

AUCDT/GC/12/2024

AsanSka University College of Design and Technology



STATUTES

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PREAMBLE

In the exercise of the powers conferred on the Governing Council under the regulations of AsanSka University College of Design and Technology (AUCDT), these statutes are made effective from November 2016.

The Ghana Tertiary Education Commission (GTEC) requires the University College to adopt such Statutes as are in accordance with general guidelines on tertiary education in Ghana.

OWNERSHIP OF INSTITUTION

AUCDT was founded and is owned by Mr. Kwabena Asante-Asare.

CORPORATE STATUS

AsanSka University College of Design and Technology is a non-profit making limited by Guarantee Company and registered as an education initiative by the guarantors to provide tertiary education in Ghana.

The University College is a body corporate with perpetual succession and a common Seal, and the capacity to:

- (i) Take, purchase or otherwise acquire, hold, charge and dispose of movable and immovable property.
- (ii) Borrow or lend money.
- (iii) Sue or be sued.
- (iv) Do or perform all such things or acts for the proper performance of its functions and for the furtherance of provisions of these statutes which may lawfully be done or performed by a body corporate.

THE COMMON SEAL

The Common Seal of the University College shall be kept in such custody as the Governing Council may direct and shall be used upon the order and direction of the Council.

The Common Seal shall be authenticated by the signature of the Chairman of the Governing Council, the President or any other person specifically appointed by the Council and duly authorised for that purpose. When the Common Seal is affixed to any document and duly authenticated under this provision, unless and until the contrary is proven, any necessary order or authorisation of the Governing Council so authenticated shall be presumed to have been duly given.

DEFINITION OF TERMS

- a. **“Associate Professor”** refers to an Associate Professor.
- b. **“Centre/Bureau”** means an establishment which is oriented to providing services including research and teaching for extension purposes, and for the award of formal University College degrees, diplomas, or certificates.
- c. **“University College”** means AsanSka University College of Design and Technology (AUCDT).
- d. **“Congregation”** is a special assembly of the University College to receive reports on the University College and witness the conferment of degrees and other awards.
- e. **“Convocation”** refers equally to Senior Members of the University College.
- f. **“Council”** means The Governing Council.
- g. **“Department”** refers to a part of a Faculty that is concerned with teaching, research and service in a recognised academic discipline and has been so designated by the Academic Board.
- h. **“Division”** refers to a collection of related Departments but below the status of Faculty.
- i. **“Employee”** refers to all persons duly employed by the University College. Those employed on a casual basis shall not benefit from the entitlement provisions that are applicable to the status of permanent employees, inter alia, end-of-service benefits, loan schemes etc.

- j. **“Faculty”** means a collection of related Departments.
- k. **“Head”** means a staff appointed to supervise a department of the University
- l. **“Junior Member”** means any person registered for a programme of studies or research in the University College.
- m. **“Junior Staff”** means those persons employed by the University College below the rank of an Administrative Assistant or its equivalent.
- n. **“Line manager”** (British) is a person with direct managerial responsibility for a particular employee, but they also report to a more senior manager who is in charge of them.
- o. **“Management”** Management means the President, the Vice President, the Registrar, Deans and HoDs of the University College.
- p. **“Section”** means a unit in a Department formally recognised as a nursery for a potential new Department
- q. **“Senior Member”** means any member of the academic, professional, or administrative staff who, by appointment, becomes a member of Convocation.
- r. **“Staff”** shall mean an Employee of the University College.
- s. **“Senior Staff”** means a person employed by the University College of a rank not lower than that of an Administrative Assistant or its equivalent.
- t. **“Academic Staff”** means all employees duly employed by the University College to provide teaching, learning and research activities.
- u. **“Administrative Staff”** means all non-academic staff duly employed by the University College to provide administrative support services.

- v. **“Temporary Staff”** means any employee engaged for a period not exceeding six (6) months for a particular assignment.
- w. **“Contract Staff”** means an employee engaged for a stated period of time which may include an option for renewal”.
- x. **“Permanent Staff”** means an employee who has served his/her probationary period and has been confirmed by the University College.
- y. **“They/Them”** (gender neutral pronouns) refer equally to male and female persons. The possessive pronoun **“Their”** is used for the same purpose.
- z. **“Statutory Position”** refers to an office, rather than rank, held by a member of staff by virtue of these statutes.
- aa. **“Non-Professor”** refers to any Senior Member- academic, professional or administrative staff who, is not a Professor.
- bb. **“Operative date”** means the day on which the Statutes enacted by the University College Council shall be brought into effect.
- cc. **“President”** refers to the Academic and Administrative Head of the University College.

AFFILIATION TO OTHER UNIVERSITIES: The University College shall be affiliated to any accredited institution of its choice.

VISION OF THE UNIVERSITY COLLEGE

To become Africa’s premier institution for education and research in Design, Technology, and Engineering.

MISSION OF THE UNIVERSITY COLLEGE

The mission of AsanSka University College of Design and Technology is to provide quality training in Art, Design and Technology to its students as well as to conduct research and disseminate knowledge and contribute to policy formulation for national development.

OBJECTIVES OF THE UNIVERSITY COLLEGE

- (i) To provide university and professional education through teaching, learning and research.
- (ii) To provide skills that will enhance creative and analytical thinking abilities.
- (iii) To acquire and disseminate knowledge and information.
- (iv) To institute relationships with relevant institutions and bodies that share the vision and mission.

CORE VALUES

Our core values comprise diligence, accountability, integrity, professionalism and innovativeness. These are the core principles that we aspire to instil in our students and staff alike.

PHILOSOPHY OF THE UNIVERSITY COLLEGE

Natural Resource

Graduates will be equipped with the technical know-how to add value to our natural resources.

Creativity, Innovation, Entrepreneurial Spirit

Graduates shall be grounded not only to be leaders in design innovation and creativity but also to develop an entrepreneurial spirit able to change the status quo.

Wisdom

Graduates of the University College will be assured of success through the impartation of wisdom built on sustainable design thinking processes.

STATUTE 1 - FUNCTIONS OF THE UNIVERSITY COLLEGE

The University College will be responsible for providing necessary teaching, research and learning environment to promote effective understanding and acquisition of skills and attitudes from the programmes.

STATUTE 2 – GUIDING PRINCIPLES

These Statutes and any Regulations made thereunder shall be construed in every way or manner to give effect to the following guiding principles that is to:

- a) Ensure that staff have freedom within the law to question and test received wisdom, and put forward ideas and controversial or unpopular opinions, without placing themselves in jeopardy or losing their jobs or privileges.
- b) Enable the University College to provide education, promote learning and engage in research efficiently and economically, and
- c) Apply the principle of justice and fairness.

STATUTE 3 – UNIVERSITY COLLEGE PROPERTY

All the property, real or personal, of every description including intellectual now or hereafter belonging to the University College, shall remain and be vested in the University College.

STATUTE 4 – PRINCIPAL OFFICERS

The Principal Officers of the University College shall be the Chairman of the University College Council, and the President. Other key officers are: the Vice-President, the Registrar, the Finance Officer and the Librarian.

STATUTE 5 – THE GOVERNING COUNCIL

- a) The University College’s Governing Council shall exercise the powers and functions of the Council as provided under the regulations and shall be composed of:

- The Chairman (Appointed by the Founder)
- The Vice-Chairman
- The President
- Five (5) persons appointed by the Founder who are not staff of the University
- One representatives of Convocation
- One representative of Senior and Junior Staff
- One representative of Students
- One person from the Mentor Institution

In Attendance as non-voting members:

- The Vice-President
- The Finance Officer
- The Registrar/Secretary to Council.

b) There shall be established committees of the University College Council as specified in Schedule B of these statutes.

c) “No one may be appointed to the Council if:

- They have been sentenced to imprisonment or been convicted of any offence involving fraud, or been declared bankrupt.
- They have been detained as being criminally insane.

STATUTE 6: TENURE OF OFFICE OF MEMBERS OF THE COUNCIL

- a) A member of the Council other than the President who is a staff of the University College shall hold office for a period of four (4) years and is eligible for reappointment for another term only.
- b) A member of the Council, who is not a staff of the University College shall serve for a period of four (5) years and shall be eligible for re-appointment for another term only.
- c) The representatives of the students (SRC) shall serve annual terms.
- d) The term of office shall be reckoned from the first day of September.
- e) Members representing affiliated universities shall be subject to the conditions of their Universities regarding tenure on the University Council.
- f) Where a member of the Council is absent from three (3) consecutive meetings without reasonable cause, the office of that member shall become vacant.
- g) 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.
- h) A member of the Council other than the President may resign from office in writing addressed to the Council through the President.

STATUTE 7 – CASUAL VACANCIES ON THE UNIVERSITY COLLEGE COUNCIL

Any casual vacancy on the Council occurring by reason of resignation, incapacity or death or any other cause among the elected or nominated members shall be filled as soon as convenient by the person or body which appointed or elected the member whose place has become vacant,

and the person so appointed or elected to fill a casual vacancy shall hold office for the residue of the term for which the member whom they replace was elected or appointed.

STATUTE 8 – MEETINGS OF THE UNIVERSITY COLLEGE COUNCIL

- a) Notice of a meeting of Council other than an emergency meeting and the business to be transacted thereat shall be given in writing to each member of Council by the Registrar not later than fourteen (14) days before the date fixed for such a meeting.
- b) Council shall meet at least three (3) times in every academic year.
- c) A meeting of Council may be convened by any of the Principal Officers of the University College and shall be convened if six (6) members of Council sign a request to that effect.
- d) The quorum at meetings of Council shall be five (5).
- e) Decisions shall be by a simple majority of votes cast.
- f) The Chairman shall have an original and a casting vote.
- g) The proceedings of the Council shall not be invalidated by reason of a vacancy amongst the members or a defect in the appointment of a member.

STATUTE 9 – POWERS AND FUNCTIONS OF THE UNIVERSITY COLLEGE COUNCIL

Without prejudice to the generality of the powers of Council as provided for by these Statutes, the powers and functions of Council shall include:

- a) The control and disposition of all properties, funds and investments of the University College, and shall have power on behalf of the University College:
 - I. To sell, buy, exchange, lease and accept leases of property,

II. To borrow money on security of the property of the University College or otherwise;

III. To generally, enter into, carry out, and cancel contracts.

- b) The control of finances of the University College and to determine finally any question arising out of the administration of the University College or the execution of its policies or of any trust by the University College, provided always that before determining any question of finance which directly affects the educational policy of the University College, Council shall invite the opinion of the Academic Board and shall take into consideration recommendations made by the Academic Board.
- c) The responsibility for all measures necessary or desirable for the conservation or augmentation of the resources of the University College and for this purpose may from time to time specify any matter affecting the income or expenditure of the University College in respect of which the consent of Council shall be obtained before action is taken or liability is incurred.
- d) The determination and allocation of funds at the disposal of the University College. Unless for special reasons which Council may otherwise determine, all recurrent grants allocated by Council towards the purposes hereinafter mentioned shall be made in the form of block grants, that is to say:
- I. For expenditure by the Academic Board upon those central activities of the University College for which the University College is wholly responsible, classified under such heads and sub-heads as Council, after consultation with the Academic Board, consider convenient and
- II. For expenditure by the constituent bodies of the University College as part of their general income.

- e) Annual determination of the expenditure necessary for the maintenance of the property of the University College; and adequate staff for transacting the academic, financial and administrative business of the University College, and shall, in its discretion, appropriate monies for these purposes.
- f) Prescribing the manner and form in which units of the University College shall submit accounts or estimates of income and expenditure.

STATUTE 10 – ALLOWANCES FOR MEMBERS OF THE COUNCIL AND ITS COMMITTEES

Members of the Council and its Committees shall be paid, from time to time, such allowances including travelling and other expenses properly incurred by them in attending and returning from meetings of the Council or attending events on behalf of Council.

STATUTE 11 – CHAIRPERSON OF THE UNIVERSITY COLLEGE COUNCIL

- a) The Chairperson of Council shall preside over all meetings of Council.
- b) In the absence of the Chairperson of Council or the Vice-Chairperson from any meeting of Council, the members shall elect one member to preside over the meeting.
- c) The Chairperson shall be furnished with copies of minutes of the Academic Board in addition to any other publication of the University College.

STATUTE 12 – THE PRESIDENT

- a) There shall be a President of the University College who shall be appointed by Council to serve as the academic and executive head and Chief Disciplinary Officer of the University College.

- b) The President shall, by virtue of his office, be a member of Council and also of Convocation, the Academic Board, the Welfare Services Board, and of every Committee of these Boards.
- c) The President shall be the Chief Executive Officer of the University College and shall be responsible, in accordance with these Statutes and with decisions of Council and the Academic Board, for organising and conducting the academic, financial, and administrative business of the University College.
- d) He shall have overall authority over the academic, financial and administrative staff and shall submit annually, through the Academic Board of Council, a statement of the staff which, in his opinion, is necessary for the transaction of University College business.
- e) It shall be the right and duty of the President to advise Council and the Academic Board on all matters affecting policy, finance, governance and administration of the University College, and for this purpose he shall have unrestricted right of attendance and speech at all meetings of Council and of all University College bodies, whether executive or advisory, which are charged with consideration of such matters.
- f) The President shall, subject to approval of Council, have power to delegate any of the functions assigned him by Council to any Senior Member of the University College as shall seem to him appropriate.
- g) The term of office of the President shall be four (4) years, and this may, upon application by him, be renewed for a further term of two (2) years.
- h) The President may resign from his office by a letter addressed to the Council, through the Chairman of Council.

STATUTE 13 – THE VICE-PRESIDENT

- a) There shall be a Vice-President who shall be appointed by the University College Council upon recommendation by the President.
- b) The President shall nominate three Academic Senior Members to be voted on by convocation.
- c) After the election, the names of the two (2) persons with the highest number of votes shall be submitted to Council and Council shall then appoint one of them as Vice-President.
- d) In the event of any casual vacancy in the office of the Vice-President occurring as a result of resignation, incapacity, death or any other cause, the Chairman of Council, on the recommendation of the President, shall appoint one Dean to act as Vice-President until Council is able to make a formal appointment.
- e) The Vice-President shall hold office for a term of two (2) calendar years reckoned from the first day of October following his appointment and may be eligible for re-election for another term of two (2) years only and not part thereof.
- f) The Vice-President may resign from his office by a letter addressed to the Chairman of Council through the President.

STATUTE 14 – THE REGISTRAR

- a) There shall be a Registrar of the University College who shall be appointed by the University College Council upon the recommendation of a Search Committee to be constituted for that purpose.
- b) He shall act as Secretary to Council.

- c) He shall be the Chief Administrative Officer of the University College under the President.
- d) He shall be a non-voting member of Council.
- e) He shall be a Secretary and a non-voting member of the Academic Board.
- f) Except or otherwise provided in these Statutes, he or his representative shall serve as Secretary of all other Boards and Statutory Committees of the University College.
- g) The Registrar shall be responsible for the custody of the University College Seal and for affixing same to relevant documents of Council and the Academic Board.
- h) The Registrar shall be responsible for the custody of all legal documents and records of the University College.
- i) The Registrar shall regularly cause to be published in the University College Gazette at the end of each quarter all policy decisions of Council, the Academic Board and the Welfare Services Board.
- j) The Registrar shall perform any other functions as may be assigned to him by the President.
- k) The Registrar shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, by application by him, be eligible for re-appointment for another term of four (4) years.
- l) The Registrar may resign from his office by a letter addressed to the Chairman of Council through the President.

STATUTE 15 – THE FINANCE OFFICER

- a) There shall be a Finance Officer of the University College who shall be appointed by the University College Council upon the recommendation of the Search Committee to be constituted for that purpose.
- b) The Finance Officer shall be responsible to the President for the financial administration of the University College.
- c) Without prejudice to the generality of the powers hereby conferred on the Finance Officer by this Statute, or any other law, the specific functions of the Finance Officer shall include the following:
 - I. Formulation and implementation of policies relating to accounting and financial control of the University College.
 - II. Corporate planning involving budgeting and budgetary control and long-term strategy in respect of all finances of the University College.
 - III. Liaison with agencies in respect of financial matters affecting the University College.
 - IV. Treasury management.
 - V. Subject to the approval of Council, human resource management involving the regular appraisal, training and development of the staff under him.
 - VI. Preparation and consolidation of final accounts and commenting on Management Reports of External Auditors.
 - VII. Ensuring on behalf of the University College Council that proper records are kept of all College properties, assets, stocks and valuables of every kind in a register.

VIII. Oversight responsibility for the accounting functions of all the semi-autonomous bodies, self-accounting and income-generating units within the University College.

IX. Any other functions as may be assigned to him by the President.

- d) The Finance Officer shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, upon an application by him, be eligible for re-appointment for a further term of four (4) years.
- e) The Finance Officer may resign from his office by a letter addressed to the Chairman of Council through the President.

STATUTE 16 – THE INTERNAL AUDITOR

- a) There shall be an Internal Auditor of the University College who shall be appointed by the University College Council upon the recommendation of the Search Committee to be constituted for that purpose and serve as the Head of the Internal Audit Unit of the University College.
- b) He shall exercise professional and administrative supervision over the staff under him to ensure that the internal auditing system of the University College is efficient and effective.
- c) The internal Auditor shall be guided by the Internal Audit Agency Act, 2003 (Act 658) and in conformity with standards and procedures provided by the Agency set up under the said Act, carry out periodic internal audit of the University College, and shall submit reports thereof to the Finance and Audit Committee of Council, through the President.
- d) The recommendation of the Internal Auditor, as contained in his report referred to in clause (c) above, shall then be implemented by the Finance and Audit Committee of Council.

- e) Copies of the Internal Auditor's reports shall be submitted to the Council, and the Council may, upon examination of the internal audit report, take such action as it considers appropriate including recommendations of prosecution and disciplinary action in respect of any breaches found.
- f) The Internal Auditor shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, upon application by him, be eligible for re-appointment for another term of four (4) years.
- g) The Internal Auditor may resign from his office by a letter addressed to the Chairman of Council through the President.

STATUTE 17 – THE HEAD OF ICT

- a) There shall be a Head of ICT of the University College who shall be appointed by the University College Council upon the recommendation of the Search Committee to be constituted for that purpose and serve as the Head of the University College Information Technology Unit.
- b) He shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of the Unit.
- c) He shall be responsible for the development, maintenance and implementation of Information Technology Systems and solutions for the University College.
- d) He shall perform any other functions as may be assigned to him by the President.
- e) He shall be responsible to the President for the efficient discharge of his duties.
- f) He shall, subject to the approval of the Academic Board, formulate policies for the maximum development and utilisation of all ICT laboratories in the University College.

- g) The Head of ICT shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, upon an application by him, be eligible for re-appointment for another term of four (4) years.
- h) He may resign from his office by a letter addressed to the Chairman of Council through the President.

STATUTE 18 – THE UNIVERSITY COLLEGE LIBRARIAN

- a) There shall be a University College Librarian who shall serve as the professional and administrative head of the University College Library.
- b) He shall be appointed by the University College Council upon the recommendation of a Search Committee to be constituted for that purpose.
- c) He shall be responsible for the provision of adequate reading, listening and viewing materials to support teaching, research, and extension functions of the University College.
- d) He shall ensure the maintenance of a good environment for reading and learning in all the libraries in the University College.
- e) He shall be responsible for maintaining linkages with local and international organisations involved in library work.
- f) He shall 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 College.
- g) He shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of the libraries of the University College.
- h) He shall perform any other functions as may be assigned to him by the President.

- i) The University College Librarian shall hold office for a term of four (4) years reckoned from the first day of October of the academic year following his appointment. He may, upon an application by him, be eligible for re-appointment for a further term of four years.
- j) He may resign from his office by a letter addressed to the Chairman of Council through the President.

STATUTE 19 – ACADEMIC BOARD

There shall be an Academic Board which shall be constituted as follows;

- a) The President
- b) The Vice President
- c) Deans
- d) Heads of Academic Departments
- e) The University College Librarian
- f) One Professorial Member of Council who is not a member of the Academic Board in any other capacity.
- g) One member not below the rank of Lecturer and not of the same Faculty elected from each Faculty by the academic Senior Members of the Faculty.
- h) One student representative appointed by the Students' Representative Council (SRC).
- i) The Registrar shall be Secretary to the Board.

STATUTE 20 – POWERS AND FUNCTIONS OF THE ACADEMIC BOARD

Without prejudice to the generality of the powers of the Academic Board prescribed by these Statutes, the powers and functions of the Academic Board shall be as follows:

- a) To formulate and carry out the academic policy of the University College and, generally, to regulate and approve the programmes of studies and examinations held in the University College.
- b) To promote research within the University College and request at the end of every academic year reports from Faculties and Departments on research being done.
- c) To approve Internal and External Examiners on the recommendation of the Boards of Faculties concerned.
- d) To suspend or remove examiners for negligence or inefficiency or other justifiable cause during their term of office, and in the case of death, illness or resignation of examiners or in the case of their suspension or removal, to appoint a replacement.
- e) To make regulations after receiving reports and proposals from the Boards of Faculties and other similar Boards relating to courses of study, degrees and other academic awards.
- f) To approve, on the recommendation of the University College Boards, award of Degrees, Diplomas, Certificates, and other credentials to persons who have pursued programme(s) of studies or research in the University College approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied examiners.
- g) To make either on its own initiative or at the request of Council reports and recommendations on any other matter affecting the University College within the scope of policies approved by Council, and to take such actions as it may deem necessary for

the development, welfare and good governance of the entire University College community.

- h) To recommend to Council the appointments, re-appointments, acting appointments and promotions of Senior Members of the University College.
- i) To make recommendations to Council on the establishment of new Faculties, the combination of existing Faculties, the abolition or change of scope of any Faculty and the division of any Faculty into two or more Faculties.
- j) To make recommendations to Council on the establishment or dissolution of Departments.
- k) To review annually after any enquiries which it may think fit to make, the academic organisation and development of the University College with special reference to the effectiveness of the University College's work in relation to the provision of a University College education responsive to the social, economic and technological needs of Ghana, and arising from such reviews, to report to Council.
- l) Subject to any conditions made by donors which are accepted by Council, and after reports from the University College Board concerned, to determine the mode and conditions of competition for fellowships, scholarships, bursaries, medals and other prizes and to delegate this function to the Faculty Board or Committees set up for that purpose by the Academic Board.
- m) To prescribe the University College entry requirements and regulate the admission of persons to courses of study in the University College in accordance with Schedule B2.7.
- n) To make regulations for the discipline of the Junior Members of the University College and to take such steps as it deems proper for controlling of student body organisations.
- o) To refer proposals on any matters to Convocation for consideration.

- p) To exercise any other powers as may be conferred on the Board by these Statutes.
- q) To regulate the relationship between the University College and associated institutions both national and international from the academic point of view.
- r) To consider for the approval of Council a yearly statement of the estimates of accounts of the University College as submitted by the Budgetary Committee.

STATUTE 21 – MEETINGS OF THE ACADEMIC BOARD

- a) The President shall convene a meeting of the Academic Board at least, twice in each semester.
- b) At least, seven (7) days' notice shall be given for such a meeting and of the matters to be considered. Emergency meetings may be convened by the President at any time upon giving all members of the Board at least 24 hours written notice.
- c) A special meeting of the Academic Board may be convened on the written request of at least one-third (1/3) of the members of the Academic Board submitted to the President with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the President shall convene a special meeting within seven (7) days of the receipt of the request specifying in the notice of such a meeting those matters to be considered.
- d) The quorum for the transaction of business of the Academic Board shall be one-half of its total membership.

STATUTE 22 – STATUTORY COMMITTEES OF THE ACADEMIC BOARD

- a) Subject to the approval of Council, there shall be a Statutory Committee of the Academic Board as the Board may from time to time determine.

- b) The Statutory Committee of the Academic Board, their composition and functions shall be in accordance with Schedule B2 to these Statutes.
- c) The term of office of all elected and/or appointed members of the Committees of the Academic Board shall be two (2) years, and the period shall terminate at the end of the calendar year. Elections shall be held not later than 30th November of the year preceding that in which the appointee or person elected is to begin his term of office.

STATUTE 23 – CONVOCATION

There shall be a Convocation of the University College which shall consist of the categories of persons specified in Schedule D. It shall be the responsibility of the Registrar to maintain a Register of members of Convocation which shall be published annually. In addition to any other powers or functions granted by these Statutes to Convocation, it shall be the function of Convocation to express opinion on all matters affecting the University College and to refer any matter(s) to any University College body for consideration.

a) **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 President, regular meetings of Convocation.
- ii. To ensure the decisions of Convocation are duly carried out or implemented.
- iii. To study all the events of the University College to ensure that matters of interest to Convocation are brought to its attention.
- iv. To safeguard the interest of individual members of Convocation.

- v. To make proposals to Convocation for the improvement and proper functioning of the University College.

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

- b) 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.

- c) Rules of Procedure for the Council of Convocation

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

Meetings of Convocation

- a) The Convocation, in consultation with the President, shall convene regular meetings of Convocation at least twice a year. At one such meeting, the President shall present a report on the state of the University College and its future plans.
- b) Upon the request in writing of not less than thirty (30) members of Convocation, stating the purpose for which the meeting is to be called, the Council of Convocation shall, in consultation with the President, summon a special meeting of Convocation. The notice summoning such a meeting shall specify the business to be considered.
- c) No special meeting shall be called within three (3) months of the previous meeting if the purpose of the intended special meeting is the same or substantially the same as that of the previous meeting.

- d) If any question shall arise as to whether or not the purpose of the two (2) meetings is the same or substantially the same, the decision of the Council of Convocation thereon shall be final.
- e) There shall be a Clerk of Convocation who shall be appointed by the Registrar to serve as the Secretary of Convocation.
- f) The quorum of Convocation for the transaction of business shall be two-third (2/3) of its total membership.

STATUTE 24 - ELECTION OF CONVOCATION MEMBERS FOR THE UNIVERSITY COLLEGE COUNCIL

- a) Convocation shall elect from among its members one (1) person to represent Convocation on Council.
- b) The Returning Officer shall be the Registrar who shall be responsible for conducting the election by secret ballot. The Registrar shall conduct the election in accordance with the system defined in Schedule A. He shall be assisted by three (3) Scrutineers appointed by the Academic Board. No election shall be valid unless and until Scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the result thereof have been correctly carried out.
- c) All candidates for election must be proposed and seconded in writing to the Registrar by members of Convocation and the candidates must have signified in writing their willingness to stand.
- d) Except as hereinafter provided for in clause (g) of this Statute, the term of office of a Convocation member of Council shall be two (2) calendar years reckoned from the first day of January following his election.

- e) Elections to Council shall be held as soon as possible at the beginning of the academic year, and in any event, not later than 30th November. 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.
- f) He shall then 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.
- g) If a vacancy in the Convocation representation of Council occurs during the year through death, or any other cause, the Registrar shall notify the members of Convocation of such vacancy and shall conduct a by-election. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which a member whom he replaces was elected.

STATUTE 25 – POWER TO MAKE REGULATIONS

- a) The Academic Board, Convocation and the Welfare Services Board may make regulations for their own procedures and for the exercise of their respective powers under these Statutes, subject to the approval of Council.
- b) The Academic Board, Convocation or Welfare Services Board shall not 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 paper of such a meeting.
- c) Each Committee of the Academic Board and the Welfare Services Board, may from time to time, subject in each case to review by the Academic Board or the Welfare Services Board as the case may be, 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, or the Welfare Services Board.

- d) Each Committee of the Academic Board and the Welfare Services Board shall report to the Academic Board or the Welfare Services Board as the case may be at its next sitting any action or actions taken in accordance with its general functions or any function specifically delegated to it by the Academic Board or the Welfare Services Board.
- e) The University College Council, the Academic Board, Convocation and the Welfare Services Board shall, in approving, rectifying, altering, or revoking regulations, observe the following conditions:
 - I. No regulation shall be repugnant to law of the Statutes of the University College currently in force;
 - II. 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.
- f) 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 Council and the decision of Council thereon shall be final.

STATUTE 26 – CONGREGATION

- a) There shall be a Congregation of the University College which shall be composed of:
 - I. Members of the University College Council
 - II. Members of Convocation
 - III. All graduands of the University College deemed eligible by the Academic Board for membership
 - IV. President of AUCDT's Alumni
 - V. Members of Convocation who have retired

- VI. Congregation shall be summoned by the Chairman of Council for the purpose of receiving reports on the University College and witnessing the ceremony of awarding Degrees, Diplomas and Certificates of the University College.

STATUTE 27 – ACADEMIC FACULTIES OF THE UNIVERSITY COLLEGE

The University College shall consist of Faculties as specified in Schedule C to these statutes.

- I. Each Faculty shall be headed by a Dean.
- II. The Dean and the Vice-Dean shall be elected from among all the Academic Senior Members of the Faculty who are Professors in accordance with the provisions of Schedule E to these Statutes.
- III. Where there are no Academic Senior Members who are Professors in the Faculty, the Dean or the Vice-Dean shall be elected from amongst the Heads of Department who are Senior Lecturers.
- IV. All the Academic Senior Members of a Faculty are eligible to participate in the election of the Dean and the Vice Dean of the Faculty.
- V. The election shall take place in May but not later than the third week of the month to enable the Dean to assume office at the beginning of the academic year.
- VI. A person elected as Dean shall be formally appointed by Council on the recommendation of the Academic Board. If he is a Head of Department, he shall vacate his position as Head of Department.
- VII. A Dean shall hold office for a period of two (2) years if he is a Professor or Associate Professor, and shall be eligible, upon completion of his term of office, for re-election and re-appointment. He shall not be re-elected for another term of office unless at least two (2) years have elapsed from the date he last held that office.

VIII. Where a Dean is not a Professor or Associate Professor, he shall hold office for one year and shall be eligible for re-election and re-appointment. He shall not be re-elected for another term of office unless at least two (2) years have elapsed from the date he last held that office.

STATUTE 28 – COMPOSITION OF FACULTY BOARDS

- a) There shall be in each Faculty, a Board whose membership shall consist of the following:
 - i. The Dean of the Faculty as Chairman.
 - ii. Faculty members of the Academic Board.
 - iii. All Heads of Department of the Faculty.
 - iv. The Secretary of the Board shall be a representative of the Registrar.
- b) The term of office of members of Faculty Boards other than Heads of Department and Professors in the Faculty shall be two years.
- c) Each Faculty Board shall meet at least twice each semester.
- d) Emergency meeting of the Board shall be called by the Dean at any time giving at least twenty-four (24) hours' notice to members.
 - I. A special meeting of the Board shall be called by the Dean upon the written request of at least one-quarter (1/4) of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at that special meeting. The Dean shall convene a special meeting of the Board within seven (7) days of his receipt of the request.
 - II. The quorum for a meeting of a Faculty Board shall be one-half (1/2) of its total membership.

STATUTE 29 – POWERS AND FUNCTIONS OF FACULTY BOARDS

Subject to these Statutes, the Board of each Faculty have the following powers and functions under the Academic Board:

- a) To regulate within the general policy approved by the Academic Board the teaching and study of the subjects assigned to the faculty.
- b) To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the Faculty.
- c) To recommend to the Academic Board, Internal and External Examiners for appointment.
- d) To advise on regulations and syllabuses dealing with courses of study for degrees and other awards of the Faculty.
- e) To make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, University College fellowships, studentships, scholarships and prizes within the Faculty.
- f) To consider the Faculty budget and make allocations to the Departments.
- g) To recommend to the Registrar the admission of students into the Faculty through the Faculty Board.
- h) To appoint such sub-committees as it may consider necessary for the effective discharge of its functions.
- i) To deal with any other matters that may be referred or delegated to it by the Academic Board and/or University College Council.

STATUTE 30 – POWERS AND FUNCTIONS OF DEANS

- i. The Dean of a Faculty shall be responsible to the President for providing leadership for the Faculty and for maintaining and promoting the efficiency and good governance of the Faculty in accordance with policies and procedures prescribed by these Statutes, or as may be determined from time to time by the Faculty Board, the Academic Board and Council.
- ii. The Dean shall be the Head of the Faculty and the Chairman of the Faculty Board.
- iii. He shall have direct responsibility for Faculty administration, recommendations for the appointment and promotion of staff; postgraduate training and, subject to Statute 38, for maintenance of discipline.
- iv. It shall be the responsibility of the Dean of Faculty, with the approval of the Faculty Board to organise the teaching programme, maintain an acceptable standard of teaching and ensure that adequate facilities are available for research in their respective disciplines.
- v. He shall collaborate with the Heads of Departments in the Faculty to liaise with Industries, professional institutions, associations and similar bodies and organise consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.
- vi. He shall, in consultation with the Heads of Department, liaise with other Faculties and take responsibility for the organisation of common courses.
- vii. He shall, in consultation with members of the Faculty, be responsible for recommending to the Faculty Board, the development of syllabuses and courses as well as the promotion of research in the Faculty.

- viii. He shall consult with, and be assisted by, the Heads of Department in the execution of his duties.
- ix. He shall consult with the Heads of Department in matters affecting the Faculty.

STATUTE 31 – ACADEMIC DEPARTMENTS OF THE UNIVERSITY COLLEGE

- a) Each Faculty shall consist of Departments as specified in Schedule C1 of these Statutes.
 - I. Each Department in a Faculty shall have an appointed Head.
 - II. The Head of Department shall be a Professor or Associate Professor. Where there is no Professor in the Department, the Head of the Department shall be appointed from the next lower rank. When vacancy occurs in the Headship of an Academic Department, the Dean of the Faculty concerned shall, subject to clause (vi) of this Statute, present the names and the curriculum vitae of three (3) most senior academic members of the Department with his recommendation(s) to the Faculty Board which shall forward them to the University College Appointments and Promotions Committee with its comments for consideration. The recommendation(s) of the University College Appointments and Promotions Committee shall be forwarded to the Academic Board for approval. The appointment shall be made by Council on the recommendation of the Academic Board.
 - III. The appointment of a Head of an Academic Department shall be for a period of two (2) years at a time for a maximum of four (4) years, if he is a Professor or Associate Professor.
 - IV. Where the Head of an Academic Department is not a Professor or an Associate Professor, he shall hold office for a period of one year in the first instance and shall be eligible for re-appointment for another term of one year.

- V. The appointment of an Academic Head of Department shall not be renewed after he has served the maximum two (2) terms. He shall be eligible for reappointment only after two (2) years have elapsed from the date he last held that office and only after all the academic senior members of his rank have had their turn.
 - VI. He shall liaise with other Departments, Faculties, Colleges, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department.
 - VII. He shall consult with the Dean on matters affecting the Department and the Faculty.
- b) Each Academic Department shall have a Departmental Board comprising all Senior Members of the Department. The Board shall meet at least twice each semester in order to:
- I. Plan and evaluate its work;
 - II. Consider the Departmental budget;
 - III. Consider the general organisation and regulation of courses and research;
 - IV. Consider matters referred or delegated to it by the Faculty Board.
- a) Meetings of the Departmental Board shall be convened by the Head of Department by giving at least seven (7) days' notice in writing to all Senior Members in the Department. Emergency meetings of the Departmental Board may be called by the Head of Department any time giving at least twenty-four (24) hours' notice to members.
- b) The Head of Department shall convene a special meeting upon the written request of at least one-third ($1/3$) of the Senior Members of the Department submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven (7) days upon receipt of the request.
- c) The quorum for the transaction of any business of the Departmental Board shall be one half ($1/2$) of the total number of members at post.

STATUTE 32 – EXAMINATIONS

- a) The Academic Board shall prescribe the University College regulations governing all examinations for degrees, diplomas and certificates.
- b) The Academic Board may, if it thinks fit, approve the examinations for any degree or any part thereof and for other purposes, programmes of studies and syllabuses submitted by any Board of the University College.
- c) There shall be in each Faculty or Department an Examinations Officer who shall in conjunction with the Registrar be responsible for the conduct of examinations in accordance with rules formulated by the Academic Board.
- d) Boards of Examiners for all prescribed examinations shall be approved by the Academic Board upon the recommendations of the respective Faculty Boards.
- e) The Dean of the Faculty shall be the Chairman of the Faculty Board of Examiners.

STATUTE 33 – DEAN OF STUDENTS

- a) There shall be established the office of the Dean of Students which shall be headed by a Dean who may be a Professor or an Associate Professor.
- b) The Dean shall be appointed by the University Council on the recommendation of the Academic Board, on the advice of the Executive Committee.
- c) The Dean shall have a status of a Dean of Faculty.
- d) The Dean shall hold office for a term of two (2) years and may be eligible for reappointment for another term of two (2) years only.
- e) Board of the Office of the Dean of Students

There shall be established, for the Office of the Dean of Students, a Board which shall assist the Dean in the performance of his duties. The composition of the Board shall be:

- I. The Dean as Chairman.
- II. The Registrar or his Representative.
- III. Two HoDs appointed by the Academic Board.

Three students appointed by the Students Representative Council (SRC) one of whom shall be a female.

In Attendance: The Secretary to the Office of the Dean of Students.

f) Functions

- I. The Dean of Students shall primarily be responsible for the welfare of the Junior Members of the University College.
- II. He shall normally act in “loco parentis” for all Junior Members whilst they are in the University College.
- III. He shall liaise with the Registrar, Dean of Faculties, the Students Representative Council and all other appropriate bodies in all matters affecting the welfare of Junior Members.
- IV. In the exercise of his function, the Dean of Students shall be responsible to the President.

STATUTE 34 – PLANNING AND QUALITY ASSURANCE UNIT

- a) There shall be established, in the President’s Office of the University College, a Planning and Quality Assurance Unit. The Unit shall be headed by a Senior Member appointed by the President.

- b) The Planning and Quality Assurance Unit shall be responsible for strategic planning, management and quality assurance.
- c) Without prejudice to the generality of the functions hereby assigned to the Unit in clause (b) above, the Unit shall, in consultation with Deans, Heads of Department and the University College Administration:
 - I. Co-ordinate the activities of the Faculties and Departments regarding the preparation, implementation, monitoring and evaluation of strategic planning, as well as quality service delivery in respect of teaching, research, administration and other services in order to ensure that the University College attains academic and service excellence.
 - II. Prepare and maintain an up-to-date database on staff and students as well as basic statistics of the University College, and
 - III. Perform any other relevant functions as may be assigned to the Unit by the President.

STATUTE 35 – POLICY ON PEER ASSESSMENT

It is the aim of the University College to subject the content of all programmes to peer and professional assessment to ensure that what is taught, the grading system, the admission requirements and the promotion criteria are all in conformity with the existing practices, especially with those that pertain to our affiliated institution. Professionals in the field would also be invited to assist in assessing the content of teaching in the University College.

STATUTE 36 – APPOINTMENTS BY THE PRESIDENT

- a) The President shall be the appointing authority of all employees of the University College other than Senior Members. The procedures for such appointment shall be as specified in Schedule G to these Statutes.

- b) Notwithstanding anything to the contrary in the foregoing clause, the President may delegate to the Registrar or to any other officer of the University College or any Appointment Committee or Board the power to make appointments.
- c) The Conditions of Service of staff of the University College employed in accordance with clauses (a) and (b) of this Statute shall be determined by Council.
- d) The staff employed shall be provided with a copy of the Conditions of Service pertaining to his employment at the time of his appointment.

STATUTE 37 – TERMS OF EMPLOYMENT OF SENIOR MEMBERS

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

- a) Each Senior Member shall comply with such directions and regulations as have been or shall be given and adopted by the Academic Board.
- b) 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 College, such time and labour as shall be considered sufficient by the President 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 President or the Head of Department, interfere with the proper performance of his duties or be detrimental to the interest of the University College.
- c) Consultancy services may be rendered, provided that:
 - I. Such projects are integrated into the research and teaching programmes of the various Faculties 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.

- II. The Head of Department ensures that a Senior Member does not undertake any outside work if his normal University College duties would be disrupted.
- III. The Senior Member has obtained a written permission from the President for engaging in consultancy work.

d) Where the services referred to in clause (c) of this Statute are undertaken by individuals or groups, the following rules shall apply:

- I. The University College shall levy a charge of 10% of the total earnings where University College facilities are used.
- II. Where no University College facilities or equipment are used, the University College shall levy a charge of 5% of the total earnings.
- III. In both cases, a declaration of earnings shall be made to the President and income tax laws complied with.

e) Where abuses of the facility are proved, appropriate disciplinary measures, including withdrawal of the facility, may be taken by the President.

STATUTE 38 – RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS

- a) Except as may otherwise be provided by Council, a Senior Member may resign his appointment and thereby terminate his employment with the University College on giving, in writing under his signature to the President, at least six (6) months' notice terminating on the last day of September of the year in which his resignation takes effect,

or in default, he shall pay to the University College six (6) months' salary in lieu of notice.

- b) Except as may otherwise be provided in special cases by Council, a Senior Member appointed to a full-time post in the University College or on a renewable contract shall retire from his appointment and all other statutory offices held by him in the University College by virtue of his appointment at the end of the academic year in which he attains the compulsory age of sixty (60) years. For the purposes of this clause, the academic year is presumed to end on the 30th day of September.
- c) Subject to the approval of Council, the President may terminate the appointment of any Senior Member by giving him six (6) months' notice in writing or in default, pay to him six (6) months' salary in lieu of notice, except that the person concerned shall, before the termination of his appointment becomes effective, have the right to appeal to Council within one month of his receipt of the notice.
- d) Where a person appeals against a notice of termination of his appointment, Council shall consider the appeal within three (3) months and Council's decision thereon shall be final.

STATUTE 39 – DISCIPLINE IN THE UNIVERSITY COLLEGE

a) General Provisions

- I. The President shall be responsible for discipline within the University College and, in this connection, he shall act in accordance with the rules formulated by the University College Council under Schedule F to these Statutes.
- II. The President may delegate any part of his authority in respect of discipline as shall seem appropriate to him.

b) Disciplinary Offences

Disciplinary Offences in the University College shall be as prescribed in Rules 2, 3 and 4 of Schedule F to these Statutes. Without prejudice to the generality of the offences prescribed in Rules 2, 3 and 4 of Schedule F of these Statutes, disciplinary offences in the University College shall also include the following:

- I. Conviction by a competent Court of law for any offence, which Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office.
- II. Conduct of a scandalous or other disgraceful nature which Council considers to be such as to render the person concerned unfit to continue to be in the University College, or in the employment of the University College, or to hold office.
- III. Conduct which Council considers to be such as to constitute failure on the part of the person concerned to discharge or perform the functions of his office, or to comply with the terms of his appointment.
- IV. Conduct which, in the opinion of Council, has brought the name of the University College into disrepute.

c) Penalties for breach of discipline

The following are the penalties that may be imposed for breach of discipline in the University College:

- I. Dismissal.
- II. Termination of Appointment.
- III. Reduction in rank, status, or grade.
- IV. Suspension for a stated period, with or without pay.

- V. Deferment of increment which is due, with corresponding postponement in subsequent years.
- VI. Stoppage of increment, i.e. non-payment for a specific period of increment otherwise due.
- VII. Forfeiture of pay for a stated period.
- VIII. Rustication (in case of Junior Members).
- IX. Interdiction.
- X. Reprimand.
- XI. Warning.
- XII. Caution.

For the purposes of this Statute, clauses (I) to (IX) above shall be treated as major penalties, which shall be imposed only by the President. The other penalties shall be treated as minor ones and may be imposed on his behalf.

- d) Any person affected by any decision of the President or the person or body to whom he has delegated authority shall have the right of review and appeal, as prescribed by the rules.
- e) Council may, by rules or regulations, make further provisions relating to disciplinary matters in the University College.

STATUTE 40 – DISCIPLINE OF SENIOR MEMBERS

- a) There shall be established a Disciplinary Committee responsible to Council to determine cases affecting Senior Members of the University College referred to it by the President.
- b) Disciplinary Offences shall be those stated in Statute 38 (b) above as appropriate and any others which may be provided for by the rules and regulations of the University College.

- c) The Disciplinary Committee shall be composed as follows:
- I. The Vice President as Chairman.
 - II. Two (2) members appointed by the Academic Board.
 - III. The Committee may, at its discretion, invite any other person(s) to be in attendance.
 - IV. The quorum for the transaction of business of the Disciplinary Committee shall be all members.
 - V. The Registrar shall be Secretary to the Committee. In the absence of the Registrar, anyone appointed to act as Secretary shall not be below the rank of Assistant Registrar.
 - VI. The Committee shall, as much as possible, submit its report to the President within one month of its sitting.
- d) The Disciplinary Committee shall have the power to recommend to the President the imposition of any of the following penalties:
- i. Issuing of written warning to the Senior member concerned.
 - ii. Stopping or withholding an increment of the salary of the Senior Member concerned for a period not exceeding twelve (12) months.
 - iii. Subject to the approval of Council, dismissal or termination of appointment of the Senior Member concerned.
 - iv. Any other penalty as may be appropriate in accordance with Statute 38 (c).

- e) In all proceedings of the Disciplinary Committee, the Senior Member affected shall be served with a written notice of the grounds upon which the proceedings are being initiated against him. He shall then appear before the Committee to explain his conduct.
- f) When the affected Senior Member is served with the notice referred to in clause (e) above, he may, within ten (10) days after the service of the said notice on him, furnish the Committee with the grounds upon which he intends to defend or exculpate himself.
- g) If no reply is received by the Disciplinary Committee within the time specified in the notice, it shall then proceed with the enquiry in his presence or in his absence, provided that he has been served with the notice.
- h) In all proceedings of the Disciplinary Committee, the Senior Member concerned shall be entitled to call witnesses on his behalf and the Committee shall similarly be entitled to call and hear witnesses.
- i) A Senior Member appearing before the Disciplinary Committee may, if he wishes, be represented by Counsel, provided he notifies the Committee in writing at least two (2) days before any sitting of the Committee. If the request is made for the first time during a sitting of the Committee, proceedings for that day may be adjourned.
- j) In all proceedings, the Disciplinary Committee shall not be bound to follow the rules of law relating to evidence as well as the procedures and technicalities of the Courts. The Disciplinary Committee shall make its own rules and regulations.
- k) A Senior Member adversely affected by any decision of the President shall be entitled, within fourteen (14) days of the receipt of the President's decision, to petition the President for a review of the decision. Where any such petition is refused and communicated to him by the President, the person concerned shall be entitled to appeal, within one month after such refusal, to the University College Council, whose decision shall be final.

- l) Where a Senior Member has been charged with a disciplinary offence which, in the opinion of the President, is serious or prejudicial to the proper discharge of the duties of the Senior Member concerned, the President, as the Chief Disciplinary Officer of the University College, may, in pursuance of his powers under these Statutes, suspend him from duty and all other functions in the University College, pending the determination of the case by the Disciplinary Committee, but his salary and other perquisites, except the use of official vehicle(s), shall not be altered to his detriment until the matter is finally determined by the Committee and, if an appeal follows, by Council.
- m) The President shall report to Council, at its next meeting, the actions taken by him on the Committee's report.
- n) Where no adverse findings have been made against a Senior Member, the President shall communicate this to him within seven (7) days of the receipt of the Committee's report and if he had been suspended, be restored to his former position forthwith.

STATUTE 41 – DISMISSAL OF SENIOR MEMBERS

- a) Any Senior Member of the University College may be removed from office for good cause by Council, but he shall not be dismissed until:
 - I. There has been an investigation relating to his case by the Disciplinary Committee as provided for in Statute 39, and the person concerned has been put before the Committee to defend himself.
 - II. The Disciplinary Committee has made some adverse findings against him which gave cause for dismissal.
 - III. The report of the Disciplinary Committee has been considered and approved by Council; and

IV. He has been notified in writing of the grounds on which consideration is being given for his dismissal.

b) For the purposes of this Statute, the interpretation of “good cause” shall include any of the disciplinary offences prescribed in Statute 38 (b).

STATUTE 42 – DISCIPLINE OF STAFF OTHER THAN SENIOR MEMBERS

a) Any member of the University College being a Senior or Junior staff as herein before defined under “Definition of Terms” may, for good cause, be disciplined by the President.

b) The President shall be advised by and shall consult with any other University College Authority concerned to provide for the discipline of staff other than Senior Members.

c) The President may delegate his authority under this Statute, subject to such review procedures as he considers appropriate.

d) The person concerned must be notified in writing of the grounds on which disciplinary action is being taken against him and must be given reasonable opportunity to defend himself before the Disciplinary Committee constituted by the President.

e) The procedure for the discipline of staff other than Senior Members shall be as provided in Rules 7 and 8 of Schedule F.

STATUTE 43 – DISCIPLINE OF JUNIOR MEMBERS

a) It shall be the responsibility of the President, on the advice of, and in consultation with the Dean of Students and the Head of Department of the Junior Members concerned and subject to these Statutes and Regulations, to provide for the discipline of Junior Members of the University College.

- b) The President may delegate his authority, subject to such review procedures, as he considers appropriate.

STATUTE 44 – ENACTMENT OF A STATUTE

A Statute shall be taken to be enacted if, but only if:

- a) It is initiated through the Academic Board which will make recommendations to the Council in that regard.
- b) A draft of the Statute has been circulated to the members of the University College Council at least fourteen (14) days before the meeting at which it is to be considered.
- c) After consideration by Council the draft has been provisionally approved either without amendment(s) or only with amendment(s) of which notice in writing was circulated to the members at least three days before the meeting.
- d) The Statute as provisionally approved has been circulated to the members of the Council, (and where in the opinion of the Council it affects academic matters, to members of the Academic Board), at least seven (7) days before the meeting at which it is proposed to confirm the Statute.
- e) The Statute is confirmed without amendment at a meeting of the Council held not less than one month or more than six (6) months after the meeting at which it was provisionally approved.

STATUTE 45 – AMENDMENT OF THE STATUTES

- a) Amendments of the Statutes may be initiated through the Academic Board which may make recommendations to Council in that regard.

- b) Any proposals for amendments to the Statutes shall be made by the Academic Board at a special meeting which shall be convened at the instance of the President or at least, one-third (1/3) of the members of the Academic Board.
- c) Prior to the date of the meeting, each member shall be given seven (7) clear days' notice setting out the specific subject-matter of the proposed amendments and the features of the Statute(s) which they relate to.
- d) The quorum for the transaction of any business of the said special meeting shall be at least two-third (2/3) of the members of the Academic Board.
- e) No proposal for amendment shall be valid unless it is adopted by an affirmative vote of at least two-thirds (2/3) of the members of the Board present and voting.

STATUTE 46 – AMENDMENT OF SCHEDULES

- a) The Academic Board shall have the power to recommend to Council amendments of the Schedules to these Statutes.
- b) Upon the approval of any such proposal for amendment which shall be by a simple majority of the Board at its regular meeting, the Board shall report same to Council in writing at the next regular meeting of Council.
- c) Unless Council expresses its disapproval of the amendment at that meeting, the approval of Council shall be deemed to have been given.

STATUTE 47 – MISCELLANEOUS PROVISIONS

- a) In these Statutes or regulations adopted pursuant thereto, or the Schedules appended, the quorum for the transaction of business of any University College body shall not be less than one-half (1/2) of the total membership of that body, or if such half is not a whole number, then the next higher whole number.

- b) No decision reached at a meeting of any University College body shall be valid unless it received the approval of not less than one-half (1/2) of the members present and voting at that meeting. If there is an equality of votes in respect of any decision reached at any meeting of any University College body, the Chairman of the meeting shall have, in addition to his original vote, a casting vote.
- c) Subject to such regulations as may be made under these Statutes, any questions as to the procedure to be observed in respect of any matter arising at a meeting of any University College body shall be determined by the Chairman of such meeting.
- d) Proceedings of Council, Academic Board, Welfare Services Board, Convocation and Statutory Boards and Committees and all other Committees of the University College (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 Council or a Court of competent jurisdiction.
- e) Programme of studies pursued by a student of the University College in an institution or a place approved by the Academic Board on the recommendation of the Faculty Board may, with the approval of the Academic Board, be deemed part of a qualifying scheme for a degree in the University College provided that a candidate for the award of such degree should have been registered in the University College as a student for a minimum of 1 academic year including the final year.
- f) No act or decision of any University College body shall be invalid by reason of the existence of any vacancy among its members, providing there was a quorum at the meeting.
- g) Any matters not expressly covered in these Statutes or in any regulation of the University College may, pursuant thereto, be determined by the President in consultation with the Academic Board and subject to the approval of Council.

SCHEDULE A: SIMPLE MAJORITY VOTES SYSTEM

1. The election shall be by secret ballot, and the ballot box shall be transparent.
2. The Registrar shall be the Returning Officer.
3. 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 to the Registrar the names of their proxies.
4. Every elector, in giving his vote, shall indicate or mark on the ballot paper the name of the candidate he prefers.
5. A ballot paper shall be invalid on which
 - I. No name is indicated or marked; or
 - II. More than one name is indicated or marked.
6. At the end of the voting:
 - I. The Returning Officer shall arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidate.
 - II. The Returning Officer shall then credit each candidate with the number of votes received by him.
7. The candidate who receives the highest number of votes shall be declared the winner.
8. In the event of the first two (2) candidates obtaining equal number of votes, a second ballot or a third ballot shall be held.
9. 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 President.

10. 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: COMMITTEES OF THE UNIVERSITY COLLEGE COUNCIL

B1.1 – STANDING COMMITTEE

a. Composition

- I. The Chairman of Council, as Chairman
- II. The President
- III. The Vice-President
- IV. The Professorial Member of Council
- V. The Non-Professorial Member of Council

In Attendance

The Registrar as Secretary.

b. Quorum

One-half (1/2) of its total membership including Chairman.

c. Functions

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

Decisions of the Committee shall be subject to ratification by Council.

B1.2 – FINANCE AND AUDIT COMMITTEE

a. Composition

- I. Chairman of Council
- II. The President
- III. The Vice-President
- IV. The Professorial Member of Council
- V. The Non-Professorial Member of Council
- VI. One member of Council appointed by Council.

In attendance:

The Registrar

Deans of Faculties of the University College

Finance Officer

Internal Auditor

Finance Officer's Representative as the Recorder.

b. Quorum

One-half (1/2) of its total membership.

c. Functions

- I. To consider and advise Council on estimates of income and expenditure of the University College and on accounts and all financial matters of the University College.
- II. To consider the report of the Internal Auditor and implement the recommendations thereof.

Decisions of the Committee shall be subject to ratification by Council.

B1.3 – PLANNING, RESOURCES AND DEVELOPMENT COMMITTEE

a. Composition

- I. President
- II. The Registrar
- III. The Deans of Faculty
- IV. The University College Librarian
- V. The Finance Officer
- VI. The Head of ICT
- VII. The Internal Auditor
- VIII. The Committee may co-opt any number of persons from time to time to advise it on technical issues. Such persons shall not have the right to vote.

In Attendance

Head, Planning and Quality Assurance Unit

The Registrar's Representative as Secretary.

b. Quorum

The quorum shall be one-half (1/2) of its total membership including the President and the Finance Officer.

c. Functions

- I. To advise the Academic Board on the future development of the University College 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 College's activities as stated in paragraph (I) above.

- III. To give general guidelines and directions to the operations of the Planning Unit.

SCHEDULE B2: COMMITTEES OF THE ACADEMIC BOARD

B2.1 – EXECUTIVE COMMITTEE

1. Composition

- I. President as Chairman
- II. Professorial Member of Council
- III. Vice-President
- IV. Deans of Faculties of the University College
- V. Dean of Students
- VI. Registrar

In Attendance: Registrar's Representative as Secretary.

2. 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 policies 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.

3. Quorum

One-half (1/2) of its total membership.

B2.2 – BUDGETARY COMMITTEE

a. Composition

- I. President as Chairman
- II. Deans of Faculties of the University College
- III. Finance Officer
- IV. Head of ICT
- V. Head, Planning and Quality Assurance Unit.

In Attendance: Finance Officer's Representative as Secretary.

b. Functions

On behalf of Council through the Academic Board:

- I. To administer the finances and properties of the University College, except where such functions have been assigned by Council or by these Statutes to another person or body.
- II. To prepare for the approval of the Academic Board a yearly statement of the estimates and accounts of the University College.
- III. To do such other acts as Council or the Academic Board may authorise.

c. Quorum

Shall be four-seventh (4/7) of its total membership.

B2.3 – UNIVERSITY COLLEGE APPOINTMENTS AND PROMOTIONS COMMITTEE

There shall be the University College Appointments and Promotions Committee, which shall be responsible for all University College appointments and promotions.

a. Composition

- I. The President as Chairman
- II. Vice-President
- III. Registrar
- IV. The Dean of the Faculty of the candidate under consideration provided that the Dean shall not be below the rank to which the candidate is seeking to be promoted.
- V. Where the rank of the Dean is below that of the position being considered, the President may co-opt another person(s) to replace him or them at the meeting of the Committee.
- VI. The Head of Department of the candidate shall be in attendance provided that he is not below the rank to which the candidate is seeking to be promoted.
- VII. The Head of Department of a relevant Department shall be in attendance provided that he is not below the rank to which the candidate is seeking to be promoted.
- VIII. The Registrar's Representative shall be the Secretary.

b. Quorum

- I. Shall be 2/3 of its total membership.
- II. No business shall be conducted unless the President is present.

c. Functions

- I. To receive applications for appointments and promotions from Senior Members.
- II. To make recommendations for the appointments of Heads of Department and other

Senior Member positions other than those listed hereinafter in clause (iii) to Council, through the Academic Board, for approval.
- III. To make recommendations to the Academic Board for the appointments and promotions of Senior Lecturers and analogous ranks.
- IV. To inform applicants at three (3) monthly intervals of the status of their applications for promotion.
- V. The Committee is empowered to make appointments and re-appointments up to Lecturer and analogous ranks and report to the meeting of the Academic Board following the appointment, unless a member of the Committee objects to the appointment being made, in which case the decision shall be referred to the Academic Board.
- VI. To draw up rules/or regulations and procedures for Appointments and Promotions and to revise them periodically.

B2.4 – APPEALS RELATING TO APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS

- a. Any Senior Member aggrieved and dissatisfied by a decision of the University College Appointments and Promotions Committee may, within one month of the notification of the decision to him, petition the University College Appointments and Promotions Committee.

- b. The University College Appointments and Promotions Committee may, on application review its own decisions affecting appointments and promotions of Senior Members at a meeting of the Committee.
- c. Appeals shall lie from the University College Appointments and promotions Committee to the University College Council within three (3) months.
- d. In considering such appeals, Council may be assisted by an expert or experts appointed by Council.

B2.5 – LIBRARY COMMITTEE

a. Composition

- I. Vice-President, as Chairman
- II. University College Librarian
- III. One member to be elected by each Faculty Board
- IV. One (1) member to be appointed by the Students Representative Council (SRC)

In Attendance

The Finance Officer or his representative.

The Librarian's Representative as Secretary.

Quorum

Shall be 3/4 of its total membership.

b. Functions

- I. Subject to the approval of the Academic Board, to formulate policies for the maximum development and utilisation of all Libraries in the University College.

- II. To perform any other relevant functions that may be referred or delegated to it by the Academic Board.

B2.6 – RESEARCH, PUBLICATIONS AND SCHOLARSHIP COMMITTEE

a. Composition

- I. Chairman to be appointed by the Academic Board.
- II. The Vice-President
- III. Two members elected by the Academic Board
- IV. One member elected by each Faculty, not below the rank of Senior Lecturer

In Attendance

Assistant Registrar (Human Resource Development)- as Secretary.

b. Quorum

Shall be 4/5 of its total membership

c. Functions

Subject to the approval of the Academic Board:

- I. To formulate and publish research policies and priorities of the University College and to provide guidelines for the assessment of research proposals for the approval of the Academic Board.
- II. To examine and take appropriate action on all application grants chargeable to the Research Scholarship Fund.
- III. To receive and publish reports on Conferences and Research from Departments and prepare annually a comprehensive report for submission to the Academic Board.

- IV. To advise the Academic Board on University College Scholarship policy, on the award of scholarships, and on the grant of study leave.
- V. To plan and organise colloquia, seminars and public lectures.

B2.7 – CENTRAL ADMISSIONS COMMITTEE

a. Composition

A Chairman appointed by the President and one representative from each Faculty appointed by the Faculty Board.

In Attendance

The Registrar's Representative shall be the Secretary.

b. Term

Members shall hold office for not more than two (2) terms of two (2) years each.

c. Quorum

The quorum for all meetings shall be the total membership.

d. Functions

Subject to the approval of the Academic Board:

- I. To recommend, in consultation with Deans of Faculties and Heads of Departments, students for admission into all Faculties and Departments in accordance with the admission requirements and the University College's admission policy.
- II. To continually advise on the review of the University College's admission policy.
- III. To advise on the review of the admission requirements of the University College from time to time on the recommendations of the Deans and Heads of Departments.
- IV. To perform any other relevant functions which may be referred or delegated to it by the Academic Board.

B2.8 – PROCUREMENT COMMITTEE

a) Composition

President – Chairman

Deans of Faculties or their representatives

Finance Officer

Procurement Officer

Registrar

The Procurement Officer shall be the Secretary

b) Quorum

Shall be $2/3$ of the total membership of the Committee.

c) Functions

- I. To develop, review and update sound procurement policies and practices for the University College based on the fundamental principle of competition as an integral part of the procurement process.
- II. To locate, evaluate and develop sources of the materials, supplies and services that the University College needs.
- III. To ensure good working relationship with these sources in such matters as quality, delivery, payments, exchanges or returns.
- IV. To initiate, if necessary, and to co-operate in costs-reduction programmes, value analyses, marketing analyses, and long-range planning to keep abreast of trends and projections in prices, and availability of inputs that the University College must have.
- V. To do such acts as Council or the Academic Board may authorise.

B2.9 – EXAMINATIONS CO-ORDINATING COMMITTEE

a) Composition

Vice-President – Chairman

One member to be appointed by each Faculty

Examination Co-ordinator

In Attendance

The Registrar's representative as Secretary

b) Quorum

Shall be the total membership of the Committee

c) Functions

Subject to the approval of the Academic Board:

- I. To implement academic Board policies for the efficient administration of examinations in the University College;
- II. To process all examination results for the consideration of the Academic Board;
- III. To prepare transcripts as may be directed;
- IV. To register students and maintain a register of students in good standing.

B2.10 – INFORMATION TECHNOLOGY COMMITTEE

a) Composition

Vice-President – Chairman

One member to be appointed by each Faculty Board

Head, Information Communication Technology Department or his representative.

In Attendance

The Registrar's representative as Secretary

b) Quorum

Shall be the total membership of the Committee

c) Functions

Subject to the approval of the Academic Board:

- I. To formulate policies for the development of IT infrastructure and utilisation in the University College for the approval of the Academic Board;
- II. To administer such funds as may be provided for such purposes.

B2.13 – INDUSTRIAL ATTACHMENT/INTERNSHIP COMMITTEE

a) Composition

Vice –President – Chairman

Two members to be appointed by the Students Representative Council

One member to be appointed by each Faculty

b) Quorum

Shall be the total membership of the Committee

c) Functions

- I. To formulate policies for the administration of students Industrial Practical Attachment/Internship for the consideration of the Academic Board.
- II. To locate places and advise Management on student industrial attachment.

- III. To review reports and performance of students on attachment/internship.
- IV. To present annually a report on activities of the committee to the Academic Board.

SCHEDULE C – STRUCTURE OF FACULTIES AND DEPARTMENTS

AUCDT’S STRUCTURE

Faculty	Existing Department/ Programme	Projected Programme(s)
1. Faculty of Fashion and Jewellery	<ol style="list-style-type: none"> 1. Bachelor of Arts in Jewellery Design Technology 2. Diploma in Jewellery Design 3. Bachelor of Technology in Fashion Design 	Diploma in Fashion Design and Textiles
2. Faculty of Design and Media	Bachelor of Technology in Digital Media and Communication Design	<ol style="list-style-type: none"> 1. Bachelor of Arts in Product Design and Entrepreneurship 2. Diploma in Product Design 3. Information Communication Technology (ICT) (Bachelor/Diploma) 4. Diploma in Digital Media and Communication Design

SCHEDULE D: MEMBERSHIP OF CONVOCATION

Members of Convocation shall be the following persons holding office in the University College:

- I. The President
- II. The Vice-President
- III. All categories of lecturers
- IV. Deans of Faculties
- V. Registrar
- VI. University College Librarian
- VII. Finance Officer
- VIII. Any other Senior members who are approved by the Academic Board for this purpose, provided that any such persons shall not be entitled to vote in any proceedings of Convocation.

SCHEDULE E: PROCEDURE FOR THE ELECTION OF DEANS OF FACULTIES

1. The Dean shall be elected from among the Academic Senior Members of the Faculty. The election shall be by secret ballot. The electorate shall be the Academic Senior Members of the Faculty. The Secretary of the Faculty shall be the Returning Officer.
2. The candidate with the highest number of votes, provided that the number of votes received by him is more than 50% of the valid votes cast, shall be declared winner.
3. Where no winner emerges as required in clause 2 above, a second ballot shall take place between the two (2) candidates with the highest number of votes. If after a second ballot there is still no clear winner the Dean shall have a casting vote.
4. If there is only one candidate, the voting shall be 'Yes' or 'No' and he/she shall not be considered elected Dean unless there is a majority vote in his favour, that is, more than 50% of the valid votes cast.

5. There shall be no specific nomination of candidates. All eligible candidates shall be considered nominated unless for good reasons acceptable to the electorate, they decline nomination.

SCHEDULE F: RULES MADE UNDER STATUTE 38

1. These Rules shall be referred to as the Disciplinary Rules of the University College and shall, except otherwise provided, apply to all staff and students of the University College.
2. Any act done without authority or reasonable excuse by a person to whom these Rules apply:
 - I. Which amounts to a failure on his/her part to perform in a proper manner any duty imposed on him as such; or
 - II. Which contravenes any regulation, instruction, or directive relating to staff or junior members of the University College; or
 - III. Which is otherwise prejudicial to the efficient or proper functioning of the University College; or
 - IV. Which tends to bring the name of the University College into disrepute, shall constitute a misconduct and the setting forth in Rules 3 and 4 herein and also Statute 38 (b) of particular types of misconduct or offence shall not be taken to affect the generality of this Rule.

3. Staff

It is a misconduct for a staff of the University College:

- a. To be absent from duty without the consent of the appropriate authority or reasonable excuse.
- b. To be insubordinate.

- c. To use without the consent and approval of the appropriate authority, any property, facility or facilities belonging to, or provided for the purpose of the University College for some other purpose unconnected with the work of the University College, and/or not within the scope of his/her responsibilities.
- d. To engage in any activity which is likely to bring the name of the University College into disrepute.
- e. To engage in any gainful occupation outside the University College without the written consent or permission of the President.

4. Junior Members

It shall be a misconduct for a Junior Member of the University College:

- a. To be absent from the lectures without permission or a reasonable excuse.
 - b. To indulge or be involved in any anti-social activity while in residence or outside the University premises which tends to bring the name of the University College into disrepute.
5. For a breach of any of the provisions in Rules 2, 3 and 4 herein as well as disciplinary offences listed in Statute 38 (b) any of the penalties specified in Statute 38 (c) as appropriate, may be imposed on the offender in any disciplinary proceedings.
6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
7. Where in the opinion of the President, a major penalty should be imposed in any disciplinary proceedings in respect of staff other than a Senior Member, he shall appoint official(s) within the University College above the rank of the person to be disciplined to conduct an enquiry into the charges and make appropriate recommendations to him.

In the case of:

- a. **Junior Staff**, the President shall appoint an *ad hoc* Committee on which a representative of the Junior Staff Association shall serve.
 - b. **Senior Staff**, he shall appoint an *ad hoc* Committee on which a representative of the Senior Staff Association shall serve.
 - c. **Senior Members**, the provisions in Statute 39 shall apply.
8. In every case where disciplinary proceedings are to be conducted under Rule 7, the person concerned shall be served with written charges. He may, within ten (10) days after the service of the said notice on him, furnish the Committee with the grounds upon which he intends to defend or exculpate himself. He shall also be entitled to be accompanied by Counsel, call witnesses on his behalf and to hear the evidence of any witness against him. If no reply is received by the Committee within the time specified in the notice, it shall then proceed with the enquiry in his presence or in his absence, provided that he has been served with the notice.
 9. The provisions of Rule 7 shall, however, not apply to Junior Members of the University College.
 10. A person adversely affected by any decision of the President shall be entitled, within fourteen (14) days of notification to him of the decision, to petition the President for a review of the decision.
 11. Where any such application for a review is refused by the President, the person concerned is entitled to appeal to the University College Council within fourteen (14) days after such refusal. The decision of the University College Council shall be final.
 12. All major penalties to be imposed on Junior Members shall be done by the President or shall be subject to ratification by him.

13. In all disciplinary proceedings which might result in the imposition of a major penalty, except in the case of Junior Members, the President may, on advice, or in his own discretion, interdict or suspend the person(s) affected until the matter is finally determined. In the case of a Senior Member, the provision in clause (1) of Statute 38 shall apply during the period of suspension. In the case of other staff, the provisions on the issue as contained in their current respective Conditions of Service as approved by Council shall apply.
14. Notwithstanding the provisions of clause 13 of these Rules any member of staff who absents himself from duty without leave or any reasonable excuse shall not be entitled to his salary for the period that he stays away from work. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against him.
15. If any member of staff should absent himself from work without leave or permission or any reasonable excuse for more than ten (10) consecutive working days, he shall be regarded as having vacated his post or resigned from his employment without notice. He shall be informed in writing that his absence from duty has thus been regarded.

SCHEDULE G: APPOINTMENTS AND PROMOTIONS COMMITTEE: SENIOR STAFF AND JUNIOR STAFF

PROCEDURE FOR APPOINTMENT AND PROMOTION OF SENIOR AND JUNIOR STAFF

There shall be an Appointments and Promotions Committee for:

a) Senior Staff

I. Composition

The Vice-President, as Chairman

The Registrar

The Dean of the relevant Faculty

The Head of Department of the applicant

One (1) person appointed by the Academic Board

In Attendance

The Registrar's Representative as Secretary

II. Quorum

The Quorum shall be four (4), including the Chairman and the Head of Department of the applicant or his representative.

b) Junior Staff

I. Composition

The Vice-President, as Chairman

The Dean of the relevant Faculty

The Registrar

The Head of Department of the applicant.

In Attendance

The Registrar's Representative as Secretary.

II. Quorum

The quorum shall be three (3) including the Chairman and the Head of department of the applicant or his representative.

1. All applications for appointments and promotions to Junior and Senior Staff positions:

- a. Shall be forwarded to the Head of Department concerned in the first instance. The Head of Department shall then forward each application with his comments to the appropriate Committee within one month. On no account shall the Head of Department withhold any application from the Committee.
 - b. The Committee concerned shall consider all applications for appointments and promotions, and shall forward the papers of all applicants with its comments and recommendations to the President pursuant to the authority vested in him under Statute 11.
2. Appeals relating to appointments and promotions of Senior Staff and Junior Staff
 - a. The President may, on application, review the decision of the Committee affecting appointments and promotions of Junior Staff and/or Senior Staff.
 - b. Appeals shall lie from the decision of the President to the University College Council.
 - c. In considering such appeals, Council may be assisted by an expert or experts appointed by Council.

SCHEDULE H: TRANSITIONAL PROVISIONS

1. Any Senior Member of the University College who, immediately before the coming into force of these Statutes, held any statutory position with or without fixed term shall continue to hold such office as if he had been appointed under these Statutes.
2. Any person to whom clause 1 above applies who shall have already served more than one term upon the coming into force of these Statutes, shall be deemed to be in his/her final

term of office. Where the person did not have a fixed term of office he would be deemed to be in his first term of office.