



# ACCRA TECHNICAL UNIVERSITY STATUTES

2018

**Arrangement of Statutes and Schedules**

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# ACCRA TECHNICAL UNIVERSITY STATUTES 2018

## PREAMBLE

In the exercise of the powers conferred on the Governing Council of Accra Technical University (ATU) of the Republic of Ghana established under the Technical Universities Act, 2016 (Act 922) and other instrument(s), and in accordance with Sections 26 and 27 of the Act, do solemnly make these Statutes for effective and efficient management and administration of The University. The vision of ATU as a Technical University is to be a centre of global excellence in competency-based and practice-oriented training, applied research and technology transfer.

The aims of Accra Technical University, as provided for under section 3(1) of the Technical Universities Act, 2016 (Act 922) are among others to provide higher education in engineering, science and technology based disciplines, technical and vocational education and training, applied arts and related disciplines in accordance with the following principles:

- (a) Higher education shall be made equally accessible to all persons suitably qualified and capable of benefiting from education and training offered at the university;
- (b) Programmes of studies shall take into consideration the multiplicity of scientific theories and methodologies;
- (c) Use competency-based and practice-oriented approach in teaching, organization and delivery of courses;
- (d) Develop strong linkages and collaboration with relevant industries, businesses, professional bodies and technical experts in the design and delivery of programmes.
- (e) Offer programmes and courses within the mandate of technical university; and
- (f) Provide opportunities for technical and professional skills development, applied research and publication of research findings.

## STATUTE 1: Definition of Terms

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

**“Academic Board”** means the Academic Board established under section 18 of the Act.



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- “Academic year”** means the period running from September to August each year or any other period determined by the Academic Board.
- “Act”** means the Technical Universities Act, 2016 (Act 922).
- “Adjunct Faculty”** means part time Lecturers/visiting Professors or other staff who are not permanent staff of the University, including contract staff.
- “Alumni”** refers to:
- (a) All Graduates and Diplomats of the University;
  - (b) Former students of the then Accra Technical Institute and Accra Polytechnic that were converted to The Polytechnic and The Technical University respectively and;
  - (c) All other past students of the University deemed eligible by the Alumni Association;
  - (d) Senior Members who are past students but are deemed eligible by the Alumni Association.
- “Assignment”** refers to any form of assessment other than the mid-semester examinations and the end of semester examinations as well as industrial attachments and project works.
- “Centre”** Means an establishment which conducts specialized programmes normally oriented to providing services including teaching, research or advocacy that span across the University and such other functions and special programmes as Council may determine from time to time on the recommendations of the Academic Board.
- “Congregation”** is a special assembly called to receive reports from the Vice-Chancellor and witness the conferment of degrees, diplomas, certificates and other awards and composed of members of the University Governing Council, Convocation, graduates of The University summoned by the Chancellor or the Chairman of Council for the purpose of receiving reports and witnessing the ceremony for awarding degrees, diplomas and certificates of the

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University as may be determined by the Chancellor or the Chairman of the Governing Council.

**“Continuous Assessment”** refers to all forms of assessments but not including the end of semester examinations.

**“Convocation”** means the Principal Officers and all other senior members of the University appointed by the University Governing Council and who are registered as members of Convocation by the Registrar.

**“Council”** means the Governing body of the University Council as established under section (5) of the Act.

**“Course”** means any educational activity for which credit or non-credit may be earned by a student.

**“Chairman”** refers to both males and females.

**“Dean”** means the Academic and Administrative Head of a Faculty/School and Students’ Affairs.

**“Department”** (a) Academic Department means a part of a Faculty/School that is concerned with competency based teaching, applied research and technology transfer in academic disciplines approved by the Academic Board.

(b) Non-Academic Department means any other department other than an Academic Department that supports the Academic Departments and the University as a whole in achieving its mandate.

**“Director”** means an Academic Head of an Institute/School/Centre/Directorate which is equivalent to a Dean or an Administrative Head of a Directorate. An Administrative Head not less than the rank of a Deputy Registrar.

**“Division”** means a part of an Institute or School/Office engaged in a specific activity equivalent to a Department.

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- “Examination”** means a comprehensive form of testing for the purpose of assessing a student’s level of proficiency and competency in some combinations of the following domains: knowledge, comprehension, application, analysis, synthesis, and evaluation.
- “Examiner”** means internal or external persons who are academic staff (including contract academic staff) who are responsible for the mode of assessment and the grades to be granted in a course.
- “Faculty”** means a collection of related academic departments headed by a Dean.
- “He”** the masculine pronoun, refers to both male and female.
- “Head of Department”** means Academic and or Administrative Head of a Department.
- “Higher Degree”** means a Master’s degree or Doctoral degree.
- “Honorary Degree”** means a degree conferred on distinguished personalities for which a university has waived the usual requirements, such as matriculation, dissertation and the passing of comprehensive examinations.
- “ICT”** means Information and Communications Technology.
- “Institute”** means multi-disciplinary research or service establishment which focuses primarily on multi-disciplinary research and on the provision of extension services.
- “Junior Member”** means any person registered for a programme of study or research in the University.
- “Junior Staff”** means a person in employment of the University below the qualification of HND or its equivalence of an Administrative Assistant or its equivalent.
- “Lecturer”** means any Senior Member holding full-time teaching or research appointment in The University, including adjunct or contract staff.

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- “Professor”** means an Associate Professor or Full professor of the University.
- “Public Function”** refers to a function to which persons other than University staff and students are invited or entitled to attend.
- “Section”** means part of a Department, Division or a Centre engaged in a specific activity.
- “Senior Member”** means any member of the academic, professional or administrative staff not below the rank of Assistant Lecturer, Junior Assistant Registrar or its equivalent and with qualification of a Master’s degree and above.
- “Senior Staff”** means those persons in the employment of the University with first degree qualification or HND but below a Master’s degree.
- “Technical Staff”** means any member or permanent staff in the University employment with professional or technical expertise in the areas of engineering, science and technology, technical and vocational education, applied science and arts and related disciplines. Duties covering academic work include supporting research, assisting in teaching practicals and overall management of laboratories/workshops.
- “Term of Office”** means a full term and not part thereof in relation to appointment.
- “Unit”** means a section of a Department engaged in a specific activity.
- “University”** means Accra Technical University.
- “Vice-Chancellor”** means the Academic and Administrative Head of the University and the Chief Disciplinary Officer of the University.

# ACCRA TECHNICAL UNIVERSITY STATUTES 2018

## **STATUTE 2: Power to Enact**

In exercise of the powers conferred on the Council of the Accra Technical University by the Technical Universities Act, 2016 Act 922), these Statutes are enacted this ..... day of .....2018. These Statutes of Accra Technical University are enacted to promote the efficient and effective management and administration of the University.

## **STATUTE 3 Scope**

1. These Statutes apply to all programmes and courses, teaching, assessment and research, funding and other conditions in The University and to all students, staff and adjunct faculty.
2. Where a programme leads to an award by another institution and there is conflict between the regulations of that institution and these Statutes, then:
  - (a) The regulations of that other institution shall apply in respect of the programme. However, these Statutes shall apply where the regulations of that institution are not clear.
  - (b) Where another institution runs a programme leading to an award by The University then these statutes shall apply.
3. The Statutes should be read subject to the provisions set out in the Act and future amendments. The Act shall prevail where there is conflict between these statutes and The Act.
4. The Statutes provide guidance to existing learners or potential learners who intend to use the services of The University.

## **STATUTE 4: Legal Personality**

The University established under Act, 2016 (Act 922) is a body corporate with perpetual succession, a common seal and may sue and be sued in its corporate name.

## **STATUTE 5: The University Governing Council**

There shall be a governing body known as the University Council which shall have powers, composition and functions as prescribed by Article 195 (3) of the Constitution of the Republic of Ghana, Sections 5(1) and 6 of the Act (922).

### **(1) Composition:**

The Governing Council of the University shall consist of:

- (a) Chairman;

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- (b) The Vice-Chancellor of the University;
- (c) Three persons nominated by the President taking consideration
  - i. The need for gender balance;
  - ii. Scientific qualification, or professional experience relevant to the degree programmes offered by the Technical University;
  - iii. Expertise in management and finance; and
  - iv. Expertise in skills development at the tertiary level;
- (d) One representative of the National Council for Tertiary Education;
- (e) One representative of the Council for Technical and Vocational Education and Training;
- (f) One representative of the Association of Ghana Industries;
- (g) One representative of the Conference of Heads of Assisted Senior High Schools;
- (h) Two representatives of the Convocation elected by the Convocation one of whom is a non-teaching staff;
- (i) One representative of the teaching staff elected by the Teaching Staff Association;
- (j) One-- elected representative of the Senior Staff Association;
- (k) One elected representative of the Junior Staff Association;
- (l) One elected representative of the undergraduate students of the University elected by the Students' Representative Council;
- (m) One representative of the graduate students of the University elected by the Graduate Students Association;
- (n) One representative of the alumni of the University elected by the Alumni Association;
- (o) One representative of the Ghana Employers Association; and
- (p) One representative of the Association of Principals of Technical Institutes.
- (q) In attendance:
  - i. Registrar (Secretary to Council)
  - ii. Pro Vice-Chancellor
  - iii. Director of Finance
- (r) The Chairman and other members of the Council shall be appointed by the President in accordance with Article 70 of the Constitution 1992.

### **(2) Functions of the University Governing Council**

Subject to the provisions of the Technical Universities Act 2016 (Act 922), the Council shall:

- (a) Ensure the attainment of the aims of the that Technical University;

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- (b) Determine the strategic direction of the Technical University;
- (c) Be responsible for the management and administration of finances and properties of the Technical University and determine the allocation and proper use of funds;
- (d) Promote income-generating activities as part of the programmes of the Technical University;
- (e) Promote applied research including provision of technology innovations and solutions to firms and businesses as part of the outreach activities of the Technical University;
- (f) Foster linkages and collaboration with relevant national and international industries and institutions in furtherance of the mission of the Technical University;
- (g) Ensure the conservation and augmentation of resources of the Technical University, specifically in relation to matters affecting income or expenditure;
- (h) Ensure coherence of programmes and courses of the Technical University with the other sub-sectors of the educational system;
- (i) Ensure relevance of the programmes and courses of that Technical University to the employment and productive sectors of the economy;
- (j) Ensure the creation of an environment of equal opportunities for members of that Technical University without regard to ethnicity, sex, race, religious belief or political affiliation;
- (k) Approve the terms and conditions for the admission of persons selected for courses of study on the recommendation of the Academic Board;
- (l) be responsible for discipline in the Technical University;
- (m) make appointments to academic, senior administrative and senior professional staff positions on the recommendations of the Appointments and Promotions Committee of the Academic Board of the Technical University in accordance with the Statutes of the Technical University;
- (n) ensure that the academic staff have relevant industry experience; and
- (o) perform any other function that are ancillary to the aims of that Technical University.

### **(3) General Powers of the University Governing Council**

Subject to section 12 of the Technical Universities Act, 2016 (Act 922):

- (a) Subject to the provisions of the Technical Universities Act, 2016 (Act 922), the Council of the Technical University shall have power to do or provide for any matter

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in relation to the Technical University which the Council considers necessary or expedient.

- (b) The conferment of particular powers on the Council by other provisions of the Act shall not be taken to limit the generality of this section.

### **STATUTE 6: Establishment of Sub-Committees**

1. To achieve the aims of the University, the University Governing Council may establish standing Committees in accordance with **Schedule A**.
2. The Governing Council may also establish ad-hoc Committees and assign such functions as may be necessary to the Committees. Membership of such Committees may be Council members or non-members of the Governing Council.
3. A Sub-Committee comprised entirely of non-members of the Council shall be advisory.
4. A member of council shall be the chairperson of a Committee made up Council and non-council members.
5. Where a committee is made up of external and internal members, an external member shall be the Chairperson.
6. Each member of Council shall serve on at least one (1) sub-committees of Council.
7. Council shall have the following Standing Committees:
  - a. Finance Committee
  - b. Development Committee
  - c. General Purpose Committee
  - d. Appointments and Promotions Board
8. Without prejudice to sub-section six (6) the Governing Council shall have the right to establish other ad-hoc or sub-committees.

### **STATUTE 7: Other Statutory Committees**

The University shall establish other statutory committees as mandated by law, including but not limited to:

1. Entity Tender Committee
2. Audit Committee

There shall be established an Entity Tender Committee whose functions and membership shall be as defined by the Public Procurement Act 2003 (Act 663) and the Public Procurement amendment



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Act, (Act 914), as may be amended from time to time. The Composition of the Entity Tender Committee shall be as stipulated in **Schedule E 1**.

There shall be established an Audit Committee whose functions and membership shall be as defined in Section 86 of the Public Financial Management Act 921 (2016), as may be amended from time to time. The Composition of the Audit Committee shall be as stipulated in **Schedule E**

### **STATUTE 8: Meetings of the Governing Council**

1. Notice of a regular meeting of the Council shall be convened at the instance of the Chairman 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 seven (7) days before the date fixed for such meeting. Other details of procedures and conduct of Council meetings shall be in accordance with Section 9 of the Technical Universities Act, 2016 (Act 992).
2. Emergency meetings may be convened by the Chairman at any time upon giving each member of Council a written notice of not less than three (3) days.
3. Meetings of Council shall be in accordance with the Act.
4. Council shall meet at least once every three (3) months for the dispatch of business.
5. The Chairperson of Council shall, at the request in writing, of not less than 1/3 members of the Council, convene an extraordinary meeting of the Council.
6. The quorum at a meeting of Council shall be eleven (11) members of Council including at least four (4) external members.
7. The Chairperson shall preside at meetings of the Council but where the University Chancellor is present, he shall preside.
8. Where the Chairperson is absent at a meeting of the Council, an external member of the Council elected by the other members present shall preside.
9. Matters before Council shall be decided by a majority of the members present and voting. In the event of an equality of votes, the person presiding shall have a casting vote.
10. Council may co-opt a person to attend a Council meeting in advisory capacity, but that person shall not vote on a matter for decision at the meeting.
11. The proceedings of the Governing Council shall not be invalidated by reason of a vacancy among the members or a defect in the appointment or qualification of a member.

**STATUTE 9: Tenure of Office of Members of the Governing Council**

**1. Tenure**

The tenure of office of a member of the Governing Council other than the Vice-Chancellor and an ex-officio member shall be for a period not exceeding three (3) years. Such a member is eligible for reappointment for a second term of three (3) years only.

**2. Vacancy**

- (a) The office of a member of the Governing Council shall become vacant where he, without reasonable cause is absent from three (3) consecutive meetings.
- (b) A member of the Governing Council other than the Vice-Chancellor may at any time resign from office by notifying in writing to the President through the Minister.
- (c) A vacancy so created by reason of death, absence from meetings without reasonable cause, resignation in writing, failure to disclose conflict of interest or failure to request to be recused from the deliberations of a matter which he should have recused himself by virtue of his interest in the matter shall be filled by another person nominated by the relevant body and appointed by the President to serve the unexpired term of the office.

**STATUTE 10: Disclosure of Interest**

A member of the Governing Council who has an interest in a matter for consideration at a meeting of the Council shall:

- (a) Disclose the nature of the interest and the disclosure shall form part of the record of the consideration of that matter,
- (b) Request to be recused from the meeting; and
- (c) Not participate in the deliberations of the Governing Council in respect of the matter.

**STATUTE 11: Election of Members to the Governing Council**

**1. Convocation**

- (a) Convocation shall elect two representatives to the Governing Council one of whom shall be a Non-Teaching Senior Member.
- (b) Any member of the Convocation of the University shall be eligible for election after probation to the Governing Council to serve for a term of three (3) years and shall be eligible for re-election for another term of three (3) years only.

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- (c) The persons whose names appear on the Register of Convocation shall be eligible to vote in person or by proxy.
- (d) The Returning Officer shall be the Registrar who shall be responsible for conducting the election by secret ballot. He shall be assisted by three (3) Observers appointed by the Convocation according to the rules and procedures.
- (e) All candidates vying for election must be proposed by a senior member, and seconded by at least five (5) members, in writing to the Registrar and must have signified in writing their willingness to contest within fourteen (14) days before the elections.
- (f) If a vacancy in the Convocation's representation on the Governing Council occurs during the year through death, resignation, or any other cause, The Registrar shall notify the members of Convocation of this vacancy within fourteen (14) days and shall conduct a bye-election within twenty-one (21) days to elect a new representative to complete the unexpired term of his predecessor.

### **2. Staff Associations**

- (a) The Teaching Staff Association, Senior Staff Association and Junior Staff Association shall elect one (1) representative each to serve on Council. The Returning Officers from the Electoral Commission shall supervise the election.
- (b) A member of a recognized Staff Association ceases to be a member of The Governing Council if he ceases to be recognized by the Association or an employee of The University.
- (c) If a vacancy in a recognized Staff Association's representation on the Governing Council occurs during any year through death, resignation, or other cause as provided in the Act, the Registrar shall notify the Association of this vacancy within fourteen (14) days. The Association shall conduct a bye-election within twenty-one (21) days for election of a new representative to complete the tenure of his predecessor.

### **3. Student Member (Junior Member)**

- (a) The Student bodies shall elect two (2) representatives in accordance with their constitution one of whom shall be a graduate student.
- (b) A student member of the Governing Council ceases to be a member if he completes the programme he matriculated for before the expiry of his term on the Governing Council. If a vacancy in the Student's representation on the Governing Council occurs during the year through death, resignation, or any other cause, the Secretary to the Governing Council (Registrar) shall notify the members of the student bodies of this vacancy within fourteen

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(14) days. The student bodies shall conduct a by-election within twenty-one (21) days to elect a new representative to complete the tenure of his predecessor, in accordance with Section 8(4) of the Act.

### **STATUTE 12: Other Vacancies on Council**

Where a member of the Governing Council, other than the Vice-Chancellor and an ex-officio member, resigns, dies or is removed from office for sufficient reason and is unable to act as a member, the Chairperson of the Governing Council shall through the Minister notify the President of the vacancy and the President shall, acting on the advice of the nominating authority and in consultation with the Council of State appoint another person to hold office for the unexpired portion of the member's term of office.

### **STATUTE 13: Principal Officers**

The Principal Officers of the University shall be the Chancellor, Chairperson of Council and the Vice-Chancellor.

### **STATUTE 14: The Chancellor of the University**

1. There shall be a Chancellor of the University as provided by Section 14 of the Act who shall be appointed by Council in accordance with Article 195(3) of the 1992 Constitution of the Republic of Ghana.
2. He shall be appointed for a term of five (5) years but may be eligible for re-appointment for another term of five (5) years only.
3. The terms and mode of appointing the Chancellor shall be as stipulated in **Schedule B 1** and sections 14(5) (6) (7) of the Technical Universities Act, 2016 (Act 922).
4. The Chancellor shall, before assuming office, take and subscribe to the oath of office as specified in **Schedule S** of these Statutes.

### **STATUTE 15: Chairperson of the Governing Council**

1. There shall be a Chairperson of the Governing Council of the University as provided for by Section 5(1a) of the Act, who shall be appointed in accordance with Article 70 of the Constitution of the Republic of Ghana.
2. The Chairperson shall be appointed for three (3) years but shall be eligible for re-appointment for a further term of three (3) years only.

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3. The Chairperson shall preside over all meetings of the Governing Council, except where the Chancellor is present.
4. The Chairperson may be furnished with Minutes of the Academic Board meetings in addition to other publications of The University.
5. The Chairperson may resign from office by letter addressed to the President.
6. The Governing Council, may by a resolution passed by at least two thirds of its members, pass a vote of no confidence in the Chairperson. Upon passing a vote of no confidence in the Chairperson, The Registrar shall submit a petition to the President requesting the President to remove the Chairperson.
7. The Registrar shall submit a formal request to the President through the Minister of Education for a replacement of the Chairperson of the Governing Council.

### **STATUTE 16: Vice-Chancellor**

1. There shall be a Vice-Chancellor of the University, who shall be a Professor, to be appointed by the Governing Council in accordance with Section 16 of the Act and **Schedule B** of the Statutes and on such terms and conditions as Council may determine with reference to the operating scheme of service.
2. The Vice-Chancellor shall be the Chief Executive Officer of the University, and shall be responsible, in accordance with these Statutes and with the decisions of the Governing Council and Academic Board, for organizing and conducting the financial and administrative business of the University. He shall on behalf of the Governing Council, exercise authority over all staff and shall submit annually through the Academic Board to the Governing Council a report on staff which is necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.
3. The Vice-Chancellor shall be responsible for the appointment of all staff of the University other than Senior Members in accordance with procedures and terms laid down by the Governing Council.
4. The Vice-Chancellor shall by virtue of his office be a member of the Governing Council, Congregation, Convocation, and Academic Board and may attend meetings of any standing committee of the Academic Board.
5. The Vice-Chancellor shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application by him, for a further term of up to four (4) years only if that is not beyond the statutory retiring age of sixty (60) years as specified in **Schedule B**.

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6. It shall be the right and duty of the Vice-Chancellor to advise Council and Academic Board on all matters affecting policy, finance, governance and administration of the University, and for this purpose he shall have unrestricted right of attendance and speech at all meetings of the Council, Academic Board and their sub committees whether advisory or executive.
7. The Vice-Chancellor shall be responsible for the assignment and discipline of staff in accordance with the conditions of service agreed upon by Council and the Staff Associations.
8. In the event of a temporary absence of the Vice-Chancellor caused by incapacity or absence from the campus, the Pro Vice-Chancellor shall perform the functions and duties of the Vice-Chancellor. In the absence of the Pro Vice-Chancellor, and in descending order, the most senior Dean shall act.
9. The Vice-Chancellor, subject to the approval of the Council, shall have the power to delegate any of the functions assigned to him by these Statutes to Senior Members of the University as shall seem to him appropriate.
10. The Vice-Chancellor may resign from office, giving at least six (6) months' notice by a letter addressed to the Chairperson of the Governing Council through the Registrar.
11. The Vice-Chancellor may be relieved of his post by Council on grounds of incapacity, persistent absence from duty without justification, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Vice-Chancellor a fair hearing and, at any such removal proceedings, the Vice-Chancellor shall be entitled to know the grounds for removal and to attend with Counsel of his choice.
12. The Vice-Chancellor shall, before assuming office take and subscribe to the oath of office specified in **Schedule S**.

### **STATUTE 17: Pro Vice-Chancellor of the University**

1. There shall be a Pro Vice-Chancellor who shall be of a Professorial status, appointed by Council in accordance with the Act and **Schedule B** on such terms and conditions as Council shall determine. In the absence of Professors, he shall be appointed from among the following order of ranks; senior lecturers with terminal degrees, senior lecturers without terminal degrees and terminal degree holders.
2. The Pro Vice-Chancellor shall be appointed for a period of three (3) years and may be eligible for re-appointment, upon application for another term of three (3) years only as specified in **Schedule B**.

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3. The Pro Vice-Chancellor so appointed shall vacate any post previously held including statutory positions.
4. The Pro Vice-Chancellor shall be a non-voting member of The University Governing Council
5. In the event of any casual vacancy in the office of the Pro Vice-Chancellor, occurring by reason of resignation, incapacity, or death, or any other cause, The Governing Council shall on the recommendations of the Academic Board, appoint the most Senior Dean of Faculty/School to act as Pro Vice-Chancellor for the unexpired term of office of the outgoing Pro Vice-Chancellor.
6. In the event of a temporary absence of both the Vice-Chancellor and the Pro Vice-Chancellor from the University, the most Senior Dean of Faculty/School shall act as Pro Vice-Chancellor.
7. The Pro Vice-Chancellor may resign from office, giving at least three (3) months' notice by a letter addressed to the Chairperson of the Governing Council through the Registrar.
8. The Pro Vice-Chancellor shall, before assuming office take and subscribe to the oath of office specified in **Schedule S**.
9. The Pro Vice-Chancellor may be relieved of his post by Council on grounds of incapacity, persistent absence from duty without justification, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Pro Vice-Chancellor a fair hearing and, at any such removal proceedings, the Pro Vice-Chancellor shall be entitled to know the grounds for removal and to attend with Counsel of his choice.

### **STATUTE 18: Registrar of the University**

1. There shall be a Registrar of the University who shall be appointed by Council in accordance with the Act, and on such terms and conditions as determined by the Governing Council. He shall be appointed and re-appointed in the manner presented in the **Schedule C** to these Statutes.
2. The Registrar who shall be the Chief Operating Officer of the University shall, in that capacity, be responsible for the day-to-day operations of the University under the Vice-Chancellor and in accordance with the policy directives of the Council. The Registrar shall act as Secretary to Council and is a non-voting member.
3. The Standing Committees provided under **Schedule G**. shall be under the office of the Registrar. The Registrar shall also have the power to set-up Ad-hoc committees.

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4. The Registrar shall be the Chief Administrative Officer of the University and is answerable to the Vice-Chancellor in the discharge of the administrative duties of the Registry.
5. The Registrar or the representative of the Registrar shall serve as Secretary of all other Boards and Statutory Committees of the University.
6. The Registrar shall be responsible for the custody of the Seal and for affixing same to relevant documents of the Governing Council and the Academic Board.
7. The Registrar shall be responsible for the custody of all legal documents and records of the University.
8. Without prejudice to the generality of subsection 1 of this Statute, the duties and responsibilities of the Registrar shall include the following:
  - (a) the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and overseeing the process of registration;
  - (b) the preparation of the academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports;
  - (c) the initiation of final graduation plans, the tabulation of classes and the award of honours;
  - (d) the coordination of matriculation and congregation procedures and ceremonies;
  - (e) the maintenance of students' academic records on a permanent basis;
  - (f) being secretary to the Chancellor, the Council, the Academic Board, the Executive Committee and the standing committees of the Academic Board and keeping records and conducting correspondence on their behalf; and
  - (g) the preparation and presentation of an annual report to the Governing Council and the Academic Board on the operations of the Registry during the previous year within six (6) months of the end of the year.
9. The Registrar shall be a member of the Academic Board.
10. The Registrar may resign from office in writing addressed to the Chairperson of the Governing Council.
11. In the event of a temporary absence of the Registrar, occasioned by resignation, death, incapacity, and any other cause, the most Senior Deputy Registrar shall perform the functions and duties of the Registrar until a substantive Registrar is appointed.
12. The Registrar shall be assisted in the execution of the functions of his office by such number of officers as the University shall appoint on the recommendations of the Appointments and Promotions Board and in accordance with these Statutes. The terms and



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conditions of the officers as well as their specific duties and responsibilities shall be specified in the instruments of appointment or promotion.

13. The Registrar shall cause to be published quarterly all policy decisions of Council and the Academic Board.
14. The Registrar may delegate in writing to a senior member the performance of a function vested in the Registrar by the Act or these Statutes.
15. The Registrar shall regularly cause to be published all policy decisions of Council, the Academic Board and other Statutory Committees of the Technical University.
16. The Registrar shall perform any other functions as may be assigned by the Governing Council or delegated to him by the Vice-Chancellor of the University.
17. The Registrar shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application by him, for a further term of up to four (4) years only if that is not beyond the statutory retiring age of sixty (60) years.
18. The Registrar may resign from office by a letter addressed to the Chairperson of Council through the Vice-Chancellor of the University.
19. The Registrar may be removed from his post by Council on grounds of incapacity, persistent absence from duty without justification, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Registrar a fair hearing and, at any such removal proceedings, the Registrar shall be entitled to know the grounds for removal and to attend with Counsel of his choice.

### **STATUTE 19: Director of Finance**

1. There shall be established a University Finance Directorate to be headed by a Director not below the rank of Director of Finance, who shall be appointed by Council in accordance with the Act, and on such terms and conditions as determined by the Governing Council. He shall be appointed in the manner presented in the **Schedule C** to these Statutes.
2. The University Director of Internal Audit shall be responsible to the Vice-Chancellor for the Financial Administration of the University in accordance with the Public Financial Management Act, 2016 (Act 921).
3. Without prejudice to the generality of the powers hereby conferred on the University Director of Internal Audit by these Statutes, or any other Law, the specific functions of the University Director of Internal Audit shall include the following:
  - (a) Implementation of policies relating to accounting and financial control in the University;

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- (b) corporate planning with respect to budgeting and budgetary control and long term or strategic planning with regard to all the finances of the University;
  - (c) liaise with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University;
  - (d) be responsible for Treasury Management;
  - (e) be responsible for the preparation and consolidation of final accounts and commenting on management reports for external auditors;
  - (f) be responsible for ensuring, on behalf of Council, that proper records are kept of all University property, assets, stocks and valuables of all funds in a register;
  - (g) exercise oversight responsibility for the accounting functions of other self-accounting and income-generating units of the University.
4. The Director of Finance shall also be responsible for the preparation of the annual operating budget of the University and shall present the same through the Vice-Chancellor to Council for review and approval. He shall also submit periodic reports to the Governing Council on the status of plans and projections necessary for the preparation of budgets for succeeding years.
5. The Director of Finance shall also:
- (a) call for and receive moneys due the University and make authorized payments on behalf of the University;
  - (b) ensure that throughout the University, proper books of accounts and records of the property of the University are kept in a manner and form required by Council;
  - (c) report to the Finance Committee a case of failure to maintain the financial and other records of the University in the form required by the Governing Council;
  - (d) prepare consolidated accounts of the units of the University;
  - (e) afford every facility to both internal and external auditors in the performance of their functions;
  - (f) advise on or raise funds for the University;
  - (g) perform any other function assigned by the Vice-Chancellor of the University.
6. The University Director of Internal Audit shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application by him, for a further term of up to four (4) years only if that is not beyond the statutory retiring age of sixty (60).
7. The University Director of Internal Audit may resign from office, giving three (3) months' notice or three (3) months' salary in lieu of notice or in accordance with his letter of appointment after handing over has been properly done by him.

8. The University Director of Internal Audit may be removed from his post by Council on grounds of incapacity, persistent absence from duty without justification, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the University Director of Internal Audit a fair hearing and, at any such removal proceedings, the University Director of Internal Audit shall be entitled to know the grounds for removal and to attend with Counsel of his choice.

**STATUTE 20: Director of Internal Audit**

1. There shall be established a university Directorate of Internal Audit to be headed by a Director not below the rank of Director of Internal Audit, who shall be appointed on such terms and conditions as determined by the Governing Council of the University. He shall be appointed in the manner presented in the **Schedule C** to these Statutes.
2. The University Director of Internal Audit shall exercise professional and administrative supervision over staff under that Internal Auditor to ensure that the internal auditing system of the University is efficient and effective.
3. The University Director of Internal Audit shall, in accordance with the Internal Audit Agency Act, 2003 (Act 658) as may be amended from time to time and in conformity with standards and procedures provided by the Agency, set up under the Act, carry out periodic internal audit of the University and submit reports thereof to the Audit Committee.
4. The Director of Internal Audit shall be responsible for the internal audit of the accounts and financial transactions of the University.
5. Without prejudice to Internal Audit Agency Act, 2003 (Act 658) as may be amended from time to time, the Director of Internal Audit shall report to the Governing Council through the Audit Committee.
6. The Director of Internal Audit shall:
  - (a) ensure the establishment and operation of an efficient and effective financial control system;
  - (b) vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements;
  - (c) conduct periodic examination of the accounts of the University including the units with limited financial and operational autonomy;
  - (d) monitor and ensure that all expenditure incurred have been authorized and are within budgetary provisions;
  - (e) conduct periodic management audit and submit reports to the Vice-Chancellor and the Council;

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- (f) liaise with External Auditors and ensure that appropriate action is taken on reported audit findings;
  - (g) submit periodic audit reports on the activities of all Units to the Vice-Chancellor and the Council;
  - (h) generally be responsible for ensuring that the University complies with the Internal Audit Agency Act, 2003 (Act 565) as may be amended from time to time; and
  - (i) discharge any other assignments that the Vice-Chancellor shall deem necessary.
7. The University Director of Internal Audit shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application by him, for a further term of up to four (4) years only if that is not beyond the statutory retiring age of sixty (60).
  8. The University Director of Internal Audit may resign from office, giving three (3) months' notice or three (3) months' salary in lieu of notice or in accordance with his letter of appointment after handing over has been properly done by him.
  9. The University Director of Internal Audit may be removed from his post by Council on grounds of incapacity, persistent absence from duty without justification, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the University Director of Internal Audit a fair hearing and, at any such removal proceedings, the University Director of Internal Audit shall be entitled to know the grounds for removal and to attend with Counsel of his choice.

### **STATUTE 21: The University Librarian**

1. There shall be a University Librarian who shall be appointed by the University Council on the recommendation of the Search Committee in accordance with the procedures set out in **Schedule C**. However, the requirement of teaching shall not apply to the University Librarian. The person to be appointed the University's Librarian must be of a rank equivalent to a professor.
2. The University Librarian shall report to the Vice Chancellor through the Pro Vice-Chancellor. He shall be responsible for the management of all libraries and related information and communication materials and resources of the University.
3. He shall facilitate the provision of adequate reading, listening and viewing materials to support the teaching, research and extension functions of the University.
4. He shall ensure the maintenance of good environment for reading and learning in all the libraries of the University.
5. He shall be responsible for establishing and maintaining proper networking between the University Library systems and other Libraries both local and international.

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6. He shall, in conjunction with the Library Committee, formulate policies for the maximum development and use of all the libraries in the University for approval by the Academic Board.
7. The University Librarian shall manage the libraries and related information, communication materials and resources in accordance with rules and regulations and policies recommended by Academic Board and approved by the Governing Council.
8. The University Librarian shall implement or ensure the implementation of the decisions of the Library Committee approved by the Academic Board.
9. He shall perform any other duties and functions as may be assigned to him by the Vice-Chancellor.
10. The University Librarian shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application by him, for a further term of up to four (4) years only if that is not beyond the statutory retiring age of sixty (60) years.
11. The University Librarian may resign from office, giving three (3) months' notice or three (3) months' salary in lieu of notice or in accordance with the terms and conditions stated in his contract of employment after proper handing over has been done by him.

The Librarian may be removed from his post by Council on grounds of incapacity, persistent absence from duty without justification, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Librarian a fair hearing and, at any such removal proceedings, the Librarian shall be entitled to know the grounds for removal and to attend with Counsel of his choice.

### **STATUTE 22: Director of Works and Physical Development**

1. There shall be established a Directorate of Works and Physical Development to be headed by a Director of not below the rank of Director Works and Physical Development, who shall be appointed on such terms and conditions as determined by the Governing Council of the University. He shall be appointed in the manner presented in the **Schedule C** to these Statutes.
2. The Director of Works and Physical Development shall be responsible for the development and maintenance of the physical and infrastructural works and/or facilities of the University and shall have oversight responsibility for municipal services of the University and all departments under the directorate.
3. He shall consider and advise the Entity Tender Committee on technical matters affecting tenders on buildings and other development projects to enable the Committee to make informed decisions.

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4. Subject to the approval of the Development Committee, and on the Advise of the University Solicitor, he shall deal with all preliminary matters on contracts involving the physical or infrastructural development of the University and the use of any part of the University's lands.
5. He shall perform any other functions as may be assigned to him by the Vice-Chancellor.
6. He shall be responsible to the Vice-Chancellor for the efficient discharge of his duties.
7. The Director of Works and Physical Development shall hold office for an initial term of four (4) years. The appointment may be renewed, upon application by him, for a further term of up to four (4) years only if that is not beyond the statutory retiring age of sixty (60) years.
8. The Director of Works and Physical Development may resign from office, giving three (3) months' notice or three (3) months' salary in lieu of notice or in accordance with the terms and conditions stated in his contract of employment after proper handing over has been done by him.
9. The Director of Works and Physical Development may be relieved of his post by Council on grounds of incapacity, persistent absence from duty without justification, conviction of a criminal offence involving dishonesty, fraud or moral turpitude, or for gross misconduct. Council shall afford the Director of Works and Physical Development a fair hearing and, at any such removal proceedings, the Director of Works and Physical Development shall be entitled to know the grounds for removal and to attend with Counsel of his choice.

### **STATUTE 23: University External Auditors**

1. The Accounts of the University, including the accounts of its autonomous units as well as the consolidated accounts, shall be audited annually
2. The External Auditor of the university shall be the Auditor General as stipulated under clause (2) of article 187 of the Constitution. However, in the case of external donors/organizations that provide funding, their External Auditors shall audit the funds.
3. The External Auditors shall have the 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. However, in the case of external donors/organizations that provide funding, their External Auditors may audit the utilization of their funds.
4. The External Auditors shall submit to Council, once in each year a report on the accounts of the University.

## **STATUTE 24: The Academic Board of the University**

There shall be an Academic Board of the University as provided for by the Technical Universities Act, 2016 (Act 922).

### **1. Membership**

The Membership of the Academic Board as prescribed by the Act shall be:

- a. The Vice-Chancellor who shall be the Chairperson
- b. The Pro Vice-Chancellor(s)
- c. All Deans
- d. Directors of Schools, Faculties, Institutes, Departments and Centres
- e. Heads of Academic Departments
- f. All Professors and Associate Professors
- g. The Librarian
- h. The Registrar who is the Secretary
- i. Three (3) members, two (2) of whom are non-teaching staff elected by convocation in accordance with **Schedule F** of these Statutes.

### **2. In Attendance**

- a. All Non-Academic Directors
  - b. Head of Examinations
  - c. Legal Director or his representative
  - d. Two (2) SRC Representatives (President and Vice President)
  - e. Two (2) GRASAG Representatives (President and Vice President)
3. The Chairperson of the Board may invite other person(s) to be in attendance as and when necessary. Such person(s) shall not vote on any matter.
4. Members in category (i) shall serve for (2) two Academic years and could be elected for another term of two (2) Academic years only. The election of the three members to the academic board shall be in accordance with **Schedule F**.

### **5. Functions of the Academic Board**

The Academic Board shall, subject to the powers of the Council of a Technical University,

- (a) Formulate and implement the academic policies of the Technical University;
- (b) Devise and regulate courses of instruction and programmes of study, subject to approval by the National Council for Tertiary Education and the National Accreditation Board;
- (c) Regulate:
  - i. The conduct of examinations; and

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- ii. The award of degrees, diplomas, certificates and other qualifications;
- (e) Advise the Council on the appointment and capacity building of academic staff;
- (f) Advise the Council on the establishment of academic linkages and collaborations with similar institutions in the country or abroad;
- (g) Advise the Council on the admission of students and the award of scholarships and bursaries;
- (h) Promote collaboration, linkages, joint research and teaching activities with industry;
- (i) Report on matters that are referred to the Academic Board by the Council;
- (j) Make representations to the Council on any matter connected with the Technical University;
- (k) Perform other functions specified in the Statutes of the Technical University;
- (l) Perform other functions as the Council may prescribe from time to time.

### 6. Meetings of the Academic Board

- (a) The Vice-Chancellor of the University shall convene regular meetings of the Academic Board at least twice each Semester.
- (b) At least five (5) days' notice shall be given for any of such meetings.
- (c) Emergency meetings may be convened by the Vice-Chancellor at any time upon giving all members of the Board at least 24 hours written notice.
- (d) A special meeting of the Academic Board may be convened on the written request of at least one-third (1/3) of the membership of the 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 being made, the Vice-Chancellor shall convene a special stating the matters to be discussed.
- (e) The quorum for the transaction of business of the Academic Board shall be fifty per cent (50%) of the entire membership.

## STATUTE 25: Standing Committees of the Academic Board

- 1. Subject to the Act, the Academic Board of the University may form such Standing and ad-hoc committees as appropriate to facilitate the efficient and effective governance of the University. The following standing Committees may be established by the Academic Board:
  - i. Executive Committee
  - ii. Staff Development Committee



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- iii. Scholarships Committee
- iv. Research, Innovation and Technology Transfer Committee
- v. Quality Assurance Committee
- vi. Residence and Housing Committee
- vii. Halls and Hostels Committee
- viii. Library and Bookshop Committee
- ix. Examinations Board
- x. Students Affairs Committee
- xi. Examinations Malpractice Appeals Committee
- xii. Planning and Resources Committee
- xiii. Editorial Board
- xiv. University Chaplaincy Board
- xv. Academic Prizes Committee
- xvi. Information and Communication Technology (ICT) Committee
- xvii. Staff Welfare Services Committee
- xviii. Business Advisory Committee
- xix. Guidance, Counseling and Placement Committee
- xx. Security and Safety Committee
- xxi. Admissions Board
- xxii. Sports and Recreation Committee
- xxiii. Budget Committee
- xxiv. Industrial Liaison Committee
- xxv. Faculty Appointments and Promotions Committee
- xxvi. Health and Safety Committee
- xxvii. Estate Management Committee
- xxviii. Disciplinary Committees
- xxix. Grievances Committee

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2. The composition, meeting procedures and functions of the committees shall be in accordance with **Schedule D** to these Statutes.
3. The Academic Board may, in addition to its Statutory Committees, constitute any other Committee to carry out any assignment on its behalf.

### **STATUTE 26: Convocation**

There shall be Convocation of the University as provided for in the Technical Universities Act, 2016, (Act 922).

#### **1. Composition of Convocation**

Convocation of the University shall be composed of the categories of persons specified in **Schedule H**. The Registrar shall be responsible for the maintenance of a register of members of Convocation, which shall be published annually.

#### **2. Functions of Convocation**

Convocation shall perform the following functions:

- (a) Express an opinion on any matter affecting the University.
- (b) Refer any relevant matter to any University body for consideration.
- (c) Appoint observers for any election the Academic Board may authorize.
- (d) Election of convocation representatives on Council and Academic Board in accordance with **Schedules S** and **F** respectively.
- (e) Receive reports from its various representatives on the activities of the respective committees to which they have been appointed.
- (f) Receive a report from the Vice-Chancellor towards the end of each semester on the state of the University, including its academic, personnel, financial and infrastructural affairs, and the future plans of the University. In particular, the Vice-Chancellor's report to Convocation shall include an address on the following matters:
  - (g) Academic matters including the approval and accreditation of programmes.
  - (h) Staff and students' welfare.
  - (i) External relations and affiliations.
  - (j) Physical development, funds required to complete each project, and expected completion date.
  - (k) Statement of income and expenditure for the immediate past semester.

### **STATUTE 27: Convocation Committee**

1. There shall be a Convocation Committee consisting of nine (9) members. The Vice-Chancellor and the Convocation members (Teaching and Non-teaching) on Council shall

be automatic members of the Convocation Committee. The other six (6) members two of whom shall be non-teaching staff shall be elected by Convocation in accordance with **Schedule R** of these Statutes.

2. The Chairperson of the Convocation Committee, who shall not be the Vice-Chancellor, shall be elected from among the members of the Convocation Committee.
3. There shall be a secretary to the Convocation Committee appointed by the Registrar.
4. The members of the Convocation Committee shall serve a term of three (3) years and may be eligible for re-election for another term of three (3) years only.

### **STATUTE 28: Functions of the Convocation Committee**

The Convocation Committee shall be charged with the responsibility of protecting the interest of Convocation. Without prejudice to the generality of this responsibility, the Convocation Committee shall also fulfill the following specific functions:

- (a) To ensure that the decisions of Convocation are duly carried out or implemented.
- (b) To study all events of the University to ensure that matters of interest to Convocation are brought to its attention.
- (c) To safeguard the interests of individual members of Convocation.
- (d) To make proposals to Convocation for the improvement and proper functioning of the University.
- (e) To advise members in the performance of their duties.
- (f) To safeguard the interest of the University.

### **STATUTE 29: Meetings of Convocation**

1. The Chairperson of the Convocation Committee shall, in consultation with the Vice-Chancellor, convene regular meetings of Convocation at least twice each year. At one of such meetings, the Vice-Chancellor shall present a report on the state of the University and its future plans.
2. Upon request in writing of not less than one-third (1/3) of members of Convocation, stating the purpose for which the meeting is to be called, the Chairperson of the Convocation Committee shall in consultation with the Vice-Chancellor summon an extraordinary (special) meeting of Convocation. The notice summoning members to such a meeting shall specify the business to be considered.
3. Extraordinary (special) meeting, called upon the request of members for any purpose, shall be held not less than three (3) months from the date of the last meeting summoned for the

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same or substantially the same purpose. If any question arises as to whether the purpose of the two meetings is or is not the same or substantially the same, the decision of the Chairman of Convocation Committee thereon shall be final.

4. The quorum for all Convocation meetings shall be not less than one-third (1/3) of the total membership of Convocation.

### **STATUTE 30: Admissions, Registration of Students and Special Events**

#### **1. Admissions**

- (a) Subject to these Statutes, the admission of students to the University is the exclusive responsibility of the Admissions Board. The membership of the Admissions Board shall be as specified in **Schedule D 20**.
- (b) The Board shall act in accordance with the criteria approved by the Academic Board.
- (c) Students who fully satisfy the entry requirements for their programme of study shall be admitted to the University. Any student found not to be fully qualified shall not be admitted.

#### **2. Registration**

There shall be a period of registration for students. All students shall pay the requisite fees as specified from time to time before registration. Halls and hostels shall not admit any student who has not registered.

##### **(a) Penalty for Late Registration**

The period for registration for each semester shall be determined by Academic Board. The period and penalties for late registration shall be determined by Academic Board. Any student who fails to register within the stipulated period shall pay a fine determined from time to time by Academic Board. No registration shall be allowed after closure of late registration.

##### **(b) Penalty for Non-Registration**

Any student who fails to register for the semester without prior approval shall lose his status as a student.

#### **3. Matriculation**

- (a) A person enrolling in the University the first time shall matriculate. A person shall not be matriculated into the University unless he has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
- (b) The Academic Board shall determine the manner of matriculation into the University.

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### **4. Congregation**

There shall be a Congregation of the University which shall be composed of:

- i) Chairperson and members of Council
- ii) Members of Convocation
- iii) Graduands of the University
- iv) Alumni
- v) Senior and Junior staff of the University

- (a) Congregation shall be held for the purpose of receiving reports and witnessing the ceremony for awarding degrees, diplomas and certificates of the University and for any other purposes determined by Council.
- (b) A Congregation for the conferment of regular diplomas and certificates shall be convened from time to time as determined by Council and shall be presided over by the Chairperson of Council.
- (c) The procedure for the presentation of Graduands and for the conferment of degrees, diplomas and certificates and other matters relating to Congregation shall be determined by the Academic Board for the consideration and approval of Council.

### **STATUTE 31: Honorary Degrees and Awards**

1. Honorary degrees may be conferred on persons who have achieved distinction in their fields.
2. Any member of Council or Senior Member or alumnus of the University may nominate candidates to the Academic Board to be considered for the conferment of honorary degrees and other awards.
3. Academic Board shall forward to Council the proposed and recommended list of awardees.
4. The decision of the Council on recommendations submitted to it by the Academic Board shall be final.
5. A Congregation for the conferment of honorary degrees and awards shall be convened as and when the Governing Council shall determine.

### **STATUTE 32: Structure and Headship of Academic Faculties/Schools and Departments**

1. There shall be in the University such Faculties/Schools Departments, and other Academic Units as the Governing Council, on the recommendation of the Academic Board, may establish.

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2. A Faculty shall be headed by a Dean who shall be of professorial status. In the absence of Professors, he shall be appointed from among the following order of ranks; senior lecturers with terminal degrees, senior lecturers without terminal degrees and terminal degree holders.
3. There shall be established in each faculty, a decentralized Registry, comprising of staff from the Registry, Finance, Auditing and Procurement functions to enhance effective and efficient delivery of services in the university. The administrative staff of the decentralized Registry shall be of at least the rank of Senior Assistant Registrar or its analogous position.
4. The staff to manage the faculty registry shall be seconded from their respective departments to serve on terms and conditions to be determined by their heads of departments.
5. Such officers seconded from the University Registry, shall report to the Deans of the faculties.
6. Each faculty shall operate a separate Faculty Bank Account upon approval by the Vice-Chancellor.
7. Annual Budgetary allocations shall be made to each faculty to be managed by the Faculty under the leadership of the Dean. Such annual budgetary allocations shall be used to support administrative and service activity expenses in each faculty excluding staff emoluments and capital expenditure which shall be provided by the University.
8. Each Faculty/School Registry officer shall be answerable to their respective heads by providing regular reports on all activities and operations undertaken during the period. Such reports shall be approved by the Dean of the Faculty.
9. The selection of a Dean shall be done through a Search Committee in accordance with **Schedule L**. He shall hold office for a period of two (2) years and may be eligible for re-appointment for another term of two (2) years provided his performance is satisfactory.
10. Selection of a Vice-Dean of a Faculty shall be done through a Search Committee in accordance with **Schedule L** and he shall hold office for two (2) years only.
11. During the absence from the University or incapacity of a Dean of a faculty for a period exceeding six months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause, the Vice-Dean shall act.
12. In the absence of both the Dean and the Vice-Dean, the Vice-Chancellor may, until appointment to the vacant office, designate from among the eligible academic senior members of the Faculty one person to serve as an Acting Dean who shall perform the functions of the Dean.
13. The Dean of a Faculty shall be responsible to the Pro Vice-Chancellor for providing leadership to the Faculty and for maintaining and promoting the efficiency and good order of the Faculty and the general administration namely, financial, human and material

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resources of the Faculty in accordance with the policies and procedures prescribed by the Act and these Statutes, or as may be determined by the Council, the Academic Board and the Faculty Board and for ensuring that the approved programmes and services of the Faculty are duly carried out by its members.

14. For each Faculty, there shall be a Faculty Board whose membership shall include, as appropriate:
  - (a) the Dean as Chairman;
  - (b) the Vice-Dean;
  - (c) the Heads of Departments and the Directors of Institutes and Centres in the Faculty and at least one member from each Department, Institute or Centre elected by the members of each unit;
  - (d) one representative from each cognate Faculty in accordance with **Schedule I**;
  - (e) Professors, including those on post retirement contract;
  - (f) any other persons recommended by the Faculty Board and approved by the Academic Board
15. Each Faculty/School Registry officer shall be answerable to their respective heads by providing regular reports on all activities and operations undertaken during the period. Such reports shall be approved by the Dean of the Faculty.

The Academic Board shall determine, at the time of the approval, the term of a person under paragraph (f) of subsection (16).
16. Members of the Faculty Board elected shall serve for a period of two years and are eligible for re-election for another term of two (2) years only.
17. A Faculty Board shall meet at least twice in each semester.
18. An emergency meeting of a Faculty Board may be convened by the Dean, but three days' notice be given to every member of the Board.
19. A special meeting of the Faculty Board shall be convened by the Dean on the written request of 50% of the total membership of the Board, submitted to the Dean with a statement of the subject matter to be considered at the special meeting. At that meeting only the matter(s) contained in the statement shall be discussed.
20. For the purposes of **subsection (21)**, the Dean shall convene the special meeting within three days of the receipt of the request, but subject to the requirement of notice to every member.

**STATUTE 33: Functions of the Faculty/School Board**

The Board of a Faculty shall perform its functions through committees established in accordance with **Schedule J**. Notwithstanding the foregoing the functions of the Faculty or School Board shall be as follows:

1. regulate the teaching and study of a subject or subjects assigned to the Faculty, subject to approval of the Academic Board;
2. ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty and co-ordinate the teaching and research programmes of the Faculty;
3. recommend examiners to the Academic Board for approval and appointment;
4. make regulations and propose syllabi dealing with courses of study and any other questions relating to the work of the Faculty subject to the approval of the Academic Board;
5. make recommendations to the Academic Board for the award of degrees, diplomas, certificates, scholarships and prizes within the Faculty;
6. promote co-operation with any other Faculties and institutions within or outside the University in matters relating to the academic work of the Faculty;
7. deal with any matter referred or delegated to it by the Academic Board; and
8. discuss any other matters relating to the Faculty and make decisions or recommendations to the relevant University body as appropriate.
9. The quorum for a Faculty Board meeting shall be eight members.

**STATUTE 34: Institutes and Centres**

1. The Governing Council of the University may establish Institutes and Centres which shall be headed by a Director who shall be appointed by the Governing Council upon the recommendations of a Search Committee.
2. The Director of an Institute/Centre shall be assisted by a Deputy Director who shall be appointed by the Vice Chancellor from among the senior members of the Institute.
3. The Director shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term of two (2) years only. The Deputy Director shall hold office for a term of two (2) years only.
4. The Director of an Institute/Centre is responsible to the Pro Vice-Chancellor for providing leadership to the Institute and for maintaining and promoting the efficiency and good order of the Institute in accordance with the policies and procedures prescribed by the Act and these Statutes or as may be determined by the Council, the Academic Board and the Faculty Board,



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and for ensuring that the approved programmes and services of the Institute are duly carried out by its members.

5. A Director is responsible for the general administration of the Institute/Centre in respect of human, financial and material resources of the Institute within the general framework of University policy.
6. For the purposes of appointment or promotion of employees or approval of a course of study, an Institute shall be assigned to a designated Faculty at the time of its establishment.
7. The Academic Board may approve new proposals for a teaching programme for the Institutes only where it is satisfied that such a programme will not divert attention or resources from their core mission and cannot be run by a teaching department or a Faculty.

### **STATUTE 35: Head of Academic Departments**

1. A Department shall have a Head who shall be appointed by the Vice-Chancellor on the recommendation of the Dean of the Faculty normally in rotation from among the professorial members of the Department or in the absence of Professors, he shall be appointed from among the following order of ranks; senior lecturers with terminal degrees, senior lecturers without terminal degrees and terminal degree holders.
2. The Dean shall make recommendations for the appointment of Heads of Academic Departments. In the event that the recommendation is not accepted, the process shall start de novo.
3. A Head of Department shall hold office for two years (2), and shall be eligible for re-appointment for another term of two (2) only. A Head of Department shall be of, at least, the rank of a Senior Lecturer and must have a PhD with research background.
4. Subject to the powers of the Faculty/School Board and the Academic Board, a Head of Department shall:
  - (a) be responsible under the Dean for the general administration of the Department in respect of human, financial and material resources of the Department within the general framework of University policy;
  - (b) provide leadership, maintain and promote efficiency and good order in the Department in accordance with the policies and procedures of the University;
  - (c) organize the approved teaching and research programmes of the Department and encourage the carrying out of research;
  - (d) maintain acceptable standards of teaching and any other academic work;
  - (e) provide for the assessment of student performance;
  - (f) liaise with the Dean of the Faculty in matters affecting the Department;

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- (g) convene a meeting of the members of the Department at least twice a semester for the purpose of planning and evaluating the activities of the Department;
- (h) advance and promote generally the well-being of the Department and persons engaged in the Department; and
- (i) the Head of Department shall consult with other senior members of the Department on matters affecting the welfare of the Department as a whole and, where necessary, shall seek the approval of the Dean on such matters.
- (j) In exceptional circumstances, the Vice-Chancellor may appoint a person not being a member of the Department or a person on post-retirement contract as the Head. Such appointments shall be notified to Council for information.

### **STATUTE 36: Departmental Board**

1. Each Academic Department shall have a Departmental Board established in accordance with **Schedule K**. The Board shall meet once each semester to:
  - (a) Plan and evaluate the activities of the Department.
  - (b) Review existing programmes and develop new ones.
  - (c) Consider examination results in the Department, as Board of Examiners.
  - (d) Determine the allocation of teaching load in the Department to Faculty members.
  - (e) Consider the general organization and regulation of courses, research and service to community.
  - (f) Consider vacancies in the Department and advise the Head of Department on how they should be filled.
  - (g) Prepare and/or consider the Departmental budget and allocate resources to cost centres and units within the Department.
  - (h) Consider matters referred to it by the Faculty/School Board.
2. **Meetings of the Departmental Board**
  - (a) Meetings of the Departmental Board shall be convened by the Head of Department by giving at least seven (7) days' notice in writing to all the Senior Members in the Department. Emergency meetings of the Departmental Board may be called by the Head of Department any time, by giving at least a twenty-four (24) hour notice to members.
  - (b) The Head of Department shall convene a special meeting at the written request of at least one third (1/3) of the Senior Members of the Department, submitted with a statement of the matter(s) to be discussed. Such a meeting shall be convened within seven (7) days upon receipt of the request.

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- (c) The quorum for the transaction of any business of the Departmental Board shall be 50% of membership.

### **STATUTE 37: School of Graduate Studies**

1. The Governing Council may establish a School of Graduate Studies which shall be headed by a Dean and assisted by a Vice-Dean.
2. The Dean and the Vice-Dean shall be of a Professorial status. In the absence of Professors, the Dean and the Vice-Dean shall be appointed from among the following order of ranks; senior lecturers with terminal degrees, senior lecturers without terminal degrees and terminal degree holders.
3. The Dean shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term of two (2) years only. The Vice-Dean shall hold office for a term of two (2) years only.

### **STATUTE 38: Graduate School Board**

1. There shall be established a Board of the Graduate School which shall be constituted as follows:
  - (a) Dean of the School
  - (b) Vice-Dean
  - (c) All Deans of Faculties/Schools/Institutes
  - (d) One Head of Department each elected from the Faculty Boards not below the rank of a Senior Lecturer or Senior Research Fellow

#### **In Attendance**

- (a) Head of Department where matters relating to the Department are to be considered.
- (b) GRASAG Representative
- (c) Secretary to the School who may not be below the rank of Senior Assistant Registrar.

#### **Quorum:**

Fifty percent (50%) of the membership

#### **2. Functions of the School Board**

The Graduate School Board shall perform the following functions:

- (a) Approve candidature, supervisors, coursework, thesis topics, titles and synopses for higher qualifications based upon the recommendations from the Departmental Boards.

- (b) Recommend the appointment of Internal and External Examiners in respect of written papers, dissertations or theses to the Academic Board based upon recommendations from the Departmental Boards.
- (c) Give provisional approval to graduate examination results upon recommendations from Departmental Boards.
- (d) Liaise with the Heads of Department on matters relating to graduate studies in their various Departments
- (e) Keep records of all graduate students and graduates.
- (f) Liaise with the Office of International Programmes and Institutional Co-operation to establish and maintain links with graduate schools in other Universities or Institutions and promote exchange of graduate students and Staff engaged in graduate work between the University and other Institutions both local and foreign.

**STATUTE 39: Centre for Biomedical Equipment Technology (CEBET)**

1. There shall be established a Centre for Biomedical Equipment Technology (CEBET) to be headed by a Director and to be assisted by a Deputy Director.
  - (a) The Director shall be of a Professorial status. In the absence of Professors, the director shall be appointed from among the following order of ranks; senior lecturer with terminal degrees, senior lecturers without terminal degrees and terminal degree holders.
  - (b) The Director shall be appointed by the Governing Council upon recommendations of the Appointments and Promotions Board.
  - (c) The Director shall have the status of a Dean of faculty.
  - (d) He shall be assisted by a Deputy Director who shall be at a rank not lower than senior lecturer.
  - (e) The Director shall hold office for a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only.
  - (f) The Deputy Director shall hold office for a term of two (2) years only

**2. Functions of CEBET**

The Centre shall perform the following functions:

- (a) Run programmes approved by Academic Board
- (b) Organize training programmes in the application and maintenance of biomedical equipment.
- (c) Facilitate quality research and hands-on training of students in the application and maintenance of biomedical equipment technology.

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- (d) Manage a well-equipped medical diagnostic centre under the regulations of the Health Facilities Regulatory Agency and Allied Health Professions Council.
- (e) Provide medical diagnostic services to the Accra Technical University community and other clients from the general public.
- (f) Undertake biomedical equipment maintenance services to corporate clients.

### **STATUTE 40: Office of the Dean of Students' Affairs**

1. There shall be established the Office of the Dean of Students' Affairs which shall be headed by a Dean who shall not be below the rank of a Senior Lecturer.
2. The Dean shall have the status of a Dean of Faculty/School
3. The Dean shall be appointed by the Governing Council on the recommendations of the Appointments and Promotions Board.
4. The Dean shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term of two (2) years only.

### **STATUTE 41: Dean of Students' Office Board**

There shall be established in the Office of Dean of Students' Affairs a Board which shall assist the Dean in the performance of his duties.

#### **1. Composition**

- (a) The Dean-Chairperson
- (b) The Hall Master(s)
- (c) The Head of Guidance and Counseling Department
- (d) The Head of the Chaplaincy Board
- (e) Head of Sports Department
- (f) Two (2) Students Representatives (undergraduate and graduate)
- (g) One (1) Representative from the Academic Board
- (h) An Officer not below the rank of Senior Assistant Registrar in the Office of the Dean of Students' Affairs shall be the Secretary to the Board.
- (i) The Board shall meet at least twice each semester to deliberate on issues concerning the Directorate.

#### **2. Functions of the Dean of Students' Affairs**

- (a) The Dean shall primarily be responsible for the welfare of the Junior Members while they are in the University.

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- (b) He shall liaise with the Registrar, Deans of Faculties/Schools, Hall Masters, the Students Representative Council and other appropriate bodies in all matters affecting the welfare of Junior Members.
- (c) The Office of the Dean of Students' Affairs shall be responsible for the following matters relating to junior members:
  - i) Accommodation including halls of residence and hostels.
  - ii) Chaplaincy services.
  - iii) Guidance and counseling services for Junior Members.
  - iv) Sports and recreation.
  - v) Intra-university, inter-university and international student competitions or meetings.
  - vi) Student governing bodies, organizations, clubs and societies
- (d) The Dean of Student Affairs shall report to the Pro Vice-Chancellor.

### **STATUTE 42: Non-Teaching Directorates, Divisions and Departments**

- (1) Directorate for Research, Innovation, Publication and Technology Transfer (DRITT)
- (2) Directorate of International Programmes and Institutional Co-operation (DIPIC)
- (3) Information and Communication Technology Directorate (ICTD)
- (4) Quality Assurance Directorate(QAD)
- (5) Industrial Liaison Directorate (ILD)
- (6) Directorate of Business Development
- (7) Directorate of Legal Affairs
- (8) Planning Directorate
- (9) Directorate of Procurement
- (10) General Services Directorate
- (11) Guidance, Counseling and Career Development Directorate
- (12) Directorate of Public Affairs
- (13) Academic Affairs Directorate
- (14) Human Resource Directorate.
- (15) Health Services Department
- (16) Stores Department
- (17) Sports Department

**STATUTE 43: Directorate for Research, Innovation and Technology Transfer (DRITT)**

1. There shall be established a Directorate for Research, Innovation and Technology Transfer, under the office of the Vice Chancellor, which shall be headed by a Director appointed by the Governing Council on the recommendation of the Appointments and Promotions Board, to be assisted by a Deputy Director.
2. The Director and the Deputy Director shall be of a Professorial status. In the absence of Professors, they shall be appointed from among the following order of ranks; senior lecturers with terminal degrees, senior lecturers without terminal degrees and terminal degree holders.
3. The Director shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term of two (2) years only.
4. The Deputy Director shall hold office for a term of two (2) years only.

**STATUTE 44: Directorate for Research, Innovation, Publication and Technological Transfer Board**

1. There shall be established a Board of the Directorate which shall be composed of the following:
  - (a) Director
  - (b) Deputy Director(s)
  - (c) One representative of each Faculties/Schools/Institutes
  - (d) Secretary to the Board who shall not be below the rank of Senior Assistant Registrar
2. **Functions of Directorate for Research, Innovation and Technology Transfer**

The Directorate shall perform the following functions:

- (a) source for funding for academic research, inventions and other innovative activities
- (b) Assist staff to write proposals to source for funding (either internally or externally) for research projects or activities.
- (c) inform staff and students about research opportunities
- (d) Organize workshops and seminars on how to plan, conduct, publish and present their research results and innovations.
- (e) Provide a platform for presenting research, inventions and other innovative findings to the public.

**STATUTE 45: Dean of International Programmes and Institutional Cooperation (DIPIC)**

1. There shall be established in the Office of the Vice-Chancellor, a Directorate of International Programmes and Institutional Co-operations to handle all matters relating to academic collaborations with external institutions.
2. The Dean shall be of a Professorial status. In the absence of Professors, they shall be appointed from among the following order of ranks; senior lecturers with terminal degrees, senior lecturers without terminal degrees and terminal degree holders.
3. The Dean shall have the status of a Dean of Faculty.
4. The Dean shall be appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board.
5. The Dean shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term of two (2) years only.
6. The Dean of International Programmes and Institutional Cooperation may resign from office by notice in writing addressed through the Pro Vice-Chancellor to the Vice-Chancellor in accordance with the terms and conditions of his/her appointment. Council may also remove the Dean of International Programmes from office for good cause and in accordance with the instrument of appointment

**Functions**

The Dean of International Programmes and Institutional Cooperation shall, under the Pro-Vice Chancellor, be responsible for;

- a) the management of all agreements establishing links between the University and foreign institutions of learning;
- b) the promotion and advertisement of the programmes of the University to international students and researchers;
- c) the organization of summer schools and orientation programmes for foreign students;
- d) assist the Guidance and Counseling Director with the provision of guidance and counseling services for international students;
- e) the coordination of staff and student exchange and external staff training programmes;
- f) creating and maintaining a comprehensive database of students and external assistance programmes; and
- g) performing such other functions as shall be determined by the University Council.



**STATUTE 46: DIPIC Board**

There shall be established a Board for the Office of International Programmes and Institutional Co-operations:

**1. Composition**

- (a) Dean-Chairperson
- (b) The Head of Academic Affairs Directorate
- (c) One (1) representative from each Faculty elected by the Faculty Board
- (d) One (1) student, who is not in the first year, appointed by the Students' Representative Council (SRC)
- (e) One (1) International Student
- (f) A representative from the Directorate of Finance

**In Attendance**

- (g) Senior Assistant Registrar in the Directorate of International Programmes and Institutional Co-operation

The Board shall meet at least twice each semester to deliberate on issues concerning the Directorate

**2. Functions of the DIPIC Board**

In collaboration with Deans of Faculties/Schools, Directors of Institutes/Centres and Heads of Department, the DIPIC Board Shall:

- (a) provide regular updates on the database of the University's partners in respect of national and international academic programmes
- (b) handle matters involving both staff and student visits and exchange programmes
- (c) in conjunction with the Registrar's Offices, handle all agreements involving the University and its partners in respect of external academic programmes
- (d) publish annually a comprehensive report on the activities of the Office
- (e) perform any other relevant functions as may be assigned by the Vice Chancellor of the University.

**STATUTE 47: Information and Communications Technology Directorate (ICTD)**

- 1. There shall be established, under the Office of the Vice-Chancellor, an Information and Communication Technology Directorate (ICTD) to be headed by an Information and Communication Technology Director, appointed by the Governing Council upon the recommendation of the Appointments and Promotions Board.
- 2. The ICT Directorate shall perform the following functions:

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- (a) Provide the necessary support and enabling environment for the development and use of ICT in enhancing teaching, learning, research and administrative activities.
- (b) Develop and implement an ICT policy and strategy that is sensitive to emerging technologies and responds to changing needs and practices.
- (c) Ensure the security of ICT resources and the safety of people working in the ICT environment.
- (d) Enhance skills of staff to develop, implement, support and exploit ICT resources more effectively and efficiently.
- (e) Provide quality network infrastructure and improve student and staff access to ICT resources.
- (f) Advise on sourcing adequate and sustainable funding for ICT.
- (g) Perform any other function as may be assigned by the Vice-Chancellor.
- (h) There shall be an ICT Committee whose composition and functions are as stipulated in **Schedule D**.

### **STATUTE 48: Quality Assurance Directorate**

1. There shall be established, under the Office of the Vice-Chancellor, a Quality Assurance Directorate.
2. There shall be a Director of the Directorate not below the rank of a Deputy Registrar who shall be appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board.
3. The Directorate may have departments as may be necessary for effective and efficient administration of the Directorate.
4. There shall be a Quality Assurance Committee whose composition and functions areas stipulated in **Schedule D**.

#### **Functions of the Quality Assurance Directorate**

The Quality Assurance Directorate shall have the following functions:

- (a) Develop strategies for setting up standards/quality benchmarks/parameters for all academic and administrative activities of the Institution from time to time.
- (b) Manage standards and quality related activities/tasks of the University.
- (c) Prepare, promotes, and disseminates, information on standards/quality to all sections of the University.
- (d) Monitor and evaluate standards/quality measures/parameters of the institution.
- (e) Prepare an Annual Quality Assurance Report and present it at a seminar to the University community at the end of the academic year.

- (f) Co-ordinate Internal Audits of the University pertaining to Quality Assurance.
- (g) Evaluate policies on Quality Assurance and their impact on the University.
- (h) Maintain an up-to-date database on the accreditation status of all programmes
- (i) Liaise with the academic departments to maintain current syllabi of all programmes
- (j) Perform any other duties as may be assigned by the Vice-Chancellor and the Academic Board.

**STATUTE 49: Industrial Liaison Directorate (ILD)**

1. There shall be established, under the Office of the Pro Vice-Chancellor, an Industrial Liaison and Career Development Directorate to be headed by a Director who shall not be below the rank of Industrial Liaison Officer, appointed by the Governing Council upon the recommendation of Appointment and Promotions Board.
2. The Directorate may have departments approved the Academic Board of the University as may be necessary for effective and efficient administration of the Directorate.
3. **Functions of the ILD**

The Industrial Liaison Directorate shall perform the following functions:

- (a) Create linkages for industrial attachment/work place learning experience for students and Faculty Members.
- (b) Liaise with industry for feedback to help develop and upgrade relevant industry-specific courses, skills and competencies.
- (c) Co-ordinate, harmonize and supervise the activities of industrial attachment/work place learning experience of all Departments/Sections
- (d) Liaise with the Directorate for Research, Innovation and Publication and Technology Transfer to conduct tracer studies
- (e) Prepare annual reports on industrial attachment/work place learning experience to the Academic Board through the Pro Vice-Chancellor
- (f) Coordinate the monitoring and assessment of students on attachment/work place learning experience
- (g) Perform any other duties as may be assigned by the Pro Vice-Chancellor and the Academic Board
- (h) There shall be an Industrial Liaison Committee whose composition and functions are as stipulated in **Schedule D**.

**STATUTE 50: Directorate for Business Development**

1. There shall be established, under the Office of the Vice-Chancellor, a Directorate for Business Development to be headed by a Director not below the rank of a Deputy Registrar. The Director shall be recommended by the Appointments and Promotions Board and approved by the Governing Council.
2. The Directorate shall have the following Departments:
  - (a) Department of Business Development and Innovation;
  - (b) Department of Research, Technology Incubation and Technology Transfer;
  - (c) Department Renewable Energy and Energy Efficiency; and
  - (d) Any other departments that may be created by the Governing Council upon the recommendations of the Academic Board.
  - (e) The Director shall co-ordinate the activities of all Departments.
3. The Head of a Department shall be a Senior Member appointed by Council on the recommendation of Appointments and Promotions Committee.
4. The Centre shall have an advisory Committee whose composition and functions are as stipulated in **Schedule D**.
5. The Departments shall have the following Units:
  - (a) **Department of Business Development and Innovation**

The Department of Business Development shall be the commercial wing of the University and responsible for the development and efficient management of all commercial services to enhance the University's internal revenue generation and capacity and shall carry out the following functions:

    - i) Play a leading role in the revenue mobilization drive of the University
    - ii) Coordinate all commercial activities of the Production Units of the University
    - iii) Liaise with the Faculties/Institutes and Departments to organize short courses
    - iv) Analyze market needs and trends, and deliver appropriate marketing strategies to support the University programmes and initiatives
    - v) Liaise with Faculties/Institutes/Departments to bid for local and international consultancy projects
    - vi) Liaise with industry and the business community to bid for local and international consultancy projects

- vii) Develop and manage all non-academic commercial projects, tasks and initiatives, in close collaboration with Heads of Departments, the Registrar and the Vice-Chancellor
- viii) Collect and analyses data on business opportunities, prepare business plans and reports, needed for implementation by the Departments
- ix) Perform any other function as may be assigned by the Vice-Chancellor

**(b) Department of Research, Technology Incubation and Technology Transfer (DERTITT)**

- (i) The Department of Research, Technology, Incubation and Technology Transfer shall conduct quality and innovative research that positively impacts on work attitudes, procedures, productivity and growth of the private sector and shall accordingly carry out the following functions:
- (ii) Strengthen private sector demand-driven research capabilities of the staff and students of the University
- (iii) Increase the quality and quantity of demand-driven research of the University
- (iv) Promote product development in partnership with the private sector
- (v) Integrate private sector requirements into research activities in the University
- (vi) Liaise with the Department of Business Development and Innovation to maximize revenue through commercialization of research and technology output to the private sector
- (vii) Establish research and innovation fund and reward systems to support research
- (viii) The Head shall supervise and manage the activities of the Centre.
- (ix) To provide demand-driven employable skills and enhanced the income generating capacities of the youth, and such other persons through competency based apprenticeship and master craftsmanship.
- (x) To offer entrepreneurial training to equip prospective students of the Centre to create employment for themselves
- (xi) To provide vocational guidance and career development

**(c) Department for Renewable Energy and Energy Efficiency (DREEE)**

There shall be a Department of Renewable Energy and Energy Efficiency to undertake applied research and provide technical support in all aspects of

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Renewable Energy and Energy Efficiency in order to support industry partners in and outside the country and shall accordingly carry out the following functions:

- (i) to research and develop, deploy, train, promote and commercialize sustainable energy-related products.
- (ii) to undertake multi-disciplinary research and innovation in the field of solar, biomass, wind energy, and energy efficiency;
- (iii) to advance re-related science, engineering, and entrepreneurship to groups like students, graduates, entrepreneurs and artisans.

### **STATUTE 51: Directorate of Legal Affairs**

1. There shall be established under the Office of the Vice-Chancellor, a Legal Services Directorate to be headed by a qualified Lawyer who shall not be below the rank of a Deputy Registrar, appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board.
2. The Director of Legal Affairs may be assisted by a team of solicitors appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board.
3. The Director of Legal Affairs shall be the Chief Legal Advisor to the University and serve as the Legal Advisor to the Vice-Chancellor and the University Governing Council.
4. **Functions of the Directorate of Legal Affairs**

The Directorate of Legal Affairs shall perform the following functions:

- (a) assisting in the drafting and reviewing of all contracts and legal documents of the University in accordance with applicable laws.
- (b) provide legal advice and representation to the University
- (c) overseeing and coordinating the legal affairs with the University's external legal counsel on behalf of the University and to ensure efficient and effective management of cost of legal services.
- (d) any other duty or task assigned to the directorate by Council of the University and the Vice Chancellor.

### **STATUTE 52: Planning Directorate**

1. There shall be established under the office of the Vice-Chancellor, a Planning Directorate to be headed by a Director who shall not be below the rank of Planning Officer, appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board.

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2. The Planning Directorate shall perform the following functions:
  - (a) Collect, collate, analyze and maintain statistical data on staff, students, programmes, equipment and structures of the University on continuous basis.
  - (b) Coordinate the development of Strategic Plans and Operational Plans for the University.
  - (c) Monitor and evaluate action plans contained in the University Strategic Plans as the implementation progresses to ensure that the various milestones are attained.
  - (d) Prepare Composite Time-Tables to manage the use of lecture rooms, workshops and laboratories with class sizes and monitor use of same to promote efficiency and effectiveness.
  - (e) Perform any other related functions as may be assigned to the Directorate by the Vice-Chancellor and the Academic Board.
  - (f) There shall be a Planning and Resource Committee whose composition and functions are as stipulated in **Schedule D**.

### **STATUTE 53: Directorate of Procurement**

1. There shall be a Directorate of Procurement to be headed by a Director who shall not be below the rank of Procurement Officer, appointed by the Governing Council upon the recommendation of the Appointments and Promotions Board.
2. The Head of the Directorate shall report to the Vice-Chancellor.
3. The Head of the Procurement Directorate shall apply the Public Procurement Act, 2003 (Act 663) Public Procurement (Amendment) 2016 Act 914 as well as the Public Financial Management Act, 2016 (Act 921), The Financial Administration Regulations (L.I. 1802) and any other relevant Acts and regulations in the operations of the Procurement Directorate.

#### **4. Functions of the Directorate of Procurement**

The Directorate of Procurement shall perform the following functions:

- (a) Develop an annual procurement plan for the University.
- (b) Procure, maintain and manage supplies, materials and services to support the logistical requirement of the University.
- (c) Provide secretariat services to Entity Tender Board as per the Public Procurement Act.
- (d) Set specifications and standards for goods and services procured and monitor adherence to them to ensure value for money.
- (e) Prepare action plan, quarterly progress report and budgets for the Directorate.

**STATUTE 54: General Services Directorate (GSD)**

There shall be established a General Services Directorate under the office of the Registrar.

1. The General Services Directorate shall be headed by a Director who shall not be below the rank of Deputy Registrar, appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board.
2. The Director of the Directorate shall report to the Registrar.
3. **Functions of the General Services Directorate**

The General Services Directorate shall perform the following functions:

- (a) Have supervisory control over the Transport and Security units of the University.
- (b) The GSD shall co-ordinate all support services and activities of the University.
- (c) Any other functions which may from time to time be assigned to the Department by the Registrar.

**STATUTE 55: Guidance, Counseling and Career Development Directorate**

There shall be, under the office of the Dean of Students' Affairs, a Guidance, Counseling and Career Development Directorate to be headed by a Director who shall not be below the rank of Guidance and Counseling Officer, appointed by the Governing Council upon recommendation of the Appointments and Promotions Board.

- (a) The Guidance and Counseling Officer shall:
  - i) provide counseling services to students and staff to ease academic and social stress.
  - ii) Should in conjunction with the Industrial Liaison and Career Development Directorate organize training workshops or seminars on relevant guidance and counseling, in life and career planning skills.
  - iii) issue periodic reports on counseling activities to the Vice-Chancellor.
  - iv) in ensuring that students and staff who require assistance are given the necessary attention by appropriate authority.
  - v) perform any other duties that may be assigned to him by the Vice-Chancellor.
- (b) There shall be a Guidance and Counseling Committee whose composition and functions are as stipulated in **Schedule D**.

**STATUTE 56: Directorate of Public Affairs**

1. There shall be established a Directorate of Public Affairs which shall be headed by a Director who shall not be below the rank of Deputy Registrar, and be responsible for



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

### **STATUTE 57: Academic Affairs Directorate**

There shall be established under the office of the Registrar an Academic Affairs Directorate to be headed by a Director of not below the rank of a Deputy Registrar appointed by the Governing Council on the recommendation of the Appointments and Promotions Board.

1. The Director of Academic Affairs shall be responsible for the:
  - a. for the implementation of the academic policy of the University.
  - b. the preparation and implementation of teaching and examination schedules;
  - c. The processing of admission applications including advertisements for such applications;
  - d. the allocation of lecture rooms and examination centres as well as other logistical matters relating to the academic agenda of the University;
  - e. Making physical arrangements for all academic functions of the University.

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- f. The maintenance of academic facilities and the supervision of maintenance employees;
  - g. the preparation and issuance of statements of examination results, transcripts and certificates;
  - h. the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for Junior members in consultation with the Legal Counsel, the Director of Public Affairs; and
  - i. the discharge of any other assignments that the Registrar shall deem necessary.
2. Subject to these Statutes and without prejudice to the power of the Director of Academic Affairs to process admission forms the admission of students shall be exclusive responsibility of the Admissions Board. The Admissions Board shall adhere at all times to the criteria for selecting applicants approved by the Academic Board.
  3. The Director of Academic Affairs shall be responsible for coordinating the dealings of the University with all affiliated institutions.
  4. The Director of Academic Affairs may resign from office by notice in writing to Council, through the Registrar in accordance with the terms and conditions of his appointment. Council may also remove a Director of Academic Affairs from office for good cause and in accordance with the instrument of appointment.

### **STATUTE 58: Human Resource and Organizational Development Directorate**

There shall be established under the office of the Registrar the Human Resource and Organizational Development Directorate to be headed by a Director of not below the rank of Deputy Registrar, appointed by the Governing Council on the recommendation of the Appointments and Promotions Board.

1. The Director of Human Resource and Organizational Development shall be responsible as follows:
  - a. lead in the development and implementation of the human resource policies of the University;
  - b. provide strategic planning with respect to the human resource needs of the University;
  - c. ensure the timely renewal and termination of employment contracts;
  - d. institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice-Chancellor and the Council;

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

### **STATUTE 59: Stores Department**

1. There shall be a stores Department of the University under the Procurement Directorate.
2. The Head of the Stores Department shall be a Senior Member appointed by the Governing Council upon on the recommendation of Appointments and Promotions Board.
3. The Head of the Department shall report to the Director of Procurement.
4. The Head of the Stores Department shall the Public Financial Management Act, 2016 (Act 921), The Financial Administration Regulations (L.I. 1802) and any other relevant Acts and regulations in the operations of the Stores Department. Public Procurement Act, 2003 (Act 663) Public Procurement (Amendment) 2016 Act 914 as may be amended from time to time.

#### **5. Functions of the Stores Department**

The Stores Department shall perform the following functions:

- (a) Maintain and monitor the office supplies and materials.
- (b) Maintain and update inventory of goods, supplies and materials.
- (c) Receipt, storage and distribution of goods and supplies.
- (d) Keep and maintain proper records of goods and supplies maintained in the stores.

### **STATUTE 60: Sports and Recreation Department**

1. There shall be established under the office of the Director of Students' Affairs a Sports and Recreation Department to be headed by a Sports Officer not below the rank of a Senior Assistant Registrar or its equivalent.
2. The Sports Department shall be the body responsible for the regulation of all student and staff sporting and recreational activities of the University.

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3. The Sports and Recreation Department, in addition to the University Statutes and Regulations, shall be governed by the Sports and Recreational Policy which shall be approved by the Academic Board.
4. There shall be a Sports and Recreation Committee whose composition and functions shall be as stipulated in **Schedule D**.
5. The Head of the Sports Department shall be responsible for:
  - (a) The development of sports and related activities
  - (b) The organization of sporting events
  - (c) Liaising with external sports organizations
  - (d) The management of the Sports Office
  - (e) Advising the academic Board on matters relating to the award of academic credit for student participation in sports
  - (f) Holding sporting clinics for the members of the University
  - (g) Representing the University on external sporting bodies
  - (h) Preparation of teams for sporting events
  - (i) The discharge of any other assignments that the Registrar shall deem necessary.

### **STATUTE 61: Health Services Department (HSD)**

1. There shall be established, under the Office of the Registrar, a Health Services Department to be headed by a Health Administrator, appointed by the Governing Council upon the recommendations of the Health Services Committee.

#### **2. Functions of the Health Services Department**

The Health Services Department shall:

- (a) Exercise an efficient professional and administrative supervision over the health services of the University including preventive, personal, and environmental and public health services.
- (b) Subject to the approval of the Academic Board, formulate policies including those of the National Health Insurance for the maximum development of all health services in the University.
- (c) Perform any other function as may be assigned to him by the Vice Chancellor.
- (d) The Head of Health Services Department shall head the Department of Health Services and in that capacity shall be responsible to the Vice-Chancellor.

**3. Mode of Appointment and Functions of the Head of Health Services Department**

- (a) The Head of the Health Service Department shall possess a post-graduate degree and at least five (5) years post qualification experience as a licensed physician, surgeon, dentist or pharmacist. Qualification in Health Administration will be an added advantage.
- (b) He shall be appointed in the manner prescribed in such terms and conditions as the Governing Council may determine.
- (c) He shall exercise professional and administrative supervision over the entire medical, paramedical and all other staff within the Health Services.
- (d) He shall by virtue of his position be a member of the University's Health Services Committee.
- (e) He shall perform any other functions as may be assigned to him by the Vice-Chancellor
- (f) The Head of health services Department shall hold office for a term of four years and he may upon application by him be eligible for re-appointment for a further term of four years.
- (g) The Head of the Health Services department may resign, by giving at least three (3) months' notice by a letter addressed to the Vice-Chancellor through the Registrar.

**STATUTE 62: Discipline of Staff in the University**

- 1. The Governing Council of the University is responsible for discipline of staff in the University.
- 2. The Vice-Chancellor shall be the Chief Disciplinary Officer of the University, and in this regard, shall act in accordance with rules formulated by the Governing Council under **Schedule M** of these Statutes and the Conditions of Service.
- 3. Disciplinary offences shall be as prescribed in **Schedule M** of these Statutes. Without prejudice to the generality of the offences prescribed in **Rules (a-n) of Schedule M** of these Statutes, disciplinary offences in the University shall also include the following:
  - (a) Conviction by a competent Court of Law for any offence which the Council considers to be such as to render the person concerned unfit for the discharge of the functions of his office.
  - (b) Conduct deemed scandalous or disgraceful in nature which the Governing Council considers to be such as to render the person concerned unfit to continue to be in the University, or in the employment of the University, or hold office.

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

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

#### **4. Disciplinary Sanctions**

The following are the sanctions for major and minor offences that may be imposed for breaches of discipline.

##### **(a) Major offences**

- i) Dismissal
- ii) Termination of Appointment
- iii) Reduction in rank or grade
- iv) Suspension for stated period
- v) Interdiction
- vi) Surcharge for causing loss or damage to any property or thing used in the business of the University.

##### **(b) Minor offences**

- i) Reprimand
- ii) Warning
- iii) Caution

(c) For the purpose of these Statutes, major penalties shall be imposed only by the Vice-Chancellor or on his instructions.

### **STATUTE 63: Discipline of Senior Members**

1. There shall be established a Disciplinary Committee of the University which shall report to the Governing Council through the Vice-Chancellor. The Vice-Chancellor shall refer cases affecting Senior Members of the University to the Disciplinary Committee. The Disciplinary Committee shall follow proceedings as laid down in **Schedule M**.
2. In the event of an objection being raised against the Chairperson or any individual member of the Committee, the Vice-Chancellor of the University may make a determination to the objection and may appoint a replacement. The most Senior Director of a Faculty or School may be appointed to replace the Chairperson whilst the Vice Chancellor may appoint any other person that he deems fit to replace individuals against whom objections may be raised by an aggrieved staff.

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3. A Senior Member adversely affected by any decision of the Disciplinary Committee shall be entitled, within ten (10) working days of the receipt of the Committee's decision, to first apply to the Vice-Chancellor for a review of the decision. Where the Senior Member is still aggrieved by the decision of the Vice-Chancellor, he shall be entitled to appeal, within ten (10) days after communication of the decision to him to the University Appeals Board.
4. The Vice-Chancellor shall report to Council, at its next meeting, the actions taken by him on the Committee's report.
5. **Interdiction Pending the Determination of the Case**
  - (a) Where a Senior Member has been charged with a disciplinary offence, which in the opinion of the Vice-Chancellor is serious, or prejudicial to the proper discharge of the duties of the Senior Member concerned, the Vice-Chancellor may interdict him from duty and all other functions of the University, pending the determination of his case by the Committee. 2/3rds of his salary and other allowances including the use of official vehicles shall be suspended until the matter is finally determined by the Committee.
  - (b) Where no adverse findings have been made against the Senior Member, the Vice-Chancellor shall communicate this to him within seven (7) days of receipt of the Board's report and if he had been suspended he shall be restored to his former position forthwith, and if on interdiction arrears of salary shall be paid accordingly.

### **STATUTE 64: Rules and Procedures Relating to Discipline of Staff in the University**

1. There shall be disciplinary committees or Ad-hoc Committees where applicable for each of the categories of members of the University recognized by the Act and these Statutes namely, Senior members, Senior staff, Junior staff.
2. A disciplinary committee or Ad-hoc Committee shall investigate an allegation of misconduct referred to it by the Registrar and shall make appropriate decisions on the charges including sanctions.
3. The Registrar shall cause to be investigated an allegation of misconduct referred to it by setting up an Ad-hoc investigative committee.
4. Where investigations disclose misconduct, disciplinary proceedings shall be instituted before the appropriate disciplinary committee or Ad-hoc Committee.
5. For the avoidance of doubt, it shall not be necessary to conduct an investigation of misconduct where the University is already in possession of the relevant evidence. The

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- persons identified in the evidence shall be charged directly before the appropriate disciplinary committee.
6. Where a disciplinary action concerns a person who is a member of the relevant committee, the Vice-Chancellor shall replace that person with a suitably qualified alternate.
  7. In all proceedings the Disciplinary Board or Ad-hoc Committee shall abide by the above rules and procedure relating to discipline and /or the Disciplinary Policy approved by the Council as may be amended from time to time in so far as the Disciplinary policy does not conflict with these rules and procedures.
  8. In all proceedings of the Disciplinary Committee, the Staff affected shall be served with a written notice of the grounds upon which the proceedings are being initiated against him. He shall then appear before the Committee with or without a Counsel of his choice to explain and defend his conduct.
  9. When the affected Staff is served with the notice above, he may within ten (10) working days after the service of the said notice on him, furnish the Board with the grounds upon which he intends to defend.
  10. If no reply is received by the Disciplinary Committee within the time specified in the notice, it shall then proceed with the enquiry in his presence or absence, provided that he has been served with the notice.
  11. In all proceedings of the Disciplinary Committee, the staff concerned shall be entitled to call witnesses on his behalf and the Committee shall be similarly entitled to call and hear its witnesses and the witnesses of the affected staff
  12. A staff appearing before the Disciplinary Committee may, if he so wishes, be represented by a Counsel, provided he notifies the Board in writing, at least five (5) days before any particular sitting of the Committee.

### **STATUTE 65: Discipline of Junior/Senior Staff in the University**

- (a) The composition of the Disciplinary Committee for Junior/Senior staff shall be as stated in **Schedule M**.
- (b) The offending staff concerned must be given:
  - i. Notice in writing stating the grounds on which disciplinary action is being taken against him;
  - ii. Reasonable opportunity to defend himself.
- (c) The provisions relating to interdiction, as applied to Senior Members shall also apply to the Junior Staff.



**STATUTE 66: Procedure for Review and Appeals**

1. Any person adversely affected by any decision of the Vice – Chancellor or the person or body to whom the Vice Chancellor has delegated authority shall first apply for a review of the decision to the Vice-Chancellor stating the grounds upon which the application is being made in addition to his written submission within ten (10) working days of the notice of the Vice – Chancellor’s decision.
2. The Vice-Chancellor on receiving the application for review, may refer same to the Disciplinary Committee or the Ad-hoc Committee who shall then send their recommendations to the Vice Chancellor. The Vice-Chancellor shall consider the recommendations of the Disciplinary Committee and then notify the aggrieved staff of his decision.
3. Where the staff is still aggrieved by the decision of the Vice-Chancellor from the review, the staff shall appeal to the Appeals Board to the Chairman of the Appeals Board through the Secretary to the Appeals Board within ten (10) working days from date of receiving the decision of the Vice Chancellor stating the grounds of his appeal and written submission thereof.
4. The Appeals Board shall consider the appeal in accordance with its rules of procedure.
5. While such an appeal is pending before the Appeals Board, the Appeals Board may request Management to stay execution of any disciplinary action.
6. There shall be no further right of appeal after the Appeals Board comes out with its decision.
7. **Establishment of the University Appeals Board (UAB)**  
The University Governing Council shall establish a body known as the University Appeals Board. Members of the Appeals Board shall be appointed by the Governing Council and shall consist of people who are not in the employ of the University.
8. **Composition of the University Appeals Board:**
  - (a) The University Appeals Board shall consist of:
  - (b) A Chairperson who is a retired Justice of the Superior Court of judicature or a lawyer qualified to be so appointed;
  - (c) Two (2) lawyers of at least ten (10) years standing at the bar who are persons of high moral integrity, one of whom is a woman; and
  - (d) Two (2) persons who are not lawyers and are persons of high moral integrity, one of whom is a woman.

**9. Functions and Powers of the University Appeals Board**

The Appeals Board shall hear and determine on appeal matters on:

- (a) acts or omissions in contravention of Act 922 or the Statutes enacted by the Governing Council of the University;
- (b) breach of employment contracts by the University;
- (c) the promotion of persons duly employed by the University;
- (d) grievances by students and staff against the University on matters related to welfare and discipline; and
- (e) any other matter or dispute referred to the Appeals Board by the Governing Council.

**10. Quorum of UAB**

- (a) The Chairperson and the two other members of the Appeals Board constitute a panel for the hearing and determination of a case or matter before the Appeals Board.
- (b) In the absence of the Chairperson, one of the two (2) Lawyers as provided for in paragraph (b) of subsection (4) shall act as a Chairperson.

**11. Rules and Procedures of UAB**

The Governing Council shall establish rules and procedures which govern:

- (a) The operations of the Appeals Board;
- (b) The appointment and remunerations of the members of the Appeals Board;
- (c) The establishment of the secretariat of the Appeals Board;
- (d) The co-opting of members to the Appeals Board; and
- (e) Any other relevant matter.

**STATUTE 67: Discipline of Junior Members**

- 1. There shall be a Disciplinary Committee for Junior Members.
- 2. The Membership of the Disciplinary Committee shall comprise:

- (a) Director of Students' Affairs - Chairperson
- (b) Head of Department (of Junior Member concerned) - Member
- (c) One (1) Representative from Academic Board - Member
- (d) SRC/ GRASAG Representative - Member
- (e) Registrar or his Representative - Member/Secretary

**In Attendance**

- a) Director of Legal Affairs or his representative

### 3. Functions of Disciplinary Committee

The Disciplinary Committee shall investigate and make findings on issues relating to but not limited to the following and make their recommendations including imposition of sanctions and penalties to the Vice- Chancellor:

- (a) Examination malpractices;
- (b) Students' misconduct;
- (c) Insubordination;
- (d) Stealing, fighting, sexual offences, homosexuality, occultism etc.;
- (e) Possession and /or use of offensive weapons;
- (f) Possession and/or use of banned narcotic substances; and
- (g) Any other act which is considered detrimental to the interest of the University stated in the students' Hand Book.

#### **Quorum:**

The quorum for meetings of the committee shall be two thirds (2/3) of the membership.

- 4. A disciplinary proceeding in respect of a Junior member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice relating to admissions into the University or examinations and to take appropriate action including disciplinary sanctions.

### 5. Sanctions/Penalties for Junior Members

- (a) Where the Junior Members' disciplinary committee finds a junior member guilty of misconduct, it may recommend one or more of the following sanctions:
  - i) Expulsion or suspension from the University;
  - ii) A fine;
  - iii) Censor or reprimand in writing;
  - iv) Withholding of certificate for a stated period;
  - v) Withdrawal of certificate;
  - vi) Withdrawal of an academic, a University or a residential privilege, benefit, right or facility;
  - vii) Rustication
  - viii) Recovery of money or property, or subject of the misconduct; and
  - ix) Any other penalty or sanctions prescribed by these Statutes.
- (b) The Academic Board shall reserve the right to investigate any allegation of impropriety or malpractice against the Junior Member and recommend an appropriate sanction to the Vice-Chancellor for implementation using the laid down procedure cited elsewhere in this statutes.

**STATUTE 68: Procedure for Review and Appeals by Junior Members**

1. Any Junior member adversely affected by any decision of the Vice – Chancellor or the person or body to whom the Vice Chancellor has delegated authority shall first apply for a review of the decision to the Vice-Chancellor stating the grounds upon which the application is being made in addition to his written submission within 10 working days of the notice of the Vice – Chancellor’s decision.
2. The Vice-Chancellor on receiving the application for review, may refer same to the Disciplinary Committee who shall then send their recommendations to the Vice Chancellor.
3. The Vice-Chancellor shall consider the recommendations of the Disciplinary Committee and then notify the aggrieved staff of his final decision.
4. Where the staff is still aggrieved by the decision of the Vice-Chancellor from the review, the staff shall appeal to the Appeals Board through the Chairman of the Governing Council within 10 working days from date of receiving the decision of the Vice Chancellor stating the grounds of his appeal and written submission thereof.
5. The Appeals Board shall consider the appeal in accordance with its rules of procedure.
6. While such an appeal is pending before the Appeals Board, the Appeals Board may request Management to stay execution of any disciplinary action.
7. There shall be no further right of appeal after the Appeals Board comes out with its decision.

**STATUTE 69: Industrial Action by Unionized Employees**

1. The University recognizes the right of every employee to freedom of association and of the right to demonstrate in order to protect his economic and social interests.
2. Employees who engage in industrial action pursuant to their rights to do so under any collective agreement or under any labour arrangements, shall do so in accordance with the Labour Act 2003 (Act 651) and must respect the rights and freedoms of other members of the University and the general public.
3. No industrial action taken or purported to be taken shall deliberately disrupt work of other unionized staff not on industrial action or the provision of essential service to the University.
4. For the purposes of this statute essential services shall have the same meaning as in the Labour Act, 2003 (Act 651) or in the collective agreement reached between Management and the Unions from time to time.

**STATUTE 70: University Examinations Board**

The Academic Board shall make the necessary regulation for the establishment of a University Examinations Board to regulate the conduct and/or certification of examination.

**a. Composition:**

- i. Pro Vice-Chancellor (Chairman)
- ii. Dean of each Faculty/School
- iii. Head of University Examinations Department
- iv. A representative of each Faculty/School
- v. Academic Department Examination Officers
- vi. The Head of Academic Affairs Directorate
- vii. The Head of Quality Assurance Directorate
- viii. The Head of Planning Directorate
- ix. Assistant Registrar at the Examinations office as Secretary

**b. Functions:**

The Examinations Board shall perform the following functions:

- i. Ensuring the provision of examination materials.
- ii. Approving the venue for examinations.
- iii. Ensuring efficient and effective invigilation.
- iv. Ensure the safe handling of examination scripts as provided by the schedule.
- v. Ensure that questions are moderated and proof-read.
- vi. Designing regulations for the conduct of examinations to be approved by Academic Board.
- vii. Setting the timetable for conduct of examinations.
- viii. Recommending grading to Academic Board.
- ix. Submitting reports on the conduct of the Examinations to the Academic Board.
- x. Carrying out any other functions as may from time to time be referred to them by the Academic Board or as contained in these statutes.
- xi. Oversee the functioning of committees established by the Board.
- xii. Review examinations results from faculties/schools before presenting them to Academic Board.

**STATUTE 71: Examination Offences and Sanctions**

1. It shall be an offence for anyone to knowingly:

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- (a) forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of forged, altered or falsified document, whether the document or record be in print or electronic form;
  - (b) use or possess an unauthorized aid or aids or obtain unauthorized assistance of any academic examination or test or in connection with any other form of academic work;
  - (c) impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;
  - (d) represent, without acknowledgment of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work;
  - (e) submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
  - (f) submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
  - (g) gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;
  - (h) be found with a script of a colleague or willingly give a script to a colleague.
  - (i) Any other offence that may be determined by the Academic Board from time to time.
2. It shall be an offence for anyone to knowingly:
- (a) abet any of the offences described in subsection 1 of this Statute;
  - (b) evaluate any application for admission or transfer to a programme of study by reference to any criterion that is not approved by the University;
  - (c) evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it to be performed; or
  - (d) award or enhance grades for a student or for a course not taken by a student or to procure same to be done.

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- (e) any other offence that may be determined by the Academic Board from time to time.
3. It shall be an offence for anyone to knowingly:
    - (a) forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
    - (b) engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
    - (c) any other offence that may be determined by the Academic Board from time to time.
  4. A graduate of the University may be charged at any time with any of the above offences committed knowingly while he or she was a student, if, in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.
  5. The conduct of Examinations shall be guided by **Schedule Q** of these Statutes.

### **STATUTE 72: Appointments of Senior Members -Teaching/Non-Teaching**

1. The Governing Council shall make appointments to academic, senior administrative and senior professional staff positions on the recommendations of the Appointments and Promotions Board of the Technical University.
2. The Vice-Chancellor, on the recommendations of a Head of Department and for a good reason, may offer temporary appointment to all categories of employees, subject to confirmation through the normal channel of appointments as stated elsewhere in this statutes.
3. The conditions of service of the employees referred to in the foregoing paragraphs of the statute shall be determined by the Conditions of Service and any Collective Agreements in force.
4. All employees shall be given copies of the Conditions of Service on appointment.

### **STATUTE 73: Appointments of Senior Staff and Junior Staff**

1. The Vice-Chancellor shall make appointments to senior and junior staff positions on the recommendations of the Appointments and Promotions Board of the University subject to approval of the Governing Council.
2. The Vice-Chancellor, on the recommendations of a Head of Department and for a good reason, may offer temporary appointment to all categories of employees, subject to

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confirmation through the normal channel of appointments as stated elsewhere in this statutes.

3. The conditions of service of the employees referred to in the foregoing paragraphs of the statute shall be determined by the Conditions of Service and any Collective Agreements in force.
4. All employees shall be given copies of the Conditions of Service on appointment.

### **STATUTE 74: Terms of Employment of Senior Members/Senior Staff**

1. The terms and conditions of employment prevailing at the time of the appointment of a Senior Member/Senior Staff of the University shall be specified in his letter of appointment.
2. Copies of the University Statutes and Conditions of Service, Scheme of Service, Policy Documents and any other documents shall be made accessible to the employee on assumption of duty.
3. In addition, the following provisions shall be observed:
  - (a) Each Senior Member/Senior Staff shall comply with such directions and regulations as have been or shall be given and adopted by the Governing Council.
  - (b) Each Senior Member/Senior Staff shall give to the Faculty/Department to which he is a member or attached, and to its extension and development, and to the general interest of the University, such time and labour as shall be considered sufficient by the Vice-Chancellor or Director or Head of Department as appropriate.
  - (c) A Senior Member/Senior Staff shall not undertake or continue in any other work or occupation of any kind which may, in the opinion of the Vice-Chancellor on recommendation of the Director or Head of Department interfere with the proper performance of his duties or is detrimental to the interest of the University
4. Consultancy services may be rendered, provided that:
  - (a) Such projects are integrated into the research and teaching programmes of the various Faculties and Departments and are regulated and controlled to ensure that there is no conflict between the private interest of a Senior Member/Senior Staff and his official duties.
  - (b) The Head of Department shall ensure that a Senior Member/Senior Staff shall not undertake any outside work if his normal University duties would be disrupted.
  - (c) The Senior Member/Senior Staff shall obtain written permission from the Vice-Chancellor before engaging in consultancy work.



- (d) Where abuses of the facility are proved, appropriate disciplinary measures, including withdrawal of the facility, may be taken by the Vice-Chancellor.

**STATUTE 75: Secondment**

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

**STATUTE 76: Leaving the University**

**1. Resignation**

- i) Except as may otherwise be provided by the Governing Council, a Senior Member (Academic) may resign his appointment by giving, in writing, to the Vice-Chancellor, at least three (3) months prior notice, or in default pay three (3) months basic salary in lieu of notice, to the University. A Senior Member (Non-Academic) may also resign his appointment by giving, in writing, to the Vice-Chancellor, at least three (3) months prior notice, or in default pay three (3) months basic salary in lieu of notice, to the University. Additionally, it shall be without prejudice to any further action the University may have to take against him for good reason.
- ii) The resignation of staff shall be in accordance with their contract of employment or where applicable, their Collective Agreement.

**2. Termination of Appointment**

- i) Without prejudice to the provisions herein contained and subject to the approval of the Governing Council, the University may terminate the appointment of any Senior Member/Staff by giving him three (3) months prior notice in writing or in default, pay him three (3) months basic salary in lieu of notice.
- ii) (Appointment of employees may be terminated in accordance with the Labour Act 2003 (Act 651) or in accordance with their respective collective agreements.

**3. Retirement**

- i) Except as may otherwise be provided in special cases by the Governing Council, a Senior Member/Staff appointed to a full-time post, shall retire from the University upon attaining the age of sixty (60) years. In the event that the retirement date falls within the academic year the senior member shall continue to serve until the end of the Academic year.
- ii) Except as may otherwise be provided in special cases by the Governing Council, a Senior Member (Academic) appointed on a renewable contract, shall not hold any administrative position.

**4. Vacation of Post**

- i) A senior member or staff who absents himself from duty for a period of three (3) working days or more but less than ten (10) working days, without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be cautioned for a first offence.
- ii) A second offence within a period of three months shall attract a warning.
- iii) A third offence within a period of six months shall be considered as vacation of post and the person's appointment may forthwith be terminated.
- iv) A senior member or staff who absents himself from duty for a period of ten (10) consecutive working days or cumulatively for twenty (20) working days without prior permission where it was reasonable to have obtained prior permission, or without reasonable cause or explanation where prior permission was unreasonable or impracticable under the circumstances to obtain, shall be deemed to have vacated his post and his appointment may forthwith be terminated.

- v) A written permission shall be obtained from the Vice-Chancellor by any staff travelling outside the country in accordance with the regulations.

### **STATUTE 77: Post Retirement Contracts**

The Governing Council shall enact such procedures for the award of post retirement contracts. Post retirement contracts shall be given to Professors, Senior Lecturers and those in the analogous grades, renewable every year for periods of between five (5) years and ten (10) years subject to the fulfillment of such criteria, including but not limited to medical fitness, evidence of mentorship, etc.

### **STATUTE 78: Halls of Residence**

1. There shall be Halls of Residence in the University and such other Residential Facilities as the Governing Council may determine.
2. Each Hall of Residence and Residential Facility shall contain of such number of students of the University as The Governing Council may determine.
3. Each Hall of Residence shall be managed by the Hall Council whose composition shall be as stipulated in **Schedule P**.
4. The Hall Council shall be responsible for investigating any breaches of discipline by a Junior Member in the Hall or Residential Facility and report to the Vice-Chancellor through the Director of Students.
5. There shall be a Hall Master who shall be the Chairperson of the Hall Council. He shall be responsible for the administration of the Hall and shall be responsible to the Hall Council.
6. The Hall Master (s) shall be elected in accordance with the Hall Statutes. They shall serve a term of two (2) years and may be eligible for re-appointment for another term of two (2) years only. They shall be eligible for re-appointment only after two (2) years have elapsed from the date they last held that office.
7. The Hall Master shall have equal status with a Head of Department and shall report to the Vice-Chancellor through the Dean of Students.

### **STATUTE 79: Creation, Ownership and Use of Intellectual Property**

1. Subject to the Act and any existing laws on intellectual property as may be amended from time to time, the University may create and own intellectual property rights.
2. Without prejudice to the generality of clause (1) above:
  - (a) the University shall copyright works eligible for Copyright protection under the Copyright Act 2005 (Act 690);

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- (b) The University shall publish its copyright by placement of copyright notices on such works; and
  - (c) The University shall patent its inventions eligible for patenting under the Patents Act, 2003 (Act 657).
3. The University shall register all its registrable Industrial Designs in accordance with the Industrial Designs Act 2003 (Act 660).
  4. In the absence of a contract to the contrary and subject to the permitted uses of IP rights, the University shall take Legal action on any infringement of its IP rights.
  5. The University shall recognize IP rights of third parties and shall only use Third Party IP rights consistent with the applicable IP Laws or with the consent of the owner of the IP rights.
  6. The Intellectual Property right in any work, research, invention, design or any other material eligible for IP protection wholly funded or otherwise wholly undertaken with the resources of the University shall vest in the University.
  7. In the absence of a contract to the contrary, or intellectual property policy to that effect, the economic right in an intellectual property shall vest in the University where the employee has created the work/invention/design or registrable IP work in the course of his employment subject to the recognition of moral rights of the employee.
  8. The Governing Council reserves the right to assign or license the IP rights of the University subject to contract and in accordance with the applicable IP law.
  9. An Intellectual Property right shall vest in the University where a junior member has created the work, invention design or registrable IP work during the course of his course of instruction. Subject to the recognition of the moral right of the student.

### **STATUTE 80: Property and Contract of the University**

1. The University may for the purpose of the performance of its functions and any purpose which it considers necessary or expedient, acquire and hold movable or immovable property, sell, lease, mortgage or otherwise alienate or dispose of that property and enter into any other transaction.
2. All contract relating to procurement of goods and services by The University should conform to the public procurement Act 2003 (Act 663) and as amended 2016 (Act 914) and any regulations made there under and to The University internal rules and regulations on procurement.

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3. The halls, hostels and residential facilities for students lecture halls, libraries, hospitals, staff quarters, bungalows, guest houses, recreation grounds and any other tenement of The University shall be exempt from the assessment and rates levied by a local authority.
4. The Council may borrow money on behalf of The University and may for this purpose use the property of The University as collateral.
5. All property, real or personal, of every description now or hereafter belonging to The University shall remain and be vested in The University, and all Trusts for, or to be executed by the Council of the University shall inure to the benefit of The University or in accordance with the provisions of these Statutes, be executed by The University.
6. The University's Property shall consist of movable and immovable Property of every description acquired by purchase or gift or whatever manner for the use or benefit of The University.

### **STATUTE 81: Student Governance**

1. A Technical University shall have a Students' Representative Council (SRC).  
There shall be established a Students' Representative Council which shall function in accordance with **Schedule O**.
2. The Students' Representative Council (SRC) is responsible for representing students duly admitted and registered to study in Accra Technical University.
3. The constitution and other governing instruments of the Students' Representative Council shall be drawn up by the students subject to the recommendation of the Academic Board for the approval of the Governing Council.
4. A constitution or a governing instrument drawn up by the Students' Representative Council which is inconsistent with paragraph (b) of subsection (3) shall to the extent of the inconsistency be void.
5. This Statutes may grant the Students' Representative Council representation on appropriate bodies and organs of this University.

### **STATUTE 82: The Alumni Association**

1. There shall be an Alumni Association of the University representing the past students of the University. The office of the Alumni Association shall be headed by a staff not below the rank of an Assistant Registrar.
2. Members of the Alumni Association shall be:
  - a. all Graduates and Diplomats of the University;

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- b. former students of Accra Polytechnic that was converted to Accra Technical University;
  - c. former students of the Accra Technical Institute that was converted to Accra Polytechnic and now Accra Technical University;
  - d. other past students deemed eligible by the Alumni Association; and
  - e. Senior Members who are not past students but are deemed eligible by the Alumni Association.
3. There shall be an office of the Alumni Association headed by an Assistant Registrar.
  4. The Association shall have the power to make its own Rules and Regulations, provided they do not contravene the Statutes and Act of the University.

### **Functions of Alumni Officer**

1. Responsible for the day to day activities of the Alumni Office.
2. The Officer shall report to the Alumni through the Registrar
3. The Officer shall be responsible for coordinating the activities of the Alumni Association
4. The Alumni officer shall keep proper records of the Alumni Association's Assets.
5. The Alumni officer shall provide quarterly reports of the activities of the Association to the Registrar.

### **STATUTE 83: Public Functions within the University**

1. Permission to hold public functions within the University shall be obtained from the Registrar.
2. The applicants must supply information relating to the following when applying:
  - (a) Date and time of the function
  - (b) Venue of function
  - (c) Names and description of Lecturers, Speakers or Artistes at the function
  - (d) Any other requirements prescribed by this Statutes and the University Regulations in relation to holding of such public function.

### **STATUTE 84: Affiliated Institutions**

1. Without prejudice to the right of the University to enter into special relationships with other bodies, the University may admit to affiliation with it or to any of its privileges a College or an Institution or the members or students of the College or Institution in the manner and on the terms and conditions determined by the Governing Council by Regulations on the recommendations of the Academic Board.

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2. The University may at any time terminate or modify the terms of the affiliation, grant of privilege or recognition in its absolute discretion in accordance with policy document governing affiliation.
3. Although a programme may not be offered in the University, the University may affiliate a College or an Institution offering that programme and recognize the programme for the award of degrees in the University provided adequate arrangements can be made for effective supervision, unless prescribed by other law or statutory body in accordance with policy documents governing affiliation.
4. The Registrar shall maintain a register of the affiliated Colleges and Institutions and shall submit an annual report to the Governing Council through the Academic Board on the affiliated Colleges and Institutions.
5. The Governing Council shall determine affiliation fees which shall be renewable annually on the recommendations of the Academic Board.

### **STATUTE 85: Communication with External Establishments**

No staff shall communicate either directly or indirectly to the Press or to any other external body on official University matters without authority from the Vice-Chancellor.

### **STATUTE 86: Official Organs of Communication**

1. There shall be published annually an Academic Calendar by the University; a Quarterly Gazette; and a Bi-Monthly Newsletter and Schedule of Meetings of statutory committees. Announcement in any of these publications shall be or shall be deemed to be sufficient official notification to all members of the University.
2. It shall be the responsibility of the Chairperson of a Statutory Committee to furnish the Registrar, for publication in the appropriate University organs, a summary of all decisions taken at each meeting on matters of general interest to the University.

### **STATUTE 87: Annual Reports**

1. There shall be an annual report on the University submitted by the Vice-Chancellor to the Governing Council within six months after the end of each academic year for publication, taking into account reports from the various sections of the University. It shall be the responsibility of Deans of Faculty, Heads of Departments or Sections, and Chairpersons of Statutory Committees to submit reports on the activities of their Faculties, Departments, Sections and Committees to the Vice-Chancellor for inclusion in the Annual report

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2. Committees of the Academic Board and other Committees, as the case maybe, shall submit and speak to their report, at least once every academic year to their respective Boards. The Chairperson and Secretary of both Boards may Schedulesome committees to present their reports in the first semester and others in the second semester.

### **STATUTE 88: General Regulations**

1. The Governing Council, the Academic Board and Convocation respectively may make regulations for their own procedures and for the exercise of their respective powers under these Statutes.
2. The Academic Board 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 and unless notice of the proposed regulation has been given on the agenda paper for such meeting at least a week before the meeting.
3. Each Committee or Board of the Governing Council or the Academic Board may from time to time, make regulations for its own procedures subject in each case to review by the delegating authority and for the exercise of the powers assigned to it by these statutes or delegated to it by the Governing Council or the Academic Board.
4. The Governing Council, the Academic Board and Convocation respectively shall, in approving, ratifying, making, altering or revoking regulations, observe the following conditions:
  - (a) No regulation shall be repugnant to existing laws of Ghana, or to the Statutes of the University for the time being in force. Where any regulation or statute conflicts with any law of Ghana, the law of Ghana shall prevail.
  - (b) No discrimination shall be applied on the ground of religion, sex, race, national origin, disability or political inclination.
  - (c) No person shall be awarded any degree, diploma or certificate (other than an honorary one), without the appropriate examination or other practical test.
6. All approved regulations and amendments to them shall be codified and numbered serially and published by the Registrar within one month of their approval.
7. If any question shall arise as to the validity of any regulation made by the Academic Board, Convocation or any standing committee or Board, the question shall be referred the Governing Council, and the decision of the Governing Council thereon shall be final.

### **STATUTE 89: Enactment of Statutes**

These Statutes shall be deemed to have been enacted if, and only if:



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1. It is initiated through the provisions of the Technical University Act 922 section 27.
2. A draft of the Statutes has been circulated to members of Council through the Chairman of the Governing Council, at least, fourteen (14) days before the date of the meeting at which the Statutes is to be considered.
3. The Governing Council shall consider the draft Statutes and may approve the draft provisionally with or without amendments.
4. The Statutes, as provisionally approved, shall be circulated to the members of Council and where in the opinion of the Governing Council, the Statutes affect academic matters, the Statutes shall be circulated to the Academic Board of the University, at least seven (7) days before the meeting at which the Statutes are intended to be confirmed.
5. The provisional Statutes shall, without amendment, be confirmed by the Governing Council at a meeting of the Governing Council which shall be held not less than one (1) month or more than six (6) months after the meeting at which the Statutes were provisionally approved.
6. The Statutes shall not be deemed to have been enacted if it is inconsistent with the Act.

### **STATUTE 90: Amendments of the Statutes**

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

### **STATUTE 91: Conflict of Offices**

1. No officer of the University shall hold two offices concurrently where it is established that the simultaneous performance of the duties and responsibilities of both offices will result in conflict of offices or where it is determined that one person should not carry too much of the task of governing the University.
2. For the avoidance of doubt, the concurrent holding of any two or more of the following offices shall be deemed to amount to a situation of conflict of offices:
  - a) the office of the Vice-Chancellor;
  - b) the office of Pro-Vice-Chancellor;
  - c) the office of Registrar;
  - d) the office of a Dean or Director, Vice-Dean or Deputy Director;

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- e) the office of Administrative Directors;
  - f) the headship of a Department or School or Institute or Centre
  - g) the office of the University Librarian;
  - h) the head, deputy head or senior tutor of Residential Facilities or
  - i) Coordinators
3. This statute does not apply to persons holding two or more of the above offices in acting capacities.
  4. This Statute does not apply to internal oversight arrangements within a College, Faculty, School, Centre, Department, Institute, the Students' Representative Council or the Junior Common Room of a Hall of Residence whether appointment to those positions is made by the Vice-Chancellor or the Head or whether any honorarium or remuneration is paid for a function relating to the management of a project or its fund.

### **STATUTE 92: Conflict of Interest**

1. Any member of Council, the Academic Board, a committee established by or under the authority of Council or the Academic Board and any other body or entity of the University who is, in any way, directly or indirectly interested in any contract, transaction or other decision being considered by Council, the Academic Board, a committee of Council or the Academic Board, and such other body shall, at any meeting at which such contract, transaction or decision is being considered, declare his interest and the nature and extent thereof and shall abstain from participating in discussion with respect to the matter, from moving and seconding motions, from voting thereon.
2. No decision of Council, the Academic Board or a committee established by or under the authority of Council or the Academic Board or any other duly established body shall be invalid in whole or in part by reasons of the existence of a conflict of interest. Provided that the interested member shall not be allowed to benefit from the decision of Council, the Academic Board, a committee of council or the Academic Board, the Students' Representative Council, a Junior Common Room or any such body once it is discovered that the member was in any way directly or indirectly, interested in the contract, transaction or decision.
3. Without prejudice to the generality of the foregoing provisions, no member of the University shall without the approval of the Vice-Chancellor and the Governing Council;
  - (a) enter into a commercial contract or transaction with the University; or
  - (b) receive a benefit directly or indirectly from any contract or transaction with the University.

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4. No employee of the University shall accept an appointment or engage in the provision of services outside the University without the express prior approval of the Vice-Chancellor in writing. The Vice-Chancellor may refuse to grant approval, where the service to be provided is similar to the University's mission or may diminish the esteem or reputation of the University.
5. Any contract or transaction which is contrary to this Statute shall, for all purposes, be null and void.

### **STATUTE 93: Effective Date of these Statutes**

These Statutes shall come into force on May 9, 2018.

### **STATUTE 94: Revocation**

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

### **STATUTE 95: Decision- making by University Entities/Bodies**

1. A matter not expressly provided by these Statutes or by regulations shall be determined by the Vice-Chancellor subject to approval or ratification by Council.
2. Unless otherwise provided by the Act, these Statutes or regulations or policies adopted pursuant thereto or the schedules appended hereto, the Quorum for the transaction of business of the university body shall be not less than fifty of the total membership. If any University body is unable to raise quorum within thirty minutes after the time stipulated for the commencement of the meeting for two successive meetings, the Chairperson of that University body shall report to the Vice-Chancellor for Advise.
3. Where the stated Chairperson is unable to attend the meeting, the Committee or board shall select one member amongst themselves to Chair the meeting provided the Quorum is met.
4. Unless taken by consensus, a decision reached by a meeting of a University body shall not have effect unless it has the support of at least a simple majority of the members present and voting and if all votes cast are equal, the presiding person shall have a casting vote; the minutes shall record the result of the voting or reflect the consensus reached.
5. No decision of the University shall be invalidated by reason only by the existence of a vacancy in the membership of the body making in the decision or a defect in the appointment of a member of that body.
6. Subject to the Act, these Statutes and regulations or policies made by the Academic Board and approved by the Governing Council, all University bodies shall determine their own procedures.

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7. At a meeting of any University body, a member of that body may raise a point of order and shall be entitled to be heard forthwith. A point of order shall relate only to a perceived breach of the provisions of the Act, the provisions of these Statutes and Regulations or rules of the University body in question. The member shall specify why in his opinion there has been a breach and the ruling of the person presiding shall be final and shall not be open to discussion.
8. For the avoidance of doubt, these Statutes and Regulations made thereunder shall apply to all activities approved by the University whether occurring within or outside the physical location of the University including field trips and social events.
9. Where in these Statutes an officeholder is said to be under another officeholder, it shall be taken to mean that the officeholder is answerable to that other.
10. Proceedings of the Governing Council, Academic Board, Convocation and statutory Boards and Committees and all other Committees of the University (and documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to non-members of those bodies or outsiders unless on the orders of the Governing Council or a Court of competent jurisdiction.
11. Except for confidential matters, members of Boards and Committees who represent various bodies shall be required to report the decisions taken at the various meetings that they attend to the bodies that they represent within two weeks of the receipt of the minutes or summary of decisions as the case maybe.
12. Unless otherwise provided for in these Statutes, any casual vacancy in the Committee of Convocation, Statutory Boards and other Committees, and all other Boards of the University occurring by reason of resignation, incapacitation or death of any other cause, shall be filled within two (2) months of the creation of the vacancy. The person appointed to fill the casual vacancy shall hold office for the rest of the term for which the member was elected or appointed.

### **STATUTE 96: Miscellaneous**

Courses of study pursued by a student of the University in an institution or place approved by the Academic Board may, with the approval of the Board, be deemed part of a qualifying scheme for a degree, diploma or certificate in the University subject to policy approved by the Academic Board to that effect.

### **STATUTE 97: Transitional Provisions**

1. These Statutes shall come into force on the effective date.

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2. The persons who immediately prior to the effective date were respectively the Vice-Chancellor of the University, the Pro Vice-Chancellor(s) and the Registrar shall continue to hold office for the periods for and under the terms and conditions under which they were appointed.
3. The Bye-laws, Regulations, Policies, Instructions, Guidelines and Standing Orders of the University existing immediately prior to the effective date and not inconsistent with the Act or these Statutes shall remain in force until they are amended or repealed
4. Any Senior Member who, immediately before the coming into force of these Statutes, held any statutory position without a fixed term shall continue to hold such office as if he were appointed under these Statutes.
5. Any person in the employment of the then Accra Polytechnic immediately before the coming into force of the University Statutes, shall be deemed to have been duly employed by the University established under the Act on the terms and conditions attached to his employment held by that person before the coming into force of this Statutes.
6. The Academic Board, Convocation, Faculties, Institutes, Directorates Centres and respective Governing Boards and Committees as existing in the then Accra Polytechnic immediately prior to the commencement of these statutes shall continue in existence as if constituted under these Statutes.
7. The bye-laws, regulations and standing orders of the University existing immediately prior to the appointed day and not inconsistent with the Act or these Statutes shall remain in force until they are amended or repealed.

### **STATUTE 98: Interpretation**

These Statutes shall be interpreted in such a manner as not to conflict with the existing Laws of Ghana. In the event of a dispute pertaining to the interpretation of these Statutes, an aggrieved party shall exhaust all local remedies available by referring same to the Governing Council. The decision of the Governing Council may be appealed to the University Appeals Board. There is no further right of Appeal after the University Appeals Board comes out with its ruling.

**SCHEDULES**

**SCHEDULE A**

**COMMITTEES OF COUNCIL**

**1. Finance Committee**

- Membership:**
- (a) Chairman of Council as Chairperson
  - (b) Vice-Chancellor
  - (c) Director of Finance
  - (d) Three (3) members of the Governing Council
  - (e) Two (2) members appointed by the Academic Board

- In Attendance:**
- (a) Registrar
  - (b) Pro Vice-Chancellor
  - (c) Internal Auditor
  - (d) Deputy/Senior Assistant Registrar as Secretary

**Functions:** Without prejudice to the generality of Council's powers, the Finance Committee shall have power to:

- (a) Recommend the investment of the University funds;
- (b) Recommend to the Council annual estimates of the University;
- (c) Supervise the preparation of the annual accounts of the University for approval by Council;
- (d) Control and regulate such expenditure in the light of the University's approved annual budget and in accordance with the University's Finance and Administration Policy;

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- (e) Perform all the functions assigned to it in the University's Finance and Administration Policy subject to any conditions that the Council may determine; and
- (f) Carry out any other functions that may be assigned to it by the Council.

**Quorum:** Fifty percent (50%) of members.

### 2. Development Committee

- Membership:**
- (a) External member of the Governing Council as Chairperson
  - (b) Vice-Chancellor
  - (c) Three (3) members of the Governing Council
  - (d) Two (2) members elected by the Academic Board

- In Attendance:**
- (a) Pro Vice-Chancellor
  - (b) Registrar
  - (d) Director of Finance
  - (c) Director of Works and Physical Development
  - (e) Deputy/Senior Assistant Registrar as Secretary

- Functions:**
- (a) Determine building programmes and approve plans for the physical development of the University.
  - (b) Determine the acquisition of land or landed properties.
  - (c) Advise and recommend all physical design on University lands or landed properties.
  - (d) Take all steps as it considers fit for the development, care and maintenance of the property of the University.

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**Quorum:** Fifty percent (50%) of members

### 3. General Purposes Committee

#### Membership

- i. The Chairman of Council
- ii. Three (3) members of Council
- iii. The Vice-Chancellor;
- iv. One person elected by the Academic Board

#### In Attendance

- i. The Pro Vice-Chancellor
- ii. The Director of Finance
- iii. The Registrar (as Secretary).

#### Functions

The Governing Council shall establish a General Purposes Committee which shall:

- (i) perform the executive functions of the Governing Council with regard to all matters coming within the functions of Council prescribed by and subject to the Act and these Statutes.
- (ii) Recommend to the Governing Council, the award of honorary degrees to deserving persons within and outside the University

**Quorum:** Four (4) including either the Council Chairman or the Vice-Chancellor

**Voting:** Decisions shall be by simple majority and the Chairperson shall have a casting vote.



**4. Appointments and Promotions Board (Senior Members)**

**4. (a) Teaching Appointments and Promotions of Professorial and Equivalent Status.**

**Membership**

- i. The Vice-Chancellor - Chairman (However, in the event of the applicant having a higher qualification than that of the Vice-Chancellor, the Governing Council shall appoint another person of a higher qualification to chair the Board).
- ii. Two (2) members of the Governing Council
- iii. Registrar
- iv. One (1) assessor of professorial status from each Faculty appointed by the Director of the Faculty.
- v. The Director of the School concerned (where the substantive rank of the Director is lower than that of the post being considered, he shall be represented by a Professor appointed by the Dean).
- vi. The Head of the Department concerned. Where the rank of the Head of Department is lower than that of the applicant, a Lecturer from the department with a higher rank shall be mandated to replace the Head of Department.

**In Attendance**

- i. Pro Vice-Chancellor
- ii. Director of Finance
- iii. Head of Human Resource Directorate who shall act as a secretary to the Board

**Functions**

The Appointments and Promotions Board shall;

1. Recommend to Governing Council the appointment of Senior Members seeking appointments and promotions to professorial and its equivalent status. .
2. Draw up and review the criteria for appointment/promotions from time to time for the approval of the Governing Council.

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**Quorum:** Four (4), including the Vice-Chancellor; an assessor; the Head of the Department concerned or his representative; and one (1) member of the Governing Council.

**Voting:** Decisions shall be by simple majority and the chairperson shall have a casting vote.

### **4. (b) Teaching Appointments and Promotions below Professorial and Equivalent Status**

#### **Membership**

- i. Vice-Chancellor (Chairman)
- ii. Registrar
- iii. Two (2) members of the University Governing Council
- iv. One assessor of each School appointed by Academic Board
- v. The Director of the School concerned
- vi. The Head of the Department concerned
- vii. The head of a cognate Department or his representative

#### **In Attendance**

- i. Pro Vice-Chancellor
- ii. Director of Finance Officer
- iii. The head of Human Resource Directorate as secretary

#### **Functions**

The Appointments and Promotions Board shall;

1. Recommend to Governing Council the appointment of Senior Members seeking appointments and promotions below professorial and its equivalent status. .
2. Draw up and review the criteria for appointment/promotions from time to time for the approval of the Governing Council.

**Quorum:** Four (4), including the Vice-Chancellor, the Head of the Department concerned and one (1) Assessor and a member of the Governing Council

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**Voting:** Decisions shall be by simple majority and the chairperson shall have a casting vote.

### 3. (c) Non-Teaching Appointments and Promotions (Senior Members)

#### Membership

- i. Vice-Chancellor (Chairman)
- ii. Registrar
- iii. Two members of the Governing Council
- iv. Two (2) Assessors appointed by Academic Board
- v. The Head of the Department concerned – (where the substantive rank of the Head of Department is lower than that of the post being considered, he shall be represented by a Head of the same or a cognate Department either within or outside the University); and
- vi. Two External Assessors in the field of the applicant appointed by the Vice-Chancellor.

#### In attendance

- i. Pro Vice-Chancellor
- ii. The Director of Finance
- iii. The Head of Human Resource Directorate as secretary

#### Functions

The Appointments and Promotions Board shall;

1. Recommend to Governing Council the appointment and promotion of Senior Members (Non-Teaching).
2. Draw up and review the criteria for appointment/promotions from time to time for the approval of the Governing Council.

**Quorum:** Four (4), including the Vice-Chancellor, the Registrar, the Head of the Department concerned and one external assessor in the field concerned.

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**Voting:** Decisions shall be by simple majority and the Chairperson shall have a casting vote.

### **4(d) Appointment and Promotion of Senior Staff**

#### **Membership**

- i. Pro Vice-Chancellor – Chairman
- ii. The Registrar or his representative;
- iii. The Director of Finance or his representative
- iv. The Head of the Department concerned or his representative
- v. One (1) non-teaching person appointed by Academic Board
- vi. One (1) Council member

#### **Functions**

The Appointments and Promotions Board shall;

1. Recommend to Governing Council the appointment and promotion of Senior staff.
2. Draw up and review the criteria for appointment/promotions from time to time for the approval of the Governing Council.

**Quorum:** Four (4), including the Pro Vice-Chancellor, the Head of the Department concerned.

**Voting:** Decisions shall be by simple majority and the chairperson shall have a casting vote.

### **4(e) Appointment and Promotion of Junior Staff**

#### **Membership**

- i. Pro Vice-Chancellor – Chairman
- ii. The Head of the Department concerned;
- iii. The Registrar or his representative;
- iv. Director of Finance or his representative;
- v. One (1) non-teaching person appointed by Academic Board
- vi. One (1) Council member

#### **Functions**

The Appointments and Promotions Board shall;

1. Recommend to Governing Council the appointment and promotion of Junior staff.

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2. Draw up and review the criteria for appointment/promotions from time to time for the approval of the Governing Council.

**Quorum:** Four (4), including the Pro Vice-Chancellor, the Head of the Department concerned.

**Voting:** Decisions shall be by simple majority and the chairperson shall have a casting vote.

### **4d appointments and promotions for Senior Staff**

- 1) There shall be Appointments and Promotions Board for the engagement of services of Senior Members, Senior Staff and Junior Staff of the Technical University.
- 2) The Appointments and Promotions Board shall:
  - (a) recommend to Council for appointments to the Vice Chancellor of the University/Dean and equivalent grades;
  - (b) engage and promote on behalf of Council other Senior Staff;
  - (c) in urgent cases, approve an appointment for a period up to one year while the appointment is being regularized;
- 3) Composition, functions and rules of procedure of the Appointments and Promotions Board are provided in
- 4) The Criteria for the Appointments and Promotions of Senior and Junior Staff are provided for in the *Harmonised Scheme of Service for the Technical Universities*.

**SCHEDULE B**

**APPOINTMENT OF PRINCIPAL OFFICERS**

**1. Procedure for the Appointment of the Chancellor**

- (a) In the appointment of a Chancellor of the University, the Governing Council shall set up a Search Committee to propose suitable persons for its consideration.
- (b) The Search Committee shall consist of seven (7) members composed as follows:
  - (i) A Chairperson to be appointed by the Governing Council
  - (ii) Three (3) members of the Governing Council appointed by Council
  - (iii) Two (2) members elected by the Academic Board
  - (iv) The Registrar shall be Secretary to the Search Committee
- (c) The Search Committee shall short-list three (3) candidates and present their names in a report to the Governing Council which shall then appoint one of them as Chancellor.

**2. Procedure for the Appointment of Vice-Chancellor**

- (a) In the appointment of the Vice-Chancellor, the Governing Council shall set up a Search Committee to propose three (3) suitable candidate(s) for its consideration.
- (b) The Search Committee shall consist of seven (7) members,
  - (i) A Chairperson who shall be an external member appointed by the Governing Council who shall have vast industrial experience and preferably a former Vice-Chancellor.
  - (ii) Two (2) members of the Governing Council,
  - (iii) Two (2) members elected by the Academic Board,
  - (iv) Two (2) persons with high expertise in tertiary education appointed by the Governing Council and NCTE respectively
  - (v) The Search Committee shall be at liberty to appoint its own secretary either from within or outside the University.
- (c) A Vacancy for the position of the Vice-Chancellor shall be advertised by the Search Committee in selected international and national media for the information of eligible or suitable candidates to apply.
- (d) Subject to sub-section (c) above, the Search Committee shall use approved procedures by the Council; make personal contacts; receive applications from within and outside the University;

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prepare shortlists; conduct interviews of those short-listed, and make a report to the Governing Council of its recommendations for appointment.

- (e) The Search Committee shall conduct its work confidentially and maintain its independence.
- (f) Except where only one person is found to be eligible, the Search Committee shall propose two (2) eligible persons for the consideration of the Governing Council.
- (g) The Governing Council shall accordingly consider the report of the Search Committee and appoint a suitable person to take up the appointment upon terms and conditions set out by the Governing Council.
- (h) In the event that the person appointed under sub-section (g) above declines to take the position, the Governing Council shall not be bound to offer the appointment to the next most suitable candidate.
- (i) The Governing Council may request the Search Committee to initiate another process to identify a suitable candidate for recommendation to the Governing Council for appointment to the position of a Vice-Chancellor.

### **3. Procedure for the Re-Appointment of Vice-Chancellor**

- (a) The Vice-Chancellor shall submit an application addressed to the Governing Council through the Chairperson expressing interest for re-appointment for a second term of office at least six (6) months before the expiration of the first tenure.
- (b) Upon receipt of the application for re-appointment by the Vice-Chancellor, the Governing Council shall set up a Committee to gather feedback inputs from the University Community on the performance of the Vice-Chancellor. The Committee shall evaluate his performance during the first tenure and present recommendations on his re-appointment or otherwise to the Council.
- (c) The Committee shall consist of seven (7) members,
  - (i) A Chairperson who shall be an external member appointed by the Governing Council.
  - (ii) Two (2) members of the Governing Council,
  - (iii) Two (2) members elected by the Academic Board,
  - (iv) Two (2) persons with high expertise in tertiary education appointed by the Governing Council and NCTE respectively, and
  - (v) The Search Committee shall be at liberty to appoint its own secretary either from within or outside the University.

**4. Procedure for the Appointment of Pro Vice-Chancellor**

In the appointment of the Pro Vice-Chancellor, the Governing Council shall set up a Search Committee to propose three (3) suitable candidate(s) for its consideration.

- (a) The Search Committee shall consist of seven (7) members,
  - (i) A Chairperson who shall be an external member appointed by the Governing Council and shall have vast industrial experience and preferably a former Vice-Chancellor.
  - (ii) Two (2) members of the Governing Council,
  - (iii) Two (2) members elected by the Academic Board,
  - (iv) Two (2) persons with high expertise in tertiary education appointed by the Governing Council and NCTE respectively
  - (v) The Search Committee shall be at liberty to appoint its own secretary either from within or outside the University.
- (b) A Vacancy for the position of the Pro Vice-Chancellor shall be advertised by the Search Committee in selected international and national media for the information of eligible or suitable candidates to apply.
- (c) Subject to sub-section (c) above, the Search Committee shall use approved procedures by the Council; make personal contacts; receive applications from within and outside the University; prepare shortlists; conduct interviews of those short-listed, and make a report to the Governing Council of its recommendations for appointment.
- (d) The Search Committee shall conduct its work confidentially and maintain its independence.
- (e) Except where only one person is found to be eligible, the Search Committee shall propose two (2) eligible persons for the consideration of the Governing Council.
- (f) The Governing Council shall accordingly consider the report of the Search Committee and appoint a suitable person to take up the appointment upon terms and conditions set out by the Governing Council.
- (g) In the event that the person appointed under sub-section (g) above declines to take the position, the Governing Council shall not be bound to offer the appointment to the next most suitable candidate.
- (h) The Governing Council may request the Search Committee to initiate another process to identify a suitable candidate for recommendation to the Governing Council for appointment to the position of a Pro Vice-Chancellor.



**5. Procedure for the Re-Appointment of a Pro Vice-Chancellor**

- (a) The Pro Vice-Chancellor shall submit an application addressed to the Governing Council through the Chairperson expressing interest for re-appointment for a second term of office at least six (6) months before the expiration of the first tenure.
  
- (b) Upon receipt of the application for re-appointment by the Pro Vice-Chancellor, the Governing Council shall set up a Committee to gather feedback inputs from the University Community on the performance of the Pro Vice-Chancellor. The Committee shall evaluate his performance during the first tenure and present recommendations on his re-appointment or otherwise to the Council.
  
- (c) The Committee shall consist of seven (7) members,
  - (i) A Chairperson appointed by the Governing Council.
  - (ii) Two (2) members of the Governing Council,
  - (iii) Two (2) members elected by the Academic Board,
  - (iv) Two (2) persons with high expertise in tertiary education appointed by the Governing Council and NCTE respectively, and
  - (v) The Search Committee shall be at liberty to appoint its own secretary either from within or outside the University.

**SCHEDULE C**

**APPOINTMENT OF REGISTRAR, DIRECTOR OF FINANCE, DIRECTOR OF INTERNAL AUDIT, LIBRARIAN AND DIRECTOR OF WORKS, AND PHYSICAL DEVELOPMENT**

**1. Procedure for the Appointment of Registrar, Director of Finance, Director of Internal Audit, Librarian and Director of Works and Physical Development**

- (a) In the appointment of each of the above officers, the Governing Council shall set up a Search Committee to propose a suitable candidate for its consideration.
- (b) The Search Committee shall consist of five (5) members, two (2) of whom shall be members of the Governing Council, one (1) non-teaching member elected by the Academic Board, and one external person with expertise in the candidate's profession and a Chairperson who shall be an external member appointed by the Governing Council.
- (c) The Search Committee shall be at liberty to appoint its own secretary either from within or outside the University.
- (d) A Vacancy for the position of any of the officers in question shall be advertised by the Search Committee in selected national dailies for the information of eligible or suitable candidates to apply.
- (e) Subject to sub-section (d) above, the Search Committee shall use approved procedures by the Council; make personal contacts; receive applications from within and outside the University; prepare shortlists; conduct interviews of those short-listed, and make a report to the Governing Council of its recommendations for appointment.
- (f) No person shall be recommended for appointment by the Governing Council to any of the aforementioned positions who has not been interviewed and reported on by a Search Committee set up by the Governing Council for that purpose.
- (g) Except where only one (1) person is found to be eligible, the Search Committee shall propose two eligible persons for the consideration of the Governing Council.
- (h) The Governing Council shall accordingly consider the report of the Search Committee and appoint a suitable person who shall take up the appointment upon the terms and conditions set out by the Governing Council.
- (i) In the event that the person appointed under sub-section (g) above declines to take the position, the Governing Council shall not be bound to offer the appointment to the next most suitable candidate.

**2. Procedure for the Re-Appointment of Registrar, Director of Finance, Internal Auditor  
Director of Works and Physical Development**

- (a) In considering the re-appointment of any of the above officers, the Governing Council shall appoint a committee to evaluate the performance of the officer.
- (b) The Committee shall consist of five (5) members, two (2) of whom shall be members of the Governing Council, one (1) of the Academic Board, and one person with expertise in the candidate's profession and a Chairperson who shall be appointed by the Governing Council.
- (c) The committee shall use approved procedures by the Council; it may make personal contacts with persons within and outside the University.
- (d) The Governing Council shall accordingly consider the report of the Committee and re-appoint or otherwise.

**SCHEDULE D**

**COMMITTEES OF THE ACADEMIC BOARD**

**1. Executive Committee**

**Membership:**

(a) Vice-Chancellor	-	Chairman
(b) Pro Vice-Chancellor	-	Member
(c) Registrar	-	Member
(d) Librarian	-	Member
(e) Director of Finance	-	Member
(f) Director of Works and Physical Development	-	Member
(g) All Deans	-	Member

**In Attendance:**

Secretary not below the rank of Assistant Registrar

**Quorum:**

Fifty percent (50%) of members shall form a quorum.

**Functions:**

- a. Take action and make decisions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other functions as may from time to time be delegated to it by the Academic Board;
- b. Advise on the strength of all establishments in the University and the need or otherwise for the creation of new posts in consultation with relevant Heads;
- c. Receive from the Registrar annually, reports as to whether all Committees of the Academic Board have functioned properly throughout the year; and
- d. Advise the Academic Board on University Scholarship policy and to recommend the award of such Scholarships as may be approved from time to time.
- e. The Minutes of meetings of the Executive Committee shall be reported to the Academic Board at its next meeting.

**2. Staff Development Committee**

**Membership**

- |      |  |   |          |
|------|--|---|----------|
| i.   | Vice-Chancellor                        | - | Chairman |
| ii.  | Pro Vice-Chancellor                    | - | Member   |
| iii. | Deans of Academic Divisions/Faculties  | - | Member   |
| iv.  | Registrar                              | - | Member   |
| v.   | Director of Finance                    | - | Member   |
| vi.  | Director of Human Resource Directorate | - | Member   |

**In Attendance**

- i. The Applicant's Head of Department or Unit
- ii. The Applicant's Union Chairperson
- iii. Secretary to be appointed by the Registrar

**Quorum**

50% of membership

**Functions**

- a. To examine and take appropriate actions on all applications for grants for staff developments as approved by the Academic Board.
- b. To draft Staff Development policies which will guide all applications and sponsorship of staff within the University subject to the approval of the Academic Board.
- c. Perform any other functions that may be assigned to it by the Academic Board.

**3. Scholarships Committee**

**Membership:**

- |      |  |   |          |
|------|--|---|----------|
| i.   | Pro Vice-Chancellor                        | - | Chairman |
| ii.  | All Deans                                  | - | Member   |
| iii. | Registrar or his Representative            | - | Member   |
| iv.  | Director of Finance or his Representative  | - | Member   |
| v.   | The Applicant's Head of Department or Unit | - | Member   |
| vi.  | SRC President (in the matter of students)  | - | Member   |

**In Attendance:**

Secretary to be appointed by the Registrar

**Quorum:**

Fifty percent (50%) of members shall form a quorum.

**Functions:**

- a. All matters in respect of scholarships to staff and students.
- b. Advise the Academic Board on the University Scholarship policy and to recommend the award of such Scholarships as may be approved from time to time.
- c. Perform any other functions that may be assigned to it by the Academic Board.

**4. Research, Innovation and Publications Committee**

**Membership:**

- |   |   |          |
|---|---|----------|
| i. Pro Vice-Chancellor                        | - | Chairman |
| ii. Director of Finance or his representative | - | Member   |
| iii. Registrar or his representative          | - | Member   |
| iv. Two members elected by the Academic Board | - | Member   |
| v. One member elected by each Faculty Board   | - | Member   |
| vi. Librarian                                 | - | Member   |

**In attendance:**

- (a) Secretary to be appointed by the Registrar.

**Quorum:**

Fifty percent (50%) of the membership.

**Functions:**

- a. Examine and take appropriate action on all applications for grants for research and conferences chargeable to the Research Fund
- b. Maintain links with research-funding agencies and to serve as a channel for major research project.
- c. Make known and publish periodically, research activities undertaken as well as progress made within the University.

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- d. Ensure the submission of progress reports on all research projects in the University before the deadline established by the Committee.

### 5. Quality Assurance Committee

#### Membership:

- |                                  |   |          |
|----------------------------------|---|----------|
| i. Pro Vice-Chancellor           | - | Chairman |
| ii. Director, Quality Assurance  | - | Member   |
| iii. Director of Internal Audit  | - | Member   |
| iv. All Academic Deans           | - | Member   |
| v. Librarian                     | - | Member   |
| vi. Head of Planning Directorate | - | Member   |

#### In Attendance:

- (a) The Registrar
- (b) Assistant Registrar (Quality Assurance Office) as Secretary

#### Quorum:

Fifty percent (50%) of the membership.

#### Functions:

- a. Promote effective teaching for critical thinking through programmes that are well packaged without losing the core academic focus of the University.
- b. Ensure standard research by writing out research proposals that can sell and be executed to register the University's presence in the Ghanaian economy and the international domain.
- c. Work to achieve good professionalism among the staff of the University as desired by the Academic Board.
- d. Study the operational situations of the University and make appropriate recommendations towards the establishment and/or improvement of the teaching and learning structures of the University.
- e. Monitor, supervise and give direction to the Quality Assurance Directorate.
- f. Develop a Quality Assurance Policy for the University.
- g. Develop and sustain a culture of quality assurance practices among members of the University community.

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- h. Ensure constant improvement of internal support services provided to students and staff.

### 6. Residence and Housing Committee

#### Membership:

- |       |  |   |           |
|-------|--|---|-----------|
| i.    | Pro Vice-Chancellor  | - | Chairman  |
| ii.   | Registrar  | - | Member    |
| iii.  | The Head of General Services Directorate                       | - | Member    |
| iv.   | The Head of Security Unit                                      | - | Member    |
| v.    | The Head of the Environment Department                         | - | Member    |
| vi.   | One (1) representative each nominated by TUTAG                 | - | Member    |
| vii.  | One (1) representative nominated by TUSAAG                     | - | Member    |
| viii. | One (1) representative nominated by TUAAG                      | - | Member    |
| ix.   | One (1) representative each nominated by TUWAG and TEWU        | - | Member    |
| x.    | Head of Estate Department – as a non-voting member (Secretary) | - | Secretary |

#### Quorum:

Fifty percent (50%) of the membership

#### Functions:

- a. Keep under review the accommodation and the Guest House facilities of the University and to determine their adequacy to the needs of the University and advise the Vice-Chancellor appropriately.
- b. Advise the Vice Chancellor on the establishment and administration of an equitable system for allocating housing units based on the housing policy.
- c. Allocate housing units to staff of the University in accordance with an approved allocation system.
- d. Review the housing/accommodation policies and procedures of the University from time to time subject to the approval of the Convocation.
- e. Ensure that University housing units are occupied by the University staff who have been allocated such facility.
- f. Review of rent charges for the accommodation units



## 7. Halls and Hostels Committee

### Membership

i.	All Hall Masters		Members
ii.	Dean of Students' Affairs	-	Member
iii.	Hostel HODs	-	Member
iv.	SRC Vice President	-	Member
v.	Hall Presidents	-	Member
vi.	SRC Women Commissioner	-	Member

Chairmanship of this committee shall be on rotation basis to be elected from amongst all the hall masters

### In Attendance:

- (a) A secretary appointed by Registrar

### Quorum

50% of membership

### Functions:

- a. To maintain discipline and strict compliance to rules and regulations governing the halls of residence and provide for their welfare.
- b. To determine and develop policies for the administration of the Hostel.
- c. To recommend to Academic Board appropriate sanctions for violation of rules and regulations.
- d. Perform any other function assigned to it by the Academic Board.
- e. Keep under review the system of hall administration.
- f. Make suitable arrangements for supervising the catering services of students.
- g. Make proposals on Hall fees to be paid by students to the Executive Committee of the Academic Board.
- h. Review and make proposals for social and recreational facilities.
- i. See to the regular repair and maintenance works on the Hall facilities.
- j. Recommend disciplinary action against any Junior Member with respect to breach of discipline of the Hall.

## 8. Library Board and Bookshop Committee

### Membership:

- |      |  |   |          |
|------|--|---|----------|
| i.   | Pro Vice Chancellor  | - | Chairman |
| ii.  | Academic Deans   | - | Member   |
| iii. | Registrar or his representative                            | - | Member   |
| iv.  | Director of Finance or his representative                  | - | Member   |
| v.   | One member nominated by the Graduate Students' Association | - | Member   |
| vi.  | One member nominated by Students' Representative Council   | - | Member   |
| vii. | The Librarian  | - | Member   |

### In Attendance:

- a. Deputy Librarian
- b. Secretary to be appointed by the Registrar

### Quorum:

Fifty percent (50%) of the membership.

### Functions:

Subject to the directions of the Academic Board,

- a. Supervise and direct the operations of the Library.
- b. Review and recommend the list of books, journals and other materials needed for the library
- c. Any other functions assigned to it by the Academic Board or the Vice Chancellor.

## 9. University Examinations Board (UEB)

### Membership:

- |      |  |   |          |
|------|--|---|----------|
| i.   | Pro Vice-Chancellor                            | - | Chairman |
| ii.  | Head of the University Examinations Department | - | Member   |
| iii. | A representative from each Faculty/School      | - | Member   |
| iv.  | Academic Department Examination officers       | - | Member   |
| v.   | The Head of Academic Affairs Directorate       | - | Member   |
| vi.  | The Head of Quality Assurance Directorate      | - | Member   |
| vii. | The Head of Planning Directorate               | - | Member   |

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### **In Attendance:**

- (a) Secretary to be appointed by the Registrar

### **Quorum:**

Fifty percent (50%) of the membership.

### **Functions:**

- a. To draw up time-table for teaching and examinations.
- b. To ensure that students observe examinations rules and regulations.
- c. To vet all examinations results for compliance with the University and external bodies Examinations policies, rules and regulations.
- d. To organize examinations and other related assignments that emerge from the examination regulations.
- e. To report to the Academic board about its work at the beginning of the academic year.
- f. To make suggestions regarding subject requirements and examination regulations.
- g. Any other functions assigned to it by the Academic Board or the Vice Chancellor.

## **10. Student's Affairs Committee**

### **Membership:**

- |      |   |   |          |
|------|---|---|----------|
| i.   | Pro-Vice Chancellor                         | - | Chairman |
| ii.  | Dean of Students                            | - | Member   |
| iii. | Head of Academic Affairs Directorate        | - | Member   |
| iv.  | Head of Guidance and Counseling Directorate | - | Member   |
| v.   | Two representatives elected by the SRC      | - | Member   |

### **In Attendance:**

- (a) Secretary to be appointed by the Registrar.

### **Quorum:**

Fifty percent (50%) of the membership.

### **Functions:**

- a. Keep under regular review the students' welfare system.

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- b. Perform parenting functions for Junior Members of the University, including counseling, and to make any regulations to assist in the work of the Office of the Dean of Students.
- c. Have oversight responsibility of SRC and School elections.
- d. Perform any other functions referred to it by the Academic Board.

### 11. Examinations Malpractice Committee

#### Membership

- |  |   |          |
|--|---|----------|
| i. Pro Vice-Chancellor                         | - | Chairman |
| ii. Deans                                      | - | Member   |
| iii. Head of Academic Affairs Directorate      | - | Member   |
| iv. Head of University Examinations Department | - | Member   |
| v. The SRC President                           | - | Member   |

#### In Attendance

- (a) The Director of Legal Affairs or his Legal representative
- (b) Secretary appointed by the Registrar

#### Quorum

50% of membership

#### Functions

- a. Investigate any allegation of impropriety or malpractice relating to admissions into the University or examinations and to take appropriate action including recommending disciplinary sanctions to the Academic Board.
- b. To submit timely reports to the Academic Board for consideration.

### 12. Planning and Resources Committee

#### Membership:

- |  |   |          |
|--|---|----------|
| i. Vice-Chancellor                           | - | Chairman |
| ii. Pro Vice-Chancellor                      | - | Member   |
| iii. Registrar or his Representative         | - | Member   |
| iv. All Deans                                | - | Member   |
| v. Director of Finance or his Representative | - | Member   |

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- vi. Director of Works and Physical Development - Member
- vii. Planning Officer - Member

### **In Attendance**

The Registrar shall appoint a Secretary to the Committee

### **Quorum:**

50% the total membership including the Vice-Chancellor or Pro Vice-Chancellor, Director of Finance or his Representative, Director of Works and Physical Development, Registrar or his Representative.

### **Functions:**

- a. Advise the Academic Board on the future development of the University on matters regarding Academic, Physical, Financial and Human Resource Development.
- b. Advise the Academic Board on appropriate Planning models and strategies covering all aspects of the University's activities as stated in section (a) above.
- c. Give general guidelines and directions to the operation of the Planning Directorate..
- d. Consider the immediate and long-term academic needs of the University and design appropriate strategies and plans.
- e. Advise Academic Board on new programmes and courses of study for the University taking into consideration, the manpower needs of the nation and goals set for the University.

## **13. Editorial Board**

### **Membership:**

- i. Chairman elected by the Academic Board who must not be of a rank below Senior Lecturer
- ii. Two members elected by the Academic Board
- iii. Director (Research, Innovation, Publications and Technological Transfer)
- iv. Director of Public Affairs
- v. Librarian

Members shall serve on the Board for a term of two (2) years subject to renewal for another term of two (2) years only.

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### **In Attendance**

The Registrar shall appoint a Secretary to the Board.

### **Quorum:**

Fifty percent (50%) of the membership.

### **Functions:**

- a. Review the official publications of the University.
- b. To conduct preliminary review of scholarly papers submitted for publication.
- c. To ensure publication and any other assignment by the Academic Board.

## **14. University Chaplaincy Board**

### **Membership:**

- |   |   |          |
|---|---|----------|
| i. Chairman appointed by the Academic Board                             | - | Chairman |
| ii. Dean of Students' Affairs   | - | Member   |
| iii. Chief Imam of Ghana Muslim Students Association in the University- | - | Member   |
| iv. The SRC Chaplain  | - | Member   |
| v. Head of Counseling Unit  | - | Member   |

### **In Attendance**

The Registrar shall appoint a Secretary to the Committee

### **Functions:**

- a. Advise on religious activities on the University Campuses.
- b. Liaise with the religious groups and the University authorities.
- c. Recommend the approval of Chaplaincies as they are formed.
- d. Ensure harmony between the various religious groups in the University community.

## **15. Academic Prizes Committee**

### **Membership**

- |   |   |          |
|---|---|----------|
| i. Pro Vice-Chancellor                    | - | Chairman |
| ii. Director of Finance                   | - | Member   |
| iii. Head of Academic Affairs Directorate | - | Member   |

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- iv. Dean of Students' Affairs - Member
- v. Two (2) persons elected by Academic Board - Member
- vi. One person nominated from the Alumni Association - Member

### **In Attendance**

A Secretary who shall be appointed by the Registrar

### **Quorum**

50% of membership

### **Functions**

- a. To review offers of prizes by prospective benefactors and to make recommendations to Academic Board
- b. To formulate policy to guide academic prizes and awards subject to the approval of the Academic Board.
- c. To perform any other function assigned to it by the Academic Board.

## **16. Information and Communication Technology (ICT) Committee**

### **Membership**

- i. A person appointed by the Academic Board - Chairman
- ii. Two (2) ICT specialist appointed by Academic Board - Member
- iii. One member elected by each Faculty Board - Member
- iv. Head of ICT Directorate - Member

### **In Attendance**

Secretary shall be appointed by the Registrar

### **Quorum:**

Fifty percent (50%) of the membership

### **Functions:**

- a. Formulate an ICT policy for the entire University in accordance with the institution's Strategic Plan.

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- b. Make recommendations regarding priorities and resource requirements to ensure the University is best placed to take advantage of innovations and best practices in ICT development.
- c. Monitor and control the progress of all activities arising from the implementation of the University's ICT Policy.
- d. Offer Advise on the ICT training needs of staff, and on the acquisition of ICT equipment for the University.
- e. Recommend proposals for cost-sharing and cost-recovery of the ICT facilities.
- f. Review periodically, ICT Policy in the light of changes in technology or new visions and strategies.

### 17. Staff Welfare Committee

There shall be Welfare Committee which shall be responsible to the Academic Board through the Vice-Chancellor.

The membership of the Welfare Committee shall be as follows:

- |   |   |          |
|---|---|----------|
| i) A person appointed by the Vice-Chancellor                | - | Chairman |
| ii) Head of Human Resource Directorate                      | - | Member   |
| iii) University Welfare Officer                             | - | Member   |
| iv) Director of Finance or his representative               | - | Member   |
| v) One (1) Senior Member (Academic) elected by TUTAG        | - | Member   |
| vi) One (1) Senior Member (non- academic) elected by TUSAAG | - | Member   |
| vii) One (1) Senior Staff elected by TUAAG                  | - | Member   |
| viii) One (1) Junior Staff elected by TUWAG and TEWU        | - | Member   |

#### **In Attendance**

Secretary to be appointed by the Registrar

The term of office of all elected or appointed members of the Welfare Committee shall be two (2) years. They shall be eligible for re-election or re-appointment for another term of two (2) years only.



**Functions:**

- a. Develop and review welfare policies and make such reports and recommendations on matters affecting welfare services within the University.
- b. Work within the scope of policy approved by the Academic Board and take such action as the Board may deem necessary.
- c. Make reports and representations to the Academic Board through the Registrar either on its own initiative or at the request of the Academic Board.

**18. Business Advisory Committee**

**Membership:**

- |  |   |          |
|--|---|----------|
| i. Pro Vice-Chancellor                         | - | Chairman |
| ii. Registrar                                  | - | Member   |
| iii. Director of Finance or his Representative | - | Member   |
| iv. All Deans                                  | - | Member   |
| v. Director of Works and Physical Development  | - | Member   |

**In Attendance:**

- a) Secretary appointed by the Registrar
- b) Director of Business Development Directorate
- c) University Director of Legal Affairs

**Quorum:**

Fifty percent (50%) of the membership.

**Functions:**

- a. Keep under general review, the activities of all income generation units in the University.
- b. Co-ordinate all commercial activities of all the production units of the University.
- c. Explore avenues of generating income, including seeking consultancy projects, for the University.
- d. Develop and manage all non-academic commercial projects, tasks and initiatives, in close coordination with Heads of Department, and Management of the University.

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- e. Ensure that appropriate commercial framework, policies and practices are established and maintained.
- f. Submit quarterly reports on its activities to the Academic Board through the Vice Chancellor.
- g. Any other functions assigned by the Academic Board.

### 19. Guidance and Counseling Committee

#### Membership:

i.	Pro Vice-Chancellor	-	Chairman
ii.	Registrar	-	Member
iii.	Head of Guidance and Counseling Directorate	-	Member
iv.	Chairman of the Chaplaincy Board or his representative	-	Member
v.	Welfare Officer	-	Member
vi.	Director of Legal Affairs	-	Member
vii.	A Medical Officer	-	Member
viii.	A Representative of the SRC	-	Member

#### In Attendance:

- a) Secretary appointed by the Registrar

#### Quorum:

Fifty percent (50%) of the membership.

#### Functions:

- a. To draw up programs to be implemented by the Guidance and Counseling Unit every semester in the University.
- b. To recommend to the Academic Board policy guidelines for the provision of guidance and counseling of students and members of staff.
- c. To monitor and generally supervise the work of the Guidance and Counseling Unit of the University.

**20. Security and Safety Committee**

**Membership:**

- |       |   |   |          |
|-------|---|---|----------|
| i.    | Chairman appointed by the Vice-Chancellor | - | Chairman |
| ii.   | Vice Hall Wardens                         | - | Member   |
| iii.  | Residence Captains                        | - | Member   |
| iv.   | Head of Security Unit                     | - | Member   |
| v.    | One representative of the SRC             | - | Member   |
| vi.   | One representative of TUTAG               | - | Member   |
| vii.  | One representative of TUSAAG              | - | Member   |
| viii. | One representative of TUAAG               | - | Member   |
| ix.   | One representative each of TUWAG and TEWU | - | Member   |

**In Attendance:**

- (a) The Registrar
- (b) A representative from the General Services Directorate
- (c) Secretary to be appointed by the Registrar

**Quorum:**

Fifty percent (50%) of the membership.

**Functions:**

- a. Keep under review the security and safety measures in force at the University and suggest improvements.
- b. Carry out periodic inspection of the various structures on campus and to advise the Vice Chancellor on related safety issues.
- c. Carry out periodic safety audit for the University and recommend control measures to Management.
- d. Oversee the conduct of periodic fire drills and simulation for students and staff.

**21. Admissions Board**

**Membership:**

- |     |                     |   |          |
|-----|---------------------|---|----------|
| i.  | Pro Vice-Chancellor | - | Chairman |
| ii. | Registrar           | - | Member   |

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- iii. Deans of Faculty/Schools - Member
- iv. Head of the Planning Directorate - Member
- v. Head of Academic Affairs Directorate - Member

### **In attendance:**

- (a) Director of Finance or his representative
- (b) Secretary to be appointed by Registrar

### **Quorum:**

Fifty percent (50%) of membership.

### **Functions:**

- a. Approve qualified candidates recommended by the Faculty/School Admissions Board for admission into the University.
- b. Make recommendations to the Academic Board on the admissions policy.
- c. Any other functions assigned to it by the Academic Board.

## **22. Sports and Recreation Committee**

### **Membership:**

- i. A person appointed by the Academic Board - Chairman
- ii. Registrar or his representative - Member
- iii. Sports Officer - Member
- iv. Dean of Students' Affairs - Member
- v. SRC Representative - Member
- vi. One student representative from each of the Halls - Member
- vii. Two Senior Members appointed by the Academic Board in consultation with the Head of the Sports Department - Member

### **In Attendance:**

Secretary to be appointed by the Registrar

### **Quorum:**

Fifty percent (50%) of the membership.

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### Functions:

- a. Keep under general review, sports and recreational activities of both staff and students.
- b. Draw up a sports calendar for each academic year.
- c. Help organize sporting activities.
- d. Advise the Vice Chancellor through the Registrar on provision of facilities for sports and recreation.
- e. Prepare and present periodic reports on sporting and recreational activities and account for the sports and recreation fund.
- f. Monitor and ensure maintenance and proper care of the sports equipment and facilities of the University.
- g. Any other functions assigned by the Vice Chancellor or the Academic Board.

### 23. Budget Committee

#### Membership

i.	Vice-Chancellor	-	Chairman
ii.	Pro Vice-Chancellor	-	Member
iii.	Registrar	-	Member
iv.	Director of Finance	-	Member
v.	Director of Internal Audit	-	Member
vi.	Director of Works and Physical Development	-	Member
vii.	All Academic Deans/Directors	-	Member
viii.	Two (2) members of the Academic Board elected by the Board	-	Member
ix.	One (1) Senior Member elected by Seniors Members (Non-Teaching)		Member
x.	Librarian	-	Member
xi.	Head of Health Services Department	-	Member
xii.	The Hall Master	-	Member
xiii.	Director of Quality Assurance	-	Member
xiv.	One (1) Head of Department elected by each Faculty/School Board	-	Member

#### In Attendance:

Secretary to be appointed by the Registrar

#### Functions

- i) Review and allocate resources in line with the University's Strategic Plan

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- ii) Review of revenue and expenditure estimates of Faculty/ Schools, Directorates, Centers, Departments/Units etc.;
- iii) Allocate resources based on objectives, outputs and activities of Faculty/ Schools, Directorates, Centers, Departments/units;
- iv) Coordinate and consolidate the University master budget;
- v) Monitor and evaluate budget performance

### **Quorum:**

50% of members including the Vice-Chancellor or Pro Vice-Chancellor

## **24. Industrial Liaison Committee**

### **Membership:**

- |   |   |          |
|---|---|----------|
| i. Pro Vice-Chancellor                            | - | Chairman |
| ii. Industrial Liaison Officer                    | - | Member   |
| iii. Deans  | - | Member   |
| iv. A representative elected by the SRC           | - | Member   |
| v. A representative elected by each Faculty Board | - | Member   |

### **In Attendance:**

Secretary to be appointed by the Registrar

### **Quorum:**

Fifty percent (50%) of the membership.

### **Functions:**

- a. Organizing and implementing of industrial Attachment programmes for staff and students.
- b. Streamlining and overseeing the industrial Attachment programmes.
- c. Proposing policies that shall improve the collaboration between the University and industry.
- d. Establishing rapport with the world of work.
- e. Ensuring that staff and students are given career development training.
- f. Any other functions that may be assigned to it by the Academic Board.

## **25. Faculty Appointments and Promotions Committee**

- i. There shall be in each Faculty, a Faculty Appointments and Promotions Committee. The Dean of Faculty shall be the Chairman of the Committee.

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- ii. The membership shall all be persons of ranks not below Senior Lecturer, and all Heads of Department within the Faculty.
- iii. Where there are no persons of senior lecturer status and above in the Department, the Dean shall nominate one person of rank not below the rank being considered from a cognate Faculty to represent the Department.
- iv. The Appointments and Promotions Committee shall meet at least once a semester.
- v. The Committee shall consider applications for appointments and promotions and shall forward the papers of all applicants with its comments and recommendations to the University Appointments and Promotions Board.

### 26. Health and Safety Committee

#### Membership:

- |  |   |            |
|--|---|------------|
| i. A person appointed by the Academic Board                        | - | (Chairman) |
| ii. The Officer-in-Charge of Health Services or his representative | - | Member     |
| iii. One member nominated by the Students' Representative Council- |   | Member     |
| iv. Head of Environment/Sanitation Department                      | - | Member     |
| v. Hall Master   | - | Member     |
| vi. One representative from the Teaching Staff Association         | - | Member     |
| vii. One representative from senior members (non-teaching)         | - | Member     |
| viii. One representative from senior staff association             | - | Member     |
| ix. One representative each from TUWAG and TEWU                    | - | Member     |
| x. Dean of Students' Affairs                                       | - | Member     |

#### In Attendance:

The Secretary shall be appointed by the Registrar

#### Quorum:

Fifty percent (50%) of the membership.

#### Functions:

- a. Advise the Academic Board on matters relating to the health of staff, students and food vendors on campus.
- b. Recommend to the Academic Board appropriate measures on sanitation at all premises of the University.
- c. Ensure the implementation of decisions on health and sanitation matters in the University

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- d. Ensure proper functioning of the University Clinic.
- e. Review the medical and sanitary services in the University and make recommendations on them to the Vice-Chancellor.

### **27. Estate Management Committee**

#### **Membership:**

- |      |  |   |          |
|------|--|---|----------|
| i.   | A person appointed by the Vice-Chancellor  | - | Chairman |
| ii.  | Registrar  | - | Member   |
| iii. | Director of General Services Department  | - | Member   |
| iv.  | One member from the Civil Department elected by Academic Board-                      |   | Member   |
| v.   | One member from the Electrical Engineering Department selected by the Academic Board | - | Member   |

#### **In Attendance:**

- (i) Estate Officer
- (j) Head of Security Unit
- (k) Head of Environment
- (l) Principal Estate Assistant as Secretary

#### **Quorum:**

50% of members including the Director of General Services.

#### **Functions:**

- a. Efficient management of the University's properties.
- b. Maintenance of the University's property.
- c. The maintenance of the University's facilities.
- d. Any other functions delegated to it by the Vice-Chancellor

### **28 (a) Disciplinary Committee (Senior Members)**

The composition of the Disciplinary Committee for Senior Members shall be as follows:

- i) Pro Vice Chancellor -Chairperson
- ii) Two (2) members elected by the Academic Board who shall be of professorial status



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- iii) Two (2) members elected by Convocation who are not Council members, one of whom is non-teaching
- iv) A representative of the Staff Union of the affected Senior Member
- v) The Legal Director or his representative shall be in attendance
- vi) The Committee may at its discretion invite any other person to be in attendance
- vii) The Registrar shall be a Member/Secretary to the Committee. In the absence of the Registrar, any one appointed to serve as Secretary shall be of the rank not below that of Deputy Registrar.

### **Quorum**

Fifty percent (50%) of the entire membership including the Chairperson.

### **28 (b) Disciplinary Committee (Junior/Senior Staff)**

#### **Membership**

- i. A person appointed by the Vice-Chancellor - Chairman
- ii. Head of Human Resource - Member
- iii. One elected member of the Academic Board - Member
- iv. Head of Department concerned - Member
- v. One representative each of the relevant Junior/Senior Staff Association - Member

#### **In Attendance**

- a. Director of Legal Affairs or his representative
- b. Secretary to be appointed by Registrar

#### **Quorum:**

50% of the membership.

#### **Function:**

- a. Determine disciplinary issues referred to it by the Vice-Chancellor in accordance with the Statutes and make recommendations to the Vice-Chancellor for further action.

**29. Grievances Committee**

**Membership**

- |      |   |   |          |
|------|---|---|----------|
| i.   | A person appointed by the Academic Board            | - | Chairman |
| ii.  | Director of Legal Affairs                           | - | Member   |
| iii. | Three (3) Senior Members appointed by the Registrar | - | Member   |

**In Attendance**

- a) The Union Representative of the Aggrieved Person
- b) Secretary to be appointed by the Registrar

**Quorum**

50% of membership

**Functions**

- a. To provide forum for hearing of complaints, grievances, grudges and any other matter which any member of the University community might put up for redress.
- b. To formulate redress, if any, and advise the Vice-Chancellor accordingly.
- c. To advise the Vice-Chancellor on how to reconcile conflicts between interest groups, associations, individuals, etc. in the University.

## SCHEDULE E

### STATUTORY COMMITTEES

#### 1. Entity Tender Committee

The composition of the Entity Tender Committee shall be as in Section 17 of Act 663 (as amended by Act 914) are as follows:

- |     |   |   |           |
|-----|---|---|-----------|
| (a) | The Vice-Chancellor   | - | Chairman  |
| (b) | The Registrar   | - | Member    |
| (c) | The Director of Finance                                       | - | Member    |
| (d) | A Lawyer appointed by the Council                             | - | Member    |
| (e) | Three (3) Heads of department including the user departments- |   | Member    |
| (f) | One member appointed by NCTE                                  | - | Member    |
| (g) | One member of a Professional body                             | - | Member    |
| (h) | Director of Procurement Directorate                           | - | Secretary |

Voting – Decisions shall be by simple majority and the chairperson shall have a voting right.

#### **Quorum**

Chairman and four (4) other members.

#### **Functions of the Entity Tender Committee**

Without prejudice to the generality of the powers and functions of the Entity Tender Committee in Act 663, the Committee shall:

- a. Review procurement plans in order to ensure that they support the objectives and operations of the Institution, Faculty, Department or Entity.
- b. Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget.
- c. Review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of Act 663, its operating regulations and guidelines.

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- d. Ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in **Schedule3** of Act 663, prior to the award of the contract.
- e. Facilitate contract administration and ensure compliance with all reporting requirements under Act 663.
- f. Ensure that stores and equipment are disposed of in accordance with Act 663.
- g. Fifty percent (50%) of the membership including either the Vice Chancellor or the Pro Vice-Chancellor shall form a quorum;

### 2. Audit Committee

The Governing Council shall establish an Audit Committee, with the following functions;

- 1) The Audit Committee shall ensure that the head of a covered entity, to which the Audit Committee relates,
  - (a) pursues the implementation of any recommendation contained in
    - i. an internal audit report;
    - ii. Parliament's decision on the Auditor-General's report;
    - iii. Auditor-General's Management Letter; and
    - iv. the report of an internal monitoring unit in the covered entity concerned particularly, in relation to financial matters raised; and
  - (b) prepares an annual statement showing the status of implementation of any recommendation contained in
    - i. an internal audit report;
    - ii. Parliament's decision on the Auditor- General's report;
    - iii. Auditor-General's Management letter;
    - iv. the report on financial matters raised in an internal monitoring unit of a covered entity; and
    - v. any other related directive of Parliament.
- 2) An annual statement required under subsection (1) (b) shall
  - (a) Indicate the remedial action taken or proposed to be taken to avoid or minimize the recurrence of an undesirable feature in the accounts and operations of a covered entity;
  - (b) Indicate the period for the completion of the remedial action; and

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- (c) Be endorsed by the relevant sector Minister and forwarded to the Minister, Parliament, Office of the President and the Auditor-General within six months after the end of each financial year.

### **Membership**

- i) An Audit Committee consists of five members
- ii) The majority of members of an Audit Committee shall be independent members
- iii) The Internal Audit Agency and the Institute of Chartered Accountants, Ghana shall nominate the majority of members from among persons who do not work in the covered entity to which the Audit Committee relates and two other members shall be nominated by the Principal Account Holder.
- iv) The chairperson of an Audit Committee shall be elected from among the independent members of the Committee.
- v) Without limiting subsection (2), an Audit Committee may, in the performance of its functions under this Act, co-opt a senior management personnel to serve on the Audit Committee.
- vi) The Principal Account Holder shall appoint the chairperson and members of an Audit Committee.

### **In Attendance**

- i. Director of Finance
- ii. Director of Internal Audit
- iii. Assistant Registrar or above to be appointed by the Registrar (Secretary)

**SCHEDULE F**

**ELECTION OF CONVOCATION REPRESENTATIVES TO THE  
ACADEMIC BOARD**

- 1) Any convocation member shall be eligible for election to the Academic Board.
- 2) All convocation members (Teaching and Non-Teaching) shall be eligible to vote in both the Teaching and Non-Teaching elections for representatives to the Academic Board.
- 3) The Returning Officer shall be the Registrar who shall be responsible for conducting the election by secret vote. He shall be assisted by three observers, appointed by the Academic Board.
- 4) A vacancy in the convocation representation to the Academic Board shall be announced by the Registrar within fourteen (14) days of its occurrence.
- 5) The Registrar shall cause to be published election notices for filing of nominations and conduct elections for interested convocation members within twenty-one (21) days after the declaration of a vacancy.
- 6) All candidates for election must be proposed and seconded by five (5) members of Convocation to the Returning Officer only after the opening of nominations but before the close of nominations.
- 7) Proxy votes shall be allowed. Proxy votes shall be in a form prescribed by the Returning Officer.
- 8) For the convocation teaching elections, the candidate who secures the most valid votes cast shall be declared elected teaching representatives to the Academic Board.
- 9) For the convocation Non-teaching elections, the first two (2) candidates after the count of the ballot shall be declared elected Non-teaching representatives to the Academic Board.
- 10) The results of the election shall be certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.

**SCHEDULE G**

**1. Public Relations Committee**

**Membership:**

- |      |  |   |          |
|------|--|---|----------|
| i.   | Pro Vice-Chancellor                      | - | Chairman |
| ii.  | Registrar                                | - | Member   |
| iii. | One member elected by each Faculty Board | - | Member   |
| iv.  | Director of Planning Directorate         | - | Member   |
| v.   | One representative elected by the SRC    | - | Member   |
| vi.  | Director of Public Affairs               | - | Member   |

**In Attendance:**

Secretary to be appointed by the Registrar

**Quorum:**

Fifty percent (50%) of the membership.

**Functions:**

- a. Establish contact between the University community and the public.
- b. Keep under constant review the relations between the university community and the public and suggest measures for improvement.
- c. Plan and make programmes for all official ceremonies.
- d. Organize and co-ordinate all public lectures in the University.
- e. Maintain contact with the University's Alumni Association.
- f. Oversee the publication of periodic newsletters about events in the University.
- g. Monitor all incoming and outgoing information affecting the University.

**2. Transport Committee**

**Membership:**

- |      |                     |   |          |
|------|---------------------|---|----------|
| i.   | Pro Vice-Chancellor | - | Chairman |
| ii.  | Registrar           | - | Member   |
| iii. | Director of Finance | - | Member   |

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- |     |   |   |        |
|-----|---|---|--------|
| iv. | Transport Officer                                   | - | Member |
| v.  | A Representative of the SRC                         | - | Member |
| vi. | One Representative (elected by each Faculty/School) | - | Member |

### **In Attendance:**

The Secretary shall be appointed by the Registrar.

### **Quorum:**

Fifty percent (50%) of the membership.

### **Functions:**

- a. Undertake needs assessment and advise Management on the kind of vehicle(s) to acquire for the University.
- b. Recommend to the Academic Board policy guidelines for operating an efficient transportation system.
- c. Monitor and ensure the implementation of the transportation policy.



**SCHEDULE H**

**CONVOCATION**

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

- a. The Chancellor (who shall, if present, preside over Convocation).
- b. The Vice-Chancellor (who shall, if present, preside over Convocation in the absence of the Chancellor).
- c. The Pro Vice-Chancellor (who shall, if present preside over Convocation in the absence of the Chancellor and Vice-Chancellor).
- d. Professors, Associate Professors, Principal Lecturers, Senior Lecturers, Lecturers, Senior Research Fellows, Senior Research Associates, Research Fellows, Research Associates, and Research Officers-in-charge of Research Units, Assistant Research Fellows and Assistant Research Associates.
- e. Deans and Vice-Deans of the University.
- f. Hall Masters.
- g. All other Senior members
- h. Any other persons holding an office in the University who is approved by the Academic Board for this purpose.

**SCHEDULE I**

**STRUCTURE OF FACULTIES /SCHOOLS /INSTITUTES /CENTRES/  
OFFICES OF THE UNIVERSITY**

FACULTY/ SCHOOL/INSTITUTE/ CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/INSTITUTE/ SCHOOL
<b>Faculty of Applied Sciences</b>	<ul style="list-style-type: none"> <li>• Science Laboratory Technology</li> <li>• Biomedical Laboratory Technology</li> <li>• Applied Mathematics and Statistics</li> <li>• Computer Science</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty – Chairman</li> <li>• All Heads of Departments in the Faculty.</li> <li>• All Directors from Centres in the faculty</li> <li>• All Professors in the Faculty</li> <li>• One (1) representative from each Cognate Faculty.</li> <li>• Faculty Examination Officer Two (2) student representatives (one undergraduate and one graduate) from the faculty</li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Vice-Dean</li> <li>• Deputy Assistant Registrar (Secretary)</li> </ul> <p><b>Quorum:</b> Fifty percent (50%) of the membership</p>	
<b>Faculty of Applied Arts</b>	<ul style="list-style-type: none"> <li>• Fashion Design and Textiles Technology</li> <li>• Hotel Catering and Institutional Management</li> <li>• Liberal Studies and</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty – Chairman</li> <li>• All Heads of Departments in the Faculty</li> <li>• All Directors from Centres in the Faculty</li> </ul>	

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FACULTY/ SCHOOL/INSTITUTE/ CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/INSTITUTE/ SCHOOL
	Communications Technology	<ul style="list-style-type: none"> <li>• All Professors in the Faculty</li> <li>• One (1) representative from each Cognate Faculty</li> <li>• Faculty Examination Officer</li> <li>• Two (2) student representatives (one undergraduate and one graduate) from the faculty</li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Vice-Dean</li> <li>• Deputy Assistant Registrar (Secretary)</li> </ul> <p><b>Quorum:</b></p> <ul style="list-style-type: none"> <li>• Fifty percent (50%) of the membership</li> </ul>	
<b>Faculty of Engineering</b>	<ul style="list-style-type: none"> <li>• Mechanical Engineering</li> <li>• Automotive Engineering</li> <li>• Civil Engineering</li> <li>• Electrical/Electronic Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty– Chairman</li> <li>• All Heads of Departments in the Faculty.</li> <li>• All Directors from Centres in the faculty</li> <li>• All Professors in the Faculty</li> <li>• One (1) representative from each Cognate Faculty</li> <li>• Faculty Examination Officer</li> <li>• Two (2) student representatives (one undergraduate and one graduate) from the faculty</li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Vice-Dean</li> </ul>	

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FACULTY/ SCHOOL/INSTITUTE/ CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/INSTITUTE/ SCHOOL
		<ul style="list-style-type: none"> <li>• Deputy Assistant Registrar (Secretary)</li> </ul> <p><b>Quorum:</b> Fifty percent (50%) of the membership</p>	
<b>Faculty of Built Environment</b>	<ul style="list-style-type: none"> <li>• Building Technology</li> <li>• Interior Design and Upholstery Technology</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty– Chairman</li> <li>• All Heads of Departments in the Faculty</li> <li>• All Directors from Centres in the faculty</li> <li>• All Professors in the Faculty</li> <li>• One (1) representative from each Cognate Faculty</li> <li>• Faculty Examination Officer</li> <li>• Two (2) student representatives (one undergraduate and one graduate) from the faculty</li> </ul> <p><b>In Attendance:</b></p> <ul style="list-style-type: none"> <li>• Vice-Dean</li> <li>• Deputy Assistant Registrar (Secretary)</li> </ul> <p><b>Quorum:</b> Fifty percent (50%) of the membership</p>	
<b>Faculty of Business</b>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Accounting and Finance</li> <li>• Procurement and Supply Chain Management</li> <li>• Management and Public Administration</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty– Chairman</li> <li>• All Heads of Departments in the Faculty.</li> <li>• All Directors from Centres in the faculty</li> <li>• All Professors in the Faculty</li> </ul>	

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FACULTY/ SCHOOL/INSTITUTE/ CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/INSTITUTE/ SCHOOL
		<ul style="list-style-type: none"> <li>• One (1) representative from each Cognate Faculty.</li> <li>• Faculty Examination Officer</li> <li>• Two (2) student representatives (one undergraduate and one graduate) from the Faculty</li> <li>• Vice-Dean</li> <li>• Deputy Assistant Registrar (Secretary)</li> </ul> <p><b>Quorum:</b></p> <ul style="list-style-type: none"> <li>• Fifty percent (50%) of the membership.</li> </ul>	
<p><b>Institute for Languages and Communication Technology</b></p>		<ul style="list-style-type: none"> <li>• The Director - Chairperson.</li> <li>• Deputy Director</li> <li>• All Heads of Departments in the Institute</li> <li>• All Professors in the institute</li> <li>• One (1) representative from a Cognate Institute.</li> <li>• Two (2) student representatives</li> <li>• Senior Assistant Registrar – Secretary</li> </ul> <p><b>Quorum:</b> Fifty percent (50%) of the membership</p>	
<p><b>Centre for Biomedical Equipment Technology (CEBET)</b></p>		<ul style="list-style-type: none"> <li>• The Director - Chairperson.</li> <li>• Deputy Director</li> </ul>	

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FACULTY/ SCHOOL/INSTITUTE/ CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/INSTITUTE/ SCHOOL
		<ul style="list-style-type: none"> <li>• All Heads of Departments in the Centre</li> <li>• All Professors in the Centre</li> <li>• One (1) representative from a Cognate Institute or Centre.</li> <li>• Two (2) student representatives</li> <li>• Senior Assistant Registrar – Secretary</li> </ul> <p><b>Quorum:</b> Fifty percent (50%) of the membership</p>	

## SCHEDULE J

### Committees under Faculty Boards

#### 1. Appointments and Promotions Review Committee

##### Membership:

- i) Director– Chairperson
- ii) Vice-Dean
- iii) Two (2) members elected from Faculty Board
- iv) Head/Director of applicant. Where the rank of the Head of Department is lower than that of the applicant, an HOD with a higher rank from a cognate department shall be mandated to replace the Head of Department.
- v) An administrative officer not below the rank of Assistant Registrar

##### Functions

- i) Recommend policies and procedures for appointment, reappointment and promotion of faculty members, and to faculty for approval.
- ii) Assist department Heads to implement these policies and procedures.
- iii) Review recommended candidates for faculty appointments and promotions and forward the committee's recommendations to the Dean.
- iv) Department Heads who are uncertain as to whether a faculty member meets rank criteria for appointment or promotion may consult with the Faculty Appointments and Promotions Committee. However, this consultation does not preclude the Department Heads authority to deny recommendation for appointment, reappointment, or promotion on reasonable grounds.

##### Quorum:

Fifty percent (50%) of the membership

#### 2. Examinations Committee

##### Membership:

- i) Director– Chairperson
- ii) Vice-Dean
- iii) Faculty Examinations Officer
- iv) Departmental Examination Officers
- v) An administrative officer not below the rank of Assistant Registrar

**Functions:**

- a. To draw up time-table for teaching and examinations.
- b. To ensure that students observe examinations rules and regulations.
- c. To vet all examinations results for compliance with the University and external bodies Examinations policies, rules and regulations.
- d. To organize examinations and other related assignments that emerge from the examination regulations.
- e. To report to the Academic board about its work at the beginning of the academic year.
- f. To make suggestions regarding subject requirements and examination regulations.
- g. Any other functions assigned to it by the Academic Board or the Vice Chancellor.

**Quorum:**

Fifty percent (50%) of the membership

**3. Finance and Planning Committee**

**Membership:**

- i) Director– Chairperson
- ii) Vice-Dean
- iii) Heads of Departments in the Faculty.
- iv) Faculty Accountant
- v) An administrative officer not below the rank of Assistant Registrar

**Functions:**

- a) Help set annual targets for Faculties and Schools
- b) Help in drawing budget and resource allocation
- c) Recommend departmental budgets
- d) Receive monitoring and evaluation reports from the departments
- e) Submit quarterly monitoring and evaluation report to the Faculty Board
- f) Consider and approve students' association budgets

**Quorum:**

Fifty percent (50%) of the membership



#### 4. Quality Assurance

##### Membership:

- i) Director– Chairperson
- ii) Vice-Dean
- iii) Heads of department in the Faculty
- iv) Quality Assurance Officer assigned to the Faculty
- v) Two Student Representatives (one undergraduate and one graduate) elected from the faculty
- vi) An administrative officer not below the rank of Assistant Registrar

##### Functions

- i) To determine the procedures which will assure the quality and standards of both undergraduate and postgraduate awards and receive assurance that these have been carried out, in areas to include the following:
  - a. the approval and review of all University taught awards;
  - b. the registration, supervision, assessment and transfer of postgraduate research students;
  - c. the assessment of students;
  - d. the conditions of appointment of external examiners;
  - e. consideration of external examiner reports;
  - f. system of academic appeals by students;
  - g. mechanisms for assurance of the quality of teaching;
  - h. system of feedback from students;
  - i. academic collaborative arrangements with other institutions
- ii) To consider and approve any changes required to the University's Academic Regulations;
- iii) To advise Academic Board on the University's response to external quality reviews and initiatives, where appropriate and to be responsible for ensuring appropriate follow-up action arising from external quality agencies;
- iv) To receive reports for the Faculties on matters relevant to the Committee
- v) To consider and report on such matters as may be referred to the Committee;
- vi) To establish, as appropriate, such sub-committees or other working groups as the Committee requires in order to fulfill its role.

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The Academic Quality Assurance Committee will also make recommendations to the Academic Board on the following:

- i) The approval of any new award to be offered by the University;
- ii) The approval of any material new policy in relation to academic standards and quality

### **Quorum:**

Fifty percent (50%) of the membership

## **5. Career Guidance and Academic Counselling Committee**

### **Membership:**

- i) Vice-Dean
- ii) One representative from Departmental Academic Counsellors
- iii) One student representative elected from each department
- iv) An administrative officer not below the rank of Assistant Registrar

### **Functions**

- i) To enhance students' retention, academic performance, and satisfaction with career choice by providing professional resources to them with a variety of personal/psychological needs.
- ii) To enhance staff retention, professional performance, and career satisfaction by providing professional resources to them with a variety of personal/psychological needs.
- iii) To assist students and staff in crisis, and to intervene in potentially life threatening situations.
- iv) To assist students and staff with common interest and concerns through structured psycho-educational groups, programmes and outreach activities.
- v) To respond to the unique needs of special populations such as ethnic minorities, student athletes, adult learners, students with disabilities and international students.
- vi) To establish and maintain collaborative relationships with faculties, staff and students.

### **Quorum:**

Fifty percent (50%) of the membership

**6. Research Innovation and Technology Transfer Committee**

**Membership:**

- i) Director– Chairperson
- ii) Vice-Dean
- iii) All Heads of Departments in the Faculty
- iv) One representative from Research Directorate
- v) Faculty Accountant
- vi) One representative from Legal Directorate
- vii) An administrative officer not below the rank of Assistant Registrar

**Functions**

- i) Advise the Faculty on strategic directions of research and research training.
- ii) Develop and oversee the implementation of policies for research and research training management within the Faculty.
- iii) Receive reports from working groups dealing with the administration of the policies.
- iv) Review and implement the Faculty Research Plan.
- v) Further the promotion and development of research activities and research excellence within the faculty.
- vi) Serve as a forum for the discussion of ideas, issues and opportunities that concern research within the faculty.
- vii) Recommend ranking of faculty candidates for research and research training awards.

**Quorum:**

Fifty percent (50%) of the membership

## SCHEDULE K

### 1. Departmental Boards

There shall be established a Departmental Board in the respective departments in each Faculty/School

#### Membership:

- i) HOD – Chairperson
- ii) All Teaching Staff of the department including those servicing the department
- iii) One representative from industry
- iv) Chairman of the Departmental External Advisory Committee
- v) An administrative officer not below the rank of Assistant Registrar

#### Functions

- i) Consider examination results.
- ii) Act as a forum for discussing University-wide strategies
- iii) Act as a forum for considering information and data relating to the performance of the department
- iv) Submit recommendations on specific matters to the Faculty Board
- v) At their own discretion, the Department Boards may set up Adhoc committees to address specific issues.
- vi) Review recommended candidates for appointments and promotions and forward the recommendations to the Dean.

#### Quorum:

Fifty percent (50%) of the membership  
Department Board Committees

2. There shall be established the following Committees under the respective Department Boards which shall meet not more than once in every semester

#### (a) Department Quality Assurance Committee

##### Membership:

- i) HOD – Chairperson
- ii) Department Examinations Officer
- iii) Officer from Quality Assurance Directorate in charge of the faculty

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- iv) Two (2) student representatives to be elected by the departmental students' association. The students should be excused from the meetings whenever examination related issues are being discussed.
- v) An administrative officer not below the rank of Assistant Registrar

### **Functions**

- i) To determine the procedures which will assure the quality and standards of both undergraduate and postgraduate awards and receive assurance that these have been carried out, in areas to include the following:
  - a. the approval and review of all University taught awards;
  - b. the registration, supervision, assessment and transfer of postgraduate research students;
  - c. the assessment of students;
  - d. the conditions of appointment of external examiners;
  - e. consideration of external examiner reports;
  - f. system of academic appeals by students;
  - g. mechanisms for assurance of the quality of teaching;
  - h. system of feedback from students;
  - i. academic collaborative arrangements with other institutions
- ii) To consider and approve any changes required to the University's Academic Regulations;
- iii) To advise Academic Board on the University's response to external quality reviews and initiatives, where appropriate and to be responsible for ensuring appropriate follow-up action arising from external quality agencies;
- iv) To receive reports for the Faculties on matters relevant to the Committee
- v) To consider and report on such matters as may be referred to the Committee;
- vi) To establish, as appropriate, such sub-committees or other working groups as the Committee requires in order to fulfill its role.

The Academic Quality Assurance Committee will also make recommendations to the Academic Board on the following:

- i) The approval of any new award to be offered by the University;
- ii) The approval of any material new policy in relation to academic standards and quality

### **Quorum:**

Fifty percent (50%) of the membership

**(b) Department Examinations Committee**

**Membership:**

- i) HOD – Chairperson
- ii) All Senior Members in the department
- iii) Department’s Examinations Officer
- iv) Officer from Quality Assurance Directorate in charge of the faculty
- v) An administrative officer not below the rank of Assistant Registrar

**Quorum:**

Fifty percent (50%) of the membership

**(c) Department Advisory and Curriculum Development Committee**

**Membership:**

- i) HOD – Chairperson
- ii) Three (3) members appointed by the Departmental Board
- iii) Three (3) external experts from professional associations and industry
- iv) An administrative officer not below the rank of Assistant Registrar

**Quorum:**

Fifty percent (50%) of the membership

**Functions:**

- i) Review existing curricula
- ii) Develop new curricula
- iii) To carry out annual tracer studies and submit reports to the Department Board

**SCHEDULE L**

**PROCEDURE FOR THE APPOINTMENT OF DEANS AND VICE-  
DEANS OF FACULTY**

- (a) Vacancies to the positions of Deans and Vice-Deans shall be openly advertised in the mass media
- (b) Selection shall be done by a Search Committee constituted by Council
- (c) The Search Committee shall be made up of the following:
  - (i) Three (3) external members with the requisite academic and industry experience
  - (ii) Dean from a cognate Faculty
  - (iii) Registrar or Deputy Registrar in charge of Human Resource to act as Secretary in attendance
- (d) There shall be a Vice Dean to be recommended by the Appointments and Promotions Board to the Governing Council for approval

**SCHEDULE M**

**DISCIPLINARY MATTERS**

- (1) These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff and students of the University as the case may be.
- (2) Any conduct without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in a proper manner a duty imposed on him, or which contravenes any regulation, instruction, or directive relating to Senior Members, Senior and Junior Staff or Junior Members of the University or which is otherwise prejudicial to the efficient functioning of the University or tends to bring the name of the University into disrepute shall constitute a misconduct.
- (3)(i) Without prejudice to the generality of rule 2, it is a misconduct for a Senior Member, Senior Staff or Junior Staff of the University to:
  - (a) Be absent from duty without reasonable excuse for ten (10) consecutive working days;
  - (b) Be insubordinate;
  - (c) Use without the consent of appropriate authority, any property or facilities provided for the purpose of the University for a purpose not connected with the work of the University or not within the scope of his responsibilities;
  - (d) Engage in any activities which are likely to bring the University into disrepute or cause disorder in the University;
  - (e) Engage in any full-time gainful occupation outside the University without the consent of the Vice Chancellor;
  - (f) Reveal confidential information to anyone not entitled to such information;
  - (g) Verbally or physically assault any member of staff of the University;
  - (h) Travel outside the country without written notification to the Vice Chancellor when school is in session, except when the applicant is on official leave;
  - (i) Indulge in Academic Dishonesty or Academic Misconduct, including, but not limited to the following:
    1. Plagiarism;
    2. Fabrication, falsification and forgery of information, data, and records.
    3. Complicity;
    4. Professorial misconduct;



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- (j) Leak examination questions, aid or be involved in examination malpractice;
- (k) Indulge in sexual harassment/ misconduct;
- (l) Be drunk during working hours;
- (m) Use narcotic drugs.
- (n) It shall be a misconduct for a Junior Member of the University to:
  - i. Be absent from lectures and other prescribed assignments without permission or reasonable excuse for five (5) consecutive days of teaching and learning;
  - ii. Be insubordinate;
  - iii. Address a Senior Member of the University or other officials of the University in insulting or disrespectful language;
  - iv. Indulge in any anti-social activities whilst in residence or outside the campus which tend to bring the University into disrepute;
  - v. Verbally or physically assault any member of staff, any Junior Member, a guest or visitor of the University;
  - vi. Indulge in Academic Dishonesty or Academic Misconduct, including, but not limited to the following:
    - 1. Plagiarism;
    - 2. Fabrication, falsification and forgery of information, data, and records;
    - 3. Complicity;
    - 4. Deception;
    - 5. Sabotage;
    - 6. Impersonation;
- (o) Leak examination questions, aid or be involved in examination malpractice;
- (p) Indulge in sexual harassment/sexual misconduct;
- (q) Be drunk during teaching and learning hours;
- (r) Use narcotic drugs;
- (s) Indulge in stealing/theft;
- (t) Indulge in bullying; and
- (u) Dress indecently.

**SCHEDULE N**

**RULES AND PROCEDURE FOR APPOINTMENTS AND PROMOTIONS OF  
SENIOR MEMBERS**

**(1) Vacancies**

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

**(2) Submission of Application**

- (a) Applications indicating the position sought and the area or discipline concerned shall be submitted to the Dean through the Head of Department or Director with a covering letter to the Dean with a copy to the Registrar.
- (b) The Head of Department or the Director shall forward the application within thirty (30) days of receipt to the Dean of Faculty.
- (c) In the case of an application for promotion, where the Dean considers that the application is complete, the effective date shall be the date of submission of application.
- (d) which the papers and any other documents submitted for assessment are received by the Head of Department.
- (e) The effective date shall be confirmed in the minutes of the Faculty Appointments and Promotions Review Committee.
- (f) The Dean shall forward to the Registrar one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the applicant.
- (g) In the case of a person applying from outside the University the application shall be sent to the Registrar who shall refer it to the Head of Department or the Director to be processed as in subsection

**(3) Faculty Appointments and Promotions Review Committee**

- (a) There shall be a Faculty Appointments and Promotions Review in each faculty. The Committee shall be appointed by the Faculty Board for a two-year term with the Dean as the chairperson.
- (b) Inter-Faculty Appointments and Promotions Review Committee may be constituted where necessary.
- (c) The Faculty Appointments and Promotions Review Committee shall comprise of confirmed staff, and where possible, it shall include a majority of professors including a professor from a cognate Faculty appointed by the Board of Faculty, and a representative each from the grades of Lecturers and Senior Lecturers.
- (d) The Committee may co-opt others as appropriate to assist its work.
- (e) The Faculty Appointments and Promotions Review Committee shall meet at least twice a semester.
- (f) On receipt of an application the Dean or Director shall refer it to the Faculty Appointments and Promotions Review Committee for consideration.
- (g) The review process shall include a report from the Head of Department on an interactive assessment of the applicant.
- (h) An application shall not be withheld from the Faculty Appointments and Promotions Review Committee.
- (i) The Committee shall consider the applications for appointments and promotions and shall forward the list of the applicants with its comments and recommendations to the Appointments Board.

**(4) Handling of Application at the Dean's Office**

- (a) Following consideration by the Faculty Appointments and Promotions Review Committee, the Dean shall, in consultation with the Head of Department, nominate persons who may be asked to undertake an assessment of an applicant's work.
- (b) The Dean shall request each assessor to comment on each publication submitted for assessment, stating its contribution to the candidate's field and the candidate's academic standing in accordance with the University's grading or weighting system.
- (c) The request for an assessment shall be accompanied by:
  - (i) a copy of the application including the curriculum vitae;
  - (ii) copies of publications and any other exhibits of the applicant's work; and
  - (iii) the criteria for appointment or promotion.

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- (d) An assessment shall not be provided by the Head of Department on the applicant's publications.
- (e) For promotion from lecturer to senior lecturer, assessment of publications shall normally be outside the University by one external assessor.
- (f) An external assessor is a person of standing in the applicant's field, normally of the status of professor or equivalent but not employed by or in any way currently connected with the University.
- (g) The assessor should not, however, have been associated with the applicant's formal studies at the graduate or professional level, nor should the assessor have been a collaborator.
- (h) All correspondence between the Dean or Director and the assessor shall be copied to the Registrar.
- (i) Whether an applicant fails or passes, the Dean and Head of Department shall provide the applicant with information in writing on the strengths and weaknesses of the application.

### **(5) Progression from one Rank to Another**

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

### **(6) Handling of Applications at the Registry**

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

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- (ii) the approved criteria for appointment or promotion;
- (iii) the reports of the Faculty Appointments and Promotions Review Committee;
- (iv) the report of the assessor(s); and
- (v) the salary scale and the recommended entry point.

### **(7) Research Associate**

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

### **(8) Assistant Lecturer or Assistant Research Fellow**

For the appointment of an Assistant Lecturer or an Assistant Research Fellow, a Master’s degree - preferably by research or non-researched master’s degree with professional qualification is required.

### **(9) Lecturer or Research Fellow**

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

### **(10) Senior Lecturer or Senior Research Fellow**

- (a) Appointment or promotion to the grade of Senior Lecturer or Senior Research Fellow for a Lecturer or Research Fellow with a terminal degree shall be considered on the basis of criteria set out in Section 19 below.
- (b) The Head of Department, Dean or Director shall provide an assessment on teaching taking into account student assessment and external examiners' comments.
- (c) Applications for promotion based solely on teaching and extension work or service, or any other contributions that do not normally result in publications, shall not be considered during the first regular six year contract.

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- (d) At least two external assessors shall be required to evaluate the application.

### **(11) Associate Professor and Professor**

- (a) Appointment or promotion to the grade of Associate Professor and Full Professor for a Senior Lecturer or Senior Research Fellow with terminal degree shall be on the basis of outstanding scholarship in the candidate's field of teaching and research and contribution to University, department and public service. The application for appointment or promotion shall be evaluated in accordance with the criteria set out below.
- (b) At least two external assessors shall be required.

### **(12) Emeritus Professorship**

- (a) the candidates for the position of Emeritus Professor shall be active in their field and within easy reach of the University.
- (b) the title of Emeritus Professor shall be conferred only on a full professor who has left the services of the University.
- (c) The title Emeritus can be conferred on a Full Professor who has retired from another University or Research Institution
- (d) nomination shall be considered by the Department, reviewed by the Faculty Board, recommended to the Appointments and Promotions Board and approved by the Governing Council.
- (e) a stipend is not attached to the position of Emeritus Professor, but the appointee shall have access to the University facilities such as the library and secretarial support and may assist the work of the Department for which the expenses of the Emeritus Professor shall be paid.

### **(13) Visiting Scholar**

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

### **(14) Director of Institutes/Centres**

- (a) Appointment to the directorship of an Institute or Centre shall be by an open advertisement and only persons of the grade of senior lecturers and above may be considered for the appointment.

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- (b) Appointment shall be made for a fixed term which may be renewed.
- (c) Appointment as director shall be made by the University Governing Council on the recommendation of the Appointments and Promotions Board.

### **(15) Adjunct Appointments**

- (a) An Adjunct scholar is a person with expertise needed by the University who is qualified to provide specialized teaching services but who may otherwise be engaged elsewhere.
- (b) The person may apply on his/her own or may be invited by the department to apply.
- (c) The appointment shall be for a period to be determined by the Appointments Board.
- (d) The Appointments Board may recommend a person to the Council for an adjunct academic appointment.
- (e) shall apply to Adjunct appointments.

Subject to the foregoing the normal procedures for appointment for Senior Members

### **(16) Honorary Appointments**

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

### **(17) Documentation required for Appointment or Promotion**

- (a) For first appointments, documentation to be reviewed by the University Appointments Board shall include:
  - (i) Completed Application forms;
  - (ii) Curriculum Vitae;
  - (iii) Copies of Certificates (with originals to be presented at interview)
  - (iv) Relevant minutes of Faculty Appointments and Promotions Review Committee;
  - (v) Two interactive reports (one on applicant's demonstration teaching or seminar and one from the Dean of Faculty);

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- (vi) For candidates seeking appointment to the grade of Senior Lecturer or higher - at least one external assessor's report; for Professoriate two external assessors' reports.
- (b) For promotion to Senior Lecturer or Associate Professor or Professor and equivalent, documentation to be reviewed by the University Appointments and Promotions Board shall include:
  - (i) Completed Application forms;
  - (ii) Updated Curriculum Vitae;
  - (iii) Relevant minutes of Faculty Appointments and Promotions Review Committee;
  - (iv) Summary of annual reports on staff member dating back to last appointment or promotion;
  - (v) Summary of student assessment of candidate dating back five (5) years if available; and
  - (vi) Two external assessors' reports.

### **(18) Procedure for appointment or promotion**

- (a) Appointment or promotion shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-area of specialization.
- (b) Proceedings of the Faculty Appointments and Promotions Review Committee and Appointments Board shall be kept in the form of,
  - (i) minutes of general policy matters; and
  - (ii) minutes of individual appointments.
- (c) The minutes of the Appointments Board shall be provided to the members of the Board.
- (d) Minutes on general policy matters shall be circulated to the Deans and Directors, Heads of Department and other members of the Academic Board.
- (e) Minutes on individual appointments shall be circulated to Heads of Department and Deans or Directors of the Faculties, Schools or Institutes concerned.
- (f) Minutes covering the proceedings of the Appointments Board shall be deposited at the University Library.
- (g) The minutes on individual appointments shall be kept under security so that access to them shall require the written permission of the Vice Chancellor.
- (h) The documents in the appointment process and the discussions at the Appointments Board shall be confidential.



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- (i) The Registrar shall communicate the decision of the Appointments Board to the applicant within fourteen (14) days, and in the case of appointments requiring prior approval by the University Governing Council, within twenty-one (21) days after the approval.

### **(19) Criteria for Appointment or Promotion**

- (a) Subject to the provisions dealing with basic qualifications, Senior Members applying for appointment or promotion will be evaluated on the basis of:
  - i. Teaching
  - ii. Research and Scholarly Works
  - iii. The University, Faculty, Departmental and Public Service
  - iv. Professional Activities.
- (b) Other factors that may be considered include
  - i. the recommendations of the Faculty or Registry Appointments and Promotions Review Committee
  - ii. applicant's formal qualifications
  - iii. summary of annual reports dating to last appointment or promotion
  - iv. summary of student assessments in the last five years (if holding teaching appointment)
- (c) **Teaching**
  - (i) Where teaching is the primary and core duty of a senior member, the candidate for promotion shall be required to demonstrate an ability to teach effectively in addition to his other responsibilities.
  - (ii) In judging a candidate's effectiveness in teaching, the appointing authority shall consider the candidate's command of his subject; his continuous growth in his field; his ability to organize and present his materials with clarity; his ability to excite intellectual curiosity in his students and to stimulate advanced students to original work; and the extent and skill of his participation in the general guidance and counseling of students. Council shall, on the recommendation of the Academic Board, develop an appointment instrument for implementing this provision.
  - (iii) The Appointing Authority is required to consider the following factors and criteria in the evaluation of teaching performance:
    - 1. demonstrated competence in the subject matter in the classroom and public presentations, including seminars, colloquia, conferences and inter-faculty lectures;
    - 2. effectiveness in the development and use of innovative methods in teaching;

3. guidance and leadership in student activities;
4. initiation and participation in curriculum development (e.g. introduction of new courses or programmes);
5. invigilation

**(d) Textbook authoring;**

(e) Effectiveness in supervising research projects and graduate students; and teaching load.

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

**(f) Research and Scholarly Contribution**

- (i) For purposes of appointment and promotion of senior members, the appointing authority shall take account of research and creative scholarship of demonstrable quality. Evidence of research and scholarship should be based upon the senior member's published research in refereed journals, conference proceedings, monographs, technical reports or an original professional work such as architectural or engineering designs, computer software or film or drama productions or other creative works.
- (ii) In the evaluation of a candidate's research and scholarly contribution the following types of research shall be recognized:
  - (1) Independent Research: This should be based upon the candidate's own interests and needs;
  - (2) The University Sponsored Research: This is research based on specific areas of interest of the University and may be funded with research grants and or released time of the senior member in question. The research may be either basic or applied;
  - (3) Contract Research: This is research based upon the needs and interests of an external client who funds the research in return for access to the results; the client usually identifies the problem while the task of the researcher is solely to provide the solution and deliver the results on Schedule and within the time frame set by the contract. The contract would often have a confidentiality clause and may also restrict publication of the results of the research. However, such result should be considered of high value to the University.

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- (4) Published Text and Reference Books: This is research aimed at publishing textbooks and reference materials and includes translation of specialized scientific and scholarly works, reviews of rare books and published research by scientific societies approved by the Academic Board;
  - (5) Inventions and Novelties: This research consists mainly in scientific inventions or new discoveries which have been patented by the researcher or the University with recognized patent agencies in any part of the world.
- (g) The appointing authority shall also consider the following in the evaluation of a senior member's research and scholarly accomplishments:
- (i) Contributions in the area of coordination of knowledge such as survey articles and books reviews;
  - (ii) Service on editorial boards of scholarly journals;
  - (iii) Review of articles for promotions in other recognized analogous institutions.
  - (iv) Membership of technical committees of international or national conferences or symposia;
  - (v) Technical reports authored;
  - (vi) Prizes and awards received for scholarly achievement; and high level consulting work.

For purposes of this section, publication shall mean:

1. Papers in internationally recognized refereed journals (local and external);
2. Papers in refereed proceedings in international conferences and specialized symposia;
3. Refereed, published or accepted-for-publication technical reports from specialized University research centres or other internationally recognized research and policy institutions;
4. Refereed textbooks and reference books;
5. Refereed authentication review of rare books;
6. Refereed translation of specialized scientific books and other scholarly works;
7. Refereed books and research reports published by scientific societies approved by the Academic Board;
8. Inventions and novelties that patents from recognized patent agencies approved by the Academic Board; and
9. Distinguished creative activities in accordance with criteria approved by the Academic Board.

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**(h)** In the evaluation of books, articles, technical reports, inventions and novelties and other scholarly works accepted under this Schedule as publication, the key ingredient should be significance not volume. The evaluator can judge the significance of a publication by examining the quality of the journals in which it appears, the use to which other researchers have made of it or by requesting testimony from distinguished scholars or authors in the candidate's field of research.

### **University, Departmental and Public Service**

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

### **(l) Professional Activities**

The professional activities of a senior member shall be recognized in the evaluation of their applications for appointment and or promotion. In particular, account shall be taken of the candidate's contribution to the development of his profession through those activities where appropriate.

**(m) Evaluation Method**

For purposes of evaluating applications for appointment or promotion the categories of academic senior members are:

- (a) teaching staff, e.g. lecturer, with load of 75% Full Time Equivalent teaching and 25% research,
- (b) research staff, e.g. research fellow; i.e. senior members with at least 75% Full Time Equivalent research load, (c) resident tutor.

The applications of all candidates for promotion shall be evaluated on a 100-point scale which shall consist of the weighted average of scores on each of the criteria set out above. The 100-point shall be awarded as follows:

- (a) The weighted average scores for candidates whose core responsibility is teaching-

- Fifty-five - (55) points for Teaching
- Twenty-five - (25) points for Research and Scholarly Works
- Fifteen - (15) points for the University, Departmental and Public Service
- Five - (5) points for Professional Activities.

- (b) The weighted average scores for candidates whose core responsibility is research-

- Fifty-five - (55) points for Research and Scholarly Works
- Twenty-five - (25) points for Teaching
- Fifteen - (15) points for the University, faculty Departmental and Public Service
- Five - (5) points for Professional Activities.

A candidate shall be promoted to the rank applied for if his total number of weighted average points is not less than seventy (70) points. In the case of a candidate whose primary or core responsibility is teaching at least thirty-five (35) points must be from Teaching and in the case of a candidate whose primary or core responsibility is research at least thirty-five (35) points must be from Research and Scientific Contribution.

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The Academic Board shall make regulations regarding the points to be awarded under each of the above criteria for purposes of weighting the same in order to arrive at the final score, subject to the approval of Council.

The appointing authority shall make written findings and conclusions on each of the above stated criteria and the same shall form part of the record of proceedings of the meeting at which the decision relating to the application was made. An applicant shall be entitled to a copy of the record of the proceedings of the meeting concerning his application if he or she asks for it.

### **(n) Appeals and Reviews**

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

### **(o) Miscellaneous**

For the avoidance of doubt, for appointments or promotions to the

Professoriate, the Appointments Board shall make a report to the

University Council. The report shall indicate whether the Board recommends or does not recommend the application with reasons. The rule shall apply to the Faculty Appointments and Promotions Review Committee.

### **(p) Review**

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

### **(20) Appointments or Promotions to Administrative or Professional Grades**

- (1) For appointment or promotion to the administrative or professional grades, demonstrated evidence or promise of continuing performance in respect of the following abilities shall be required:

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

### **(21) Registry Appointments Review Committee**

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

### **(22) Junior Assistant Registrar and Equivalent Professional Grades**

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

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

### **(23) Assistant Registrar and Equivalent Professional Grade**

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

### **(24) Senior Assistant Registrar and Equivalent Professional Grade**

- (1) For appointment to the grade of Senior Assistant Registrar or equivalent professional grade satisfactory performance in the grade of Assistant Registrar or equivalent position for at least four (4) years shall be required.
- (2) Two external assessors are required.



**(25) Deputy Registrar and Equivalent Professional Grade**

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

**(26) Registrar**

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

**(27) Administrative Directors and Deputy Directors**

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

**(28) Renewal of Contract**

- (1) An employee whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide an updated curriculum vitae to the Dean through the Head of Department. It is equally incumbent on a member of staff to take steps to have his/her contract renewed. For renewal of contract, the following other documents shall be required:
  - (a) Letter expressing desire to have contract renewed;
  - (b) Head of Department's assessment report;
  - (c) Annual reports on staff member since last renewal;
  - (d) Summary report of classroom evaluations of staff member by students;
- (2) Information from the employee obtained under sub-section (1) and comments by the Head of Department shall be reviewed by the Faculty or Registry Appointments and Promotions Review Committee which may recommend renewal, indicating the duration.

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

**SCHEDULE O**

**THE STUDENTS' REPRESENTATIVE COUNCIL**

The Students' Representative Council

1. Name:

The body shall be known as Students' Representative Council of Accra Technical University hereafter referred to as the SRC.

2. Membership

The SRC shall consist of:

- a. All undergraduate student of Accra Technical University
- b. Subject to the clause (1) of this article, the following executive organs shall be created to manage the affairs of the SRC
  - a) The Executive Committee
  - b) The General Assembly
  - c) The Judicial Board

3. The members of the Executive Committee shall be as follows:

- i. President (Chairman)
- ii. Vice President
- iii. Secretary
- iv. Assistant Secretary (shall have no voting rights)
- v. Finance Officer
- vi. Women's Commissioner
- vii. GNUTS Local Representative
- viii. Welfare Officer
- ix. Public Relations Officer
- x. Part Time Representative

**Quorum:**

Half of the membership, including the President and the Secretary

4. Functions of SRC

The SRC shall be the official organ of Junior Members excluding Graduate Students of this university and shall be responsible for:

- a) Promoting the general welfare and interest of students; coordinating the social, cultural, intellectual and recreational activities of the students in the University;

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- b) Presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter;
- c) Establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana;
- d) Nominating of student's representatives to serve on appropriate University Committees to probe or manage the affairs of the students of the University; any student of the University shall be eligible to serve on any of such Committees.
- e) Promoting cordial relationships among all sections of the University Community and maintaining good relationships with past students of the University.
- f) Publishing records of the SRC activities.

### 5. Election of Officers

The mode of elections and conditions for standing for elections shall be as prescribed by the SRC Constitution.

### 6. Finance

- a. The SRC shall manage its own finances.
- b. There shall be three signatories to all SRC bank accounts. The Dean of students being the principal signatory and in addition the SRC President and the SRC Finance Officer.

SCHEDULE P

GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE

1. There shall be established in the University, Halls bearing such names as the University Council may determine from time to time.

**Membership:** The membership of each hall shall consist of the students (both residents and non-residents) assigned to it who shall be known as Junior Members and the Senior Members of the University assigned to it, who shall be known as Fellows. The assignment of Junior Members and Fellows to Halls shall be in accordance with procedures laid down by the Academic Board. Every Senior Member shall be assigned to a Hall of Residence.

2. **Halls Governance**

The governing body of each Hall shall be the Hall Council which shall be responsible for the administration and governance of the hall, subject to the Statutes and Regulations of the University. All matters concerning the Halls, shall be subject to conditions laid down in the Hall Constitution. The Hall Council shall meet at least once every semester.

3. **Composition of the Hall Council**

The Hall Council shall consist of the Hall Warden, Hall Administrator and not less than six (6) Fellows, at least, half the members being counsellors appointed in a manner prescribed by the Fellows and the same number of Junior Members, including the President, Secretary and Treasurer of the Junior Common Room Committee.

4. **Hall Officers**

The Officers of each Hall shall consist of the Hall Warden, Vice Hall Warden, Hall Administrator, Counsellors and such other officers as the Hall Council shall decide:

- (a) The Hall Warden and the Vice Hall Warden shall be appointed by the Vice-Chancellor for a two (2) year term subject to re-appointment for another term only and may be appointed after a period of four (4) years.
- (b) In the absence of the Hall Warden the Vice Hall Warden will act until a Hall Warden is appointed.
- (c) The Chief Counselor shall be appointed by the Vice Chancellor on the recommendation of the Hall Council for a two (2) year term subject to re-appointment for another term only and may be appointed after a period of four (4) years.
- (d) The Counselors shall be appointed by the Vice Chancellor from among the Fellows of the Hall on the recommendation of the Hall Council for a two (2) year term,

subject to re-appointment for another term only and may be appointed after a period of four (4) years. The number of Counselors for each Hall shall be determined on a ratio of one (1) Counselor to thirty (30) students.

**Duties and Conditions of Tenure of Hall Officers**

**5. Hall Wardens**

The Hall Warden shall be the head of the Hall and shall be responsible to the Dean of Students Affairs for the general supervision of the affairs of the Hall. He shall take precedence over all Fellows and members of the Hall and shall have unrestricted rights of attendance and audience at all meetings of the Hall Council in all cases not provided for by the Statutes or any provision for the good governance and welfare of the Hall as he may consider appropriate, subject to the approval of the Hall Council. No person shall combine the office of the Hall Warden with any other substantive Hall Office.

**6. Hall Administrator**

The Hall Administrator shall be the Principal Administrative Officer of the Hall and shall be responsible to the Hall Warden.

**7. Counselors**

Counselors shall be responsible to the Hall Warden and assist him in the discharge of his duties and shall be remunerated by the University.

**8. Removal of the Hall Warden**

The Hall Warden may be removed by the Vice Chancellor upon recommendation by the Hall Council at a joint meeting specially convened for that purpose at the request of at least one-third of the Fellows and the Hall Council. The resolution for the removal of the Hall Warden must be supported by not less than two-thirds of the members of the Hall Council and the Fellows.

**9. Removal of other Hall Officers**

Any Hall Officer other than the Warden may be removed during his period of tenure for sufficient cause upon a recommendation by the Hall Warden to the Hall Council at a special meeting convened for the purpose.

**10. Direction of Student Life in the Halls**

Within the general framework of the Statutes and of the Constitutions and Regulations of each Hall, the Junior Members of the Halls shall be given full scope to manage their own affairs and participate as fully as is consistent with good order and discipline in the government and running of the Hall.

**11. Junior Common Room Committee**

Subject to these Regulations and the Constitution of each Hall, there shall be established in each hall a Junior Common Room Committee to be elected by all the Junior Members of the Hall in accordance with a constitution made by the Junior Members and approved by the Hall Council

**12. Duties, Privileges and Removal of Fellows**

(a) Subject to the provision of these Regulations, the Fellows of each Hall shall enjoy privileges and exercise such responsibilities as may be determined from time to time by the Hall Council.

In making regulations in this connection it shall be the responsibility of the Hall Council to ensure that all Fellows and Officers are enabled to play an effective role in the development of the Hall as a residential facility for promoting the welfare of both its Junior Members and Fellows.

(c) Any Fellow may be deprived of his fellowship for sufficient cause by the Hall Warden of the Hall upon recommendation of the Fellows of the Hall and by a resolution passed by a two-thirds majority of all the Fellows of that Hall.

**13. Appointment of Honorary Fellows and Associates**

In addition to persons assigned to the Hall as Fellows, in accordance with paragraph 1 of these Regulations, the Hall Council may appoint honorary fellows and associates, and such other persons within or outside the University, on such conditions, for such periods and by procedures as it shall determine. Such Honorary Fellows shall not be eligible to hold any office in the Hall nor be eligible to vote at a meeting of Fellows.

**14. Termination of Fellowship and Associateship**

(a) Any person assigned to a Hall as a Fellow in accordance with paragraph 1 of these Regulations shall cease to be an assigned Fellow immediately he ceases to be a Senior Member of the University.

(b) Subject to these Regulations the Hall Council may at any time, by a simple majority of members present, terminate the tenure of an Honorary Fellow or Associate.

**15. Seniority of Fellows and Associates**

Within the three (3) categories of Fellows namely; Fellows in the employment of the University; Honorary Fellows; and Associates, seniority shall be reckoned from the day of assignment or appointment, but among persons assigned or appointed, on the same day the order of seniority within any particular category shall be the same as their order of seniority in the University, or where this is identical or inapplicable, seniority shall be based on age.

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### 16. **Quorum at Meeting of Hall Bodies**

The quorum at all meetings of Hall Council shall be at least one-fourth of the members or where this is not a whole number, the next higher whole number shall apply.

### 17. **Hall Prizes, Bursaries and other Awards**

Subject to the University's Act, Statutes and the provisions of these Regulations, each Hall shall have the power to establish such prizes, bursaries and other awards as may be determined by the Hall Council.

### 18. **Hall Fund**

There shall be a Hall Fund to be managed in accordance with the Hall Constitution.



## SCHEDULE Q

### UNIVERSITY EXAMINATIONS REGULATIONS

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

#### **(2). Appointment of Examiners**

- (a) The University examinations shall be conducted by University Examiners comprising internal examiners and by external examiners where appropriate.
- (b) An Internal Examiner must be an academic staff of senior member status appointed by the Appointments Board of the University.
- (c) An External Examiner must be an experienced academic staff member of a recognized academic institution which is not part of the University.
- (d) An experienced professional or consultant may also be engaged as an external examiner.
- (e) List of internal and external examiners shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.
- (f) In nominating an External Examiner for the first time a brief indication of the background of the examiner shall be provided to the Faculty Board.
- (g) An External Examiner may serve for three consecutive years after which the examiner shall not be engaged again till a period of three years has lapsed.
- (h) A person who has retired or resigned from the University may not be appointed external examiner until a period of three years has elapsed since leaving the service of the University.

#### **(3) The Setting of Examination Questions and Marking Schemes**

- (a) The drafts shall be reviewed and approved by the Department and the Head of Department shall countersign each question paper to signify endorsement by the Department.

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- (b) The External Examiner shall review the draft questions submitted, providing comments as appropriate and the internal examiner shall be invited through the Head of Department to review the external examiner's comments and approve the draft.
- (c) Each Department shall designate one senior member as the Examination Officer for the Department and his/her duty shall be to assist the Head of Department in examination matters.

### **(4) Venue of the University Examinations**

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

### **(5) Examination Time-tables**

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

### **(6) Invigilation**

- (a) The University examinations shall be held under the supervision of appointed invigilators.
- (b) A chief invigilator, who is a senior member with considerable experience of the administration of the University examinations, shall be appointed for each examination centre.
- (c) A chief invigilator is expected to submit a daily report to the Office of the Director of Academic Affairs on the examinations written at the examination centre under the charge of the Chief Invigilator.

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

### **(7) Handling of Examination Scripts**

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

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### **(8) Assessment**

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

### **(9) Board of Examiners**

- (a) The Academic Board shall publish a time-table for Examiners' Board meetings.
- (b) There shall be a Board of Examiners consisting of all examiners chaired by the Dean of the Faculty.
- (c) The Board is responsible for determining the results of University Examinations in accordance with the Regulations passed by the Academic Board.
- (d) Internal Examiners may be in attendance. If present the External Examiner may also attend.
- (e) While retaining the final word the Board of Examiners shall give due right to the views of an External Examiner.
- (f) The quorum of a Board of Examiners shall be one-half of the membership of the Board. If however all departments are represented business may proceed.
- (g) A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

### **(10) Instructions to Candidates**

- 1) A candidate for the University examinations must have followed the approved course as a regular student over the required period, and must have registered for the examination.
- 2) Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of

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Department shall be submitted to the Director of Academic Affairs not later than six weeks before the commencement of the semester examination.

- 3) The modalities of endorsement to be advised by a committee shall include a Dean, two Heads of Department and the Director of Academic Affairs.
- 4) A candidate shall not be admitted to a University examination if:
  - (a) the candidate has not been entered for it as is required under subsection (ii).
  - (b) the subject of the examination has merely been audited, unless the course had been followed previously,
  - (c) the candidate owes fees to the University or Hall, or
  - (d) the candidate is under suspension or has been dismissed from the University.
- 5) It is the duty of the candidate to consult the daily time-table (to be made available at least twenty-four hours ahead of time) to ascertain the papers one-half hour before the examination.
- 6) A candidate may be refused admission to the University examination if the candidate reports to the examination more than half an hour after its commencement.
- 7) It is the responsibility of the candidate to provide a pen, pencil and an eraser as needed, and to ensure that the right question paper and any other material needed for the examination are given to the candidate.
- 8) A candidate attending at an examination shall sign his or her name in the register of candidates for the examination.
- 9) A candidate shall not bring to the examination centre or to the washroom of the examination centre any notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material.
- 10) The material shall not be deposited at the entrance to the examination room or the washroom.
- 11) A candidate shall not enter the examination room until the candidate is invited or called or requested to enter the examination room.
- 12) A candidate who is seen with notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material in the examination centre shall be banned from the examination and awarded a grade X.
- 13) A candidate who is suspected of hiding unauthorized material on the candidate's person may be asked by the invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.

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- 14) A candidate shall, for the purpose of identification by the invigilator, place the student identity card on the examination table to enable the invigilator to ascertain the identity of the person writing the examination.
- 15) Communication between candidates is not permitted in the examination hall;
- 16) candidate shall not pass or attempt to pass information or an instrument from one to another during an examination;
- 17) a candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;
- 18) a candidate shall not disturb or distract any other candidate during an examination; and
- 19) a candidate may attract the attention of the invigilator by raising his or her hand.
- 20) Smoking or drinking of alcoholic beverages is not allowed in the examination room.
- 21) Candidates may leave the examination room temporarily, and only with the express permission of the invigilator. In which case the invigilator shall be satisfied personally that a candidate does not carry on his or her person an unauthorized material.
- 22) A candidate who is allowed to leave the examination room temporarily will be accompanied while outside the examination room by an attendant designated by the invigilator.
- 23) A candidate who finishes an examination ahead of time may leave the examination room after surrendering his or her answer books. But the candidate shall not be allowed to return to the examination room.
- 24) At the end of each examination, candidates should ensure that they do not take away any answer books, whether used or unused, from the hall.
- 25) Candidates should not in any way interfere with the stapling in the answer booklets. Any complaints about the answer booklets should be brought to the attention of the Invigilator.
- 26) A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X.
- 27) The award of grade X in a required paper means a failure not just in that paper but in the examination as a whole.
- 28) The following shall not be accepted as reasons for being absent from any paper at a University Examination:
  - (a) mis-reading the time-table;
  - (b) forgetting the date or time of examination;
  - (c) inability to locate the examination hall;
  - (d) inability to rouse oneself from sleep in time for the examination;
  - (e) failure to find transport;
  - (f) loss of a relation; or

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(g) pregnancy.

29) A breach of a provision of the Regulations made for the conduct of University examinations may attract one or more of the following sanctions:

- (a) a reprimand;
- (b) loss of marks;
- (c) cancellation of a paper in which case zero shall be substituted for the mark earned;
- (d) withholding of results for a period;
- (e) award of grade X.

The foregoing is however without prejudice to the particular rules governing examinations.

(f) In a case of a breach the particulars and the sanction shall be entered on the student's transcript of academic record.

30) A grade Z leading to failure in a University examination, shall be awarded wherever it is established that a candidate had attempted to gain an unfair advantage in an examination whether in a principal subject or in an ancillary or any other paper.

31) Further sanctions may include:

- (a) being barred from the University examination for a stated period,
- (b) being barred from University examination indefinitely;
- (c) suspension from the University,
- (d) expulsion from the University.

32) Candidates shall be given access on the student portal to view their results

33) A candidate who is not satisfied with the results of the University examination affecting the candidate may request a review by submission of an application to the Registrar and on payment of a review fee which shall be determined at not less than three times the normal examination fee.

34) An application for a review shall be submitted to the Registrar not later than twenty-one days after release of the results and shall state the grounds for review.

35) An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.

36) An action shall not be taken on an application which is submitted outside the time stipulated in subsection (31), and a review shall not proceed unless the review fee is fully paid.

37) The Board of Examiners may authorize the Registrar to amend the results as released in the light of the review.

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- 38) Where it emerges that a complaint is frivolous or ill-motivated, the Board may prescribe further sanctions which may include barring the complainant from taking the University examination for a stated period or an indefinite period.



**SCHEDULE R**

**ELECTION OF TEACHING AND NON-TEACHING  
REPRESENTATIVES TO THE GOVERNING COUNCIL**

- 1) Any convocation member shall be eligible for election to the Governing Council.
- 2) All convocation members (Teaching and Non-Teaching) shall be eligible to vote in both the Teaching and Non-Teaching elections for representatives to the Governing Council
- 3) The Returning Officer shall be the Registrar who shall be responsible for conducting the election by secret vote. He shall be assisted by three observers, appointed by the Vice-Chancellor.
- 4) A vacancy in the representation to the Convocation Council shall be announced by the Registrar within fourteen (14) days of its occurrence.
- 5) The Registrar shall cause to be published election notices for filing of nominations and conduct elections for interested convocation members within twenty-one (21) days after the declaration of a vacancy.
- 6) All candidates for election must be proposed and seconded by five (5) convocation members in writing to the Registrar after the opening of nominations but before the closure of nominations.
- 7) Proxy votes shall be allowed. Proxy votes shall be in a form prescribed by the Returning Officer.
- 8) For the convocation teaching elections, the first four (4) candidates after the count of the ballot shall be declared elected teaching representatives to the Governing Council.
- 9) For the convocation Non-teaching elections, the first two (2) candidates after the count of the ballot shall be declared elected Non-teaching representatives to the Governing Council.
- 10) The results of the election shall be certified in writing to the Vice-Chancellor that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
- 11) The Vice-Chancellor shall cause to be published the results of the elections within seven (7) days after receiving the notification of the results.

**SCHEDULE S**

**OATH OF OFFICE**

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

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

**SIGNATURE OF MEMBERS OF THE GOVERNING COUNCIL**

1. Prof. Ralph Kingston Asabere (Gov't Nominee) - Chairman .....
2. Prof. Sylvester K. Danuor (Gov't Nominee) - Member .....
3. Ing. Kingsford Nii Laryea (Gov't Nominee) - Member .....
4. Madam Hagggar Hilda Ampadu (Gov't Nominee) - Member .....
5. Dr. Fred Kyei Asamoah (COTVET Rep.) - Member .....
6. Mrs. Cynthia Obuo Nti (CHASS Rep.) - Member .....
7. Mr. Evans Eric Okyere Gyamera (APTI Rep.) - Member .....
8. Mr. Alexander Frimpong (GEA Rep.) - Member .....
9. Mr. Kwabena Abankwah-Yeboah (AGI Rep.) - Member .....
10. Mr. David Ayisala (Alumni Association Rep.) - Member .....
11. Prof. Edmund Ameko (Ag. Int. Vice-Chancellor) - Member .....
12. Dr. Jones Ntiamoah (Teaching Staff Assoc. Rep.) - Member .....
13. Mr. Philip Agalisi Akumasi (Senior Staff Assoc. Rep.) - Member .....
14. Mr. Fred Alpha Adams (Junior Staff Assoc. Rep.) - Member .....
15. Mr. David Sarpong (Conv. Teaching Rep.) - Member .....
16. Mrs. Gifty Ahwireng Koomson (Conv. Non-Teaching Rep.) -Member .....
17. Mr. Prince Addison - (SRC Rep.) -Member .....