (1) Representative of SRC
One (1) Representative of GRASAG
Director of Sports and Recreation

In Attendance

Senior/Assistant Registrar (Academic and Student Affairs) as secretary
Sports Coach
Head of Security
Estate Officer

b) Quorum

Half (1/2) of its total membership

c) Functions

a. To oversee all sporting and recreational activities of both staff and students.
b. To advise the Finance Committee on provision of needed facilities for the development of sports and recreation.
c. To advise Academic Board on sports and recreational policy for the University.
d. To oversee the participation of the University in games organized by Universities locally and internationally.

C20. Guidance and Counselling Advisory Board

a) Composition

Chairman appointed by the Vice-Chancellor
Registrar or his/her representative
Dean of Students
One (1) member representing the Ghana Employers Association
Heads of Halls/Hostels

One (1) member each representing the SRC and GRASAG
Director of University Health Services
One (1) member representing the University Alumni Association
Head, Guidance and Counseling Centre
Director of Sports and Recreation.

In Attendance
Senior/Assistant Registrar (URO) as secretary

b) Quorum
Half (1/2) of its total membership including the Chairman and Head, Guidance and Counseling Centre

c) Functions

a. To determine and develop policies for guidance and counseling, career and other educational advisory services for staff and students.
b. To assist in the provision of guidance, career development and counseling to the multi-ethnic and cross-cultural boundaries of the academic community.

C21. Management Board of Greena Fm

a) Composition
Chairman appointed by the Vice- Chancellor
One (1) member elected by the Academic Board
Dean of Students
Head, University Relations Office (URO) or his/her representative
Manager, Greena FM
One (1) member each representing SRC and GRASAG
One (1) representative, Finance Directorate
One (1) representative, IT Directorate

In Attendance
Senior/Assistant Registrar (URO) as secretary

b) Quorum
Half (1/2) of its total membership including the Chairman

c) Functions

a. To develop, and advise the Vice-Chancellor on policies for the regulation and management of the University's radio station
b. To oversee the effective and efficient operations of Greena FM in accordance with sound ethical principles and national laws

C22. Disciplinary Committee for Senior and Junior Staff

a) Composition

A Senior Member appointed by the Vice-Chancellor as Chairman
One (1) member each nominated by Senior and Junior staff associations respectively
One Senior Member (Administration) nominated by the Registrar taking into account the subject matter of the proceedings
A Lawyer from the Legal Office.

In Attendance

Senior/Assistant Registrar (Legal Office) as secretary
The Committee may, at its discretion, invite any person to assist in its work.

b) Quorum

Four (4) members including the Chairman and the Lawyer

c) Functions

a. To investigate allegations of misconduct referred to it by the Chief Disciplinary Officer.
b. Make appropriate decisions and recommendations on the charges including sanctions.
c. To deal with any other matter of discipline affecting Senior and Junior Staff of the University.

C23. Disciplinary Committee for Junior Members

a) Composition

A Senior Member appointed by the Vice-Chancellor as Chairman
One (1) Senior Member elected by the Academic Board taking into account the subject matter of the proceedings
Dean of Students or his/her representative
A Counselor from the Guidance and Counselling Centre
One (1) student each nominated by the SRC and GRASAG
A Lawyer from the Legal Office

In Attendance

Senior/Assistant Registrar (Legal Office) as secretary
The Committee may, at its discretion, invite any person to assist in its work.

b) Quorum

Five (5) members including the Chairman and the Lawyer

c) Functions

a. Investigate allegations of misconduct referred to it by the Chief Disciplinary Officer

b. Make appropriate decisions and recommendations on the charges including sanctions.
c. Deal with any other matter of discipline affecting Junior Members of the University

C24. Industrial Attachment Committee

a) Composition

Chairman appointed by the Vice-Chancellor
University Industrial Attachment Coordinator
Schools Industrial Attachment Coordinators
One (1) member appointed by the Academic Board
One (1) student not in the first year nominated by SRC

In Attendance

Deputy /Senior/Assistant Registrar (Industrial Attachment Office as secretary).
One (1) representative from ALUMNI

b) Quorum

Half (1/2) of its membership including Chairman and Coordinator

c) Functions

a. Formulate and review policies and MOUs on industrial attachment for approval by the Academic Board.
b. Identify host institutions where students can receive practical training.
c. Monitor the students' progress and performance and advise the Academic Board.
d. Constantly assess the adequacy of facilities in collaborating institutions and make recommendations to the Academic Board

C25.Central Undergraduate Admissions Committee

a) Composition

Senior Member appointed by the Vice Chancellor as Chairman
One (1) representative from each school board
Head, Academic and Students Affairs.
Representative of IT Directorate

In Attendance

Senior/Assistant Registrar (Admission Office) as secretary

b) Quorum

Half of its total membership including the Chairman

c) Functions

i. To consider the selection of candidates for admission into the University
ii. To make recommendations and continually advise on the review of the University's admission policy.
iii. To advise on the review of the admission requirements of the University from time to time on the recommendations of Deans/Directors/HODs.
iv. To perform any other relevant functions referred or delegated to it by the Academic Board

C26. Scrutineers

a) Composition

Three members elected by the Academic Board

b) Function

To assist the Returning Officer in the conduct of University elections

C27. Affiliations Committee

a) Composition

Chairman appointed by the Vice-Chancellor
One (1) Dean appointed by the Vice-Chancellor
Two (2) representatives of the Academic Board
One (1) HoD appointed by the Vice-Chancellor
Director, Quality Assurance and Planning Directorate
Head Academic and Student Affairs
Chairman, Examinations Audit Committee

In attendance

Senior/Assistant Registrar (Academic and Students Affairs) as Secretary

b) Meetings

The Committee shall meet at least twice in a semester.

c) Quorum

Half (1/2) of its total membership.

d) Functions

i. To develop and direct general affiliation policies.
ii. To receive and consider affiliates' requests for approval by the Academic Board.
iii. To determine the guidelines towards chartering.
iv. To liaise with the National Council of Tertiary Education (NCTE) and National Accreditation Board (NAB) on matters relating to affiliation.

v. To receive and deliberate on affiliation reports to feed back into policy.
vi. To consider the examination results of Affiliate Institutions and forward same to the Academic Board at its next meeting.
vii. To report on affiliations to the Academic Board at the end of every academic year and to perform any other duties in relation to affiliations as may be assigned by the Vice-Chancellor or the Academic Board

C28. Examinations Audit Committee

a) Composition

Senior Member appointed by the Vice-Chancellor as Chairman
University Examinations Coordinator
School Examination Officers
Deputy/Senior Asst. Registrar (Academic & Students' Affairs)

In attendance

Assistant Registrar (Examinations) as Secretary

b) Meetings

The Committee shall meet at least once in a semester

c) Quorum

Half (1/2) of its total membership including the Chairman

d) Functions

i. To audit semester examination results received from the Departmental Boards and forward same to the School Boards
ii. To examine students examination results and identify trends in students' performance.
iii. To make recommendations in the reporting of examination results
iv. To make recommendations on the uploading of students examination results
v. To perform any other relevant functions referred or delegated to it by the Academic Board

Schedule D: Standing Committees of the Welfare Services Board

D1. Security and Safety Committee

a) Composition

Senior Member appointed by the Vice-Chancellor as Chairman
Deputy / Head General Administration
Deputy / Head Legal Office
Dean of Students' Affairs
Director of Finance or his/her representative
One (1) Senior Member elected by Convocation
One (1) member each nominated by Senior and Junior Staff
One (1) member each nominated by SRC and GRASAG
Head of Security
Estate Officer
Transport Officer
One (1) member nominated by the District Command of the Ghana National Fire Service
One (1) member nominated by the District Command of the Ghana Police Service.
One representative of University Health Service Services/Head of Clinic
Heads of Halls/Hostels

In Attendance

Deputy Registrar/Senior /Assistant Registrar (Gen. Adm.) as secretary

b) Quorum

Half (1/2) of its total membership including the Chairman and Head of Security

c) Functions

a. To carry out security and safety needs assessment for the University.
b. To recommend security and safety measures to the Welfare Services Board.
c. To be responsible for all security and safety matters of the University.
d. To recommend to the Welfare Services Board appropriate measures on security and safety at all University premises.
e. To ensure the implementation of decisions on security matters in the University.
f. To advise Welfare Services Board on the adequacy of security, safety and ancillary staffing of the University to ensure the security and safety of the University Community.
g. To advise the Welfare Services Board on the procurement and replacement of machinery and equipment
h. To prepare annual report on security and safety to the Academic Board for appropriate action.

D2. Transport Committee

a) Composition

Senior Member appointed by the Vice-Chancellor as Chairman
Representative of the Registrar
Representative of the Director of Finance
Deputy/Head General Administration
Estate Officer
Transport Officer
Representative of the Internal Auditor
One (1) person with expertise in Mechanical and Manufacturing Engineering
One (1) member each nominated by Senior and Junior Staff Associations, SRC and GRASAG
Head of Security
Head of Legal Office

In Attendance

Senior/Assistant Registrar (General Administration) as secretary

b) Quorum

Half (1/2) of its total membership including the Chairman

c) Functions

a. To undertake transport needs assessment for the University.
b. To monitor and ensure the implementation of the transportation policy.
c. To exercise responsibility over the organization and management of the transport services in the University.
d. To make regulations for, and monitor, the organization and running of private taxis and other such allied services on campus.
e. To regulate and monitor the effective functioning of the University's own commercial transport (Shuttle) system on campus.
f. To put in place measures to ensure the safety of both human and vehicular traffic on campus.
g. To perform any other functions that may be delegated to it by the Welfare Services Board.

D3. Chaplaincy Board

a) Composition

Chairman appointed by the Vice-Chancellor
One (1) member elected by the Academic Board
One (1) representative each of the SRC & GRASAG
University Chaplain
Dean of Students
Two (2) representatives of the Students Chaplaincy Council

In Attendance
Secretary not below the rank of Assistant Registrar

b) Quorum
Half (1/2) of its total membership including the Chairman and University Chaplain

c) Functions
a. To advise on religious activities in the University
b. To formulate policy guidelines on religious activities in the University

D4. UENR Basic School Management Committee

a) Composition
Senior Member appointed by the Vice-Chancellor as Chairman
Deputy Registrar /Head Human Resource Division
One (1) Representative of the Finance Office
One (1) Representative of Works and Physical Development
One (1) Representative each of UTAG and GAUA
One (1) Representative each of the Senior and Junior Staff Associations
The District Director of the Ghana Education Service (GES) or his/her representative
The Heads of UENR Basic Schools
One (1) Teacher Representative each from Day Care / Nursery School, Primary School and Junior High School
One (1) Parent/Teacher Association (PTA) Representative

In attendance
Head, UENR Basic Schools Accounts Section
Most Senior Administrative Assistant at the UENR Basic Schools as secretary

b) Meetings and Quorum
The Committee shall meet at least once in a term and the quorum shall not be less than half (1/2) of its total membership

c) Functions
a. Exercise oversight responsibility over the administration of the UENR Basic Schools.
b. Formulate and implement the academic policy of the UENR Basic Schools, and generally to regulate and approve, within the general scope of GES policy, the programmes of study and activities in the Basic Schools.
c. Consider the immediate and long term academic, physical, financial, developmental and human resource needs of the UENR Basic Schools and to recommend to the Welfare Services Board the appropriate plans and strategies to meet them.

d. Make, either on its own initiative, or at the request of the University Administration, reports and recommendations on any matter or matters affecting the UENR Basic Schools and within the scope of policies approved by the Ghana Education Service (GES) and the University, and to take such action or actions, as it may deem necessary for the development, welfare and good governance of the entire UENR Basic Schools system.

a. Recommend teacher(s) for appointment and promotion by the University Appointments and Promotions Committee, where appropriate.

e. Make regulations for, and handle membership into the Parent/Teacher Associations (PTAs) and any other such bodies as may be necessary to bring them in conformity with policies and/or directives approved by the University.

f. Exercise any other functions and powers as may be delegated to them by the Welfare Services Board or the University Administration.

D5. Health and Sanitation Committee

a) Composition

Pro Vice-Chancellor as Chairman
Registrar or his/her representative
Dean of Students
Director of Works and Physical Development
Director of Finance or his/her representative
One (1) Senior Member with expertise in public health and sanitation elected by Convocation
One (1) member each nominated by Senior and Junior Staff Associations
One (1) Member each nominated by GAUA and UTAG
One (1) Member each nominated by SRC and GRASAG
One (1) member nominated by the District Command of the Ghana National Fire Service
Head of Security
Estate Officer
Director of University Health Services
Head of Guidance and Counseling Unit
Heads of Halls/Hostels
One (1) member nominated by the Ghana Health Service

In Attendance

Deputy Registrar/Assistant Registrar (Gen. Adm.) as secretary

b) Quorum

Half (1/2) of its total membership including the Chairman and Director of University Health Services

c) Functions

a. To carry out health and sanitation needs assessment for the University.
b. To recommend health and sanitation measures to the Welfare Services Board.
c. To be responsible for all health and sanitation matters of the University.
d. To advise the Welfare Services Board on matters relating to the health and safety of staff, students and food vendors on Campus.
e. To recommend to the Welfare Services Board appropriate measures on health and sanitation at all University premises.
f. To ensure the implementation of decisions on health and sanitation matters in the University.
g. To advise Welfare Services Board on the adequacy of medical, paramedical and ancillary staffing of the University Hospital/Clinic to ensure efficiency in health delivery to the University Community.
h. To collate the prevalence records of reported cases of illnesses or diseases in the University hospital/Clinic and make appropriate recommendations thereon annually to the Academic Board for appropriate action.
i. To advise the Welfare Services Board on the replacement of machinery and equipment, and the procurement of medication for the efficient delivery of health services.
j. To advise and coordinate thorough medical examination for first year students and, at least once every two years for all members of staff and annually for staff exposed to high health risk occupation

D6. Housing, Estate and Residential Management Committee

a) Composition

Pro Vice-Chancellor – Chairman
Two (2) Members elected by the Welfare Services Board
One (1) member each nominated by Senior and Junior Staff Associations
One (1) Member each nominated by GAUA and UTAG
Director of Works and Physical Development
Dean of Students
Works/Maintenance Engineer
Head of Halls/Hostel Managers
Estate Officer
Head of Security.

In Attendance

Deputy Registrar /Senior/Assistant Registrar (General Administration.) as secretary

b) Quorum

Half (1/2) of its total membership

c) Functions

a. To advise the Welfare Services Board on the establishment and administration of an equitable and fair system for allocating the University Housing units.

b. To identify and allocate houses to staff in accordance with approved policy.
c. To review the housing/ accommodation policy and procedures of the University.
d. To determine the adequacy of the University housing units to the needs of staff.
e. To carry out any duty assigned to it by the Welfare Services Board

D7. Students Residence Management Committee

a) Composition

Pro Vice Chancellor as Chairman
Dean of Students
Hostel Manager/Manageress
One (1) member each nominated by the SRC and GRASAG
Representative of the Director of Finance
Representative of the Director of Works and Physical Development
Estate Officer
One (1) member representing Guidance and Counselling Centre
Head of Security or his/her representative

In Attendance

Secretary not below the rank of Assistant Registrar

b) Quorum

Half (1/2) of its total membership including the Chairman

c) Functions

a. To monitor and ensure the effective operation of the Hall/Hostel Management system of the University.
b. To ensure adequate supervision and welfare of students.
c. To advise Academic Board on matters relating to the conduct of Junior Members in the Halls/Hostels of Residence.
d. To carry out any other functions assigned to it by the Welfare Services Board

D8. GUSSS Management Board

a) Composition

Chairman appointed by the Vice Chancellor
One (1) member elected by the Academic Board
One (1) representative elected by UTAG
One (1) representative elected by GAUA
The Registrar
Director of Finance
Director of Internal Audit.

In Attendance
Deputy/Senior/Assistant Registrar (General. Administration) as secretary

b) Quorum
Half (1/2) of its total membership including the Chairman and Director of Finance

c) Functions

a. Administer and keep under review the University's superannuation scheme.
b. Regularly give advice on how the securities, investments and monies accumulated under the Superannuation Scheme should be invested.
c. Ensure that funds of the Scheme are invested in approved securities/investments.
d. Ensure that the administrator of the Scheme prepares a Statement of Income and Expenditure and a Statement of Financial Position at the end of each year.
e. Cause the Scheme's Accounts to be audited annually.
f. Ensure that individual statements are distributed on time.
g. Any other functions as may be directed by Council.

Schedule E: Structure of Schools

The University for the purpose of achieving its aim shall have the following Schools:

1. School of Natural Resources
2. School of Engineering
3. School of Sciences
4. School of Agriculture and Technology
5. School of Geo-Sciences
6. School of Construction and Mining Technology
7. School of Management Sciences and Law
8. School of Graduate Studies
9. Any other School related to Energy and Natural resources as the Council may determine.

Schedule F: Composition of the Council

1. The President shall, in accordance with Article 70 of the Constitution, appoint the Chairperson and other members of the University Council as prescribed in the Act and Statute 7 of the University.
2. The composition of Council shall be as follows
    a. A Chairperson nominated by the President;
    b. The Vice-Chancellor;
    c. Four persons nominated by the President;
    d. One (1) member representing the National Council for Tertiary Education;
    e. Two (2) elected members of Convocation representing the professorial and non-professorial staff;
    f. One (1) member representing the University Teachers Association of Ghana;
    g. One (1) member representing the Teachers and Educational Workers Union;
    h. One (1) elected member of the Conference of Heads of Assisted Secondary Schools
    i. One (1) member representing the undergraduate students of the University elected by the Students Representative Council;
    j. One (1) member representing the graduate students of the University elected by the University branch of the Graduate Students Association, and
    k. One (1) member representing the alumni of the University.

3. The President, in making the nominations under paragraphs (a) and (c) of subsection 2 shall have regard to the academic qualification, leadership qualities, gender, expertise in finance, management knowledge and relevant experience in energy and natural resources.

Schedule G: Composition of Convocation

1. There shall be Convocation of the University with functions prescribed in Statute 46
2. The composition of Convocation shall be as follows
    a. Chairperson of the Council of Convocation shall preside over Convocation;
    b. The members of the Council of Convocation shall nominate one member who shall preside over Convocation in the absence of the Chairperson of the Council of Convocation;

c. Professors (including Professors and Associate Professors on post-retirement contract);
d. All other Senior Members in the employment of the University.

Schedule H: Composition of the Academic Board

1. There shall be established the Academic Board of the University as prescribed for by the Act and Statute 17 (3) of the University.
2. The composition of the Academic Board shall be as follows
    a. The Vice Chancellor as Chairperson;
    b. The Pro-Vice Chancellor;
    c. Deans and Vice-Deans;
    d. Heads and Directors of Institutes and Centres;
    e. Heads of Academic Departments;
    f. Professors and Associate Professors;
    g. A representative each from
        i. an Academic Department;
        ii. a School;
        iii. an Institute; and
        iv. a Centre;
    h. University Librarian
    i. Registrar as the Secretary; and
    j. Nine (9) members, five (5) of whom are non-teaching staff elected by Convocation in accordance with the Statutes of the University.

Schedule I: Composition of the Welfare Services Board

1. There shall be established a Welfare Services Board with functions prescribed in Statute 45.
2. The composition of the Welfare Services Board shall be as follows:
    a. Vice-Chancellor as Chairman;
    b. Pro Vice-Chancellor;
    c. Registrar;
    d. Deans and Directors;
    e. Internal Auditor;
    f. Head, Legal Office;
    g. The University Chaplain;
    h. Chairman, University Welfare Management Committee
    i. Chairman, UENR Basic School Management Committee
    j. Chairman, Transport Committee
    k. Transport Officer;
    l. Chairman, Security and Safety Committee
    m. Chairman, Health and Sanitation Committee;
    n. Head of Security Services
    o. Estate Officer;
    p. Maintenance Engineer;
    q. Two (2) members elected by Convocation, one of whom shall be non-teaching;

r. One member elected by the Senior Staff;
s. One member elected by the Junior Staff and;
t. Three (3) students, two (2) resident and one (1) non-resident appointed by the SRC.
u. One student appointed by GRASAG

The Secretary shall be at a rank not below an Assistant Registrar (General Administration).

Schedule J: Procedure for the Appointment of Chancellor

1. There shall be a Chancellor of the University who is appointed by the Council as prescribed in Statute 6 of the University in accordance with Article 195 (3) of the 1992 Constitution of the Republic of Ghana.
2. For the purposes of appointing a Chancellor, the Council shall appoint a Board of Nominators comprising:
    a. A Chairman appointed by the Council;
    b. Two members of the Council not within the employment of the University.
    c. Three members from Convocation, at least, one of whom shall be a non-teaching staff;
    d. One member each representing:
        i. Alumni Association;
        ii. Senior Staff selected from among its membership,
        iii. Junior Staff selected from among its membership
        iv. Students Representative Council
        v. Graduate Students Association of the University
3. After diligent search and investigations, the Board of Nominators shall recommend to the Council two (2) persons who:
    a. Must be citizens of Ghana
    b. Must have distinguished themselves in the world of letters, science, business or public affairs.
    c. In the opinion of the Board of Nominators, are of proven integrity to occupy the high office of Chancellor.
4. A person shall not be nominated and elected to the Office of Chancellor unless he or she satisfies the requirements of Article 94 Clause 2(b)-(e) of the Constitution of the Republic of Ghana.
5. 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.
6. Where the Council is unable to act on the recommendations of the Board of Nominators, the whole process of nomination shall be restored until a suitable person is elected.

Schedule K: Procedure for the Appointment of Vice-Chancellor

1. The Council shall appoint the Vice-Chancellor who shall be of a professorial status or its equivalent as prescribed in Statute 14 of the University Statutes in the manner provided for by Section 16 of the Act.
2. For the avoidance of doubt, one (1) year before the post of Vice-Chancellor becomes vacant or when the post is vacant the Council shall appoint a Search Committee to propose a successor for the consideration of the Council composed as follows:
    a. A Chairman appointed by the Council who is not a staff of the University;

b. Three (3) members of Council, at least two of whom shall not be staff of the University;
c. Two (2) members nominated by the Academic Board who shall be of Professorial Status;
d. One member from UENR Alumni Association
e. The Committee shall appoint its own secretary from outside the University

3. The Management of the University upon the advice of Council shall advertise the fact of the vacancy within the University, as well as within and outside Ghana, specifying the criteria and terms of appointment set out or prescribed by the Council.
4. The Search Committee shall determine its own procedure; it is at liberty to make personal contacts; receive applications from within and outside the University; prepare shortlist; conduct personal interviews of those short-listed; and make a report thereof to the Council, including recommendation (s) for appointment.
5. The Search Committee shall, as much as possible, conduct its work confidentially and maintain its independence.
6. No person shall be recommended for appointment as Vice-Chancellor by the Council who has not been interviewed and reported on by a Search Committee set up by the Council for that purpose.
7. The Search Committee shall propose three (3) persons in order of merit for the consideration of the Council.
8. The Council shall consider the Report of the Search Committee and thereupon appoint a Vice-Chancellor on the terms and conditions set out by the Council.

Schedule L: Procedure for the Appointment of the Pro Vice-Chancellor

1. In the appointment of a Pro Vice-Chancellor, the Vice-Chancellor shall nominate three (3) academic senior members from within the University who shall be of professorial status. The three (3) Professors so nominated shall be interviewed by the Search Committee as prescribed by this schedule.
2. The Council shall appoint a Search Committee to propose a successor for the consideration of the Council composed as follows:
    a. A Chairman appointed by the Council who is not a staff of the University;
    b. Two (2) members of Council nominated by the Council who are not staff of the University;
    c. Two (2) members nominated by the Academic Board, one of whom shall be of Professorial status;
    d. The Committee shall appoint its own secretary from outside the University.

3. The Pro Vice-Chancellor so appointed shall vacate his/her post, if any, as a Dean, Head of Department or any other statutory position previously held by him or her.

Schedule M: Procedure for the Appointment of the Registrar

1. The Council shall appoint a Registrar of the University pursuant to section 21 (1) of the Act and as prescribed in Statute 21 of the University on the terms and conditions specified in the letter of appointment.
2. For the avoidance of doubt, six (6) months before the Registrar's position becomes vacant or when the post is vacant, the Council shall appoint a Search Committee.
3. The Search Committee shall consist of five (5) members, two (2) of whom shall be members of Council, two (2) of the Academic Board, and a renowned person from outside with expertise in administration as Chairperson.
4. The Search Committee shall be at liberty to appoint its own Secretary.
5. The Management of the University upon the advice of Council shall advertise the fact of the vacancy within the University, as well as within and outside Ghana, specifying the criteria and terms of appointment set out or prescribed by the Council.
6. The Search Committee shall determine its own procedure; it is at liberty to make personal contacts; receive applications from within and outside the University; prepare shortlist; conduct personal interviews of those short-listed; and make a report thereof to the Council, including recommendation (s) for appointment.
7. The Search Committee shall, as much as possible, conduct its work confidentially and maintain its independence.
8. No person shall be recommended for appointment as Registrar by the Council who has not been interviewed and reported on by a Search Committee set up by the Council for that purpose.
9. The Search Committee shall propose at least two persons in order of merit for the consideration of the Council.
10. The Council shall consider the Report of the Search Committee and thereupon appoint a Registrar on the terms and conditions set out by the Council.

Schedule N: Procedure for the Appointment of Director of Finance, Librarian, Director of Internal Audit, Director of Works and Physical Development, and Director of Health Services

1. In the appointment of each of the above officers, Council shall set up a Search Committee to propose a suitable candidate for its consideration.
2. For the avoidance of doubt, six (6) months before these positions become vacant or when the post is vacant, the Council shall appoint a Search Committee.
3. The Search Committee shall consist of five (5) members; two (2) of whom shall be members of Council, two (2) of the Academic Board, and a renowned member of the candidate's profession as Chairperson.
4. The Search Committee shall be at liberty to appoint its own Secretary.
5. The University Management upon the advice of Council shall advertise the fact of the vacancy within the University, as well as within and outside the country under the terms and criteria set out or prescribed by Council.
6. The Search Committee shall determine its own procedure; it is at liberty to make personal contacts; receive applications from within and outside the University;

prepare shortlist; conduct personal interviews of those short-listed; and make a report thereof to the Council, including recommendation (s) for appointment.

7. The Search Committee shall, as much as possible, conduct its work confidentially and maintain its independence.
8. No person shall be recommended for appointment by the Council who has not been interviewed and reported on by a Search Committee set up by the Council for that purpose.
9. The Search Committee shall propose two persons in order of merit for the consideration of the Council.
10. The Council shall consider the Report of the Search Committee and thereupon appoint the officer on the terms and conditions set out by the Council.

Schedule O: Procedure for the Appointment of Academic Deans, Vice Deans and Directors

1. A School/Institute/Centre shall be headed by a Dean/Director who shall be of professorial status appointed by the Council on terms and conditions recommended by the University Appointments and Promotions Committee in line with the provisions under the Statutes of the University.
2. Deans/Vice Deans and Directors of Schools, Institutes and Centres shall be appointed based on the recommendations of the University Appointments and Promotions Committee to the Council.
3. Where the position of Dean/Vice Dean/Director becomes vacant, the Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend one of them to the Council for appointment.

Schedule P: Procedure for the Appointment of Dean of Students

1. There shall be an Office of the Dean of Students headed by a Dean who is at least a Senior Lecturer or equivalent grade.
2. The Dean of Students shall be appointed by the Council on terms and conditions as recommended by the University Appointments and Promotions Committee.
3. Where the position of Dean of Students becomes vacant, the Vice-Chancellor shall nominate a suitably qualified Senior Member who is at least a Senior Lecturer to the Academic Board for approval and then to the Council for consideration and appointment.

Schedule Q: Procedure for Appointment and Promotion of Senior and Junior Staff

1. All applications for appointments and promotions to Senior and Junior staff positions shall be forwarded to the Head of Department or Unit concerned in the first instance. The Head shall then forward each application with his/her comments to the appropriate Committee within one (1) month. On no account shall the Head withhold any application from the Committee.
2. The Committee concerned shall consider all applications for appointments and promotions, and shall forward same with its comments and recommendations to the Vice-Chancellor pursuant to the authority vested in him/her under these Statutes.

Schedule R: Procedure for the Appointment of Principals

1. A Satellite Campus shall be headed by a Principal who shall be of professorial status appointed by the Council on terms and conditions recommended by the University Appointments and Promotions Committee in line with the provisions under the Statutes of the University.
2. Principal of a campus shall be appointed based on the recommendations of the University Appointments and Promotions Committee to the Council.
3. Where the position of Principal becomes vacant, the Appointments and Promotions Committee shall invite applications from suitably qualified candidates for interview and recommend one of them to the Council for appointment.

Schedule S1: The Oath of Office

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 Energy and Natural Resources and the Republic of Ghana in the office of ……. and that I will uphold, preserve, protect and defend the Constitution of the Republic of Ghana as by law established (So help me God).

…… ……

Signature Date

Schedule S2: The Oath of Secrecy

I…… holding the office ……. do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly communicate or reveal to any person any matter which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specially permitted by law (So help me God).

…… ……

Signature Date