

METHODIST UNIVERSITY GHANA (MUG)



STATUTES

SEPTEMBER, 2024

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In exercise of the Powers conferred on the Council of the Methodist University Ghana under Chapter 12, Articles 35 - 40 of the Methodist University College Ghana Charter of 2002, these Statutes are promulgated by Council on this 1st Day of September, 2024.

Statute 1: Definition of Terms

In these Statutes, unless the context otherwise requires:

- i. **'The Charter'** means Methodist University College Ghana Charter, 2002 (promulgated by The Methodist Church Ghana in 2002) and any amendments thereto.
- ii. **'University'** means Methodist University Ghana established by The Methodist Church Ghana.
- iii. **'Council'** means the Council of the Methodist University Ghana.
- iv. **'Operative Date'** means the day on which the Statutes promulgated by Council shall be brought into being.
- v. **'Academic Board'** means the Academic Board of the Methodist University Ghana.
- vi. **'Convocation'** means all Senior Members of the Methodist University Ghana.
- vii. **'Professorial Status'** includes Professor and Associate Professor.
- viii. **'Senior Member'** means an academic, professional and administrative personnel who by appointment become a member of Convocation.
- ix. **'Junior Member'** means a person who is enrolled for an approved course of study in the Methodist University Ghana.
- x. **'Senior Staff'** means non-convocation members of staff not below the rank of Administrative Officer or its equivalent.
- xi. **'Junior Staff'** means a member of staff below the rank of Administrative Officer or its equivalent.
- xii. **'Department'** means a part of a faculty or a school that is concerned with teaching and research in a recognised academic discipline and has been so designated by the Academic Board.
- xiii. **'Faculty'** means a collection of related departments, headed by a Dean, as specified in the appropriate schedule to the Statutes or any amendment of or addition to the said schedule.
- xiv. **'Senior Dean'** means the longest serving Dean at the Methodist University Ghana.

- xv. **'University Membership'** means all persons appointed/employed by the Methodist University Ghana.
- xvi. Members of the University consist of:
 - a. Principal Officers
 - 1. Chancellor
 - 2. Chairperson of Council
 - 3. Vice-Chancellor
 - 4. Pro Vice-Chancellor
 - 5. Registrar
 - b. Members of the University Council
 - c. Senior Members
 - d. Other Employees
 - e. Junior Members
 - f. Alumni

Statute 2: Methodist University Property

All assets/properties, movable and/or immovable of every description now or hereafter belonging to the University, shall remain and be vested in the University; and all trusts for or executed or to be executed by the University and under any former name(s) or description by Council shall inure to the benefit of the University.

Statute 3: Chancellor

- i. There shall be a Chancellor, who shall be the Presiding Bishop of The Methodist Church Ghana.
- ii. The Chancellor shall be the Honorary Head of the University and takes precedence over all other Officers of the University.
- iii. The Chancellor shall be served with the summons, minutes and other documents related to meetings of Council and may attend such meetings.
- iv. The Chancellor shall preside at any ceremony of the University at which he/she is present.
- v. The Chancellor shall confer on qualified persons, degrees, diplomas and certificates awarded by the University in accordance with the instrument granting autonomy and procedures prescribed by the Statutes.
- vi. The Chancellor may delegate functions under subsection (iv-v) by directions in writing to the University Council.

Statute 4: Chairperson of Council

- i. A person who is a non-University employee shall be appointed by the Chancellor as Chairperson of Council. The Chancellor shall appoint the Chairperson of Council in consultation with the Registered Trustees of The Methodist Church Ghana and the Executive Committee of the University. The tenure of the Chairman of Council shall be for a three (3) year term and may be renewed for two (2) years.
- ii. The Chairperson of Council may resign from his/her office by a letter addressed to the Chancellor.
- iii. The Chairperson of Council shall preside at meetings of Council, Congregations and other meetings and ceremonies of the University where the Chancellor is absent.
- iv. The Chairperson shall be furnished with copies of minutes of the Academic Board in addition to other publications of the University. In the absence of the Chairperson of Council from any meeting of Council, Council shall elect from among its members a person who is a non-University member to preside over the meeting.

Statute 5: Council

The Council shall be the governing body of the University.

Statute 6: Membership of Council

- i. Four (4) persons nominated by The Methodist Church Ghana: The four (4) shall be:
 - a. The Chairperson of Council to be appointed by the Chancellor.
 - b. The Lay President.
 - c. The General Director of Education and Youth Development.
 - d. One (1) Person nominated by The Methodist Church Ghana.
- ii. The Vice-Chancellor of the University.
- iii. A representative from industry or a recognised professional body.
- iv. One (1) person with background in university management and administration appointed by the University Council in consultation with the Chancellor.
- v. One representative of the Ghana Tertiary Education Commission (GTEC), nominated by the GTEC.
- vi. One representative of the Conference of Heads of Assisted Secondary Schools (CHASS), nominated by CHASS.

- vii. Two (2) members elected by Convocation, one of whom shall normally be of professorial rank, and one non-academic staff.
- viii. One (1) representative of the Senior/Junior Staff.
- ix. One (1) representative of Graduate Students Association of Ghana (GRASAG).
- x. One (1) representative of the Students' Representative Council (SRC).
- xi. One (1) representative of Alumni.

In Attendance

- Registrar – Secretary
- Pro Vice-Chancellor of the University
- Director of Finance

Statute 7: Tenure of Members of Council

- i. The Chairperson of Council shall serve a three (3) year term which may be renewed for a further term of two (2) years.
- ii. Members of Council who are not employees of the University shall serve a three-year (3) term which may be renewed for a further term of two (2) years.
- iii. Members who are employees of the University, apart from the Vice Chancellor, shall serve a two-year (2) term which may be renewed for a further term of two (2) years.

iv. Vacancies on Council

A Vacancy shall be deemed to have occurred by resignation, retirement or death. A Vacancy shall be filled as soon as practicable by the person who or the body which appointed or elected the member whose place has become vacant and the appointee shall complete the term of the representative.

v. Casual Vacancies on Council

A Casual Vacancy shall be deemed to have occurred if a member is unable to perform his functions for a period exceeding two (2) consecutive regular Council meetings. Any Casual Vacancy shall be filled as soon as practicable by the person who or the body which appointed or elected the member whose place has become vacant and the appointee shall complete the term of the representative. On the basis of a reasonable excuse to Council, a replacement for a Casual Vacancy may be made for the period of the Casual Vacancy. In totality, a casual vacancy should not exceed twelve (12) months.

Statute 8: Meetings of Council

Council shall meet at such times and places as the Chairperson may determine for the discharge of its business; and shall meet at least four

(4) times in each academic year. Notice of a regular meeting of Council and the business to be transacted at the meeting shall be given in writing to each member of Council by the Registrar not later than fourteen days before the date fixed for the meeting.

Council may convene Emergency and Special meetings as and when the circumstances merit such convening.

Statute 9: Powers and Functions of Council

Council shall exercise authority and control over all properties, funds and investment of the University, and shall have power on behalf of the University to:

- i. sell, buy, exchange, lease and accept leases of property;
- ii. borrow money on behalf of the University and may use properties of the University or otherwise as security or guarantee for the facility;
- iii. generally, enter into, carry out, vary and abrogate contracts;
- iv. control the finances of the University and determine any question on finance arising out of the administration of the University or the execution of its policy or in the execution of any Trust by the University, and
- v. take all measures necessary or desirable for the conservation or augmentation of the resource of the University and may, for this purpose, specify any matter or issue impacting negatively on the income or expenditure of the University and institute measures to rectify it.
- vi. Council shall also determine annually:
 - a. The allocation of all recurrent funds at the disposal of the University;
 - b. The expenditure necessary for the development and maintenance of assets of the University;
 - c. The adequacy of staff for transacting academic, financial and administrative business of the University and shall, in its discretion, appropriate monies for these purposes;
- vii. The Chairperson and Members of Council shall not sue and be sued in respect of their actions and inactions carried out in the course of discharge of their duties as Council Chairperson/Member(s).

Statute 10: The Vice-Chancellor

i. Appointment of the Vice-Chancellor

There shall be a Vice-Chancellor who shall be appointed by Council.

ii. Duties of the Vice-Chancellor

- a. The Vice-Chancellor by virtue of his/her office shall provide leadership and direction concerning academic operations and administration of the University.
- b. The Vice-Chancellor by virtue of his/her office shall be the Chief Disciplinary Officer of the University. He/she shall be a member of Council, and also of Convocation, and the Academic Board.
- c. The Vice-Chancellor shall be responsible, in accordance with the Statutes and with decisions of Council and the Academic Board, for organizing and conducting the financial and administrative business of the University.
- d. It shall be the right and duty of the Vice-Chancellor to advise and report to Council, Academic Board and Convocation on all matters affecting policy, finance, governance and administration of the University. He/she shall have unrestricted rights of attendance and speech at all meetings of Council and of all University bodies whether executive or advisory, which are charged with the consideration of such matters.
- e. The Vice-Chancellor, subject to the approval of Council, shall have the power to delegate any of the functions assigned him/her by these statutes to Senior Members of the University as shall deem to him/her appropriate.
- f. The Vice-Chancellor may appoint all employees of the University other than Senior Members in accordance with procedures and terms laid down by Council.
- g. In the event of resignation, or death or any cause which incapacitates him/her in the performance of his/her functions and duties, the Pro Vice-Chancellor shall act as Vice-Chancellor until a Vice-Chancellor is appointed.
- h. For the avoidance of doubt, the Vice-Chancellor shall have the right to be present at the meetings of all University bodies whether he/she is a member.

iii. Term of Office

- a. A person appointed to the Office of Vice-Chancellor shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The Vice-Chancellor shall hold office for a period of up to four (4) years and may be reappointed for another two (2) years.

iv. Termination of Appointment

The appointment of the Vice-Chancellor may be terminated by Council for just cause by giving six (6) months' notice or six (6) months basic salary in lieu of notice.

v. Vacancy

The Vice-Chancellor may resign his/her office by writing to the Chairperson of Council giving at least six (6) months' notice of his/her intention to do so or six (6) months' basic salary in lieu of notice.

vi. Appointment Process for Vice-Chancellor

When it is known that the post of the Vice-Chancellor shall be vacant, or when the post is vacant, there shall be set in motion a Search Committee to propose a successor for the consideration of Council. The Search Committee shall be made up of an equal number of persons from Council and the Academic Board. The Council members shall be chosen by Council and the Academic Board members shall be elected from among their members for approval by Council. Members to be elected by the latter shall normally be of Professorial rank. Council shall appoint, after consultation, another person independent of Academic Board and Council to act as Chairperson of the Search Committee. The Search Committee shall determine its own procedure and shall be at liberty to propose more than one (1) name for consideration by Council.

The Registrar shall act as Secretary to the Search Committee.

vii. Profile of Suitable Candidate

As MUG is a Christian institution, the Search Committee shall consider a candidate among at least four (4) shortlisted candidates who has high Christian values and, taking into consideration the University's Mission of Excellence, Morality and Service. The suitable candidate must:

- a. be a distinguished scholar of a Professorial rank, a recognized academic who commands respect among his/her peers;
- b. be an administrator with the capacity to motivate and direct staff;
- c. exhibit a high sense of industry, leadership qualities and organizational skills;
- d. should have proven fundraising skills/track record of fundraising;
- e. possess excellent communication and interpersonal skills, and have capacity to manage and control crisis situations;
- f. have relevant experience in University administration;
- g. be a visionary with a sound business orientation and an ability to establish rapport among institutions, external organizations and the University;
- h. have such other attributes as the Search Committee shall determine.

For the avoidance of doubt, it is hereby stated that the Search Committee shall be appointed by Council and no person shall be appointed Vice-Chancellor who has not been recommended as such by the Search Committee.

Statute 11: Pro Vice-Chancellor

i. Appointment of Pro Vice-Chancellor

There shall be a Pro Vice-Chancellor who shall be appointed by Council.

ii. Duties of the Pro Vice-Chancellor

- a. The Pro Vice-Chancellor shall act in the absence of the Vice-Chancellor and perform such functions as Council or Vice-Chancellor may from time-to-time assign. He/she shall act as an advisor to the Vice-Chancellor.
- b. The Pro Vice-Chancellor shall be assigned the following responsibilities:
 1. To provide academic oversight
 2. International Relations and Related Programmes
 3. Research and Grantsmanship
 4. Academic Planning and Quality Assurance Oversight
 5. In the event of a temporary absence of both the Vice-Chancellor and the Pro Vice-Chancellor from the University or during a vacancy in both offices, the most Senior Dean shall act until Council is able to make a formal appointment, in the case of a vacancy.

iii. Term of Office

- a. A person appointed to the Office of Pro Vice-Chancellor shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The term of office of the Pro Vice-Chancellor shall be for three (3) years and may be renewed by Council for a further term of two (2) years.

iv. Termination of Appointment

The appointment of the Pro Vice-Chancellor may be terminated for just cause by Council by giving three (3) months' notice or three (3) months basic salary in lieu of notice.

v. Vacancy

The Pro Vice-Chancellor may resign his/her office by writing to the Chairperson of Council giving at least three (3) months' notice of his/her intention to do so or three (3) months' basic salary in lieu of notice.

vi. Appointment Process for Pro Vice-Chancellor

When it is known that the post of the Pro Vice-Chancellor shall be vacant, or when the post is vacant, Council shall constitute a Special

Committee to receive applications from qualified persons normally of professorial rank. The Special Committee shall be made up of an equal number of persons from Council and the Academic Board. The Council members shall be chosen by Council and the Academic Board members shall be elected from among their members for approval by Council. Members to be elected by the latter shall normally be of Professorial rank.

The Special Committee shall determine its own procedures and shall be at liberty to propose more than one (1) name for consideration by Council.

vii. Profile of Suitable Candidate

As MUG is a Christian institution, the Search Committee shall consider a candidate who has high Christian values and, taking into consideration the University's Mission of Excellence, Morality and Service. The suitable candidate must:

- a. be a distinguished scholar of a Professorial rank, a recognized academic who commands respect among his/her peers;
- b. be an administrator with the capacity to motivate and direct staff;
- c. exhibit a high sense of industry, leadership qualities and organizational skills;
- d. should have proven fundraising skills/track record of fundraising;
- e. possess excellent communication and interpersonal skills, and have capacity to manage and control crisis situations;
- f. relevant experience in University administration;
- g. be a visionary with a sound business orientation and an ability to establish rapport among institutions, external organizations and the University;
- h. have such other attributes as the Search Committee shall determine.

Statute 12: The Registrar

i. Appointment of the Registrar

There shall be a Registrar who shall be appointed by Council and shall assist the Vice-Chancellor in the discharge of his duties.

ii. Duties of the Registrar

Registrar shall be the Secretary to Council and he/she shall advise Council on the operations of the Statutes.

The Registrar shall be responsible for:

- a. The day-to-day administrative machinery of the University and act as advisor to the Vice-Chancellor in accordance with the Policy directives of Council.

- b. Providing secretarial services for all Boards and Committees of Council, Academic Board and its Sub-Committees.
- c. The custody of the University Seal and for fixing it to documents in accordance with the directions of Council, or Academic Board in the exercise of their respective powers under the Charter and under these Statutes.
- d. The preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and overseeing the process of registration.
- e. The preparation of the Academic Calendar, class schedules, timetables, grade sheets and the distribution of semester reports.
- f. The preparation of Examination Schedules, the conduct of examination, the initiation of final graduation plans, the tabulation of classes and the award of honours, including the signing of Certificates.
- g. Supervising the orientation of fresh students, Matriculation, Congregation procedures and ceremonies.
- h. The maintenance of students' academic records on a permanent basis.

In addition:

- i. The Registrar shall be the Secretary to Academic Board.
- j. The Registrar shall cause to be published quarterly all policy decisions of Council and the Academic Board.
- k. At the beginning of each academic year, the Registrar shall present an annual report to the Academic Board on academic matters, and on any other matters which are of interest to the Academic Board.

iii. Term of Office

- a. A person appointed to the Office of Registrar shall hold office upon such terms and conditions as may be prescribed by Council and specified in his/her instrument of appointment.
- b. The appointment shall be four (4) years renewable for a further term of two (2) years subject to the established retiring age of the University

iv. Termination of Appointment

The appointment of the Registrar may be terminated for just cause by Council giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Registrar may resign his/her office by a letter addressed to the Chairperson of Council giving at least three (3) months' notice of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Appointment Process for Registrar

When a vacancy occurs in the office of the Registrar, a Search Committee shall be constituted by Council as follows:

- a. Chairperson to be appointed by Council not necessarily from its membership.
- b. Two (2) members of Council appointed by Council.
- c. Two (2) members of the Academic Board who shall normally be of Professorial rank.
- d. One (1) Senior Administrator who is not a member of MUG.
- e. The Search Committee after making such enquiries as it thinks fit shall recommend two (2) or more candidates for consideration and appointment by Council.
- f. A Secretary to the Search Committee will be elected by its members in consultation with Council.

vii. Profile of Suitable Candidate

The suitable candidate must:

- a. Possess excellent communication and interpersonal skills, and have the capacity to manage and control crisis situations.
- b. Have relevant experience in university administration.
- c. Have excellent interpersonal skills.
- d. Have such other attributes as the Search Committee shall determine.

For the avoidance of doubt, it is hereby stated that the Search Committee shall be appointed by Council and no person shall be appointed Registrar who has not been recommended as such by the Search Committee.

Statute 12.1: Other Officers under Registrar

Without prejudice to the generality of the foregoing, the following Officers shall operate under and be responsible to the Registrar in the performance of their duties and responsibilities and together with the Registrar constitute the Registry:

1. Directorate of Academic Affairs

i. Appointment of the Director

- a. The Directorate of Academic Affairs shall be headed by a Director

- who shall be responsible to the Registrar.
- b. When the vacancy occurs or is about to occur, the Registrar shall cause for the vacancy to be advertised and invite applications from suitably qualified candidates.
 - c. The Appointments and Promotions Board shall conduct enquiries as it deems necessary, conduct applicant interviews, and make recommendations for appointment by Council.
 - d. Two (2) external assessors, not from the same University shall be invited.

ii. Duties of the Director of Academic Affairs

He/she shall be responsible for:

- a. Planning, development and implementation of Academic Policies of the University.
- b. The preparation and publication of academic materials including Handbook of regulations for courses of study for Junior Members.
- c. The dissemination and implementation of Academic Board decisions.
- d. Liaising with National Regulatory Bodies for the accreditation of programmes, and for equivalence of academic qualifications.
- e. Managing Matriculation Register for the Registrar.
- f. Advertising various programmes of study of the University.
- g. Any other relevant assignments to be given by the Registrar.

iii. Term of Office

- a. A person appointed as Director of Academic Affairs shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The appointment shall be for four (4) years renewable for a further term of four (4) years subject to the established retiring age of the University.

iv. Termination of Appointment

The appointment of the Director of Academic Affairs may be terminated by Council for just cause on the recommendation of the Vice-Chancellor by giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Director of Academic Affairs may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor through the Registrar of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The Director of Academic Affairs must possess a postgraduate degree with relevant post qualification experience.

2. Directorate of Human Resource

i. Appointment of the Director

- a. The Directorate of Human Resource shall be headed by a Director who shall be responsible to the Registrar.
- b. When the vacancy occurs or is about to occur, the Registrar shall cause for the vacancy to be advertised and invite applications from suitably qualified candidates.
- c. The Appointments and Promotions Board shall conduct enquiries as it deems necessary, conduct applicant interviews, and make recommendations for appointment by Council.
- d. Two (2) External Assessors, not from the same University shall be invited.

ii. Duties of Director of Human Resource

He/she shall be responsible for:

- a. Planning, development and implementation of the human resource policies of the university.
- b. Ensuring the timely renewal and termination of employment contracts.
- c. Instituting and managing a system for monitoring and evaluating the performance of all employees of the University.
- d. Implementing the Training and Development Policies of the University.
- e. Any other relevant assignments to be given by the Registrar.

iii. Term of Office

- a. A person appointed as Director of Human Resource shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The appointment shall be for four (4) years renewable for a further term of four (4) years subject to the established retiring age of the University.

iv. Termination of Appointment

The appointment of the Director of Human Resource may be terminated by Council for just cause on the recommendation of the Vice-Chancellor by giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Director of Human Resource may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor through the

Registrar of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The Director of Human Resource must possess a postgraduate degree with relevant post-qualification experience.

3. Directorate of Development, Estate and Municipal Services

i. Appointment of the Director

- a. The Directorate of Development, Estate and Municipal Services shall be headed by a Director who shall be responsible to the Registrar.
- b. When the vacancy occurs or is about to occur, the Registrar may cause to be advertised, such vacancy and invite applications from suitably qualified candidates.
- c. The Appointments and Promotions Board shall conduct enquiries as it deems necessary, conduct applicant interviews, and make recommendations for appointment by Council.
- d. Two (2) External assessors, not from the same University shall be invited.

ii. Duties of the Director of Development, Estate and Municipal Services

He/she shall be responsible for:

- a. providing leadership for the Directorate of Development, Estate and Municipal Services of the University and shall report to the Registrar.
- b. providing and managing the physical infrastructure, including buildings, plant and machinery, utilities, roads, by-ways, grounds and gardens of the University, whether owned, leased or otherwise controlled or possessed by the University, wherever situated.
- c. Any other relevant assignments to be given by the Registrar.

iii. Term of Office

- a. A person appointed as Director of Development, Estate and Municipal Services shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The appointment shall be for four (4) years renewable for a further term of four (4) years subject to the established retiring age of the University.

iv. Termination of Appointment

The appointment of the Director of Development, Estate and Municipal Services may be terminated by Council for just cause on the

recommendation of the Vice-Chancellor by giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Director of Development, Estate and Municipal Services may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor through the Registrar of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The Director of Director of Development, Estate and Municipal Services shall possess a postgraduate degree and be licensed by the relevant professional body in Ghana.

4. Directorate of Public Affairs

i. Appointment of the Director

- a. The Directorate of Public Affairs shall be headed by a Director who shall be responsible to the Registrar.
- b. When the vacancy occurs or is about to occur, the Registrar shall notify and shall cause to be advertised, such vacancy and to invite applications from suitably qualified candidates.
- c. The Appointments and Promotions Board shall conduct enquiries as it deems necessary, conduct applicant interviews, and make recommendations for appointment by Council.
- d. Two (2) external assessors, not from the same University shall be invited.

ii. Duties of the Director of Public Affairs

He/she shall be responsible for:

- a. developing and upholding the University's corporate image and managing relationships with key publics, managing events and communicating with the University's stakeholders.
- b. Coordinating the University's activities and events such as matriculation and graduation ceremonies, inaugural lectures, inter-faculty and valedictory lectures.
- c. Receiving and welcoming guests and visitors of the University and providing necessary courtesies.
- d. The maintenance of relations with the Alumni of the University.
- e. The production of University publications.
- f. Any other relevant assignments to be given by the Registrar.

iii. Term of Office

- a. A person appointed as Director of Public Affairs shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The appointment shall be for four (4) years renewable for a further term of four (4) years subject to the established retiring age of the University.

iv. Termination of Appointment

The appointment of the Director of Public Affairs can be terminated by Council on the recommendation of the Vice-Chancellor by giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Director of Public Affairs may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor through the Registrar of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The Director of Public Affairs must possess a postgraduate degree in the relevant area with relevant post-qualification experience.

5. Deputy/Senior Assistant/Assistant Registrars at the Dansoman Campus

6. Faculty Officers

7. Deputy/Senior Assistant/Assistant Registrars at the Satellite Campuses

8. Such other Officers as the Academic Board may determine.

Statute 13: The Librarian

i. Appointment of Librarian

There shall be a Librarian appointed by Council through the Appointments and Promotions Board. The Librarian shall be responsible for the general management of the University Library.

ii. Duties of the Librarian

The Librarian shall:

- a. provide leadership and direction for the growth of the University Library and Information Systems to international standards.
- b. implement the decisions of the Library Committee set up by the Academic Board.
- c. ensure that the Library is managed in accordance with the rules and regulations approved by the Library Committee.
- d. be responsible for the management of all libraries and related information and communication materials and resources of the University.
- e. represent the Library on internal and external Boards and Committees, and other external bodies.
- f. conduct Library research and promote University publications.

iii. Term of Office

- a. A person appointed as the Librarian shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The Librarian shall hold office for a period of up to four (4) years and may be renewed for further term of four (4) years subject to the established retiring age of the University.

iv. Termination of Appointment

The appointment of the Librarian may be terminated by Council for just cause on the recommendation of the Vice-Chancellor by giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Librarian may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor through the Registrar of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The suitable candidate must:

- a. Possess a post graduate research degree and at least ten (10) years experience in Librarianship as a Senior Level Librarian, preferably in a tertiary institution.
- b. Be a Chartered member of the Ghana Library Association.
- c. Have strong I.T. skills and be familiar with integrated Library Management Software.
- d. Have knowledge and experience in electronic databases and information systems.
- e. Have knowledge and experience in intellectual property rights, licenses and contract.
- f. Have knowledge and skills in information digitisation and curation.
- g. Have skills in and ability to conduct information and digital literacy skills.
- h. Must be a good team leader.

Statute 14: Appointment of a Dean

- i. Each Faculty shall have a Dean appointed in accordance with Schedule 'E' to these Statutes. When the vacancy occurs or is about to occur, the Registrar shall inform the Appointments and Promotions Board for steps to be taken for the appointment of a qualified person.

- ii. A Dean's tenure shall be three (3) years renewable for another term of three (3) years, subject to terms and conditions approved by the Appointments and Promotions Board. If the Dean is not of a Professorial rank, he/she shall hold office as Dean for three (3) years renewable for another two (2) years, subject to terms and conditions approved by the Appointments and Promotions Board.

Statute 15: Duties and Responsibilities of a Dean

- i. Coordinating the development of and implementing the Faculty's vision and goal statement.
- ii. The Dean of Faculty shall be responsible for providing leadership to the Faculty Board in the discharge of its functions specified in these Statutes and the delivery of the University Mission and Vision.
- iii. Leading and coordinating the Faculty's strategic planning and curriculum development.
- iv. Leading the Faculty's efforts towards achieving the University's goals.
- v. Supervising, evaluating, and supporting departments in a manner that promotes excellence in instruction, scholarly and creative productivity and service at the Methodist University.
- vi. The Dean shall be the Chairperson of the Faculty Board and Head of the Faculty and shall:
 - a. In consultation with the Heads of Department, have the responsibility for the training of its students, the Faculty's own graduates and Lecturers on study leave.
 - b. Liaise with professional institutions, associations and similar bodies, and organize Consultative Committees comprising Faculty members and experts in the various professional fields.
 - c. Liaise with other Faculties and cooperate in the organization of common courses.
 - d. Coordinate the work of the Departments within the Faculty.
 - e. Consult with and be assisted by the Heads of Department in the execution of his/her duties.
- vii. Council may, acting on the advice of the Academic Board, terminate the appointment of a Dean for just cause, such as abuse of office or for any action which seeks to bring that office into disrepute.

Statute 16: The Director of Finance

i. Appointment of Director of Finance

There shall be a Director of Finance appointed by Council on the recommendation of the Appointments and Promotions Board.

ii. Duties of the Director of Finance

He/she shall be the advisor to the Vice-Chancellor on financial matters.

He/she shall be charged to:

- a. make prudent and appropriate financial management decisions for approval by Council;
- b. make investments and utilise funds held in trust by the University as authorised by Council;
- c. prepare for the consideration of the Finance Committee such statements, accounts and estimates as the Committee may require;
- d. receive monies due to the University from the Church, donations, fees and such other monies, and to make on behalf of the University such payments as may be authorized;
- e. ensure that throughout the University, proper books of accounts and records of all property held are kept in such manner and form as the Finance Committee may require;
- f. afford every facility to both Internal and External Auditors in the discharge of their duties.

Annual accounts and estimates shall be prepared and presented to the Budget Committee for approval before submission to the Finance Committee.

iii. Term of Office

- a. A person appointed as the Director of Finance shall hold office upon such terms and conditions as may be specified by Council in his/her instrument of appointment.
- b. The Director of Finance shall hold office for a period of up to four (4) years and may be renewed for a further term of four (4) years subject to the established retiring age of the University.

iv. Termination of Appointment

The appointment of the Director of Finance may be terminated by Council for just cause on the recommendation of the Vice-Chancellor by giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Director of Finance may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The Director of Finance must:

- a. be a member in good standing of any of the following professional bodies or their equivalent as a Chartered Accountant: CA (Gh),

ACCA, CIMA, and CPA. A master's degree in Finance/Accounting will be an added advantage.

- b. have served in the same capacity or served as a Deputy Director of Finance or Finance Officer in a University for at least four (4) or should have at least ten (10) years post qualification work experience. In addition, the applicant must;
- c. be a good team leader;
- d. be analytical, critical, result-oriented, innovative and visionary;
- e. have strong I.T. skills and familiarity with accounting software;
- f. be able to work under pressure to meet deadlines;
- g. possess excellent supervisory skills and strong communication skills;
- h. demonstrate commitment to integrity and right practices.

Statute 17: Director of Internal Audit

i. Appointment of Director of Internal Audit

There shall be a Director of Internal Audit directly responsible to Council for the general and specific auditing of the accounts of the University.

The Director of Internal Audit shall be appointed by Council on the recommendation of the Appointments and Promotions Board.

ii. Duties of the Director of Internal Audit

The Director of Internal Audit shall:

- a. Ensure that the internal control systems establishment by Council are adhered to.
- b. vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements.
- c. monitor and ensure that all expenditures incurred have been authorized and are within budgetary provisions.
- d. liaise with the External Auditors to formulate an Internal Audit Plan for the year.
- e. conduct periodic management audit and submit quarterly reports to Council.
- f. liaise with External Auditors and ensure that appropriate remedial action is taken on reported audit findings.
- g. submit quarterly audit reports on the activities of Departments/Units to Council.

iii. Term of Office

- a. A person appointed as the Director of Internal Audit shall hold office upon such terms and conditions as may be specified by Council in his/her instrument of appointment.
- b. The Internal Auditor shall hold office for a period of up to four (4) years and may be renewed for a further term of four (4) years subject to the established retiring age of the University.

iv. Termination of Appointment

The appointment of the Director of Internal Audit may be terminated by Council for just cause on the recommendation of the Vice-Chancellor by giving three (3) months' notice or three (3) months' basic salary in lieu of notice.

v. Vacancy

The Director of Internal Audit may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor through the Registrar of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The Director of Internal Audit must:

- a. be a member in good standing of any of the following professional bodies or their equivalent as a Chartered Accountant: CA (Gh), ACCA, CIMA, and CPA. A master's degree in Finance/Accounting will be an added advantage.
- b. have served in the same capacity or served as a Deputy Director of Finance or Finance Officer in a University for at least four (4) or should have at least ten (10) years post qualification work experience. In addition, the applicant must;
- c. professional with capacity to motivate and direct staff.
- d. be above reproach and must exhibit a high sense of industry, leadership qualities and organisational skills.
- e. possess excellent communication and inter-personal skills.

Statute 18: External Auditors

- i. Council shall appoint External Auditors annually to audit the accounts of the University in accordance with the existing Ghana Companies Act 2019 (Act 992) of Ghana. No person shall be appointed as an External Auditor who is or whose partner is a member of Council or an employee of the University.
- ii. The External Auditors/Audit firm should be subject to rotation at least every six (6) years in accordance with best practice and principles of good corporate governance.

- iii. The External Auditors shall hold office on such terms, and shall receive such remuneration, as may be approved by Council.
- iv. The External Auditors shall have right of access to books, accounts and relevant records of the University and shall be entitled to such information and explanation as may be necessary for the proper discharge of their responsibilities.
- v. The External Auditors shall present to Council once in each year the financial statement and Management Letters of the University.
- vi. The External Auditors may resign their appointment by letter addressed to the Secretary of Council giving at least six (6) months' notice of their intention to do so.

Statute 19: Director of Quality Assurance

i. Appointment of Director of Quality Assurance

There shall be a Director of Quality Assurance who shall be appointed by the Vice-Chancellor on behalf of Council. When the vacancy occurs or is about to occur, the Registrar shall inform the Appointments and Promotions Board for steps to be taken for the appointment of a qualified person.

ii. Duties of the Director of Quality Assurance

The Director of Quality Assurance shall:

- a. report to the Pro Vice-Chancellor.
- b. be responsible for coordinating and monitoring academic programmes in the University.
- c. spearhead the quality assurance system of the University and design various mechanisms to maintain high performance standards;
- d. develop and maintain a database on quality-related information and ensure its timely dissemination to relevant units;
- e. coordinate the institution's accreditation processes and other quality related engagements with the Ghana Tertiary Education Commission (GTEC) for the time being or any national body responsible for tertiary education;
- f. prepare an Annual Quality Assurance Report on the institution.

iii. Term of Office

- a. A person appointed as the Director of Quality Assurance shall hold office upon such terms and conditions as may be specified in his/her instrument of appointment.
- b. The appointment shall be three (3) years renewable for another term of three (3) years, subject to the terms and conditions approved by the Appointments and Promotions Board. If the

Director of Quality Assurance is not of a Professorial rank, he/she shall hold office for three (3) years renewable for another two (2) years, subject to the terms and conditions approved by the Appointments and Promotions Board.

iv. Termination of Appointment

Council may, acting on the advice of the Academic Board, terminate the appointment of the Director of Quality Assurance for just cause, such as abuse of office or for any action which seeks to bring that office into disrepute.

v. Vacancy

The Director of Quality Assurance may resign from the position by giving three (3) months' notice in writing to the Vice-Chancellor of his/her intention to do so or three (3) months basic salary in lieu of notice.

vi. Profile of Suitable Candidate

The Director of Quality Assurance shall:

- a. normally be of Professorial rank with considerable teaching, research and administrative experience;
- b. be well-grounded in the principles of quality assurance and quality improvement.

Statute 20: Other Officers

Council may, on the recommendation of the Academic Board, establish such other offices as it considers necessary and appoint officers as it considers fit to occupy them. Council shall determine the duties, remuneration and conditions of service of such officers, except that no appointment of a Senior Member of the University shall be made by Council without the recommendation of the Appointments and Promotions Board.

Statute 21: Finance Committee

There shall be a Finance Committee which shall be a Committee of Council.

i. Membership

- a. The membership of the Finance Committee shall be as specified in Schedule 'A' of these Statutes.
- b. The Committee may appoint such Sub-Committees as it considers necessary.

ii. Tenure of Members

The term of office of all elected or appointed members of the Finance Committee (other than ex-officio members), shall be two (2) years

subject to re-appointment or re-election for another term of two (2) years.

iii. Meetings of the Finance Committee

For the effective discharge of its responsibilities, the Finance Committee should meet at least once every quarter of the year.

iv. Functions

The Finance Committee shall:

- a. advise Council on investment and management of the University funds;
- b. authorise persons or bodies to incur expenditure from University funds, including any income accruing to any section of the University on the instructions of Council;
- c. control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may think fit on the advice of Council;
- d. examine annual estimates and make appropriate recommendations to Council;
- e. cause the proper preparation of the annual accounts of the University for approval by Council;
- f. perform all the functions assigned to it in the University financial and stores regulations;
- g. carry out any other functions delegated to it by Council.

Statute 22: Audit Committee

There shall be an Audit Committee which shall be a Committee of Council

i. Membership

The membership of the Audit Committee shall be as specified in Schedule 'A' of these Statutes.

ii. Tenure of Members

External members of the Audit Committee shall serve for not more than two (2) terms of two (2) years each, i.e. not more than four (4) consecutive years.

iii. Meetings of the Audit Committee

- a. For the effective discharge of its responsibilities, the Audit Committee should meet at least once every quarter of the financial year.

- b. The Committee shall have its own procedures for the conduct of its meetings.

iv. Functions

The Audit Committee shall be mandated to:

- a. promote the effective functioning of the Internal Audit Unit
- b. follow up on the implementation of audit recommendations by the External Auditors
- c. give oversight to ensure efficient and effective utilisation of the University resources.
- d. ensure the implementation of recommendations in all audit reports.
- e. provide advice to management on risk management, internal control and compliance with laws, regulations and ethical standards.
- f. ensure that the Vice-Chancellor pursues the review and implementation of matters in audit reports as well as financial matters raised in the reports of Internal Monitoring Units in the University.
- g. review and advise on the strategic and annual Internal Audit Plans.
- h. monitor the performance of the Internal Audit Unit against its annual Internal Audit Plans and strategic plans.
- i. monitor the implementation of agreed audit recommendations.
- j. and any other related matters.

Statute 23: Development Committee

There shall be a Development Committee which shall be a Committee of Council.

i. Membership

The membership of the Development Committee is as shown in Schedule 'A' to these Statutes.

ii. Tenure of Members

The term of office of all elected or appointed members of the Development Committee (other than ex-officio members), shall be two (2) years subject to re-appointment or re-election for another term of two (2) years.

iii. Meetings of the Development Committee

For the effective discharge of its responsibilities, the Development Committee should meet at least once every quarter of the financial year.

iv. Powers and Functions of the Development Committee

- a. Subject to the general policy, control and guidance of Council, shall be responsible for all matters concerning the acquisition, physical development, maintenance and disposal of land, building, and property that fall within the functions of the Council.
- b. Without prejudice to the generality of these powers, the Committee shall within the financial resources made available to it by the Finance Committee have power to:
 1. determine building programmes and approve plans for the physical development of the University;
 2. appoint such Architects; Consultants and other professional persons as in its view are required for the best implementation of the plans;
 3. decide on contracts for site and building development where appropriate;
 4. take all such steps as it thinks fit for the development, care and maintenance of the property of the University.
- c. The Assets Disposal Committee will be an Ad-hoc Committee of the Development Committee.

Statute 24: Tender Board

There shall be a University Tender Board which shall be a Committee of Council.

i. Membership

Membership of the Tender Board shall be as shown in Schedule 'A' to these Statutes.

ii. Tenure of Members of the Tender Board

The term of office of all elected or appointed members of the Tender Board (other than ex-officio members), shall be two (2) years subject to re-appointment or re-election for another term of two (2) years.

iii. Meetings of the Tender Board

For the effective discharge of its responsibilities, the Tender Board shall meet as may be determined by the exigencies of the situation.

iv. Functions

It shall consider contract awards and report to Council. The Committee shall be guided by the Procurement Act of Ghana, 2003 (Act 663) and its amendment, 2016 (Act 914) for the time being or any Act of Parliament that regulates the procurement process in Ghana.

Statute 25: Appointments and Promotions Board

There shall be an Appointments and Promotions Board for the appointment, confirmation and promotion of all categories of Senior Members.

i. Membership of the Appointments and Promotions Board

The Appointments and Promotions Board for Senior Members shall consist of the following membership:

- a. Vice-Chancellor
- b. Pro Vice-Chancellor
- c. Two (2) Senior Members normally of Professorial rank elected by the Academic Board.
- d. the Dean of the Faculty in which the appointment is being made. Where the status of the Dean of the Faculty is below the rank of the position being considered, another person of Professorial status may be co-opted to the Board.
- e. the Dean of a cognate Faculty as defined by the Academic Board.
- f. the Head/Co-ordinator of the Department in which the appointment is being made. Where the status of the Head/Co-ordinator of the Department is below the rank of the position being considered, another person of Professorial status may be co-opted to the Board.
- g. the Head of a cognate Department as defined by the Academic Board.
- h. Registrar (Member/Secretary)
- i. Persons from outside the University may be co-opted as appropriate.

ii. Tenure of Members

The term of office of all elected or appointed members of the Appointments and Promotions Board (other than ex-officio members), shall be two (2) years subject to re-appointment or re-election for another term of two (2) years.

iii. Meetings of the Appointments and Promotions Board

- a. For the effective discharge of its responsibilities, the Appointments and Promotions Board should meet at least once every quarter of the year.
- b. The Vice-Chancellor shall be present for all appointments or promotions to Associate Professor or Professor and equivalent grades.
- c. The quorum shall be seven (7) and no business shall be conducted in the absence of:

1. the Vice-Chancellor or Pro Vice-Chancellor
2. at least one (1) elected Professorial Member
3. the Dean of the Faculty (except as provided for in sub-regulation (ii d) above)
4. the Head of Department (except as provided for in sub-regulation (ii f) above)

iv. Powers and Functions of the Appointments and Promotions Board

- a. The Board shall review applications received in the light of the following:
 1. applicant's formal qualifications
 2. applicant's experience
 3. applicant's age
 4. status of contract (short-term, long-term, post-retirement, etc)
 5. recommendations of the Faculty/Registry
 6. report(s) of External Assessors
 7. knowledge about candidate
- b. Appointment/Promotion shall be made to a named department in a named discipline/profession and in the broad subject area rather than to sub-area of specialization.
- c. Proceedings of the Appointments and Promotions Board shall be kept in the form of:
 1. minutes on general policy matters, and
 2. minutes of individual appointments.
- d. All minutes of the Appointments and Promotions Board shall be provided to all members of the Board.
- e. Minutes relating to individual appointments shall be circulated to Heads of Department and Deans of the Faculties concerned.
- f. Relevant extracts from the minutes relating to individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required.
- g. Except as provided for in d-f above, all documents in the appointment process and all discussions at the Appointments and Promotions Board shall be confidential.
- h. The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant within two (2) weeks, and in the case of appointments requiring prior approval by the Council, within two (2) weeks after such approval.
- i. The posts requiring prior approval by the University Council are: Vice-Chancellor, Pro Vice-Chancellor, Registrar, Professors and Associate Professors, Librarian, Director of Finance, Director of Internal Audit, Director of Development, Estate and Municipal Services, Deans of Faculties and all such positions as may be determined by Council from time to time.

v. APPEALS

- a. The Appointments and Promotions Board may, on application, review its own decisions affecting appointments/promotions. For this purpose, all members shall be present.
- b. Appeals shall go from the Appointments and Promotions Board to the University Council. In considering such appeals, Council may be assisted by an expert appointed by Council.

Statute 26: The Academic Board

There shall be an Academic Board of the University.

Statute 27: Membership of the Academic Board

The Academic Board shall consist of:

- i. The Vice-Chancellor
- ii. The Pro Vice-Chancellor
- iii. The Librarian
- iv. Deans of Faculties
- v. Dean of Student Affairs
- vi. Directors of Satellite Campuses
- vii. Heads of Academic Departments/Co-ordinators
- viii. Professors and Associate Professors
- ix. Two (2) other Senior Members elected by Convocation not below the rank of Senior Lecturer/Senior Assistant Registrar

In Attendance

Registrar – Secretary

The Academic Board shall have the power of co-option.

Statute 28: Powers and Functions of the Academic Board

The Academic Board shall have the following powers and functions:

- i. to receive reports from Boards and Committees;
- ii. to receive recommendations for award of honorary degrees before they go to Council;
- iii. to formulate and carry out the academic policy of the University
- iv. to regulate and approve programmes of instruction and the conduct of examinations in the University;
- v. to promote research within the University and to request every year reports from Faculties, Departments, Schools, Institutes and Centres on research being done;
- vi. to make regulations for the admission of students to the University;
- vii. to determine the academic calendar;
- viii. to make arrangements for the conduct of examinations and determine dates for holding them;

- ix. to receive reports on the conduct of examinations for each semester from the Registrar and to make observations and recommendations on University examinations as it considers fit;
- x. to appoint Internal and External Examiners on the recommendations of Faculty Boards and Schools concerned and to determine the terms and conditions of the appointment.
- xi. to suspend or remove both Internal and External Examiners for negligence or any other sufficient cause during their terms of office and in the case of death, illness or resignation of an Examiner or in the case of his suspension or removal, to appoint a substitute;
- xii. to make regulations after receiving reports or proposals from Faculty Boards relating to courses of study, degrees and other academic distinctions;
- xiii. to recommend to Council for the award of degrees, diplomas, and certificates to persons who have pursued in the University a course of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners;
- xiv. to make recommendations for the establishment, and/or restructuring of academic units and programmes;
- xv. to determine, subject to any condition made by its donors and accepted by Council, and after a report from Faculty Boards or Schools concerned, the mode and conditions for the award of fellowships, scholarships, bursaries, medals and other prizes;
- xvi. to review annually the academic organization and development of the University with a view to providing a university education responsive to the needs of Ghana and the world at large;
- xvii. to regulate all matters relating to content and methods of teaching and assessment or the award of degrees, diplomas, certificates and other academic distinctions;
- xviii. to determine and control the terms and conditions of research and other activities conducted in the University for which payments are made by outside bodies;
- xix. to make regulations for the discipline of the Junior Members of the University;
- xx. to consider proposals on any matter referred to it by convocation;
- xxi. to regulate the relationship between the University and other institutions;
- xxii. to deal with regulatory bodies such as Ghana Tertiary Education Commission (GTEC), Ministry of Education (MOE) etc.;
- xxiii. to exercise all such powers as are or may be conferred on the Academic Board by the Charter or by these Statutes or any amendments to them.

Statute 29: Casual Vacancies on the Academic Board

A Casual Vacancy shall be deemed to have occurred if a member is unable to perform his functions for a period exceeding six (6) months. Any casual vacancies on the Academic Board shall be filled as soon as practicable by the person who or the body which appointed or elected the member whose place has become vacant and the appointee shall complete the term of the representative. On the basis of a reasonable excuse to the Academic Board, replacement for a casual vacancy may be made for the period of the casual vacancy. In totality, a casual vacancy should not exceed twelve (12) months.

Statute 30: Election to the Academic Board

- i. When a vacancy occurs in Convocation's representation on the Academic Board, the Returning Officer (the Registrar) shall call for nominations.
- ii. Where at the close of nominations the number of candidates is more than the number of vacancies, the Returning Officer shall proceed to hold elections in accordance with the voting scheme set out in Schedule 'E'.
- iii. Where at the close of nomination, the number of candidates is equal to the number of vacancies, the candidates shall be deemed elected and the Returning Officer shall not call for further nominations.
- iv. Where at the close of nomination, the number of candidates is less than the vacancies, the candidates nominated shall be deemed elected and the Returning Officer shall invite further nominations for the remaining vacancies.
- v. A convocation member of the Academic Board shall serve for a term of two (2) years and shall be eligible for re-election for another term of two (2) years.

Statute 31: Meetings of the Academic Board

- i. The Vice-Chancellor shall convene an ordinary meeting of the Academic Board at least twice in each semester by notice in writing to all members. An Emergency meeting may be convened by the Vice-Chancellor at any time upon giving all members of the Academic Board at least three (3) day's written notice.
- ii. A Special meeting of the Academic Board shall also be convened on a written request of at least forty per cent (40%) of members of the Academic Board, submitted to the Vice-Chancellor with a statement of the matters to be discussed at such a Special meeting. In the event of such a request, the Vice-Chancellor shall convene a Special meeting within seven (7) days of the receipt of the request, specifying in the notice of such meeting the matters to be considered.
- iii. Unless otherwise stated, the quorum for the transaction of business of

the Academic Board shall be 50% of the total membership of the Board including the Chairperson.

Statute 32: Standing Committees of the Academic Board

- i. Subject to the approval of Council, there shall be such Standing Committees of the Academic Board as the Academic Board may from time to time determine.
- ii. The Standing Committees of the Academic Board, their membership, procedures and functions shall be in accordance with Schedule 'B' to these Statutes. The Standing Committees of Academic Board are as follows:
 - a. Executive Committee
 - b. Research and Conferences Committee
 - c. Academic Planning and Quality Assurance Committee
 - d. Student Affairs Committee
 - e. Library Committee
 - f. Staff Training and Development Committee
 - g. Appointments and Promotions Committee
 - h. Chaplaincy Committee
 - i. Timetable Committee
 - j. Interfaculty Meeting
 - k. Admissions Board
 - l. Graduate Board
 - m. Faculty Examiners Board
 - n. Faculty Boards
 - o. Security Committee
 - p. Editorial Board of Globus
 - q. Disciplinary Committee
 - r. Examination Malpractice Committee
 - s. Budget Committee
 - t. Staff Durbar/Meetings
 - u. ICT Committee
- iii. For the avoidance of doubt, the Standing Committees shall operate under and be responsible to the Academic Board to which they must each report at least once a year. The Academic Board shall have the power to overrule any decision of any Standing Committee.
- iv. The terms of any elected member of any Committee or Board shall be two (2) years; the end of this term shall coincide with the end of an academic year. An election shall be held close to the end of the academic year preceding the one in which an elected member is to begin his term.
- v. Unless otherwise stated, the quorum for the transaction of business shall be 50% of the total membership including the Chairperson.

Statute 33: Structure of Colleges, Schools, Faculties, Institutes, Departments, Sections and Units

- i. There shall be in the University such Colleges, Schools, Faculties,

Institutes, Departments, Sections and other Units of teaching and research as Council may, on the recommendations of the Academic Board, determine.

- ii. The structure of Colleges, Schools, Faculties, Institutes, Departments, Sections and other Units shall be in accordance with these Statutes and Schedules thereto.
- iii. In designing a teaching or research facility within the University, the following definitions shall be observed:
 - a. 'Research Project' means a fixed term funded research which is either managed by a single Department or by an Interdepartmental Committee.
 - b. 'Unit' (headed by a Coordinator) means a formally recognized subsection necessary for a potential department created in an existing Section, Department or Faculty.
 - c. 'Section' means a division in a large Department, or a non-departmentalized Faculty or School with administrative responsibility for one (1) area of the academic concern of the Department or Faculty.
 - d. 'Centre' means an establishment which has the status of a Department, but is normally oriented to providing services including teaching and research for extension purposes rather than towards formal academic awards.
 - e. 'Department' means an establishment within a Faculty that has responsibility for undergraduate and graduate level teaching and research.
 - f. 'Institute' means a semi-autonomous establishment within the University whose primary focus is multi-disciplinary research or provision of extension services.
 - g. 'Faculty' means a collection of related Departments as specified in Schedule 'C' to these Statutes.
 - h. 'School' is one or more related departments established by Council.
 - i. "College" is a cluster of Schools, Faculties, Institutes and Centres in related disciplines established by Council.

Statute 34: Faculty Boards

- i. There shall be in each Faculty a Board whose members shall include:
 - a. The Dean of the Faculty as Chairperson
 - b. All Heads of Department
 - c. Co-ordinators
 - d. Professors and Associate Professors within the Faculty
 - e. One representative from each Department other than the Head
 - f. Secretary to the Board to be assigned by the Registrar
 - g. One representative from an appropriate cognate Faculty
 - h. A Librarian or his/her representative

- ii. The Term of Office of each member of the Faculty Board, except for representatives of the departments and cognate Faculty serving ex-officio office, shall be two (2) years and may be extended by re-election for a maximum period of two (2) years.
- iii.
 - a. Each Faculty Board shall meet at least twice in a semester.
 - b. Emergency meetings of the Board may be called by the Dean provided three (3) days written notice, where possible, is given to every member of the Board.
 - c. Special meetings shall be called on the written request of at least 50% of the members of the Board submitted to the Dean with a statement of the matters to be considered. The Dean shall convene a Special meeting of the Board within seven (7) days of the receipt of the request, specifying in the notice of such meeting, the matters to be considered.
- iv. In the absence of the Dean, the Board shall elect one (1) of its members to chair that meeting.
- v. The quorum for the meeting of a Faculty Board shall be fifty per cent (50%) of the total membership.

Statute 35: Powers and Functions of Faculty Boards

Subject to the Charter, Statutes and decisions of the Academic Board, the powers and functions of each Faculty Board shall include the following:

- i. to determine all matters relating to teaching and research in the subject areas of the Faculty;
- ii. to determine, subject to the approval of the Academic Board, the schemes of instruction and the regulations and syllabuses for examinations in the subject areas of the Faculty;
- iii. to determine all matters relating to the progress of students following schemes of instruction, study and research within the Faculty and to keep appropriate records of them;
- iv. to ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty and to co-ordinate the teaching and research programmes of the Departments of the Faculty;
- v. to conduct examinations;
- vi. to recommend to the Academic Board Internal and External Examiners for appointment;
- vii. to make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates, Fellowships, Studentships, Scholarships, Prizes and other academic distinctions within the Faculty;
- viii. to submit proposals to the Academic Board for academic development

within the Faculty;

- ix. to discuss any matter relating to the work of the Faculty and express an opinion, if it so desires, to the Academic Board;
- x. to deal with and, if requested, to report on any matter referred to it by the Academic Board;
- xi. to appoint such sub-committees as it may consider necessary in the discharge of its functions.

Statute 36: Dean of Student Affairs

i. Appointment of Dean of Student Affairs

When a vacancy occurs or is about to occur, the Registrar shall inform the Appointments and Promotions Board for steps to be taken for the appointment of a qualified person who must be at least at the rank of a Senior Lecturer. The Vice-Chancellor shall appoint a candidate recommended by the Appointments and Promotions Board.

ii. Duties of Dean of Student Affairs

The Dean of Students shall be responsible for the following:

- a. Students' non-academic and welfare matters
- b. Development of appropriate culture and ethics among students
- c. Career development and placement of students
- d. Student to student issues
- e. Parent to student and/or guardian issues
- f. School fees issues
- g. Health issues of Students
- h. Issues concerning food vendors on campus
- i. Sporting activities of Students
- j. Student Loans
- k. Linkages of Students to the outside world
- l. SRC collaboration with outside organisations and Institutions
- m. Accommodation/Hostel issues
- n. Any other student matters that may be brought to his/her attention by MUG Management or Students/SRC/GRASAG for assistance.

Statute 37: Appointment of Heads of Department

- i. Each Department shall have a Head. He/She shall be appointed by the Vice-Chancellor on the recommendation of the Dean who shall consult the members of the Department.
- ii. A Head of Department of Professorial Status shall hold office for three (3) years renewable for another three (3) years. If the Head of Department is not of a Professorial Status, he/she shall hold office as Head for two (2) years renewable for another two (2) years.

iii. Duties and Responsibilities

- a. It shall be the responsibility of the Head of Department, with the

- approval of the Faculty Board, to organize teaching programmes and to maintain acceptable standards of teaching.
- b. He/She in consultation with members of the Department, shall be responsible for recommending to the Faculty Board the development of syllabuses and courses as well as the promotion of research in the Department.
 - c. He/She shall have direct responsibility for departmental administration, for making recommendations for the appointment and the promotion of staff, and subject to these Statutes, for the maintenance of discipline.
 - d. He/She shall liaise with other departments, professional institutions, associations and similar bodies on matters affecting his/her Department.
 - e. He/She shall consult with the Dean in all matters affecting his/her Department and the Faculty.

Statute 38: Departmental Board

- i. Each Department shall have a Departmental Board comprising all Senior Members in the Department. Meetings of the Board shall be chaired by the Head and convened at least twice every Semester to consider general organisation and regulation of courses, examinations and research.
- ii. Copies of minutes of Departmental meetings shall be sent to the Dean.
- iii. The Board shall co-operate with the Faculty Board in all matters affecting the Department and Faculty.
- iv. The quorum for the transaction of any business of the Departmental Board shall not be less than 50% of the total number of members including the Chairperson.

Statute 39: Chaplaincy

i. Appointment of Chaplain

There shall be an appointed Chaplain who shall be an Ordained Minister of The Methodist Church Ghana. He/She may be a full-time employee or seconded to the University by The Methodist Church Ghana.

ii. Duties of the Chaplain

- a. He/she shall organize religious worship and other related activities for spiritual and moral wellbeing of the MUG community.
- b. The Chaplain may, where required, arrange Baptismal, Confirmation and Marriage preparations and services.

iii. Chaplaincy Committee

There shall be a Chaplaincy Committee whose membership and responsibility shall be as stipulated in Schedule "B" to these Statutes.

Statute 40: Terms of Appointment of Senior Members

- i. Each Senior Member shall conform to such rules and regulations as have been or shall be given and adopted by the Academic Board and faithfully discharge his obligations approved by Council.
- ii. Each Senior Member shall give to the work of the Department to which he/she is attached and to its affiliates and to the general interest of the University such time and labour as shall be considered sufficient by the Vice-Chancellor, Dean, or the Head of Department, and shall undertake not to engage in or continue any other work or occupation of any kind which may in the opinion of the Vice-Chancellor, Dean or the Head of his Department interfere with the proper performance of his/her duties or be detrimental to the interest of the University.
- iii. For the avoidance of doubt Senior Members must seek written clearance/approval from the Vice-Chancellor through the Head of Department and Dean in respect of any other engagement that may constitute a breach of this provision.
- iv. The emoluments on which any Senior Member is appointed include the remuneration and payments for all services and duties performed or rendered within or on behalf of the University by the Senior Member. However, any additional remuneration may be determined and approved by Council from time to time.
- v. A Senior Member wishing to have his appointment renewed shall notify the Registrar in writing at least three (3) months before expiry of his contract.
- vi. Private work and consultancy services may be carried on provided that:
 - a. preferably the programmes are integrated into the research and teaching programmes of the various Faculties, and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his official duties;
 - b. the Senior Member has obtained the permission of the Vice-Chancellor through the Head of Department and Dean before engaging in private work;
 - c. where an abuse of any of the above facilities is proved, appropriate disciplinary action, including the possible barring of the Senior Member from the use of these facilities, shall be taken by the Vice-Chancellor.
- vii. Whether the services referred to in Clauses (i) and (ii) above are undertaken by individuals or groups, the University will determine where appropriate a reasonable per centage which shall be paid to the University.

Statute 41: Convocation

- i. There shall be a Convocation of the University chaired by the Vice-Chancellor, the membership of which is shown in Schedule 'D' to these statutes.
- ii. A register containing the names of all persons who are members of Convocation as prescribed above shall be kept by the Registrar of the University and the Registrar shall give prescriptive evidence that a person whose name appears in it is a member of Convocation.
- iii. Convocation shall meet in regular sessions at least twice a year and at such times as the Chairperson shall determine. At one of the meetings, Convocation shall receive a report from the Vice-Chancellor on the State of Affairs of the University and plans for its future.
- iv. Upon the request in writing of not less than thirty per cent (30%) of members of Convocation stating the purpose for which the meeting is to be called, the Chairperson shall within seven (7) days summon an Extraordinary meeting of Convocation and the notice summoning the meeting shall specify the business to be considered.
- v. Copies of the Minutes of Convocation shall be deposited in the University Library and in the offices of Deans of Faculties for reference by interested members of Convocation.
- vi. Convocation as constituted in Clause (i) of these Statutes shall perform the following functions:
 - a. appoint Scrutineers for any statutory elections. They shall serve for three (3) years;
 - b. express its opinion on any matters affecting the University and petition the Council and/or the Academic Board to reconsider any matter that in its opinion affects the welfare of the University;
 - c. receive an Annual Report from the Vice-Chancellor on the affairs of the University.
- vii. A Special meeting of the Convocation shall also be convened on a written request of at least thirty per cent of members of the Convocation, submitted to the Vice-Chancellor with a statement of the matters to be discussed at such a Special meeting. In the event of such a request, the Vice-Chancellor shall convene a Special meeting within seven (7) days of the receipt of the request, specifying in the notice of such meeting the matters to be considered.
- viii. Decisions of Convocation shall be arrived at by consensus. The quorum shall be fifty per cent (50%) of membership. Where it becomes necessary for Convocation to vote on any issue, voting shall be by Secret Ballot and a decision shall be made by a simple majority in such a case. Recommendations of Convocation shall be forwarded to the appropriate bodies.

Statute 42: Discipline of Senior Members

- i. The application of disciplinary sanctions to Senior Members shall be the

responsibility of a Disciplinary Board constituted by Council.

The membership of the Disciplinary Board shall comprise: the Pro Vice-Chancellor as Chairperson, and four (4) members elected by Convocation, and approved by Council, two (2) of whom shall be Deans of Faculties and two (2) other members, one of whom shall be Senior lecturer and the other a non-academic senior member of the rank equivalent to a Senior Lecturer.

- ii. Any person appearing before the Disciplinary Board in connection with an offence shall be charged.
- iii. The Registrar or his/her representative shall serve as Secretary to the Board and the quorum for the transaction of business shall be four (4) including the Chairperson. The Head of Department of the concerned/affected Senior Member may be invited and shall be In Attendance. In its discretion, the Board may invite any other person to be In Attendance.
- iv. In all proceedings of the Disciplinary Board, the principles of natural justice shall be observed by giving prior written notice to the affected Senior Member of the Charges/Complaints levelled against him/her, and an ample opportunity to prepare and defend himself/herself before the Disciplinary Board including the right to call witnesses of his/her choice (if any) to testify on his/her behalf before the Disciplinary Board.
- v. Any senior member of the University may be removed/dismissed for a just cause by Council. He/she shall not be removed/dismissed unless
 - a. There has been an investigation relating to this statute (Statute 42) and the person concerned has been invited to appear before the Disciplinary Board and the report of the Board has been approved by Council
 - b. He/she has been notified in writing of the grounds on which approval is given for his/her removal/dismissal.
- vi. A person adversely affected by any decision of the Disciplinary Board shall be entitled to appeal to Council against the Board's decision within fourteen (14) days after notification of the Board's decision. Council's decision shall be final.

Statute 43: Resignation, Retirement, and Termination of Appointment of Senior Members

i. Resignation

Except as may be otherwise provided by Council, a Senior Member may resign his/her appointment by giving at least three (3) months' notice in writing under his/her signature to the Vice-Chancellor. For avoidance of doubt, in the case of Senior Members (Academic), the three (3) months should coincide with the end of a semester calendar where applicable.

ii. Retirement

Except as may be otherwise provided in special cases by Council, a Senior Member appointed to a full-time post in the University on a renewable contract, or till retirement, shall retire from his/her appointment and all other offices held by him/her in the University by virtue of his/her appointment at the end of the academic year following the date on which he/she attains the retiring age of sixty-five (65) as specified by the University.

In the case of academic staff, contracts may be given to Senior Lecturers up to age seventy (70) subject to a satisfactory medical report.

Professors should formally retire at the age of seventy (70) years. They may be given one (1) year appointment at a time on full-time basis for up to seventy-five (75) years subject to the submission of satisfactory medical report.

Senior members (Administration) of the grade of Senior Assistant Registrar or their equivalents and above may be given a contract appointment one year at a time from sixty-five (65) years up to age sixty-eight (68) subject to a satisfactory medical report.

iii. Termination of Appointment

Council may terminate the appointment of any Senior Member of the University by giving notice of termination of the appointment, the length of which shall not be less than the minimum period by which the person is required by his/her contract with the University to give notice of resignation, except that the person concerned shall, before the termination of his appointment becomes effective, have the right to appeal to Council within one (1) month of receipt of the notice.

Where a person appeals against a notice of termination of his/her appointment, Council shall consider the appeal at least two (2) months before the date on which the termination is due to take effect, and Council's decision shall be final.

Statute 44: Appointments by the Vice-Chancellor

- i. The Vice-Chancellor shall appoint all employees of the University other than Senior Members.
- ii. Notwithstanding anything to the contrary in the foregoing paragraph, the Vice-Chancellor may delegate to the Registrar the power to make appointments other than Senior Members.
- iii. The Conditions of Service of employees of the University referred to in the foregoing two paragraphs (i) and (ii) of this statute (Statute 44) shall be determined by the Vice-Chancellor in consultation with Council.
- iv. The details of the procedure for appointments are provided in Schedule 'G' to these Statutes.

Statute 45: Discipline of Senior/Junior Staff

- i. The Vice-Chancellor shall be responsible for the discipline of Senior/Junior Staff within the University and in this connection shall act in accordance with rules formulated by Council.
- ii. The Vice-Chancellor may delegate any part of his/her authority in respect of discipline as shall seem to him/her appropriate.

The following are the sanctions that may be applied by the Vice-Chancellor for breaches of discipline:

- a. Warning
 - b. Reprimand
 - c. Deferment of increment, i.e. a postponement of date on which the next increment is due, with corresponding postponement in subsequent years.
 - d. Stoppage of increment, i.e. non-payment for a specific period an increment otherwise due.
 - e. Forfeiture of pay for a stated period.
 - f. Suspension for a stated period with or without pay.
 - g. Reduction in rank or grade.
 - h. Termination of appointment.
 - i. Summary dismissal.
- iii. For the purpose of this statute (Statute 45), penalties (g) – (i) shall be treated as major penalties which shall be imposed only by the Council.
 - iv. The Vice-Chancellor shall constitute a Disciplinary Committee to investigate any allegations made against a Senior/Junior Staff and make recommendations to the Vice-Chancellor.
 - v. Any person aggrieved by any decisions of the Vice-Chancellor or the person or body to whom he/she has delegated authority shall have the right of appeal to Council or any appellate body as may be prescribed by the rules and regulations made from time to time by the University.

Statute 46: Admissions and General Regulations on Programmes of Instruction

Subject to other provisions of these Statutes, the admission of students to the University shall be the exclusive responsibility of the Admissions Board whose membership shall include Deans of Faculties and Heads of Department/Co-ordinators. The Admissions Board shall act in accordance with criteria approved by the Academic Board.

Statute 47: Matriculation

- i. Any candidate enrolling in the University for the first time shall be matriculated.
- ii. No one shall be matriculated into the University unless he/she has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
- iii. The Academic Board shall determine the nature and form of matriculation into the University.

Statute 48: Students' Representative Council (SRC)

- i. There shall be a Students' Representative Council (SRC) elected by and representing the Junior Members of the University.
- ii. The SRC shall be the official organ of the Junior Members of the University and shall be responsible for:
 - a. promoting the general welfare and interests of students, co-ordinating the social, cultural, intellectual and recreational activities of the students in the University;
 - b. the presentation of the views of the students of the University to the appropriate body or bodies. (The SRC shall have the right to appeal to the Academic Board and ultimately to Council whose decision shall be final.);
 - c. establishing links and maintaining cordial relationship with students of other Universities, educational and voluntary institutions within and outside Ghana;
 - d. the nomination of student representatives to serve on appropriate University bodies, Committees and Ad-hoc Committees to probe or manage the affairs of the students of the University;
 - e. promoting cordial relationship among all sections of the University community and maintaining good relationship with past students of the University;
 - f. publishing a record of student activities;
- iii. Junior Members (Students) may establish Societies/Clubs subject to approval by the Academic Board.

Statute 49: Graduate Students Association of Ghana (GRASAG)

The Graduate Students Association of Ghana is registered under the Company's Act 2019 (Act 992) as a Voluntary Association of Methodist University Ghana, herein after referred to as GRASAG.

A person admitted into a postgraduate programme of Methodist University Ghana who has paid his/her dues, shall be a member of GRASAG.

Statute 50: Discipline of Junior Members

Except for matters falling within the competence of the Student Affairs Committee, it shall be the responsibility of the Vice-Chancellor to provide for the discipline of Junior Members in consultation with the Deans, and Heads of Department concerned. The principles of natural justice shall be observed in determining cases of Junior Members.

Statute 51: Examinations

- i. The Academic Board shall prescribe the University entry requirements and the regulations governing preliminary examinations for degrees.
- ii. The Academic Board may, if it thinks fit, approve the examinations for any degree or part thereof; and, for other purposes, courses of instruction and syllabuses submitted by any Faculty or Departmental Board, of the University.
- iii. Boards of Examiners for all prescribed examinations shall be approved by the Academic Board upon the recommendation of the Faculty Board.
- iv. There shall be a Faculty Examinations Board to consider examination results. The Dean shall be the Chairperson.
- v. Examination Regulations shall be as contained in Schedule 'H'.

Statute 52: Congregation

- i. There shall be a Congregation of the University which shall comprise of:
 - a. The Chancellor
 - a. The Chairperson of Council
 - c. Members of Council
 - d. Members of Convocation
 - e. All Graduands of the University
- ii. Congregation shall be convened at least once every year at such time and place as shall be determined by the Chancellor in consultation with the Vice-Chancellor. Congregation shall be presided over by the Chancellor. In the absence of the Chancellor, the Chairperson of Council shall preside, and in the absence of both, a Member of Council, not in the employment of the University, shall preside. Council may permit Congregation to be convened as recommended by the Academic Board as and when the Academic Board approves the final results of Colleges, Schools, Faculties and the list of graduands from those Colleges, Schools and Faculties.

Statute 53: Alumni of the University

- i. There shall be an Alumni Association of the University

representing the past students of the University.

- ii. Any past student of the University shall be eligible for membership of the Association on fulfilling the conditions of membership prescribed by the Association.
- iii. The Association shall have power to make its own Constitution in consonance with the Vision and Mission of the University.

Statute 54: Regulations

- i. The Standing Committees of the Academic Board and Convocation may adopt their own procedures for the exercise of their powers under the Charter and/or these Statutes, subject to the approval of Council.
- ii. The Academic Board or Convocation shall not make or ratify any regulation altering, revoking or adding to the regulations for the time being in force except at an Ordinary meeting of the Academic Board or Convocation and provided that at least ten (10) days' notice in writing of the proposed amendments has been given on the agenda of such meeting.
- iii. Each Committee and each Faculty Board may from time to time, subject in each case to review by the Academic Board as the case may be, make regulations for its own procedures and for the exercise of the powers by these Statutes assigned to it or delegated to it by or under any regulation of the Academic Board.
- iv. Council, the Academic Board and Convocation shall, in approving, ratifying, making, altering or revoking regulations, observe the following conditions;
 - a. No regulation shall be inconsistent with the Charter or the Statutes of the University in force;
 - b. No person shall be awarded a degree except in the case of honorary degree without appropriate examination or other assessment as laid down in the prescribed regulation;
- v. If any doubt shall arise as to the validity of any regulation made by the Academic Board, Convocation, any Committee or Board, the matter shall be referred to Council, whose decision thereon shall be final.

Statute 55: Miscellaneous Provisions

- i. Unless otherwise provided by these Statutes or regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any body shall not be less than fifty per cent (50%) of the total membership, or if such a figure is not a whole number, then the next higher whole number shall be used. If any Committee cannot raise a quorum for two (2) successive meetings, the Chairperson shall consult the Academic Board for a reasonable

variation in quorum.

- ii. No decision reached at a meeting of any University statutory body shall be valid unless the members present constituted the prescribed quorum. If there is an equality of votes in respect of any decision reached at any meeting of any University statutory body, the Chairperson of the meeting shall have, in addition to his original vote, a Casting Vote.
- iii. Subject to such regulations as may be made under these Statutes, any question as to the procedure to be observed in respect of any matter arising at a meeting of any University statutory body shall be determined by the Chairperson of such a meeting.

Statute 56: Amendments to Statutes

- i. The Academic Board may recommend to Council any amendments to the Statutes.
- ii. Any proposal for amendments to the Statutes shall be considered by the Board at a Special meeting convened at the instance of the Vice-Chancellor or thirty-three per cent (33%) of the total number of members of the Board.
- iii. The quorum for transacting the business of the afore-mentioned Special meeting shall be sixty-six per cent (66%) of the total number of the members of the Board present at the said Special meeting.
- iv. No amendment shall be valid unless approved by a vote of sixty-six per cent (66%) of the members of the Board present and voting.
- v. Prior to the date of the meeting, each member shall be given seven (7) clear days' notice clearly setting out the specific subject matter of the proposed amendments and the particular feature of the Statute to which they relate.
- vi. Except for academic issues which are the remit of the Academic Board, Council may also initiate amendments to the Statutes as may be determined by the exigencies of the situation.
- vii. In any such situation Council may appoint a committee to examine the situation and make recommendations for the consideration of Council. No amendments shall be valid unless approved by a vote of sixty-six percent (66%) of the members of Council present and voting.

Statute 57: Amendment to the Schedules

- i. The Academic Board may recommend to Council any amendment to any Schedule.
- ii. Except for issues which are specific to the Academic Board, Council shall also initiate amendments to any Schedule.

SCHEDULE 'A'

STATUTORY BOARDS AND COMMITTEES OF COUNCIL

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
<p>1. Finance Committee</p>	<p>Chairperson of Council – Chairperson Vice-Chancellor Pro Vice-Chancellor Two (2) members of Council not in the employment of the University appointed by Council One (1) member elected by the Academic Board from the Board Deans of Schools/Faculties Dean of Student Affairs</p> <p>IN ATTENDANCE Director of Finance Directors of Campuses Registrar – Secretary</p>	<p>Six (6), including either the Chairperson of Council or the Vice-Chancellor</p> <p>In the absence of the substantive Chairperson, one (1) of the members not in the employment of the University shall chair the meeting.</p>	<p>a. advise Council on investment and management of the University funds;</p> <p>b. authorise persons or bodies to incur expenditure from University funds, including any income accruing to any section of the University on the instructions of Council;</p> <p>c. control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may think fit on the advice of Council;</p> <p>d. examine annual estimates and make appropriate recommendations to Council;</p> <p>e. cause the proper preparation of the annual accounts of the University for approval by Council;</p> <p>f. perform all the functions assigned to it in the University financial and stores regulations;</p> <p>g. carry out any other functions delegated to it by Council.</p>
<p>2. Audit Committee</p>	<p>Two (2) members appointed by Council, one of whom shall act as Chairperson Vice-Chancellor A member of the Academic Board normally of a Professorial Rank</p>	<p>Three (3), including the Chairperson of the Committee and one (1) external representative</p>	<p>a. ensure the implementation of recommendations in all audit reports.</p> <p>b. provide advice to management on risk management, internal control and compliance</p>

	<p>Director of Internal Audit One (1) Representative of Internal Audit Agency</p> <p>IN ATTENDANCE Registrar – Secretary</p>		<p>with laws, regulations and ethical standards.</p> <p>c. ensure that the Vice-Chancellor pursues the review and implementation of matters in audit reports as well as financial matters raised in the reports of Internal Monitoring Units in the University.</p> <p>d. review and advise on the strategic and annual Internal Audit Plans.</p> <p>e. monitor the performance of the Internal Audit Unit against its annual Internal Audit Plans and strategic plans.</p> <p>f. monitor the implementation of agreed audit recommendations.</p> <p>g. and any other related matters.</p>
<p>3. Development Committee</p>	<p>Vice-Chancellor – Chairperson Pro Vice-Chancellor</p> <p>Two (2) persons appointed by Council from among those members of Council who are not in the employment of the University.</p> <p>Deans of Schools/Faculties One (1) person elected by the Academic Board from the Board Dean of Student Affairs</p> <p>IN ATTENDANCE Registrar – Secretary Director of Development, Estate and Municipal Services Director of Finance Directors of Campuses</p>	<p>Seven (7), including either the Vice-Chancellor or the Pro Vice-Chancellor</p>	

	One (1) student representative		
4. Tender Board	<p>Two (2) members representing Council, one (1) of whom shall be Chairperson Vice-Chancellor A Member of Academic Board normally of Professorial Rank from the Board Director of Development, Estate and Municipal Services</p> <p>IN ATTENDANCE Pro Vice-Chancellor Director of Finance Procurement Officer User Department where appropriate Registrar – Secretary</p>	Four (4), including the Chairperson and the Director of Development, Estate and Municipal Services	<p>a. It shall consider contract awards and report to Council.</p> <p>b. The Committee shall be guided by the Procurement Act of Ghana, 2003 (Act 663) and its amendment, 2016 (Act 914) for the time being or any Act of Parliament that regulates the procurement process in Ghana.</p>
5. Disciplinary Board	<p>Pro Vice-Chancellor – Chairperson Four (4) members elected by Convocation, and approved by Council, two (2) of whom shall be Deans of Faculties and two (2) other members of ranks not lower than Senior lecturer or equivalent. The Registrar or his/her representative shall serve as Secretary.</p> <p>IN ATTENDANCE Head of Department concerned/affected Senior Member</p>	Four (4), including the Chairperson	
6. Appointments and Promotions Board	<p>Vice-Chancellor Pro Vice-Chancellor Two (2) Senior Members normally of Professorial rank elected by the Academic Board. The Dean of the Faculty in which the appointment is being made. The Dean of a cognate Faculty as defined by the Academic</p>	<p>The quorum shall be seven (7) and no business shall be conducted in the absence of:</p> <p>a. the Vice-Chancellor or Pro Vice-Chancellor b. at least one (1) elected Professorial</p>	<p>i. The Board shall review applications received in the light of the following:</p> <p>a. applicant’s formal qualifications b. applicant’s experience c. applicant’s age d. status of contract (short term, long-term, post-</p>

	<p>Board.</p> <p>The Head/Co-ordinator of the Department in which the appointment is being made.</p> <p>The Head of a cognate Department as defined by the Academic Board.</p> <p>Registrar (Member/Secretary)</p> <p>Where the status of either the Dean of the Faculty or the Head of Department is below the rank of the position being considered, another person of Professorial status may be co-opted to the Board.</p> <p>Persons from outside the University may be co-opted as appropriate.</p>	<p>Member</p> <p>c. the Dean of the Faculty (except as provided for in sub-regulation (ii) above)/under membership</p> <p>d. the Head of Department (except as provided for in sub-regulation (ii) above)/under membership</p> <p>e. The Vice-Chancellor shall be present for all appointments or promotions to Associate Professor or Professor and equivalent grades.</p>	<p>retirement, etc)</p> <p>e. recommendations of the Faculty/Registry</p> <p>f. report(s) of External Assessors</p> <p>g. knowledge about candidate</p> <p>ii. Appointment/Promotion shall be made to a named department in a named discipline/profession and in the broad subject area rather than to sub-area of specialization.</p>
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SCHEDULE 'B'

STANDING COMMITTEES OF THE ACADEMIC BOARD

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
1. Executive Committee	Vice-Chancellor – Chairperson Pro Vice-Chancellor Deans of Faculties Dean of Student Affairs Two (2) members elected by the Academic Board from its Membership Registrar – Member/Secretary	Five (5) including the Vice-Chancellor or Pro Vice-Chancellor	a. Performs intervening functions of Academic Board
2. Research and Conferences Committee	Vice-Chancellor – Chairperson Pro Vice-Chancellor The Dean of each Faculty One (1) Representative from each Faculty Two (2) members elected by Academic Board Registrar	Five (5) including the Vice-Chancellor or Pro Vice-Chancellor	a. To examine and take appropriate action on grants for research, conferences and scholarships as may be approved by Academic Board from time to time
3. Academic Planning and Quality Assurance Committee	Pro Vice-Chancellor – Chairperson Director of Quality Assurance All Deans of Faculties The Dean of Student Affairs Two (2) Members elected by the Academic Board from its Membership The Registrar Deputy Registrar (Academic) ICT Expert Librarian	Fifty per cent (50%) of the membership including the Chairperson	a. Assess and ensure the provision of quality services in the University, especially in academic work. b. Facilitate internal capacity building for faculty and academic support staff; c. Oversee the institution's accreditation processes and other quality related engagements with Ghana Tertiary Education Commission (GTEC); d. Facilitate the development, coordination, dissemination and application of quality and ethical benchmarks/ parameters for the various academic and administrative activities of the institution;

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
			<p>e. Facilitate the collation and integration of feedback from stakeholders on quality related issues in the institution on students' assessment of lecturers;</p> <p>f. Facilitate inter- and intra-institutional workshops and seminars on quality related themes for the promotion of excellent organizational culture;</p> <p>g. Oversee internal and external ranking issues for the institution and its programmes;</p> <p>h. Facilitate the periodic review, development and assessment of curricula.</p>
<p>4. Student Affairs Committee</p>	<p>Pro Vice-Chancellor - Chairperson Dean of Student Affairs Deans of Faculties or their Representatives Director, Development, Estate and Municipal Services The Registrar or his Representative Director of Finance or his Representative Chaplain or his Representative SRC President and his Representative from each MUG Campus GRASAG President and his Representative from each MUG Campus Sports Coach</p>	<p>Seven (7) including the Pro Vice-Chancellor</p>	<p>a. To handle issues relating to discipline and welfare of students, and to promote cordial relations with the various sectors of the University community.</p>
<p>5. Library Committee</p>	<p>Pro Vice-Chancellor - Chairperson One (1) member elected by each Faculty Board Two (2) members elected by Finance Committee Registrar One (1) member elected by</p>	<p>Five (5) including the Pro Vice-Chancellor and Librarian</p>	<p>a. To formulate policies for the Library. b. To oversee the operations of the Library. c. To approve the budget</p>

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
	Academic Board One (1) Representative of SRC and GRASAG from each MUG Campus Librarian		for the Library for onward submission to Finance Committee for consideration.
6. Staff Development and Training Committee	Pro Vice-Chancellor - Chairperson Deans of Faculties One (1) Representative from each Faculty Two (2) members elected by Academic Board Director of Finance Registrar	Fifty per cent (50%) of membership	<ul style="list-style-type: none"> a. To keep under review the Staff Development and Training policy. b. Determine programmes/courses with regard to professional development that should be sponsored or organised by the University. c. To approve staff development proposals from the Faculties/ Departments/Units. d. Receive, collate and coordinate nominations from various Faculties and Departments for programmes/courses that should be sponsored for training and make recommendations to the Vice-Chancellor for approval.
7. Appointments and Promotions Committee (for Senior and Junior Staff)	Pro Vice-Chancellor - Chairperson Registrar Director of Finance or his/her Representative The Head of Department concerned or his/her Representative One (1) person appointed by Academic Board and one (1) External Assessor appointed by the Registrar where appropriate	Three (3) including the Pro Vice-Chancellor or Registrar	<ul style="list-style-type: none"> a. To make recommendations on the appointments and promotions of Senior and Junior Staff
8. Chaplaincy Committee	Pro Vice-Chancellor - Chairperson The Chaplain The Registrar	Seven (7) including the Pro Vice-Chancellor	<ul style="list-style-type: none"> a. To oversee the work of the Chaplaincy

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
	The Dean of Student Affairs Not more than two (2) other Christian Ministers of Religion Four (4) Junior Members representing Student Christian Denominations The SRC President GRASAG President Two (2) Staff representatives – one (1) Senior Member and one (1) Senior/Junior Staff	or the Chaplain	b. To help the Chaplain in his/her work c. To formulate Chaplaincy Policy
9. Timetable Committee	Pro Vice-Chancellor – Chairperson Heads of Department Directors of Campuses or their representatives Representative from Student Affairs Representative from Academic Affairs Section - Secretary	Fifty per cent (50%) of the membership	a. Ensure that each campus has a teaching timetable. b. Discussion of timetable to ensure that there are no clashes. c. Ensures the release of timetable ahead of re-opening of the semester. d. Suggests modifications to the presentation of the timetable as and when necessary.
10. Inter-Faculty Committee	The Most Senior Dean – Chairperson Deans of Faculties Heads of Department Appointed Faculty Officer – Secretary	Fifty per cent (50%) of the membership	a. To deliberate on matters of interest to the Faculties. b. To consider any matter of academic import and make recommendations to the Academic Board/Management.
11. Admissions Board	Pro Vice-Chancellor – Chairperson Deans of Faculties Heads of Department/Coordinators Deputy Registrar, Academic Affairs Section Head of Admissions - Secretary	Fifty per cent (50%) of the membership	a. To consider qualified candidates/applicants for admissions. b. To determine the conditions for admissions. c. To ensure that the University admits the targeted number of students each year.
12. Graduate Board	Dean, School of Graduate Studies and Research – Chairperson All Other Deans Heads of Department that offer Post Graduate Programmes Head, Academic Affairs Section	Thirty per cent (30%) of the total membership	Responsible for coordinating, regulating, promoting and maintaining high quality graduate programmes that address national and

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
	Director, Academic Planning and Quality Assurance Librarian Directors of Campuses Faculty Officer – Secretary		global issues for the University through: <ol style="list-style-type: none"> a. Admission of graduate students. b. The development of innovative and cutting-edge programmes. c. Approval of new graduate programmes. d. Approval of Examiners e. Assessment of Theses and Dissertations. f. Publishing Theses and Dissertation results. g. Release of provisional results for all post graduate programmes. h. Monitoring and evaluating programme performance and delivery. i. Ensuring the welfare of graduate students.
13. Faculty Examiners Board (For Respective Faculties)	Dean of the Faculty - Chairperson Heads of Department Examination Officers Two (2) Other Lecturers from the Faculty To be Appointed – Secretary	Fifty per cent (50%) of the membership	<ol style="list-style-type: none"> a. To consider examination results
14. Security Committee	The Most Senior Dean – Chairperson Dean of Students Director of DEMS Head of Security Representative from Senior & Junior Staff Representative from Alpha Royal Hostel Representative from CentreLink Hostel SRC President GRASAG President Representative from Wesley Grammar School Secretary to be appointed by Registrar	Fifty per cent (50%) of the total membership	<ol style="list-style-type: none"> a. To ensure that proper arrangements are put in place for the protection of persons and property on campus. b. To see to it that activities that pose danger on campus are not entertained.
15. Disciplinary Committee	To be constituted by the Vice-Chancellor (or the Registrar as	Seventy-five per cent (75%) of	<ol style="list-style-type: none"> a. To investigate cases of allegation of

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
	directed by the Vice-Chancellor).	the membership including the Chairperson	misconduct referred to it (concerning Senior/Junior Staff) and shall make appropriate recommendations or charges including sanctions.
16. Examination Malpractice/Misconduct Committee	Chairperson – To be appointed by Management/Vice-Chancellor Representation from the Faculties Representation from Student Affairs Representation from SRC/GRASAG Secretary – from the Examinations Office	Fifty per cent (50%) of the membership including the Chairperson	a. To investigate examination related cases and recommend the appropriate sanctions in accordance with the penalties prescribed by the University.
17. Budget Committee	Vice-Chancellor – Chairperson Pro Vice-Chancellor Registrar Deans Directors of Campuses Director, DEMS Director of Finance Librarian Secretary – To be Appointed	Fifty per cent (50%) of total membership including the Chairperson	a. To review and approve the draft budget for presentation at Finance Committee meeting. b. To monitor and control the approved budget. c. To ensure that the approved budget is communicated to all stakeholders.
18. Staff Durbar/Meeting	Vice-Chancellor - Chairperson Pro Vice-Chancellor Registrar All Senior Members All Senior/Junior Staff		a. To deliberate on matters of interest to staff. b. To give feedback on Policies and issues on University life to Management. c. To discuss issues that promote staff welfare.
19. ICT Committee	Pro Vice-Chancellor – Chairperson Registrar Deans of Faculties Librarian Director of Finance Dean of Student Affairs Director of ICT Directorate Heads of Sections of the ICT Directorate		a. be a sub-committee of the academic board of the University. b. develop policies and guidelines for the ICT Directorate. c. supervise the implementation of the policies and guidelines. d. approve annual budgets for the programmes and activities of the ICT

COMMITTEE	MEMBERSHIP	QUORUM	FUNCTIONS
			Directorate e. implement disciplinary actions against staff, students and third parties who violate these policy guidelines

SCHEDULE 'C'

STRUCTURE OF SCHOOLS/FACULTIES AND DEPARTMENTS

For the time being, the following Schools/Faculties and Departments have been approved by Council on the recommendation of the Academic Board:

SCHOOLS/FACULTIES

DEPARTMENTS

1. BUSINESS ADMINISTRATION

- Accounting and Finance
- Procurement and Supply Chain Mgt and Marketing
- Management Studies

2. ARTS AND SOCIAL SCIENCES

- Economics, General Studies and Communication Studies
- Psychology and Social Work

3. SCIENCE

- Information Technology
- Agriculture
- Nursing

4. EDUCATIONAL STUDIES

- Education Studies
- Continuous Education, Distance and E-Learning

5. GRADUATE STUDIES AND RESEARCH

The number of Faculties and Departments may be altered subject to recommendation(s) by the Academic Board and approved by Council.

SCHEDULE 'D'

A. MEMBERS OF CONVOCATION

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

1. Vice-Chancellor - Chairperson
2. Pro Vice-Chancellor
3. Registrar
4. Librarian
5. Deans of Faculties/Directors of Campuses, Schools, Institutes and Centres, Director of Finance, Director of Development, Estate and Municipal Services, Director of Internal Audit
6. Dean of Student Affairs
7. Chaplain
8. Professors, Associate Professors, Senior Lecturers, Lecturers, Research Fellows, Research Associates, Research Officers in charge of Research Units
9. Deputy Registrars and equivalents
10. Senior Assistant Registrars and equivalents
11. Assistant Registrars and equivalents
12. Junior Assistant Registrars and equivalents
13. Any other person holding an office in the University which is approved by the Academic Board for this purpose.
14. Secretary to be nominated by the Registrar

Quorum: Fifty per cent (50%) of Membership

i. ELECTION OF CONVOCATION REPRESENTATIVES ON COUNCIL AND ACADEMIC BOARD

1. i. Convocation shall elect from its members two (2) persons to serve on Council and two (2) persons to serve on Academic Board.
- ii. For the representatives of Council, two (2) members shall be elected by Convocation, one of whom shall normally be of professorial rank, and one non-academic staff.
- iii. Of the two (2) Convocation members to be elected to Academic Board, one (1) shall be teaching and the other non-teaching Senior Member not below the rank of a Senior Lecturer or a Senior Assistant Registrar respectively.

- iv. The duration of Convocation representatives on Council and Academic Board shall be two (2) academic years and shall be eligible for re-election for another term of two (2) years.
2. All members of Convocation shall be entitled to vote in each division. A member of Convocation can choose to cast their vote by proxy, in which case they must inform the Registrar of the proxy's name not later than forty-eight (48) hours before the election.
3. The Registrar shall be the Returning Officer and shall oversee the election through a secret ballot. The Registrar will be supported by three (3) Scrutineers appointed by Convocation. An election shall not be considered valid until the Scrutineers have unanimously certified in writing to the Academic Board confirming that the vote counting, and declaration of the elected candidates have been accurately conducted.
4. The Registrar shall be responsible for informing all Convocation members about vacancies on the University Council and Academic Board and simultaneously invite nominations, with a two-week window provided for the submission of nominations.
5. In the event of a vacancy in the Convocation Representatives on Council and Academic Board due to death, resignation or any other cause, the Registrar shall promptly inform Convocation members of the vacancy and proceed to conduct a by-election. This by-election shall be conducted in the same way as a regular election. The person elected in the by-election shall serve the remaining term of the vacant position provided the remaining term is less than half of the full term and will then start their own term.

SCHEDULE 'E'

APPOINTMENT OF A DEAN

1. A Dean shall be appointed by the Vice-Chancellor on behalf of Council.

2. Qualifications and Experiences

Candidate must:

- i. Normally be of a Professorial rank at an Academic or a Research institution. Industry experts are also eligible to apply.
- ii. Demonstrate the ability to provide academic leadership in the field of teaching, research, and extension services in relevant disciplines.
- iii. Demonstrate capacity to attract funding for research and development.
- iv. Provide evidence of managerial and academic leadership.

3. Mode of Appointment

When the vacancy occurs or is about to occur, the Registrar shall inform the Appointments and Promotions Board. The Board may conduct enquiries as it deems necessary, conduct interviews, and make recommendations for appointment by the Vice-Chancellor on behalf of Council.

4. Tenure of Office

A Dean's tenure shall be three (3) years renewable for another term of three (3) years, subject to terms and conditions approved by the Appointments and Promotions Board. If the Dean is not of a Professorial Status, he/she shall hold office as Dean for three (3) years renewable for another two (2) years.

SCHEDULE 'F'

RULES MADE UNDER STATUTES 42, 45, 50

1. These rules shall be referred to as the Disciplinary Rules and, except as otherwise provided, shall apply to all employees (staff) and Junior Members (students) of the University.
2. Any act done without reasonable excuse by a person to whom these rules apply which amounts to a failure to perform in a proper manner any duty imposed on him/her as such:
 - i. which contravenes any regulation and/or instruction,
 - ii. directive relating to all staff and/or students of the University,
 - iii. which is otherwise prejudicial to the efficient functioning of the University,
 - iv. tends to bring the image of the University into disrepute,shall constitute a misconduct.
3. It shall be a misconduct for an employee of the University:
 - i. to be absent from duty without leave or reasonable cause;
 - ii. to engage in act(s) of insubordination;
 - iii. to use, without the consent of the appropriate authority, any property or facilities of the University for purposes not connected with the work of the University and/or not within his/her scope of responsibilities;
 - iv. to engage in any activity which is likely to bring the University into disrepute;
 - v. to engage in any gainful occupation outside the University without the consent of the Vice-Chancellor;
4. It shall be a misconduct for a Junior Member of the University:
 - i. to be insubordinate;
 - ii. to indulge in any anti-social activity on campus or outside the campus which tends to bring the University into disrepute.
5. For breaches of any of the provisions of Rules 2, 3, and 4, the appropriate penalties, as specified in Statutes 42, 45, and 50 may be imposed in any disciplinary proceedings.
6. Disciplinary proceedings involving the impositions of minor penalties shall be conducted summarily.
7. Where in the opinion of the Vice-Chancellor a major penalty should be imposed in any disciplinary proceedings, the Vice-Chancellor shall appoint official(s) within the University above the rank of the person to be disciplined to conduct an enquiry into the charge and make appropriate recommendations to him/her:
 - i. in the case of Junior Staff, the Vice-Chancellor shall appoint an Ad-hoc Committee on which a representative of the Junior Staff Association shall serve;

- ii. in the case of Senior Staff, the Vice-Chancellor may appoint an Ad-hoc Committee on which a representative of the Senior Staff Association shall serve;
 - iii. in the case of Senior Members, the Vice-Chancellor may refer the matter to the Disciplinary Board established under Rule 8.
8. i. Any member of the University adversely affected by any decision of the Vice-Chancellor shall be entitled to appeal, within fourteen (14) days of notification to him/her of the decision, to the University Council whose decision shall be final.
- ii. In the case of minor penalties as defined by Statute 45, any aggrieved person adversely affected by a decision may within fourteen (14) days appeal to the Vice-Chancellor, whose decision shall be final.
9. All major penalties imposed on Junior Members shall be subject to ratification by the Vice-Chancellor.
10. In all disciplinary proceedings which might result in the imposition of major penalties, except in the case of Junior Members, the Vice-Chancellor may, on the advice or at his/her own discretion, interdict the person affected until the final determination of the case against him/her. During interdiction, a person may be paid such salary as the Vice-Chancellor may prescribe, but it shall not be less than two-thirds (2/3) of his basic salary.
11. i. Notwithstanding the provisions of the preceding, any member of staff who absents himself/herself from duty without leave or reasonable cause shall not be entitled to his salary for the period that he/she stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against him/her.
- ii. Without prejudice to the taking of disciplinary action in respect of any absence from duty without leave or reasonable cause for more than ten (10) consecutive working days, a member of staff may be regarded as having vacated his/her post without notice. If his/her whereabouts are known, he/she must be informed in writing that his absence from duty has been thus regarded.

SCHEDULE 'G'

**PROCEDURE FOR APPOINTMENTS AND PROMOTIONS TO BE
USED BY THE APPOINTMENTS AND PROMOTIONS
BOARD/COMMITTEE**

***REFER TO THE APPOINTMENTS AND PROMOTIONS POLICY
(Compendium of Policies)***

SCHEDULE 'H'

REGULATIONS GOVERNING EXAMINATIONS

*Refer to the Examination Policy Document
(Compendium of Policies)*

AUTHORIZATION

.....
HER LADYSHIP JUSTICE PROF HENRIETTA J A N MENSA-BONSU (JSC)
CHAIRPERSON OF COUNCIL

.....
REV PROF DANIEL YAO BRUCE
ACTING VICE CHANCELLOR

.....
NII ADOTEI ABRAHAMS
REGISTRAR