



**ACCRA TECHNICAL UNIVERSITY
AMENDED STATUTES (8TH MARCH 2024)**

**PUBLISHED BY AUTHORITY PROVISIONALLY
(1ST NOVEMBER 2024)**



**STATUTES OF
ACCRA TECHNICAL UNIVERSITY
*AS AMENDED (VER. 1.0)***

8TH MARCH 2024

ARRANGEMENTS OF STATUTES AND SCHEDULES

PREAMBLE	1
STATUTE 1: Definition of Terms	2
STATUTE 2: Power to Enact	7
STATUTE 3: Scope	7
STATUTE 4: Legal Personality	8
STATUTE 5: The University Governing Council	8
STATUTE 6: Establishment of Sub-Committees	10
STATUTE 7: Other Statutory Committees	11
STATUTE 8: Meetings of the Governing Council	12
STATUTE 9: Tenure of Office of Members of the Governing Council	12
STATUTE 10: Disclosure of Interest	13
STATUTE 11: Election of Members to the Governing Council	13
STATUTE 12: Other Vacancies on Council	15
STATUTE 13: Principal Officers	15
STATUTE 14: The Chancellor of the University	15
STATUTE 15: Chairman of the Governing Council	16
STATUTE 16: Vice-Chancellor	17
STATUTE 17: Pro Vice-Chancellor of the University	18
STATUTE 18: Registrar of the University	19
STATUTE 19: Director of Finance	22
STATUTE 20: Director of Internal Audit	24
STATUTE 21: The University Librarian	25
STATUTE 22: Director of Works and Physical Development	27
STATUTE 23: University External Auditors	28
STATUTE 24: The Academic Board of the University	29
STATUTE 25: Standing Committees of the Academic Board	31
STATUTE 26: Convocation	32
STATUTE 27: Meetings of Convocation	33

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

STATUTE 28: Admissions, Registration of Students and	34
Special Events	34
STATUTE 29: Honorary Degrees and Awards	35
STATUTE 30: Structure and Headship of Academic	36
Faculties/Schools and Departments	36
STATUTE 31: Functions of the Faculty/School Board	38
STATUTE 32: Institutes and Centres	39
STATUTE 33: Head of Academic Departments	40
STATUTE 34: Departmental Board	41
STATUTE 35: School of Graduate Studies	42
STATUTE 36: GRADUATE SCHOOL BOARD	42
STATUTE 37: Office of the Dean of Students	43
STATUTE 38: Functions of the Dean of Students’ Affairs	44
STATUTE 39: ADMINISTRATIVE/PROFESSIONAL Directorates and Departments ...	44
STATUTE 40: Directorate of Research, Innovation,	45
Publication and Technology Transfer (DRIPTT)	45
STATUTE 41: Directorate of Research, Innovation,	46
Publication and Technological Transfer Board	46
STATUTE 42: Office of the Dean of International	46
Programmes AND Institutional Cooperation (DIPIC)	46
STATUTE 43: DIPIC Board	48
STATUTE 44: Directorate of Information and	49
Communications Technology (DICT)	49
STATUTE 45: Directorate of Quality Assurance and	49
Planning	49
STATUTE 46: Directorate of Industrial Liaison (DIL)	51
STATUTE 47: Directorate of Business Development (DBD)	52
STATUTE 48: Directorate of Legal Affairs	53
STATUTE 49: Directorate of Procurement	54
STATUTE 50: Directorate of General Services (DGS)	55
STATUTE 51: Directorate of Guidance, Counselling and Career Development	55
STATUTE 52: Directorate of Public Affairs	56

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

STATUTE 53: Directorate OF Academic Affairs.....	57
STATUTE 54: Directorate of Human Resource and Organizational Development	58
STATUTE 55: Department of Sports, Recreation and Leisure	58
STATUTE 56: Directorate of Health Services (DHS)	59
STATUTE 57: Discipline of Staff in the University.....	60
STATUTE 58: Rules and Procedures Relating to	61
Discipline of Staff in the University.....	61
STATUTE 59: Discipline of Senior Members	62
STATUTE 60: Discipline of Junior/Senior Staff.....	63
STATUTE 61: Procedure for Review Of DISCIPLINE OF Staff.....	63
STATUTE 62: The Appeals Board and Procedure for Appeals	64
STATUTE 63: Discipline of Junior Members.....	65
STATUTE 64: Procedure for Review and Appeal for Junior	66
Members	66
STATUTE 65: Industrial Action by Unionized Employees	67
STATUTE 66: University Examinations	67
STATUTE 67: Examination Offences and Sanctions.....	68
STATUTE 68: Appointments of Senior Members.....	70
(Teaching/ADMINISTRATIVE/PROFESSIONAL).....	70
STATUTE 69: Appointments of Senior Staff and Junior Staff.....	70
STATUTE 70: Terms of Employment of Senior	71
Members / Senior Staff.....	71
STATUTE 71: Secondment.....	72
STATUTE 72: Leaving the University.....	72
STATUTE 73: Post Retirement Contracts	73
STATUTE 74: Halls of Residence	73
STATUTE 75: Creation, Ownership and Use of Intellectual	73
Property	73
STATUTE 76: Property and Contract of the University	75
STATUTE 77: Student Governance	75
STATUTE 78: The Alumni Association	76
STATUTE 79: Public Functions within the University.....	77

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

STATUTE 80: Institutional Affiliation	77
STATUTE 81: Official Organs of Communication	78
STATUTE 82: Annual Reports	78
STATUTE 83: General Regulations	79
STATUTE 84: Enactment of Statutes	80
STATUTE 85: Amendments of the Statutes	80
STATUTE 86: Amendments to Schedules	82
STATUTE 87: Conflict of Offices	82
STATUTE 88: Conflict of Interest	83
STATUTE 89: Effective Date of this Statutes	84
STATUTE 90: Revocation	84
STATUTE 91: Miscellaneous Provisions	84
STATUTE 92: Transitional Provisions	86
STATUTE 93: Interpretation	87
SCHEDULES	88
SCHEDULE A	88
STANDING COMMITTEES OF COUNCIL	88
1. FINANCE COMMITTEE	88
2. DEVELOPMENT COMMITTEE	89
3. GENERAL PURPOSES COMMITTEE.....	90
4. UNIVERSITY APPOINTMENTS AND PROMOTIONS BOARD.....	91
SCHEDULE B	95
APPOINTMENT OF PRINCIPAL OFFICERS	95
1. PROCEDURE FOR THE APPOINTMENT OF THE CHANCELLOR	95
2. PROCEDURE FOR THE APPOINTMENT OF VICE-CHANCELLOR.....	95
3. PROCEDURE FOR THE RE-APPOINTMENT OF VICE-CHANCELLOR	97
4. PROCEDURE FOR THE APPOINTMENT OF PRO VICE-CHANCELLOR.....	97
5. PROCEDURE FOR THE RE-APPOINTMENT OF PRO VICE-CHANCELLOR	98
SCHEDULE C	100
APPOINTMENT OF REGISTRAR, DIRECTOR OF FINANCE, DIRECTOR OF INTERNAL AUDIT, LIBRARIAN AND DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT	100

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

1. Procedure for the Appointment of Registrar, Director of Finance, Director of Internal Audit, Librarian and Director of Works and Physical Development **100**

PROCEDURE FOR THE RE-APPOINTMENT OF REGISTRAR, DIRECTOR OF FINANCE, DIRECTOR OF INTERNAL AUDIT, LIBRARIAN AND DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT..... 101

SCHEDULE D..... 102

COMMITTEES OF THE ACADEMIC BOARD..... 102

1. EXECUTIVE COMMITTEE.....	102
2. STAFF DEVELOPMENT AND SCHOLARSHIPS COMMITTEE	103
3. RESEARCH, CONFERENCE AND INNOVATION COMMITTEE	104
4. QUALITY ASSURANCE, PLANNING AND RESOURCES COMMITTEE	105
5. RESIDENCE AND HOUSING COMMITTEE	107
6. HALLS, HOSTELS AND STUDENTS' AFFAIRS COMMITTEE.....	108
7. LIBRARY BOARD	110
8. UNIVERSITY EXAMINATIONS BOARD (UEB).....	111
9. UNIVERSITY CHAPLAINCY BOARD	112
10. SCHOLARSHIP AND AWARDS COMMITTEE FOR JUNIOR MEMBERS	113
11. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COMMITTEE.....	114
12. STAFF WELFARE COMMITTEE	115
13. BUSINESS ADVISORY COMMITTEE	116
14. SECURITY, SAFETY AND FIRE SERVICES COMMITTEE	118
15. ACADEMIC AFFAIRS COMMITTEE	119
16. SPORTS ADVISORY COMMITTEE.....	120
17. BUDGET COMMITTEE.....	121
18. INDUSTRIAL LIAISON COMMITTEE	122
19. HEALTH AND SANITATION COMMITTEE	123
20. ESTATE MANAGEMENT COMMITTEE	124
21. GRIEVANCES COMMITTEE.....	125
22. PUBLIC RELATIONS COMMITTEE.....	126
23. TRANSPORT COMMITTEE.....	127
24. EDITORIAL BOARD.....	128
25. CONVOCATION COMMITTEE.....	128

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

26. GUIDANCE, COUNSELLING AND CAREER DEVELOPMENT COMMITTEE	129
SCHEDULE E	131
STATUTORY COMMITTEES	131
1. ENTITY TENDER COMMITTEE	131
2. AUDIT COMMITTEE	132
SCHEDULE F	134
CONVOCATION	134
SCHEDULE G	137
Faculty Board	137
2. Faculty Appointments and Promotions Committee	138
3. QUALITY ASSURANCE COMMITTEE	139
SCHEDULE H	147
Departmental Boards	147
(b) DEPARTMENT QUALITY ASSURANCE COMMITTEE	148
(c) DEPARTMENT ADVISORY AND CURRICULUM DEVELOPMENT COMMITTEE	149
SCHEDULE I	151
DEANS AND VICE-DEANS OF FACULTIES/SCHOOLS/INSTITUTE/CENTRES	151
SCHEDULE J	154
Disciplinary Committees	154
1. Disciplinary Committee (Senior Members)	154
2. Disciplinary Committee (Senior/Junior Staff)	155
3. Disciplinary Committee (Junior Members)	156
SCHEDULE K	165
RULES AND PROCEDURE FOR APPOINTMENTS AND PROMOTIONS OF SENIOR MEMBERS	165
SCHEDULE L	166
THE GRADUATE STUDENTS ASSOCIATION	166
SCHEDULE M	169
THE STUDENTS' REPRESENTATIVE COUNCIL	169
SCHEDULE N	171
GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE	171
SCHEDULE O	175

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

UNIVERSITY EXAMINATIONS REGULATIONS..... 175
SCHEDULE P..... 184
**ELECTION OF TEACHING AND ADMINISTRATIVE/PROFESSIONAL
REPRESENTATIVES OF CONVOCATION TO THE GOVERNING COUNCIL..... 184**
SCHEDULE Q 186
OATH OF OFFICE 186

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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) as amended, 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 Accra Technical University is to be recognised as the top Technical University in Ghana with strong regional influence.

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 study shall take into consideration the multiplicity of scientific theories and methodologies;
- (c) Use competency-based and practice-oriented approach in teaching, organising and delivering 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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”** the Academic Board established under section 18 of the Act.
- “Academic Director”** head of an Academic support centre or programme in the University.
- “Academic year”** twelve (12) calendar months as determined by the Academic Board.
- “Act”** the Technical Universities Act, 2016 (Act 922) as amended.
- “Adjunct Faculty”** part-time Lecturers/visiting Professors or other staff who are not permanent staff of the University.
- “Alumni”** all Graduates of the University, including former students of the then Accra Technical Institute and Accra Polytechnic that were converted to the Polytechnic and the Technical University respectively;
- “Assignment”** 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”** 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- “Congregation”** a special assembly composed of members of the University Governing Council, Convocation, Graduates of the University summoned by the Chancellor or the Chairman of Governing Council to receive reports from the Vice-Chancellor and witness the conferment of degrees, diplomas, certificates and other awards.
- “Continuous Assessment”** all forms of assessments but not including the end of semester examinations.
- “Contract Staff”** post retirement contract awarded to Professors and Senior Lecturers of the University in accordance with GTEC requirements
- “Convocation”** the Key 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”** the Governing body of the University as established under section (5) of the Act and also referred to as Governing Council.
- “Course”** any academic activity for which a student may or may not earn credits.
- “Chairman”** both males and females, who presides over meetings of Council, Boards and Committees.
- “Dean”** the Academic and Administrative Head of a Faculty/School, Students’ Affairs and International Programmes.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

“Department”	<p>(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.</p> <p>(b) Non-Academic Department means any other Department which is lower than a directorate but higher than a Unit other than an Academic Department and is within a Directorate or that supports an Academic Department(s) or independent of a Directorate and supports the University as a whole in achieving its mandate.</p>
“Division”	Part of an Institute or School/Office engaged in a specific activity equivalent to a Department.
“Examination”	comprehensive form of testing for the purpose of assessing a student’s level of proficiency and competency in some combinations as expressed in the Bloom’s Taxonomy.
“Examiner”	internal or external person(s) who are Academic Staff (including Contract Staff) who are responsible for the mode of assessment and the grades to be awarded in a course.
“Faculty”	collection of related academic departments headed by a Dean.
“GTEC”	Ghana Tertiary Education Commission
“He”	the masculine pronoun, refers to both male and female.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- “Head of Department”** the head of an Academic Department or the head of a Non-Academic Department.
- “Higher Degree”** a Master degree or Doctoral degree.
- “Honorary Degree”** 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”** Information and Communications Technology.
- “Institute”** an establishment which focuses primarily on multi-disciplinary research and on the provision of extension services.
- “Junior Member”** any person registered for a programme of study or research in the University.
- “Junior Staff”** a person in employment of the University below the qualification of HND or its equivalent of an Administrative Assistant or its equivalent.
- “Lecturer”** any Senior Member holding full-time teaching or research appointment in the University, including Adjunct Faculty.
- “Most Senior Dean”** the Dean who has served the longest among the Deans of Professorial Status
- “Post Graduate”** a programme of study higher than a Bachelor Degree

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

“Professional/Administrative

Director” head of an administrative or professional Directorate in the University.

“Professorial Status” Associate Professor or a Full Professor of the University.

“Public Function” a function to which persons other than University staff and students are invited or entitled to attend.

“Section” part of a Department, Division or a Centre engaged in a specific activity.

“Senior Member” any member of the academic staff, professional staff or administrative staff not below the rank of Assistant Lecturer, Junior Assistant Registrar or its equivalent and with qualification of a Master degree or its equivalent or above qualification where applicable.

“Senior Staff” persons in the employment of the University with first degree qualification or Higher National Diploma (HND) but below a Master degree qualification.

“Technical Staff” temporary or permanent staff in the employment of the University with professional or technical expertise in the areas of engineering, science and technology, technical and vocational education, applied science and arts and other related disciplines. Duties covering academic work include supporting research, assisting in teaching practical and overall management of laboratories/workshops.

“Term of Office” a full term and not part thereof in relation to appointment.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

“Unit” section of a Department engaged in a specific activity.

“University” Accra Technical University.

“WAEC” West Africa Examinations Council.

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), as amended, these Statutes were enacted on the 8th day of May 2018 and amended this 8th day of March 2024. 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 of certificate by another institution and there is conflict between the regulations of that institution and these Statutes, then:
 - (a) The regulations of that institution shall apply in respect of the programme.
 - (b) Where another institution runs a programme leading to an award of certificate by the University then these Statutes shall apply.
3. The Statutes shall be read subject to the provisions set out in the Act (Technical University Act 2016 (922), its amended version, Act 2018 (974) and future amendments thereto. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

STATUTE 4: LEGAL PERSONALITY

The University established under the Technical Universities 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 Accra Technical University Governing Council which shall have powers, composition and functions as prescribed by Article 195 (3) of the Constitution of the Republic of Ghana and Sections 5(1) and 6 of the Technical Universities Act (922), as amended.

(1) Composition:

The Governing Council of the University shall consist of:

- (a) A Chairman with expertise or experience in higher education nominated by the President;
- (b) The Vice-Chancellor of the University;
- (c) Three persons nominated by the President taking into 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 GTEC;
- (e) One representative of the CTVET;
- (f) One representative of the Association of Ghana Industries;
- (g) One representative of the Conference of Heads of Assisted Senior High Schools;
- (h) Two (2) representatives of the Convocation elected by the Convocation, one of whom is a Administrative/Professional staff;
- (i) One (1) representative of the Teaching Staff elected by the Teaching Staff Association;
- (j) One (1) elected representative of the Senior Staff Association;
- (k) One (1) elected representative of the Junior Staff Association;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (l) One (1) representative of the undergraduate students of the University (elected by the Students' Representative Council);
- (m) One (1) representative of the graduate students of the University elected by the Graduate Students Association;
- (n) One (1) representative of the Alumni of the University (elected by the Alumni Association);
- (o) One (1) representative of the Ghana Employers Association; and
- (p) One (1) 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

(2) The Chairman and other members of the Council shall be appointed by the President in accordance with Article 70 of the Constitution 1992.

(3) 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 Technical University;
- (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;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (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 the Technical University devoid of discrimination on grounds such as ethnicity, gender, 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 the Technical University.

(4) General Powers of the University Governing Council

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

- (a) The Council of the Technical University shall have power to do or provide for any matter in relation to the Technical University which the Council considers necessary or expedient.
- (b) The conferment of particular powers on the Governing Council by other provisions of the Technical Universities Act, 2016 (Act 922) shall not be taken to limit the generality of section 12 of Act 922.

STATUTE 6: ESTABLISHMENT OF SUB-COMMITTEES

1. To achieve the aims of the University, the Governing Council may establish standing Committees in accordance with Schedule A.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 Chairman of a Committee made up Council and Non-Council members.
5. Each member of the Governing Council shall serve on at least one (1) of its Sub-Committees.
6. The Governing Council shall have the following Standing Committees:
 - a. Finance Committee
 - b. Development Committee
 - c. General Purposes Committee
 - d. Appointments and Promotions Board
7. 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

There shall be established other Statutory Committees as mandated by law, including but not limited to:

1. Entity Tender Committee
2. Audit Committee

The Entity Tender Committee's functions and membership shall be as defined by the Public Procurement Act 2003 (Act 663) and the Public Procurement Act (Act 914) of 2016, as amended.

The Composition of the Entity Tender Committee shall be as stipulated in Schedule E.

The Audit Committee's 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 Governing 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 922).
2. Emergency meetings shall be convened by the Chairman at any time upon given each member a written notice of not less than three (3) days.
3. Council shall meet at least four (4) times in each academic year for the dispatch of business at a time and place determined by the Chairman.
4. The Chairman 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.
5. The quorum at a meeting of Council shall be eleven (11) members of Council including at least four (4) external members.
6. The Chairman shall preside at meetings of the Council but where the University Chancellor is present, he shall preside.
7. Where the Chairman is absent at a meeting of the Council, an external member of the Council elected by the other members present shall preside.
8. 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.
9. The Governing Council may co-opt a person to attend a meeting in advisory capacity, but that person shall not vote on a matter for decision at the meeting.
10. 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 shall be for a period not exceeding three (3) years. Such a member is eligible for re-appointment for a second term of three (3) years only.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 Administrative/Professional Senior Member.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (b) Any member of the Convocation, after probation, shall be eligible for election 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.
- (c) The persons whose names appear in 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 that 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 (14) days. The student bodies shall conduct a bye-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 removed from office for sufficient reason and is unable to act as a member, the Chairman 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, Chairman 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 Technical Universities Act who shall be appointed by Governing Council in accordance with Article 195(3) of the 1992 Constitution of the Republic of Ghana and Section 14(1) of the Act.
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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

3. The terms, mode of appointment and procedure of removal from office of the Chancellor shall be as stipulated in Schedule B 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 Q of these Statutes.
5. The office of the Chancellor shall become vacant on resignation, death, removal from office or expiry of the term.
6. Without limiting the functions of the Chancellor where the integrity and welfare of the Technical University are threatened by any matter, the Chancellor may in consultation with the Council intervene.

STATUTE 15: CHAIRMAN OF THE GOVERNING COUNCIL

1. There shall be a Chairman of the Governing Council of the University as provided for by Section 5(1) (a) of the Technical Universities Act, who shall be appointed in accordance with Article 70 of the Constitution of the Republic of Ghana.
2. The Chairman shall be appointed for three (3) years but shall be eligible for re-appointment for a further term of three (3) years only.
3. The Chairman shall preside over all meetings of the Governing Council, except where the Chancellor is present.
4. The Chairman shall be served with notice of the meeting, minutes and other documents relating to the meeting, in addition to other publications of the University.
5. The Chairman may resign from office by a 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 Chairman. Upon passing a vote of no confidence in the Chairman, the Registrar shall submit a petition to the President requesting the President to remove the Chairman.
7. The Registrar shall submit a formal request to the President through the Minister of Education for a replacement of the Chairman of the Governing Council.

STATUTE 16: VICE-CHANCELLOR

1. There shall be a Vice-Chancellor of the University who shall be appointed by the Governing Council upon the recommendations of the Search Committee of the Governing Council and in accordance with the Technical Universities Act 2016 (Act 922), as amended, and on such terms and conditions as the Governing Council shall determine. He shall be appointed in the manner presented in Schedule B of these Statutes.
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 and is eligible for re-appointment for another term only. The appointment may be renewed, upon application by him in accordance with Schedule B.
6. It shall be the right and duty of the Vice-Chancellor to advise the Governing 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 Governing Council, Academic Board and their sub-committees whether advisory or executive.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

7. The Vice-Chancellor shall be responsible for the assignment and discipline of staff in accordance with the Conditions of Service approved by the Governing Council and the Staff Associations.
8. In the event of a temporary absence of the Vice-Chancellor caused by incapacity or absence from the University, 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 be deemed appropriate.
10. The Vice-Chancellor may resign from office, giving at least six (6) months' notice by a letter addressed to the Chairman 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 Q.

STATUTE 17: PRO VICE-CHANCELLOR OF THE UNIVERSITY

1. There shall be a Pro Vice-Chancellor of the University who shall be appointed by the Governing Council upon the recommendations of the Search Committee of the Governing Council and in accordance with the Technical Universities Act 2016 (Act 922), as amended, and on such terms and conditions as the Governing Council shall determine. He shall be appointed in the manner presented in Schedule B of these Statutes.
2. The Pro Vice-Chancellor shall hold office for a term of three (3) years and is eligible for re-appointment for another term only. The appointment may be renewed, upon application by him in accordance with Schedule B.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 the Vice-Chancellor.
7. The Pro Vice-Chancellor may resign from office, giving at least three (3) months' notice by a letter addressed to the Chairman of the Governing Council through the Vice-Chancellor.
8. The Pro Vice-Chancellor shall, before assuming office take and subscribe to the oath of office specified in Schedule Q.
9. The Pro Vice-Chancellor may be relieved of his post by Governing 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. The Governing 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 such meetings 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 the Governing Council upon the recommendations of the Search Committee of the Governing Council and in accordance with the Technical Universities Act 2016 (Act 922), as amended, and on such terms and conditions as the Governing Council shall determine. He shall be appointed in the manner presented in Schedule C of these Statutes.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

2. The Registrar shall hold office for a term of four (4) years and is eligible for re-appointment for another term only. The appointment may be renewed, upon application by him in accordance with Schedule C.
3. 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.
4. The Standing Committees provided under Schedule D shall be under the office of the Registrar. The Registrar shall also have the power to set-up Ad-hoc committees.
5. 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.
6. The Registrar or the representative of the Registrar shall serve as Secretary to all other Boards and Statutory Committees of the University.
7. 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.
8. The Registrar shall be responsible for the custody of all legal documents and records of the University.
9. Without prejudice to the generality of subsection 1 of these Statutes, the duties and responsibilities of the Registrar shall include the following:
 - a. The preparation and maintenance of students' registration and admission materials, in both soft and hard copies, and overseeing the process of registration;
 - b. The preparation of academic calendar 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 the secretary to the Chancellor, Governing Council, Academic Board, Executive Committee and Standing Committees of the Academic Board.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- g. the preparation and presentation of Annual Reports to the Governing Council and Academic Board on the operations of the Registry during the previous year within six (6) months of the end of the year.
10. The Registrar shall be a member of the Academic Board.
11. The Registrar may resign from office, giving at least six (6) months' notice by a letter addressed to the Chairman of the Governing Council through the Vice-Chancellor.
12. 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.
13. 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 conditions of the officers as well as their specific duties and responsibilities shall be specified in the instruments of appointment or promotion.
14. The Registrar shall cause to be published quarterly all policy decisions of Governing Council and the Academic Board and other Statutory Committees of the Technical University.
15. 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.
16. The Registrar shall perform any other functions as may be assigned by the Governing Council or delegated by the Vice-Chancellor.
17. The Registrar may resign from office by a letter addressed to the Chairman of Council through the Vice-Chancellor.
18. 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 a Director of Finance of the University who shall be appointed by the Governing Council upon the recommendations of the Search Committee of the Governing Council and in accordance with the Technical Universities Act 2016 (Act 922), as amended, and on such terms and conditions as the Governing Council shall determine. He shall be appointed in the manner presented in Schedule C of these Statutes.
2. The Director of Finance shall hold office for a term of four (4) years and is eligible for re-appointment for another term only. The appointment may be renewed, upon application by him in accordance with Schedule C.
3. The Director of Finance 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).
4. Without prejudice to the generality of the powers hereby conferred on the Director of Finance by these Statutes, or any other Law, the specific functions of the Director of Finance shall include the following:
 - a. Implementation of policies relating to accounting and financial control in the University;
 - 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 the Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University;
 - d. be responsible for Treasury Management;
 - e. be responsible for 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 and General Purposes Committees, 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 Director of Finance 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.
7. The Director of Finance may be removed from his post by Governing 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. Governing Council shall afford Director of Finance a fair hearing and, at any such removal proceedings, the Director of Finance shall be entitled to know the grounds for removal and to attend with Counsel of his choice.
8. In the event of a temporary absence of the Director of Finance, occasioned by resignation, death, incapacity, and any other cause, the most senior Deputy Director of

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

Finance shall perform the functions and duties of the Director of Finance until a substantive Director of Finance is appointed.

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 Schedule C to these Statutes.
2. The Director of Internal Audit shall be appointed for a term of four (4) years and is eligible for re-appointment for another term only. The appointment may be renewed, upon application by him in accordance with Schedule C.
3. 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.
4. 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.
5. The Director of Internal Audit shall be responsible for the internal audit of the accounts and financial transactions of the University.
6. Without prejudice to the 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.
7. 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;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- 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;
 - 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.
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.
 10. In the event of a temporary absence of the Director of Internal Audit, occasioned by resignation, death, incapacity, and any other cause, the most senior Deputy Director of Internal Audit shall perform the functions and duties of the Director of Internal Audit until a substantive Director of Internal Audit is appointed.

STATUTE 21: THE UNIVERSITY LIBRARIAN

1. There shall be a University Librarian who shall be appointed by the Governing Council upon the recommendations of the Search Committee of the Governing Council and in accordance with the Technical Universities Act 2016 (Act 922) and on such terms and conditions as the Governing Council shall determine. He shall be appointed in

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

the manner presented in **Schedule C** of these Statutes. **The person must preferably be of a rank equivalent to a Professor.**

2. The University Librarian shall be appointed for a term of four (4) years and is eligible for re-appointment for another term only. The appointment may be renewed, upon application by him in accordance with Schedule C.
3. The University Librarian shall report to the Vice-Chancellor. He shall be responsible for the management of all libraries and related information and communication materials and resources of the University.
4. He shall facilitate the provision of adequate reading, listening and viewing materials to support the teaching, research and extension services of the University.
5. He shall ensure the maintenance of a good environment for reading and learning in all the libraries of the University.
6. He shall be responsible for establishing and maintaining proper networking between the University Library systems and other Libraries both local and international.
7. 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.
8. The 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.
9. The Librarian shall implement or ensure the implementation of the decisions of the Library and Bookshop Committee approved by the Academic Board.
10. He shall perform any other duties and functions as may be assigned to him by the Vice-Chancellor.
11. The University Librarian may resign from office, giving three (3) months' notice or three (3) months' salary in lieu of notices 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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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.

12. In the event of a temporary absence of the University Librarian, occasioned by resignation, death, incapacity, and any other cause, the most senior Librarian shall perform the functions and duties of the University Librarian until a substantive University Librarian is appointed.

STATUTE 22: DIRECTOR OF WORKS AND PHYSICAL DEVELOPMENT

1. There shall be a Director of Works and Physical Development of the University who shall be appointed by the Governing Council upon the recommendations of the Search Committee of the Governing Council and in accordance with the Technical Universities Act 2016 (Act 922) and on such terms and conditions as the Governing Council shall determine. He shall be appointed in the manner presented in Schedule C of these Statutes.
2. The Director of Works and Physical Development shall be appointed for a term of four (4) years and is eligible for renewal for another term only in accordance with Schedule C.
3. The Director of Works and Physical Development shall be responsible for the development and maintenance of the infrastructural works and facilities of the University and shall have oversight responsibility for municipal services of the University and all departments under the Directorate.
4. 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.
5. Subject to the approval of the Development Committee, and on the advice 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.
6. He shall perform any other functions as may be assigned to him by the Vice-Chancellor.
7. He shall be responsible to the Vice-Chancellor for the efficient discharge of his duties.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

8. In the event of a temporary absence of the Director of Works and Physical Development, occasioned by resignation, death, incapacity, and any other cause, the most senior Deputy Director of Works and Physical Development shall perform the functions and duties of the Director of Works and Physical Development until a substantive Director of Works and Physical Development is appointed.
9. 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.
10. 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.
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 Chairman
- (b) The Pro Vice-Chancellor(s)
- (c) All Deans
- (d) Directors of Schools, Faculties, Institutes, Centres and Departments.
- (e) All Heads of Academic Departments
- (f) All Professors and Associate Professors
- (g) The University Librarian
- (h) The Registrar (Secretary)
- (i) Three (3) members, two (2) of whom are Administrative/Professional staff elected by convocation in accordance with Schedule F of these Statutes.

2. In Attendance

- (a) All Administrative and Professional 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)
 - (f) Senior/Assistant Registrar (Recorder)
3. The Chairman 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 (1) (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**.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

5. Functions of the Academic Board

The Academic Board shall, subject to the powers of the Governing Council:

- (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 Ghana Tertiary Education Commission.
- (c) regulate:
 - i. The conduct of examinations; and
 - ii. The award of Degrees, Diplomas, Certificates and other qualifications;
- (d) advise the Council on the appointment and capacity building of Academic Staff;
- (e) advise the Council on the establishment of academic linkages and collaborations with similar institutions in the country or abroad;
- (f) advise the Council on the admission of students and the award of scholarships and bursaries;
- (g) promote collaboration, linkages, joint research and teaching activities with industry;
- (h) report on matters that are referred to the Academic Board by the Council;
- (i) make representations to the Council on any matter connected with the Technical University;
- (j) perform other functions specified in the Statutes of the Technical University;
- (k) perform other functions as the Council may prescribe from time to time.
- (l) to receive reports from all sub-committees at least once every semester.

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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

In the event of such a request being made, the Vice-Chancellor shall convene a special meeting 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 may be appropriate to facilitate the efficient and effective governance of the University. The following standing Committees may be established by the Academic Board:

- (a) Academic Affairs Committee
- (b) Budget Committee
- (c) Business Advisory Committee
- (d) Convocation Committee
- (e) Disciplinary Committees
- (f) Editorial Board
- (g) Executive Committee
- (h) Grievances Committee
- (i) Guidance, Counselling and Career Development Committee
- (j) Halls, Hostels and Students' Welfare Committee
- (k) Health and Sanitation Committee
- (l) Industrial Liaison Committee
- (m) Information and Communication Technology Committee
- (n) Library Committee
- (o) Public Relations Committee
- (p) Quality Assurance, Planning and Resources Committee
- (q) Research, Innovation and Technology Transfer Committee
- (r) Residence and Housing Committee
- (s) Scholarship and Awards Committee for Junior Members
- (t) Security, Safety and Fire Services Committee

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (u) Sports Advisory Committee
 - (v) Staff Development and Scholarships Committee
 - (w) Staff Welfare Services Committee
 - (x) Transport Committee
 - (y) University Chaplaincy Board
 - (z) University Examinations Board
2. The composition, meeting procedures and functions of the committees shall be in accordance with Schedule D of 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), as amended.

1. Composition of Convocation
Convocation of the University shall be composed of the categories of persons specified in Schedule F. The Registrar shall be responsible for the maintenance of a register of members of Convocation, which shall be published annually.
2. 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 F and P 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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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:

- i. Academic matters including the approval and accreditation of programmes.
- ii. Staff and students' welfare.
- iii. External relations and affiliations.
- iv. Physical development, funds required to complete each project, and expected completion date.
- v. Statement of income and expenditure for the immediate past semester.

STATUTE 27: MEETINGS OF CONVOCATION

1. The Registrar, in consultation with the Vice-Chancellor shall 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 Registrar, in consultation with the Vice-Chancellor shall then convene an emergency meeting of Convocation by giving all members of convocation at least forty eight (48) hours written notice specifying the business to be considered.
3. No special meeting of convocation shall be called within three (3) months of the previous meeting if the purpose of the intended special meeting is the same or substantially the same as that of the previous meeting.
4. The quorum for all Convocation meetings shall be not less than one-third (1/3) of the total membership of Convocation.
5. The Registrar shall moderate meetings and also serve as the secretary of convocation.
6. The decisions of convocation shall be arrived at normally by consensus. Where it becomes necessary for convocation to vote on any issue, voting shall be by secret ballot.

**STATUTE 28: 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.
- (b) The Admissions 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
- (b) The period for registration for each semester and penalties for late registration shall be determined by the 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.
- (c) Penalty for Non-Registration
- (d) Any student who fails to register for the semester without prior approval shall lose his status as a student.

(3) Special Events

(a) Matriculation

- i. A person enrolling in the University for a Programme of study 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- ii. The Academic Board shall determine the manner of matriculation into the University.
- iii. An alumnus enrolling for another programme of study in the University shall matriculate.

(b) Congregation

- (i) There shall be a Congregation of the University which shall be composed of:
 - Chairman and members of Council
 - Members of Convocation
 - Graduands 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 degrees, diplomas and certificates shall be convened from time to time as determined by Council and shall be presided over by the Chairman 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.
- (d) It shall be compulsory for all members of convocation to attend these special events.

STATUTE 29: 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 30: STRUCTURE AND HEADSHIP OF ACADEMIC FACULTIES/SCHOOLS AND DEPARTMENTS

1. There shall be established in the University, Faculties/Schools, Departments, and other Academic Units as the Governing Council shall approve, on the recommendation of the Academic Board.
2. A Faculty shall be headed by a Dean who will be assisted by a Vice Dean.
3. The Dean shall be of Professorial status. Where a suitable Senior Member of Professorial status cannot be found in the faculty, a suitable senior academic member of Senior Lecturer status may be appointed as Dean.
4. There shall be established in each Faculty, a decentralized Registry, comprising of staff from the Registry, Finance, Audit and Procurement 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.
5. 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.
6. Such officers seconded from the University Registry, shall report to the Deans of the faculties.
7. Each faculty shall operate a separate Faculty Bank Account upon approval by the Vice-Chancellor.
8. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

9. 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.
10. The selection of a Dean shall be done through the University Appointments and Promotions Board in accordance with Schedule K. 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.
11. The Vice Dean of a Faculty shall be appointed from amongst the former Heads of Departments in the Faculty. In the absence of former Heads of Departments in the Faculty, the Vice Dean shall be appointed from amongst the senior most Academic staff in the Faculty. The duties and responsibilities of the Vice Dean shall be as in Schedule I.
12. During the absence from the University or incapacity of a Dean of a Faculty for a period exceeding six (6) months, or in the event of a vacancy occurring by resignation or death or any other sufficient cause, the Vice-Dean shall act.
13. 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 (1) person to serve as an Acting Dean of the Faculty who shall perform the functions of the Dean.
14. 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.
15. Resources of the Faculty shall be provided in accordance with the policies and procedures prescribed by the Act and these Statutes, or as may be determined by the Governing 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.
16. For each Faculty, there shall be a Faculty Board whose membership shall be as in Schedule G.
17. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

18. A Faculty Board shall meet at least twice in each semester.
19. An emergency meeting of a Faculty Board may be convened by the Dean, by giving at least three (3) days' notice to every member of the Board.
20. A special meeting of the Faculty Board shall be convened by the Dean on the written request of fifty percent (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.
21. For the purposes of subsection (20), 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 31: FUNCTIONS OF THE FACULTY/SCHOOL BOARD

The Board of a Faculty shall perform its functions through committees established in accordance with Schedule G. 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. recommend the provision of adequate facilities for instruction and research in the disciplines assigned to 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

9. To consider the faculty budget and make allocation to the Departments.
10. To appoint such sub-committees as it may consider necessary for the discharge of its functions.
11. The quorum for a Faculty Board meeting shall be eight members.

STATUTE 32: 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 the University Appointments and Promotions Board.
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 and his Deputy 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 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 Governing Council, the Academic Board and the Faculty Board, and for ensuring that the approved programmes and services of the Institute are duly carried out by its members.
5. The 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 the 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 ran by a teaching department or a Faculty.

STATUTE 33: 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. Where a suitable Senior Member of Professorial status cannot be found in the Department, a suitable senior academic member of Senior Lecturer status may be appointed as Head of Department.
2. The Dean shall present the names and curriculum vitae of the three most senior and suitable academic members of the Department with his recommendations of their suitability to the UAPB for consideration.
3. The UAPB shall consider and make its own recommendations to the Governing Council for consideration and appointment.
4. A Head of Department shall hold office for two years (2), and shall be eligible for re-appointment for another term of two (2) years only.
5. Subject to the powers of the Faculty/School Board and the Academic Board, a Head of Department shall:
 - (a) be responsible to 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 the 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, learning, assessment of students performance and any other academic work;
 - (e) liaise with the Dean of the Faculty in matters affecting the Department;
 - (f) convene general Departmental meetings at least twice a semester for the purpose of planning and evaluating the activities of the Department;
 - (g) the Head of Department in consultation with other Senior Members of the Department shall advance and promote the well-being of the Department and persons engaged in the Department.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(h) in the event that there is no qualified person to be appointed as Head of Department, as per (a) to (g) above, the Vice-Chancellor shall appoint a person of a Professorial or Senior Lecturer status from within the Faculty, as a Head in an acting capacity. The Governing Council shall be notified of such appointments.

STATUTE 34: DEPARTMENTAL BOARD

1. Each Academic Department shall have a Departmental Board established in accordance with Schedule H. The Board shall meet at least twice each Semester to:
 - (i) Plan and evaluate the activities of the Department.
 - (ii) Review existing programmes and develop new ones.
 - (iii) Consider examination results in the Department, as Board of Examiners.
 - (iv) Determine the allocation of teaching load in the Department to Faculty members.
 - (v) Consider organization and regulation of courses, research and service to the community.
 - (vi) Consider vacancies in the Department and advise the Head of Department on how they should be filled.
 - (vii) Prepare and/or consider the Departmental budget and allocate resources to cost centres and units within the Department.
 - (viii) 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 five (5) days' notice in writing to all the Senior Members in the Department.
 - b) 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.
 - c) 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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

STATUTE 35: SCHOOL OF GRADUATE STUDIES

1. There shall be established 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. Where a suitable Senior Member of Professorial status cannot be found, a suitable senior academic member of Senior Lecturer status may be appointed.
3. The Dean and Vice 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 36: GRADUATE SCHOOL BOARD

1. There shall be established a Graduate School Board which shall be constituted as follows:
 - a) Dean of the School (Chairman)
 - b) Vice Dean
 - c) All Deans of Faculties/Schools/Institutes
 - d) A representative of the University Librarian
 - e) One Head of Department each elected from the Faculty Boards not below the rank of a Senior Lecturer or Senior Research Fellow
2. In Attendance
 - a) Head of Department where matters relating to the Department are to be considered.
 - b) GRASAG Representative
 - c) Senior Assistant Registrar who shall serve as Secretary.

Quorum:

Fifty percent (50%) of the membership

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

3. Functions of the Graduate School Board
 - 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 post-graduate examination results upon recommendations from Departmental Boards.
 - d) Liaise with the Heads of Department on matters relating to post-graduate studies in their various Departments
 - e) Keep records of all post-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 post-graduate work between the University and other Institutions, both local and international.

STATUTE 37: OFFICE OF THE DEAN OF STUDENTS

1. There shall be established the office of the Dean of Students' Affairs which shall be headed by a Dean and assisted by a Vice-Dean, both of whom shall be appointed by the Vice-Chancellor on behalf of the Governing Council, through the University Appointments and Promotions Board.
2. The Dean appointed shall not be below the rank of a Senior lecturer and shall have the status of a Dean of Faculty.
3. The Dean of students shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term only.
4. The Vice Dean of students shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term only.
5. The Vice-Dean shall be of the opposite gender to the Dean and shall assist the Dean in the performance of his duties and shall act as Dean in the absence of the Dean.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

6. The Vice-Chancellor shall nominate two Senior Academic Members to the University Appointments and Promotions Board for consideration as Dean.

STATUTE 38: 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.
- (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 of students in halls of residence and hostels.
 - (ii) Chaplaincy services.
 - (iii) Guidance and counselling services for Junior Members.
 - (iv) Sports, Leisure and Recreation.
 - (v) Intra-university, inter-university and international students' competitions or meetings.
 - (vi) Student governing bodies, organizations, clubs and societies

STATUTE 39: ADMINISTRATIVE/PROFESSIONAL DIRECTORATES AND DEPARTMENTS

1. Directorate of Research, Innovation, Publication and Technology Transfer (DRIPTT)
2. Directorate of Information and Communication Technology (DICT)
3. Directorate of Quality Assurance and Planning (DQAP)
4. Directorate of Industrial Liaison (DIL)
5. Directorate of Business Development (DBD)
6. Directorate of Legal Affairs (DLA)
7. Directorate of Procurement (DP)
8. Directorate of General Services (DGS)
9. Directorate of Guidance, Counselling and Career Development (DGCCD)

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

10. Directorate of Public Affairs (DPA)
11. Directorate of Academic Affairs (DAA)
12. Directorate of Physical Works and Development
13. Directorate of Human Resource and Organisational Development (DHROD)
14. Directorate of Finance
15. Department of Health Services (DHS)
16. Department of Stores (DS)
17. Department of Sports, Recreation and Leisure (DSRL)
18. Department of Environment and Sanitation (DES)
19. Department of Alumni Relations

STATUTE 40: DIRECTORATE OF RESEARCH, INNOVATION, PUBLICATION AND TECHNOLOGY TRANSFER (DRIPTT)

1. There shall be established a Directorate of 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 University Appointments and Promotions Board, to be assisted by a Deputy Director.
2. The Director and Deputy Director shall be of Professorial status. Where a suitable Senior Member of Professorial status cannot be found, a suitable senior academic member of Senior Lecturer status may be appointed.
3. The Director and his Deputy shall hold office for a term of two (2) years and shall be eligible for re-appointment for another term only.
4. There shall be internal advertisement for suitable and qualified members, preferably of Professorial status. Short listed applicants shall be interviewed by the University Appointments and Promotions Board for consideration and recommendation to the Vice-Chancellor for appointment, upon approval by the Governing Council.

**STATUTE 41: DIRECTORATE OF 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) University Librarian or his representative
 - d) Heads of Departments within the Directorate
 - e) Research Fellows
 - f) One representative of each Faculties/Schools/Institutes/Centre.
 - g) Secretary to the Board who shall not be below the rank of Senior Assistant Registrar.
2. The Directorate of Research, Innovation, Publication and Technology Transfer 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 42: OFFICE OF THE DEAN OF INTERNATIONAL
PROGRAMMES AND INSTITUTIONAL COOPERATION
(DIPIC)**

1. There shall be established in the Office of the Vice-Chancellor, an office for International Programmes and Institutional Co-operation, to be headed by a Dean, who shall handle all matters relating to academic collaborations with external institutions.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

2. The Dean shall be of Professorial status. Where a suitable Senior Member of Professorial status cannot be found, a suitable senior academic member of Senior Lecturer status may be appointed.
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 University 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 only.
6. There shall be internal advertisement for suitable and qualified members, preferably of Professorial status. Short listed applicants shall be interviewed by the University Appointments and Promotions Board for consideration and recommendation to the Vice-Chancellor for appointment, upon approval by the Governing Council.
7. The Dean of International Programmes and Institutional Cooperation may resign from office by notice in writing addressed 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.
8. The Dean of International Programmes and Institutional Cooperation shall be responsible for;
 - a) the management of all agreements establishing links between the University and international institutions of learning;
 - b) liaising with the Office of the Dean of Students Affairs to organise orientation programmes for international students;
 - c) assisting the Directorate of Guidance and Counselling with the provision of guidance and counselling services for international students;
 - d) the coordination of staff and student exchange and external staff training programmes;
 - e) creating and maintaining a comprehensive database of students and external assistance programmes;
 - f) collaborating with faculties concerned to coordinate international joint academic programmes; and

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- g) performing such other functions as shall be determined by the Governing Council.

STATUTE 43: DIPIC BOARD

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

1. Composition

- a) The Dean of International Programmes and Institutional Co-operation – Chairman
- b) The Director of Academic Affairs or his representative
- c) The Director of Public Affairs or his representative
- d) One (1) representative from each Faculty elected by the Faculty Board
- e) One (1) representative of the Students' Representative Council
- f) One (1) representative of the International Students Association
- g) The Director of Finance or his representative

In attendance:

- h) Senior/Assistant Registrar in the Office of the Dean of International Programmes and Institutional Co-operation as Secretary.

The Board shall meet at least twice a semester to deliberate on issues concerning the Office.

2. Functions of the DIPIC Board:

- 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 students visits and exchange programmes
- c) liaise with the Registrar's Office to handle all agreements involving the University and its partners in respect of external academic programmes
- d) submit quarterly a comprehensive report on the activities of the Office
- e) perform any other functions as may be assigned by the Vice-Chancellor.
- f) Collaborate with other Directorates to collate data on international activities.

STATUTE 44: DIRECTORATE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT)

1. There shall be established, under the Office of the Vice-Chancellor, the Directorate of Information and Communication Technology (DICT) to be headed by an Information and Communication Technology Director, appointed by the Governing Council upon the recommendation of the University Appointments and Promotions Board.
2. The Directorate of ICT shall perform the following functions:
 - 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 explore 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) Ensuring information and data integrity of the University and its users,
 - h) Preparing University IT objectives and budgets to facilitate the orderly and efficient capture, storage, processing and dissemination of information;
 - i) Perform any other function as may be assigned by the Vice-Chancellor.
 - j) There shall be an ICT Committee whose composition and functions are as stipulated in Schedule D.

STATUTE 45: DIRECTORATE OF QUALITY ASSURANCE AND PLANNING

1. There shall be established, under the Office of the Vice-Chancellor, the Directorate of Quality Assurance and Academic Planning.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

2. There shall be a Director of the Directorate usually Senior Academic, preferably of a Professorial rank who shall be appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board. Where a suitable Senior Member of Professorial status cannot be found, a suitable senior academic member of Senior Lecturer status may be appointed.
3. The Vice-Chancellor shall nominate two Senior Academic Members, preferably of Professorial status to the University Appointments and Promotions Board for consideration as Director.
4. The Directorate may have departments as may be necessary for effective and efficient administration of the Directorate.
5. There shall be a Quality Assurance and Planning Committee whose composition and functions are stipulated in Schedule D.
6. The Directorate of Quality Assurance and Planning 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, promote, and disseminate, 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 forum to the University community at the end of the academic year.
 - (f) co-ordinate Academic Audits of the University pertaining to Quality Assurance and Academic Planning.
 - (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) collect, collate, analyse and maintain statistical data on staff, students, programmes, equipment and structures of the University on continuous basis.
 - (k) coordinate the development of Strategic Plan and Operational Plans for the University.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (l) monitor and evaluate action plans contained in the University's Strategic Plan as the implementation progresses to ensure that the various milestones are attained.
- (m) 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.
- (n) perform any other related functions as may be assigned to the Directorate by the Vice-Chancellor and the Academic Board.

STATUTE 46: DIRECTORATE OF INDUSTRIAL LIAISON (DIL)

1. There shall be established, under the Office of the Pro Vice-Chancellor, Directorate of Industrial Liaison to be headed by a Director who shall not be below the rank of Industrial Liaison Officer, appointed by the Governing Council upon the recommendations of the University Appointments and Promotions Board.
2. The Directorate may have departments approved by the Academic Board of the University as may be necessary for effective and efficient administration of the Directorate.
3. The Directorate of Industrial Liaison 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) prepare annual reports on industrial attachment/work place learning experience to the Academic Board through the Pro Vice-Chancellor.
 - e) coordinate the monitoring and assessment of students on attachment/work place learning experience.
 - f) advice on industrial attachment policies and programmes.
 - g) organize orientation programmes for students and lecturers to promote their understanding of industrial training.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- h) organize workshops for both internal and external industrial attachment supervisors.
 - i) perform any other duties as may be assigned by the Pro Vice-Chancellor and the Academic Board.
4. There shall be an Industrial Liaison Committee whose composition and functions are as stipulated in Schedule D.

STATUTE 47: DIRECTORATE OF BUSINESS DEVELOPMENT (DBD)

1. There shall be established, under the Office of the Vice-Chancellor, a Directorate of Business Development to be headed by a Director not below the rank of a Deputy Registrar. The Director shall be recommended by the University Appointments and Promotions Board and approved by the Governing Council.
2. The Directorate may have departments approved by the Academic Board of the University as may be necessary for effective and efficient administration of the Directorate.
3. The Head of Department as in (2) above, shall be a Senior Member appointed by the Governing Council on the recommendations of the University Appointments and Promotions Board.
4. The Directorate shall have an advisory Committee whose composition and functions are as stipulated in Schedule D.
5. The Directorate shall have the following functions:
 - (a) play a leading role in the revenue mobilization drive of the University
 - (b) coordinate all commercial activities of the Production Units of the University
 - (c) liaise with the Faculties/Institutes and Departments to organize short courses
 - (d) analyze market needs and trends, and deliver appropriate marketing strategies to support the University's programmes and initiatives
 - (e) liaise with Faculties/Institutes/Departments to bid for local and international consultancy projects
 - (f) liaise with industry and the business community to bid for local and international consultancy projects

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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

STATUTE 48: DIRECTORATE OF LEGAL AFFAIRS

1. There shall be established under the Office of the Vice-Chancellor, a Directorate of Legal Affairs to be headed by a person not below the rank of a Deputy Registrar, who is a qualified Lawyer, duly licenced by the relevant regulatory and/or professional body.
2. He 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 its effective and efficient administration.
4. 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.
5. The Directorate of Legal Affairs shall be responsible for all legal matters of the University including but not limited to:
 - a) assist in the drafting and reviewing of all contracts and legal documents of the University in accordance with applicable laws.
 - b) advise the Vice-Chancellor on contracts being entered into by the University. Handle legal suits against the University at the Courts of Justice.
 - c) oversee and coordinate 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 matters that may be referred to him by the Vice-Chancellor.

STATUTE 49: DIRECTORATE OF PROCUREMENT

1. There shall be established Directorate of Procurement under the Office of the Vice-Chancellor to be headed by a Director who shall not be below the rank of Procurement Officer, appointed by the Governing Council upon the recommendations of the University Appointments and Promotions Board.
2. The Director 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.
3. 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 Committee as per the Public Procurement Act, 2003 (Act 663) Public Procurement (Amendment) 2016 (Act 914).
 - (d) Collaborate with the user Faculties/Directorates/Departments to 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.
 - (f) Maintain and monitor the office supplies and materials.
 - (g) Maintain and update inventory of goods, supplies and materials.
 - (h) Receipt, storage and distribution of goods and supplies.
 - (i) Keep and maintain proper records of goods and supplies maintained in the stores.
 - (j) perform any other related functions as may be assigned by the Vice-chancellor.

STATUTE 50: DIRECTORATE OF GENERAL SERVICES (DGS)

1. There shall be established, under the office of the Registrar, a General Services Directorate to 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 University Appointments and Promotions Board.
2. Functions of the General Services Directorate
 - (a) Have supervisory role and control over the Transport, Security, Fire and Records units of the University.
 - (b) Coordinates support services and activities with other Faculties/Directorates/Departments of the University
 - (c) In consultation with Faculties/Directorates/Departments, shall be responsible for the hiring of facilities of the University.
 - (d) Any other functions which may from time to time be assigned to the Directorate by the Registrar.

STATUTE 51: DIRECTORATE OF GUIDANCE, COUNSELLING AND CAREER DEVELOPMENT

1. There shall be established, under the office of the Registrar, a Directorate of Guidance, Counselling and Career Development to be headed by a Director who shall not be below the rank of Director of Guidance and Counselling Officer, appointed by the Governing Council upon recommendation of the Appointments and Promotions Board.
 - (a) The Director of Guidance and Counselling shall:
 - (i) provide counselling services to students and staff to ease academic and social stress.
 - (ii) in conjunction with the Industrial Liaison and Career Development Directorate organize training workshops or seminars on relevant guidance and counselling, in life and career planning skills.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (iii) issue annual reports on counselling activities to the Vice-Chancellor through the Dean of Student Affairs.
 - (iv) ensure 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 Registrar.
- (b) There shall be a Guidance, Counselling and Career Development Committee whose composition and functions are as stipulated in Schedule D.

STATUTE 52: 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 cultivating, coordinating and maintaining the University's relations with the public, including the media. This shall include international relations and outreaches.
2. Without prejudice to the generality of the foregoing, the Directorate shall also be responsible for:
 - (a) Managing events of the University;
 - (b) receiving guests and visitors of the University and providing the necessary courtesies;
 - (c) regulating and controlling the putting up of notices, posters, and banners;
 - (d) the maintenance of relations with the Alumni of the University;
 - (e) the production of university publications; and
 - (f) the discharge of any other assignments that the Registrar shall deem necessary.
3. In order to aid in the execution of his public relations duties, the Director of Public Affairs shall undertake information gathering and analysis, perception studies and the identification of various groups of the general population.
4. The Director of Public Affairs shall act as the spokesperson for the University affairs.

STATUTE 53: DIRECTORATE OF ACADEMIC AFFAIRS

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

1. The Director of Academic Affairs shall be responsible for:
 - (a) the implementation of the academic policy of the University.
 - (b) compilation of admissions requirement received from various Faculties and Departments
 - (c) the processing of admission applications.
 - (d) providing secretariat support for the Admissions Board.
 - (e) registration of fresh students and the provision of Identification Cards.
 - (f) the preparation and issuance of statements of examination results, transcripts and certificates;
 - (g) authenticates all students' academic documents.
 - (h) provision of support for all academic functions of the University.
 - (i) the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for Junior members, in consultation with the Directors of Legal Affairs and Public Affairs; and
 - (j) perform any other duties that may be assigned by the Registrar from time to time.

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 the 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. As directed, he shall liaise on behalf of the University, with affiliate institutions such as GTEC, CTVET, WAEC, the Students Loan Trust etc.

STATUTE 54: DIRECTORATE OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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

1. The Director of Human Resource and Organizational Development shall be responsible for:
 - (a) leading in the development and implementation of the human resource policies of the University;
 - (b) providing human resource planning with respect to the human resource needs of the University;
 - (c) ensuring timely renewal and termination of employment contracts;
 - (d) instituting and maintaining a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice-Chancellor through the Registrar.
 - (e) managing and advising on the collective bargaining process and collective agreements with Unionized Staff;
 - (f) instituting a system for continuing education and in-service training for all employees of the University; and
 - (g) performing any other duties that may be assigned from time to time by the Registrar.

STATUTE 55: DEPARTMENT OF SPORTS, RECREATION AND LEISURE

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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

3. The Department of Sports, Recreation and Leisure, 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, Recreation and Leisure 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 Vice-Chancellor shall deem necessary.

STATUTE 56: DIRECTORATE OF HEALTH SERVICES (DHS)

1. There shall be established, under the Office of the Vice-Chancellor, a Health Services Directorate to be headed by a Medical Director, duly licenced by the relevant regulatory and/or professional body.
2. He shall be appointed by the Governing Council upon the recommendations of the Appointments and Promotions Board.
3. Functions of Directorate of Health Services;
 - (a) Ensure the efficient and effective delivering of health services to members of the University, their families and the adjoining communities.
 - (b) Exercise an efficient, professional and administrative supervision over the University's health services including planning, monitoring, preventive and the development of its infrastructure and programmes.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (c) Formulate policies including those of the National Health Insurance for the maximum development of all Health Services in the University.
- (d) Ensure that necessary drugs and other medical supplies are available at all times.
- (e) Organise health education for the University Community.
- (f) Responsible for the preparation and control of the hospital budget.
- (g) Ensures proper keeping of records, cleanliness and hygiene at the hospital at all times.
- (h) Perform any other functions as may be assigned to him by the Vice-Chancellor from time to time.

4. Mode of Appointment of the Director of Health Services

- (a) The Director of the Health Service shall possess an MB. ChB or its equivalent, be a qualified Medical Doctor duly registered by the Ghana Medical and Dental Council. Must have at least six (6) years post qualification experience in institutions of similar standing.
- (b) The Director shall be a Senior Member not below the rank of Deputy Director of Health Services or analogous rank.
- (c) He shall by virtue of his position be a member of the University's Health and Safety Committee.
- (d) The Director of the Health Services may resign, by giving at least six (6) months' notice by a letter addressed to the Vice-Chancellor through the Registrar.

STATUTE 57: 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 J of these Statutes and the Conditions of Service.
3. Any staff who engages in any of the conducts listed in Schedule J, commits an offence which amounts to a misconduct and shall be liable to any of the punishments/sanctions listed therein, after going through a Disciplinary hearing.

**STATUTE 58: 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 and Junior Staff.
2. A Disciplinary Committee or Ad-hoc Committee shall inquire into an allegation of misconduct referred to it by the Vice-Chancellor, through the Registrar, and shall make appropriate recommendations on the charges including sanctions.
3. The Vice-Chancellor, through the Registrar shall cause to be investigated an allegation of misconduct referred to it by setting up an Ad-hoc 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.
6. The persons identified in the evidence shall be charged directly before the appropriate disciplinary committee.
7. Where a disciplinary action concerns a person who is a member of the relevant committee, the Vice-Chancellor shall replace with a suitably qualified person.
8. In all proceedings the Disciplinary Committee 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.
9. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

10. 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.
11. 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.
12. 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.
13. A staff appearing before the Disciplinary Committee may, if he so wishes, be represented by a Counsel, provided he notifies the Committee in writing, at least five (5) days before any particular sitting of the Committee.
14. In the event of an objection being raised against the Chairman 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 Chairman 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.

STATUTE 59: DISCIPLINE OF SENIOR MEMBERS

1. The composition of the Disciplinary Committee for Senior Members shall be as stated in Schedule J.
2. A Senior Member adversely affected by any decision of the Vice-Chancellor 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.
3. The Vice-Chancellor shall report to the Governing Council, at its next meeting, the actions taken by him on the Committee's report.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

4. Interdiction Pending the investigation of a Case
 - (a) Where a Senior Member is being investigated for an alleged 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. Two-thirds (2/3) of his salary and other allowances including the use of official vehicles shall be withheld 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 and others as in (a) above shall be paid accordingly.

STATUTE 60: DISCIPLINE OF JUNIOR/SENIOR STAFF

1. The composition of the Disciplinary Committee for Junior/Senior staff shall be as stated in Schedule J.
2. 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.
3. The provisions relating to interdiction, as applied to Senior Members shall also apply to the Junior Staff.

STATUTE 61: PROCEDURE FOR REVIEW OF DISCIPLINE OF STAFF

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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 to metamorphose into a review committee.
3. The Vice-Chancellor shall appoint not more than two persons in addition to the members of the Disciplinary Committee or Ad-hoc Committee and shall ensure that at all material times the membership of the Review Committee shall be an odd number.
4. The Review Committee shall then send their recommendations to the Vice-Chancellor who upon consideration shall notify the aggrieved staff of his decision.
5. Where the staff is still aggrieved with the decision of the Vice-Chancellor after the review, the aggrieved staff may appeal to the University Appeals Board through the Governing Council.

STATUTE 62: THE APPEALS BOARD AND PROCEDURE FOR APPEALS

1. Establishment of the University Appeals Board (UAB)
 - (a) The University Governing Council shall establish a body known as the University Appeals Board.
 - (b) 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.
 - (c) Composition of the University Appeals Board:
 - (i) A Chairman who is a retired Justice of the Superior Court of judicature or a lawyer qualified to be so appointed;
 - (ii) 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
 - (iii) Two (2) persons who are not lawyers and are persons of high moral integrity, one of whom is a woman.
2. 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;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (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.
3. The quorum of the UAB shall be the Chairman and two other members who shall constitute a panel for the hearing and determination of a case or matter before it. In the absence of the Chairman, one of the two (2) Lawyers as provided for in (1) (c) above shall act as a Chairman.
 4. 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.
 5. Where a staff is still aggrieved by the decision of the Vice-Chancellor from the review in Statute 61, the staff shall appeal to the Appeals Board through the Governing Council within ten (10) working days from the date of receiving the decision of the Vice-Chancellor from the review stating the grounds of his appeal and written submission thereof.
 6. The Appeals Board shall consider the appeal in accordance with its rules of procedure.
 7. While such an appeal is pending before the Appeals Board, the Appeals Board may request Management to stay execution of any disciplinary action.
 8. There shall be no further right of appeal within the University after the Appeals Board comes out with its Decision.

STATUTE 63: DISCIPLINE OF JUNIOR MEMBERS

1. There shall be established a Disciplinary Committee for Junior Members.
2. The Membership of the Disciplinary Committee shall be as stated in Schedule D.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

3. A junior member shall be given notice in writing stating the reason why disciplinary proceedings is being taken against him and shall be afforded reasonable opportunity to defend himself.
4. Where the Disciplinary Committee for Junior Members finds a Junior Member guilty of a misconduct, it may recommend one or more of the sanctions as in Schedule J.
5. The Academic Board shall reserve the right to investigate any allegation of impropriety of malpractice relating to admissions against a Junior Member and shall submit its report to through the Registry to the Disciplinary Committee for Junior Members.
6. The composition and functions of the Disciplinary Committee for Junior Members shall be as contained in Schedule D of this statutes.
7. Any junior member who engages in any of the conducts listed in Schedule L and/or the Examination Malpractice Rules and Regulations, commits an offense which amounts to a misconduct and shall be liable to any of the punishments/sanctions listed therein after going through a Disciplinary hearing.

STATUTE 64: PROCEDURE FOR REVIEW AND APPEAL FOR 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 to metamorphose into a review committee.
3. The Vice-Chancellor shall appoint not more than two persons in addition to the members of the Disciplinary Committee and shall ensure that at all material times the membership of the Review Committee shall be an odd number.
4. The Review Committee shall then send their recommendations to the Vice-Chancellor who upon consideration shall notify the aggrieved junior member of his decision.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

5. Where the junior member is still aggrieved by the decision of the Vice-Chancellor from the review, he shall appeal to the Appeals Board through 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.
6. The Appeals Board shall consider the appeal in accordance with its rules of procedure.
7. While such an appeal is pending before the Appeals Board, the Appeals Board may request Management to stay execution of any disciplinary action.
8. There shall be no further right of appeal, within the University, after the Appeals Board comes out with its decision.

STATUTE 65: 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 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 66: UNIVERSITY EXAMINATIONS

1. There shall be established a University Examinations Board to regulate the conduct and/or certification of examinations. The composition and functions of the board shall be as contained in Schedule D.
2. There shall be a University Examinations Officer, who shall have oversight responsibility for the functions of the internal examiners and shall not be below the rank of a Senior Lecturer who has served not less than seven years in the employment of the University.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

3. He shall be appointed by the Governing Council on the recommendations of the University Appointments and Promotions Board subject to prior nomination from the Academic Board.
4. He shall be responsible for the implementation of the decisions of the Examination Board.
5. The University Examinations Officer shall report to the Pro Vice-Chancellor.
6. He shall be supported by an administrative officer not below the rank of a Senior Assistant Registrar, who shall functionally report to the Examinations Officer but administratively report to the Director of Academic Affairs.
7. The University Examinations Officer shall submit comprehensive reports to the Examinations Board.
8. The Examinations Officer shall ensure that the examinations policies and regulations as contained in Schedule O are complied with by staff and students.

STATUTE 67: EXAMINATION OFFENCES AND SANCTIONS

1. It shall be an offence for a **student** to knowingly:
 - (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;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (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 a **Senior Member** 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.
 - (e) any other offence that may be determined by the Academic Board from time to time.
3. It shall be an offence for a **Senior Member or Student** 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) engage in 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.

STATUTE 68: APPOINTMENTS OF SENIOR MEMBERS

(TEACHING/ADMINISTRATIVE/PROFESSIONAL)

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 University.
2. The Appointments and Promotions Board shall comply with the University's Appointments and Promotions criteria for Senior Members approved by the Governing Council.
3. The Vice-Chancellor, on the recommendations of a Head of Unit/ Department/Directorate/Faculty, and for a good reason, may offer temporary appointment to all categories of employees, subject to confirmation through the laid down procedure of appointments as stated in these Statutes.
4. The Conditions of Service of the employees referred to in the foregoing paragraphs of these Statutes shall be determined by the Conditions of Service and any Collective Agreements in force.
5. All employees shall be given copies of the Conditions of Service and other relevant documents on appointment.

STATUTE 69: 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 Appointments and Promotions Board shall comply with the University's Appointments and Promotions criteria for Senior Staff and Junior Staff approved by the Governing Council.
3. The Vice-Chancellor, on the recommendations of a Head of Unit/ Department/Directorate, and for a good reason, may offer temporary appointment to all categories of employees, subject to confirmation through the laid down procedure of appointments as stated in these Statutes.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

4. The Conditions of Service of the employees referred to in the foregoing paragraphs of these Statutes shall be determined by the Conditions of Service and any Collective Agreements in force.
5. All employees shall be given copies of the Conditions of Service and other relevant documents on appointment.

STATUTE 70: 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. 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 contained in the Labour Act, 2003 (Act 651).
 - (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
3. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (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 71: SECONDMENT

1. A staff of the University 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 Staff to apply for leave of absence from the University is not extinguished by reason only of this requirement.
3. Before the secondment of a Staff 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 Staff seconded to Government or the Public Service or the private entity.
4. For the avoidance of doubt, a Staff 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 Staff shall be granted a year's leave to prepare to resume 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 72: LEAVING THE UNIVERSITY

Any staff of the University who leaves the University by way of termination, resignation and vacation of post shall comply with the Conditions of Service relating to the said staff. In the absence of Conditions of Service relating to the said staff, the provisions of the Labour Act, 2003 (Act 651) shall apply.

STATUTE 73: POST RETIREMENT CONTRACTS

The Governing Council shall enact such procedures for the award of post retirement contracts to academic staff in the category of Professors, Senior Lecturers, and those in analogous grades for periods between five (5) years and ten (10) years subject to the fulfilment of such criteria as medical fitness, evidence of mentorship, etc.

STATUTE 74: 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 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 N.
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 Dean of Students Affairs.
5. There shall be a Hall Master who shall be the Chairman 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 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 Affairs.

STATUTE 75: 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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);
 - (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.
10. The University through the Directorate of Research, Innovation, Publication and Technology Transfer shall take prompt steps to register all its copyrighted works, patents, trademarks, trade names and industrial designs to facilitate proof of its ownership.

STATUTE 76: 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 with the approval of the Minister given in consultation with GTEC.
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.
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 security.
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 77: STUDENT GOVERNANCE

1. There shall be a body known as the Graduate Students Association of Ghana – Accra Technical University, hereinafter referred to as the GRASAG-ATU in accordance with the Technical Universities Act 2016 (Act 922), which shall be regulated in accordance with Schedule L.
2. There shall be a body known as the Students' Representative Council of the University, hereinafter referred to as the SRC in accordance with the Technical Universities Act 2016 (Act 922), which shall be regulated in accordance with Schedule M.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

3. The Students' Representative Council (SRC) is responsible for representing students duly admitted and registered to study in Accra Technical University.
4. 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.
5. A constitution or a governing instrument drawn up by the Students' Representative Council which is inconsistent with subsection (3) shall to the extent of the inconsistency be void.
6. This Statutes may grant the Students' Representative Council representation on appropriate bodies and organs of this University.
7. Students shall be entitled to form other associations under the constitution of the Republic of Ghana. However, no students' association shall be formed or operated without the written approval of the Dean of Students.

STATUTE 78: THE ALUMNI ASSOCIATION

1. There shall be an Alumni Association of the University representing the past students of the University.
2. Members of the Alumni Association shall be:
 - (a) all Graduates of the University;
 - (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. The Association shall have the power to make its own Rules and Regulations, provided they do not contravene the Statutes and the Technical Universities Act 2016 (Act 922).
4. There shall be an Alumni Relations Department of the University which shall be headed by a staff not below the rank of an Assistant Registrar.
5. The functions of the Alumni relations Officer shall include:

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (a) Responsible for the day to day activities of the Alumni Office.
- (b) Ensure the maintenance of good and active relationship with the University Alumni.
- (c) Ensure a good working relationship between the University and its recognized Alumni Association.
- (d) The Officer shall report to the Registrar through the Director of Public Affairs.
- (e) The Officer shall be responsible for coordinating the activities of the Alumni Association.
- (f) The Alumni officer shall keep proper records of the University's Alumni and assets of the office.
- (g) The Alumni officer shall provide quarterly reports of the activities of the Association to the Registrar through the Director of Public Affairs.

STATUTE 79: 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 80: INSTITUTIONAL AFFILIATION

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.
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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 81: 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 Chairman 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 82: ANNUAL REPORTS

1. There shall be an annual report on the University submitted by the Vice-Chancellor to the Governing Council within six (6) 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 Faculties, Heads of Departments or Units, and Chairmen of Statutory Committees to submit reports on the activities of their Faculties, Departments, Units and Committees to the Vice-Chancellor for inclusion in the Annual Report.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

2. Committees of the Academic Board and other Committees, as the case may be, shall submit and make a presentation of their report, at least once every academic year to their respective Boards.

STATUTE 83: 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 Statutes conflicts with any law of Ghana, the law of Ghana shall prevail.
 - (b) No discrimination shall be applied on the ground of religion, gender, 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.
5. All approved regulations and amendments to them shall be codified and numbered serially and published by the Registrar within one (1) month of their approval.
6. 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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

to the Governing Council, and the decision of the Governing Council thereon shall be final.

STATUTE 84: ENACTMENT OF STATUTES

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

1. It is initiated through the provisions of the Technical University Act, 2016 (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 establishing the Technical Universities.

STATUTE 85: AMENDMENTS OF THE STATUTES

1. Notice of any motion to 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 amend or repeal any of these Statutes shall not hold unless it states the rationale for the amendment and receives the approval of at least two-thirds (2/3) of the entire membership of Council.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

3. The procedure for the amendment shall include;
 - (a) a draft of the proposed Statutes to be amended including the draft proposal that have been circulated to members of the Council of the University at least fourteen (14) days before the meeting at which the proposed Statutes to be amended is to be considered;
 - (b) after consideration by the meeting the draft has been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three (3) days before the meeting;
 - (c) the Statutes as provisionally approved has been circulated to the members of the Council of the University and where, in the opinion of the Council, the Statutes affects academic matters, the Statutes shall be circulated to the members of the Academic Board at least seven (7) days before the meeting at which the Statutes is to be confirmed.
 - (d) the Statutes is confirmed without amendment at a meeting of the Council of the University held not less than one month and not more than six (6) months after the date of the meeting at which the Statutes was provisionally approved.
4. The Council or Academic Board may propose any amendments to the Statutes.
5. Where the proposal for amendment is made by the Academic Board such proposal shall be forwarded to Council for consideration.
6. Where the draft have been amended, written notices of the amendment shall be circulated to members of the Council at least three (3) days before the meeting at which it is to be considered.
7. A provisional Statutes shall without amendment be confirmed by the Council at a meeting of the Council which shall be held not less than one (1) month or more than six (6) months after the meeting at which the Statutes was provisionally approved.
8. A special meeting shall be attended by at least one-third ($\frac{1}{3}$) of the membership of the Board.
9. The quorum for the transaction of any business of the aforementioned shall be two-thirds ($\frac{2}{3}$) of the total number of the members of Council at a scheduled meeting called for that purpose.
10. No amendment shall be valid unless adopted by an affirmative vote of two-thirds ($\frac{2}{3}$) of the members of the Council present and voting.

STATUTE 86: AMENDMENTS TO SCHEDULES

1. The Academic Board shall have power to recommend to the Governing Council amendments of any of the schedules to these statutes.
2. Upon the approval of any such proposal for amendment which shall be by a two-thirds (2/3) majority vote of the Academic Board at its regular meeting, the Board shall report same to the Governing Council in writing at the next meeting of the Governing Council.
3. Unless the Governing Council expresses its disapproval of the amendment at the said meeting, the approval of the Governing Council shall be deemed to have been given.

STATUTE 87: CONFLICT OF OFFICES

1. No officer of the University shall hold two (2) 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 (2) 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, Director or Deputy Director;
 - (e) the office of Administrative Directors;
 - (f) the headship of a Department or School/Faculty 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 88: 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 these Statutes shall, for all intents and purposes, be null and void.

STATUTE 89: EFFECTIVE DATE OF THIS STATUTES

This Statutes as amended shall come into force on 8th March, 2024.

STATUTE 90: REVOCATION

Any Statutes in force immediately before the promulgation of this Statutes as amended are hereby revoked.

STATUTE 91: MISCELLANEOUS PROVISIONS

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 polices 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 percent (50%) 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 Chairman of that University body shall report to the Vice-Chancellor for advice.
3. Where the stated Chairman 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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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.
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 opened 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 office holder is said to be under another office holder, it shall be taken to mean that the office holder 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 three (3) days of the receipt of the minutes or summary of decisions as the case maybe.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 92: TRANSITIONAL PROVISIONS

1. These Statutes shall come into force on the effective date.
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, Departments, Centres, Units 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.

STATUTE 93: 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 within the University after the University Appeals Board comes out with its ruling.

SCHEDULES

SCHEDULE A

STANDING COMMITTEES OF COUNCIL

1. FINANCE COMMITTEE

(a) Membership

- i. Chairman of Governing Council (as Chairman)
- ii. Vice-Chancellor
- iii. Pro Vice-Chancellor
- iv. Registrar
- v. Director of Finance
- vi. Two (2) members of the Governing Council not staff of the University
- vii. Two (2) Senior Members elected by the Academic Board

In Attendance

- viii. Director of Internal Audit
- ix. Deputy Registrar (as Secretary)

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

(b) Functions

- i. Recommend the investment of the University funds;
- ii. Recommend to the Council annual estimates of the University for approval;
- iii. Supervise the preparation of the annual accounts of the University for approval by Council;
- iv. 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;
- v. 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
- vi. Carry out any other functions that may be assigned to it by the Council.

(c) Meetings and Quorum:

- i. The Finance Committee shall meet at least once every quarter.
- ii. In the absence of the Chairman, a member of Council, **not an employee of the University**, shall preside over the meeting.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman and the Vice-Chancellor.
- iv. **Decisions shall be by simple majority and the Chairman shall have a casting vote in the event of a tie.**

2. DEVELOPMENT COMMITTEE

(a) Membership

- i. Vice-Chancellor (as Chairman)
- ii. Pro Vice-Chancellor
- iii. Two (2) members of Council, one of whom shall not be in the employment of the University
- iv. Two (2) Senior Members elected by the Academic Board

In Attendance

- v. Registrar
- vi. Director of Finance
- vii. Director of Works and Physical Development
- viii. A representative from the SRC
- ix. Deputy Registrar (as Secretary)

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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(b) Functions

- i. To make recommendations for the acquisition, development, maintenance and the use of lands, buildings and all properties of the University.
- ii. Formulate the physical development policy of the University.
- iii. Determine building programmes and recommend plans to Council for the physical development of the University.
- iv. May recommend for appointment of such Consultants and other Professionals as required.
- v. Consider and approve all design matters.
- vi. Take all steps as it considers fit for the development, care and maintenance of the property of the University.

(c) Meetings and Quorum:

- i. The Development Committee shall meet at least once every quarter
- ii. In the absence of the Chairman, a member of Council, not an employee of the University, shall preside over the meeting.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman and the Vice-Chancellor.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote in the event of a tie.

3. GENERAL PURPOSES COMMITTEE

(a) Membership

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

In Attendance

- v. The Pro Vice-Chancellor
- vi. The Director of Finance
- vii. The Registrar

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

viii. Deputy Registrar (as Secretary).

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

(b) Functions

- 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.
- iii. To consider any urgent matter for which the Governing Council may not be able to meet within the regular, special and emergency meetings
- iv. All decisions made at the General Purposes Committee must be brought back to the Governing Council for ratification.

(c) Meetings and Quorum:

- i. The General Purposes Committee shall meet as and when Council deems it appropriate.
- ii. In the absence of the Chairman, a member of Council, not an employee of the University, shall preside over the meeting.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman and the Vice-Chancellor.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote in the event of a tie.

4. UNIVERSITY APPOINTMENTS AND PROMOTIONS BOARD

Appointments and Promotions of the various categories of Staff shall be done in accordance with Schedule K.

(a) Teaching Appointments and Promotions of Senior Members (Academic)

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).

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- ii. Two (2) members of the Governing Council
- iii. Registrar
- iv. Two (2) assessors of professorial status appointed by Academic Board.
- v. The Dean of the Faculty concerned (where the substantive rank of the Dean is lower than that of the rank 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

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.

(b) Senior Members (Administrative and Professionals)

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
- v. Two External Assessors in the field of the applicant appointed by the Vice-Chancellor.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

In attendance

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

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

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

(c) 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) Administrative/Professional person appointed by Academic Board
- vi. One (1) member of the Governing Council

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

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

(d) 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;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- iv. One (1) Administrative/Professional person appointed by Academic Board
- v. One (1) Governing Council member

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

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

There shall be a recorder for each University Appointment and Promotions Board to be appointed by the Registrar.

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 Chairman 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) One (1) member elected by the Alumni
 - (v) The Registrar shall be the Secretary to the Search Committee
- (c) The Search Committee shall cause a notice to be published inviting nominations from the University Community and the Alumni Association. Ghanaians of good standing in public life may be nominated for the consideration of the Search Committee.
- (d) The Search Committee shall, by secret ballot, elect three candidates from the short-listed 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,

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (iv) Two (2) persons with high expertise in tertiary education appointed by the Governing Council.
- (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 national and international 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; 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 Council for appointment to the position of a Vice-Chancellor.
- (j) The search committee shall have the power to co-opt any person with special technical and industrial expertise to assist in the determination of the candidate.

3. PROCEDURE FOR THE RE-APPOINTMENT OF VICE-CHANCELLOR

- (a) The Vice-Chancellor shall submit an application addressed to the Governing Council through the Chairman 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 in accordance with guidelines approved by the Governing Council. The Committee shall evaluate his performance during the first tenure and present recommendations on his re-appointment or otherwise to the Council.
- (c) 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.
 - (v) The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- (d) The Governing Council shall accordingly consider the report of the Committee for re-appointment or otherwise.

4. PROCEDURE FOR THE APPOINTMENT OF PRO VICE-CHANCELLOR

- a. The position for the appointment of a Pro Vice-Chancellor, shall be advertised within the University.
- b. The applicant shall be a teaching staff and shall be of a Professorial Status who can provide academic leadership and be abreast with policies and best practises in a tertiary institution.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- c. The Governing Council shall constitute a Search Committee to evaluate the Curriculum Vitae and Vision Statement and interview the applicants.
- d. 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.
 - (v) The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- 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 (f) 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.
- i. The search committee shall have the power to co-opt any person with special technical and industrial expertise to assist in the determination of the candidate.

5. PROCEDURE FOR THE RE-APPOINTMENT OF PRO VICE-CHANCELLOR

- (a) The Pro Vice-Chancellor shall submit an application addressed to the Governing Council through the Chairman expressing interest for re-appointment for a second term of office at least six (6) months before the expiration of the first tenure.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (b) The applicant shall inform the Council of his achievement and reasons for seeking re-appointment.
- (c) The Governing Council shall appoint a Committee to evaluate his performance in accordance with guidelines approved by the Governing Council.
- (d) 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.
 - (v) The Search Committee shall be at liberty to appoint its own Secretary either from within or outside the University.
- (e) The Governing Council shall accordingly consider the report of the Committee for re-appointment or otherwise.

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,
 - (i) Chairman who shall be an external member appointed by the Governing Council, who shall have vast experience in the applicant's profession.
 - (ii) Two (2) members of the Governing Council,
 - (iii) One (1) member elected by the Academic Board,
 - (iv) One (1) person with high expertise in tertiary education appointed by the Governing Council.
 - (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 any of the officers in question shall be advertised by the Search Committee within the University, as well as within and outside the country 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; prepare shortlists; conduct interviews of those short-listed, and make a report to the Governing Council of its recommendations for appointment.
- (e) 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (f) 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.
- (g) 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.
- (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 search committee shall have the power to co-opt any person with special technical and industrial expertise to assist in the determination of the candidate.

PROCEDURE FOR THE RE-APPOINTMENT OF REGISTRAR, DIRECTOR OF FINANCE, DIRECTOR OF INTERNAL AUDIT, LIBRARIAN AND 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 in accordance with guidelines approved by the Governing Council.
- (b) The Committee shall consist of five (5) members, two (2) of whom shall be members of the Governing Council, two (2) elected Administrative/Professional staff by the Academic Board, and one (1) person with expertise in the candidate's profession.
- (c) The Council shall appoint one (1) of the members of the Committee as Chairman.
- (d) The committee shall use approved procedures by the Council; it may make personal contacts with persons within and outside the University.
- (e) 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

(a) Membership

- i. Vice-Chancellor (as Chairman)
- ii. Pro Vice-Chancellor
- iii. Registrar
- iv. Librarian
- v. Director of Finance
- vi. Director of Works and Physical Development
- vii. Director of Internal Audit
- viii. All Deans/Academic Directors

In Attendance

- ix. Director of Academic Affairs (as Secretary)
- x. Senior/Assistant Registrar (as Recorder)

(b) Functions

- i. 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;
- ii. 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;
- iii. To serve as an advisory body to the Vice-Chancellor and provide oversight and coordination of the development and implementation of strategic initiative.
- iv. To monitor progress in achieving and realising the strategic objective of the University
- v. To consider any urgent matter for which academic board may not be able to meet within the regular, special and emergency meetings

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- vi. All decisions made at Executive Committee must be brought back to academic board for ratification.

(c) Meetings and Quorum

- i. The Executive Committee shall meet as and when the Vice-Chancellor deems it appropriate.
- ii. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

2. STAFF DEVELOPMENT AND SCHOLARSHIPS COMMITTEE

(a) Membership

- a. Vice-Chancellor (as Chairman)
- b. Pro Vice-Chancellor
- c. Registrar
- d. Director of Finance
- e. Librarian
- f. All Academic Deans

In Attendance

- g. The Applicant's HoD/HoU
- h. The Applicant's Director
- i. The applicant's Union Representative
- j. Director of Human Resource and Organizational Development
- k. Senior/Assistant Registrar (as Secretary)

(b) Functions

- i. To examine and take appropriate actions on all applications for grants for staff developments as approved by the Academic Board.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- ii. To draft Staff Development policies or Scholarship policies which will guide all applications and sponsorship of staff within the University subject to the Approval of the Academic Board and Governing Council.
- iii. To review the Staff Development policy and or Scholarship policy and make recommendation to Academic Board for amendment.
- iv. To advise the Academic Board on the University Scholarships policy and recommend the award of such Scholarship as may be approved from time to time.
- v. Perform any other functions that may be assigned to it by the Academic Board.

(c) Meetings and Quorum:

- i. The Staff Development and Scholarship Committee shall meet at least twice in a year.
- ii. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

3. RESEARCH, CONFERENCE AND INNOVATION COMMITTEE

(a) Membership:

- i. Vice-Chancellor (as Chairman)
- ii. Pro Vice-Chancellor
- iii. Registrar
- iv. Director of Finance
- v. Librarian
- vi. Academic Deans/ Academic Directors
- vii. Director, DRIPTT
- viii. Director, Public Affairs
- ix. One member elected by the Academic Board
- x. One member from industry appointed by the Vice-Chancellor
- xi. One member elected by each Faculty Board

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

In Attendance

- xii. Deputy Registrar (as Secretary)
- xiii. Senior/Assistant Registrar (as Recorder)

(b) Functions:

- i. Formulate and publish the research policies and priorities of the University.
- ii. Examine and take appropriate action on all applications for grants for research and conferences chargeable to the Research Fund.
- iii. Organise research conferences, seminars and workshops.
- iv. Receive and publish reports on research and conferences from Departments and prepare annually a comprehensive report for submission to the Academic Board.
- v. Foster strong relations between industries.

(c) Meetings and Quorum:

- i. The Research, Conference and Innovation Committee shall meet at least twice in a year.
- ii. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

4. QUALITY ASSURANCE, PLANNING AND RESOURCES COMMITTEE

(a) Membership

- i. Vice-Chancellor (as Chairman)
- ii. Pro Vice-Chancellor
- iii. Registrar
- iv. Director of Finance
- v. Director of Internal Audit
- vi. Director of Works and Physical Development
- vii. All Deans and Directors
- viii. Librarian
- ix. Head of Department, Quality Assurance

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- x. Head of Department, Planning
- xi. Head of Department, Accreditation and Affiliation

In Attendance

- xii. Senior/Assistant Registrar (as Secretary)

(b) Functions

- i. To review and recommend new Academic plans and new assessment system
- ii. Plan new academic programmes and direct them to appropriate body for accreditation.
- iii. Promote effective teaching for critical thinking through programmes that are well packaged without losing the core academic focus of the University.
- iv. To collaborate with DRIPTT to ensure research works approved by the University comply with acceptable standards.
- v. Work to achieve good professionalism among the staff of the University as desired by the Academic Board.
- vi. 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.
- vii. Monitor, supervise and give direction to the Quality Assurance Directorate.
- viii. Develop a Quality Assurance Policy for the University.
- ix. Develop and sustain a culture of quality assurance practices among members of the University community.
- x. Ensure constant improvement of internal support services provided to students and staff.
- xi. Monitor and evaluate the works, outputs and activities of the Faculties, Directorates, Institutes, Departments and Centres within the University.
- xii. Monitor and evaluate the implementation of the Strategic Plan of the University.
- xiii. Advise the Academic Board on the future development of the University on matters regarding Academic, Physical, Financial and Human Resource Development.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- xiv. Advise the Academic Board on appropriate Planning models and strategies covering all aspects of the University's activities as stated in section (a) above.
- xv. Give general guidelines and directions to the implementation of the Strategic Plan.
- xvi. Consider the immediate and long-term academic needs of the University and design appropriate strategies and plans.
- xvii. Advise the Academic Board on new programmes and courses of study for the University taking into consideration, the manpower needs of the nation and the mission and vision of the University.

(c) Meetings and Quorum:

- i. The Quality Assurance, Planning and Resources Committee shall meet at least twice in a semester.
- ii. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

5. RESIDENCE AND HOUSING COMMITTEE

(a) Membership

- i. Pro Vice-Chancellor (as Chairman)
- ii. Representative of the Registrar
- iii. Representative of the Director of Finance
- iv. Director, General Services
- vi. The Head of the Environment and Sanitation Department
- vii. One (1) representative of TUTAG
- viii. One (1) representative of TUSAAG
- xi. One (1) representative of TUAAG
- xii. One (1) representative of TEWU
- xiii. One (1) representative of TUWAG
- xiv. Head of Estate Department

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

In Attendance

- xv. Senior/Assistant Registrar as Secretary

(b) Functions

- i. 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.
- ii. Advise the Vice Chancellor on the establishment and administration of an equitable system for allocating housing units based on the housing policy.
- iii. Allocate housing units to staff of the University in accordance with an approved allocation system.
- iv. Review the housing/accommodation policies and procedures of the University from time to time subject to the approval of the Convocation.
- v. Ensure that University housing units are occupied by the University staff who have been allocated such facility.
- vi. Review of rent charges for the accommodation units

(c) Meetings and Quorum:

- i. The Residence and Housing Committee shall meet at least twice in a year.
- ii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

6. HALLS, HOSTELS AND STUDENTS' AFFAIRS COMMITTEE

(a) Membership

- i. Dean of Students' Affairs (as Chairman)
- ii. Director, Academic Affairs
- iii. Hall Master(s)
- iv. Director, Guidance, Counselling and Career Development
- v. Head of Students' Financial Support Service

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- vi. All Senior Common Room Presidents
- vii. Hostel HODs
- viii. All Junior Common Room Presidents
- ix. Two representatives of SRC, one of whom shall be a female

In Attendance:

- x. Vice Dean of Students Affairs
- xi. Secretary to be appointed by the Registrar

(b) Functions

- i. To maintain discipline and strict compliance to rules and regulations governing the halls of residence and provide for their welfare.
- ii. To determine and develop policies for the administration of the Hostel.
- iii. To recommend to Academic Board appropriate sanctions for violation of rules and regulations.
- iv. Perform any other function assigned to it by the Academic Board.
- v. Keep under review the system of hall administration.
- vi. Make suitable arrangements for supervising the catering services of students.
- vii. Make proposals on Hall fees to be paid by students to the Executive Committee of the Academic Board.
- viii. Review and make proposals for social and recreational facilities.
- ix. See to the regular repair and maintenance works on the Hall facilities.
- x. Recommend disciplinary action against any Junior Member with respect to breach of discipline of the Hall.
- xi. Have oversight responsibility of SRC and its elections
- xii. Perform parenting functions for Junior Members of the University

(c) Meetings and Quorum:

- i. The Halls, Hostels and Students' Affairs Committee shall meet at least twice in a year.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- ii. In the absence of the Chairman, the Director, Guidance and Counselling shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

7. LIBRARY BOARD

(a) Membership:

- i. Pro Vice-Chancellor (as Chairman)
- ii. Representative of the Director of Finance
- iii. Dean of each Academic Faculty
- iv. One (1) member nominated by the Graduate Students' Association
- v. One (1) member nominated by the Students' Representative Council
- vi. Representative of the Director of ICT
- vii. Representative of the Director, Quality Assurance and Planning
- viii. Representative of the Director, Procurement
- ix. University Librarian
- x. Representative of the Director of DRIPPT

In Attendance

- x. Senior/Assistant Registrar as Secretary

(b) Functions

- i. Supervise and direct the operations of the Library.
- ii. Review and recommend the list of books, journals and other materials needed for the library
- iii. Formulate policies for the efficient running of the library.
- iv. Review reports emanating from the library.
- v. Any other functions assigned to it by the Academic Board or the Vice-Chancellor.

(c) Meetings and Quorum:

- i. The Library Board shall meet at least twice in a year.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- ii. In the absence of the Pro Vice-Chancellor, the most Senior Dean on the Committee shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

8. UNIVERSITY EXAMINATIONS BOARD (UEB)

(a) Membership

- i. Pro Vice-Chancellor (as Chairman)
- ii. All Academic Deans
- iii. Faculty Examinations Officers
- iv. Departmental Programme Coordinators
- v. Director, Academic Affairs
- vi. University Examinations Officer

In Attendance

- vii. Head of Quality Assurance Department
- viii. Head of Planning Department
- ix. Senior/Assistant Registrar (as Secretary)

(b) Functions

- i. To review and revise the time-table for teaching and examinations.
- ii. To vet all examination results for compliance with the University and external bodies' Examination policies, rules and regulations.
- iii. To ensure organization of examinations and other related assignments that emerge from the examination regulations.
- iv. To make suggestions regarding subject requirements and examination regulations.
- v. ensuring the provision of examination materials.
- vi. approving the venue for examinations.
- vii. ensuring efficient and effective invigilation.
- viii. ensuring the safe handling of examination scripts as provided by the schedule.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- ix. ensuring that questions are moderated and proof-read.
- x. designing regulations for the conduct of examinations to be approved by Academic Board.
- xi. setting the time-table for conduct of examinations. viii. recommending grading to Academic Board.
- xii. submitting reports on the conduct of the Examinations to the Academic Board.
- xiii. 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.
- xiv. overseeing the functioning of Committees established by the Board.
- xv. reviewing examinations results from faculties/schools before presenting them to Academic Board.

(c) Meetings and Quorum

- i. The University Examinations Board shall meet at least twice in a Semester.
- ii. In the absence of the Pro Vice-Chancellor, the most Senior Dean shall preside over the meeting.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

9. UNIVERSITY CHAPLAINCY BOARD

(a) Membership

- i. Chairman to be appointed by the Academic Board
- ii. Dean of Student Affairs
- iii. Representative of the Muslim Students Association
- iv. Representative of the Christian Students Associations
- v. Director, Guidance and Counselling

In Attendance

- vi. Vice Dean of Student Affairs
- vii. Secretary to be appointed by the Registrar.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(b) Functions

- i. Advise on religious activities on the University Campuses.
- ii. Liaise between the religious groups and the University authorities.
- iii. Recommend the approval of students Chaplaincies as they are formed.
- iv. Ensure harmony among the various religious groups in the University community.

(c) Meetings and Quorum

- i. The University Chaplaincy Board shall meet at least twice a Semester.
- ii. In the absence of the Chair, the Dean of Students' Affairs shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

10. SCHOLARSHIP AND AWARDS COMMITTEE FOR JUNIOR MEMBERS

(a) Membership

- i. Pro Vice-Chancellor (Chairman)
- ii. Representative of the Director of Finance
- iii. Director of Academic Affairs or his representative
- iv. Dean of Student Affairs
- v. Head of Students Financial Support Services
- vi. One (1) person elected by each Faculty Board
- vii. The SRC representative

In Attendance

- viii. Secretary to be appointed by the Registrar

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(b) Functions

- i. To review offers of prizes by prospective benefactors for Junior Members and to make recommendations to Academic Board
- ii. To formulate policy to guide scholarship, academic prizes and awards for Junior Members subject to the approval of the Academic Board.
- iii. Advise the Academic Board on the University Scholarship, prizes and awards policy for Junior Members and recommend to Academic Board for approval the award of such scholarship, prizes and awards.
- iv. Oversee the activities of the Student Support Financial Services.
- v. Perform any other functions that may be assigned to it by the Academic Board.

(c) Meetings and Quorum

- i. The Committee shall meet at least twice a year.
- ii. In the absence of the Chair, the Dean of Students' Affairs shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

11. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COMMITTEE

(a) Membership

- i. Chairman to be appointed by the Vice-Chancellor
- ii. One (1) person appointed by the Academic Board
- iii. One (1) representative of each Faculty
- iv. Director of Finance or his representative
- v. University Librarian or his representative
- vi. Director of ICT

In Attendance

- vii. Secretary to be appointed by the Registrar

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(b) Functions:

- i. Formulate an ICT policy for the entire University in accordance with the institution's Strategic Plan.
- ii. 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.
- iii. Monitor and control the progress of all activities arising from the implementation of the University's ICT Policy.
- iv. Offer Advise on the ICT training needs of staff, and on the acquisition of ICT equipment for the University.
- v. Recommend proposals for cost-sharing and cost-recovery of the ICT facilities.
- vi. Review periodically, ICT Policy in the light of changes in technology or new visions and strategies.

(c) Meetings and Quorum

- i. The Information and Communication Technology (ICT) Committee shall meet at least twice a year.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

12. STAFF WELFARE COMMITTEE

(a) Membership

- i. Chairman to be appointed by the Vice-Chancellor
- ii. Director of Finance or his representative
- iii. Director of Human Resource and Organizational Development or his representative
- iv. University Welfare Officer
- v. One (1) representative of TUTAG
- vi. One (1) representative of TUSAAG

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- vii. One (1) representative of TUAAG
- viii. One (1) representative of TEWU
- ix. One (1) representative of TUWAG
- x. Secretary to be appointed by the Registrar

(b) Functions:

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

(c) Meetings and Quorum

- i. The Staff Welfare Committee shall meet as and when the Chairman deems it appropriate.
- ii. In the absence of the Chairman, the Director of Human Resource and Organisational Development shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

13. BUSINESS ADVISORY COMMITTEE

(a) Membership

- i. Pro Vice-Chancellor
- ii. Registrar or his representative
- iii. Director of Finance or his Representative
- iv. Academic Deans or their representatives
- v. Director of Works and Physical Development

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- vi. One (1) person from Industry appointed by the Vice-Chancellor
- vii. Director of Business Development

In Attendance

- viii. Director of Legal Affairs
- ix. Secretary to be appointed by the Registrar

(b) Functions

- i. Keep under general review, the activities of all income generation units in the University.
- ii. Co-ordinate all commercial activities of all the production units of the University.
- iii. Explore avenues of generating income, including seeking consultancy projects, for the University.
- iv. Develop and manage all non-academic commercial projects, tasks and initiatives, in close coordination with Heads of Department, and Management of the University.
- v. Ensure that appropriate commercial framework, policies and practices are established and maintained.
- vi. Submit quarterly reports on its activities to the Academic Board through the Vice Chancellor.
- vii. Any other functions assigned by the Academic Board.

(c) Meetings and Quorum:

- i. The Business Advisory Committee shall meet as and when the Pro Vice-Chancellor deems it appropriate.
- ii. In the absence of the Pro Vice-Chancellor, the Dean, Faculty of Business shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

14. SECURITY, SAFETY AND FIRE SERVICES COMMITTEE

(a) Membership

- i. Chairman to be appointed by the Vice-Chancellor
- ii. Director of General Services or his representative
- iii. Head of Security Unit
- iv. One representative of the SRC
- v. One representative of TUTAG
- vi. One representative of TUSAAG
- vii. One representative of TUAAG
- viii. One representative of TUWAG
- ix. One representative of TEWU

In Attendance:

- x. Secretary to be appointed by the Registrar

(b) Functions

- i. Advise on the security and safety measures in force at the University and suggest improvements.
- ii. Monitor and make recommendations on security issues.
- iii. Carry out periodic safety audit for the University and recommend control measures to Management.
- iv. Oversee the conduct of periodic fire drills and simulation for students and staff.

(c) Meetings and Quorum:

- i. The Security, Safety and Fire Management Committee shall meet as and when the Chairman deems it appropriate.
- ii. In the absence of the Chairman, the senior most member shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

15. ACADEMIC AFFAIRS COMMITTEE

(a) Membership

- i. Pro Vice-Chancellor (as Chairman)
- ii. Registrar
- iii. Deans of Faculties
- iv. Head of the Planning Department
- v. Director, Academic Affairs
- vi. Director, Quality Assurance and Planning

In attendance:

- i. Director of Finance or his representative
- ii. Secretary to be appointed by the Registrar

(b) Functions

- i. Approve qualified candidates recommended by the Faculty/School Admissions Board for admission into the University.
- ii. Make recommendations to the Academic Board on the admissions policy.
- iii. Investigate any allegation of impropriety or malpractice relating to admissions into the University and to take appropriate action including recommending disciplinary sanctions to the Academic Board.
- iv. Any other function assigned to it by the Academic Board.

(c) Meetings and Quorum

- i. The Admissions Board shall meet as and when the Pro Vice-Chancellor deems it appropriate.
- ii. In the absence of the Pro Vice-Chancellor, the most Senior Dean shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

16. SPORTS ADVISORY COMMITTEE

(a) Membership

- i. Chairman to be appointed by the Academic Board
- ii. Representative of the Registrar
- iii. Representative of the Director of Finance
- iv. Dean of Student Affairs
- v. Two (2) representatives from the SRC one of whom shall be a female
- vi. Two (2) Senior Members appointed by the Academic Board
- vii. Head of Sports Unit

In Attendance:

- viii. Vice Dean of Students' Affairs
- ix. Secretary to be appointed by the Registrar

(b) Functions

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

(c) Meetings and Quorum

- i. The Sports Advisor Committee shall meet as and when the Chairman deems it appropriate.
- ii. In the absence of the Chairman, the Dean of Students' Affairs shall preside over meetings.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

17. BUDGET COMMITTEE

(a) Membership

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

In Attendance:

- xiv. Secretary to be appointed by the Registrar

(b) Functions

- i. Review and allocate resources in line with the University's Strategic Plan.
- ii. Review of revenue and expenditure estimates of Faculty/ Schools, Directorates, Centres, Departments/Units etc.
- iii. Allocate resources based on objectives outputs and activities of Faculty/ Schools, Directorates, Centres, Departments/units;
- iv. Coordinate and consolidate the University master budget;
- v. Monitor and evaluate budget performance

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(c) Meetings and Quorum:

- i. The Budget Committee shall meet as and when the Vice-Chancellor deems it appropriate.
- ii. In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

18. INDUSTRIAL LIAISON COMMITTEE

(a) Membership

- i. Pro Vice-Chancellor (as Chairman)
- ii. All Deans
- iii. A representative from the SRC
- v. A representative from each Faculty
- vi. Director of Industrial Liaison

In Attendance:

- vii. Secretary to be appointed by the Registrar

(b) Functions

- i. Organize and implement industrial Attachment programmes for staff and students.
- ii. Streamline and oversee the industrial Attachment programmes.
- iii. Propose policies that shall improve the collaboration between the University and industry.
- iv. Liaise with Guidance, Counselling and Career Development Directorate to organise career fairs for students.
- v. Establish rapport with the world of work.
- vi. Ensure that staff and students are given career development training.
- vii. Any other functions that may be assigned to it by the Academic Board.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(c) Meetings and Quorum:

- i. The Industrial Liaison Committee shall meet at least twice in a semester.
- ii. In the absence of the Pro Vice-Chancellor, the most Senior Dean shall preside over the meeting.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

19. HEALTH AND SANITATION COMMITTEE

(a) Membership:

- i. Chairman to be appointed by the Academic Board
- ii. The Director of Health Services
- iii. Director of General Services or his representative
- iv. A representative from the SRC
- v. Head of Environment/Sanitation Department
- vi. One representative of TUTAG
- v. One representative of TUSAAG
- vi. One representative of TUAAG
- vii. One representative of TUWAG
- viii. One representative of TEWU

In Attendance:

- ix. Secretary to be appointed by the Registrar

(b) Functions

- i. Advise the Academic Board on matters relating to the health of staff, students and food vendors on campus.
- ii. Recommend to the Academic Board appropriate measures on sanitation at all premises of the University.
- iii. Ensure the implementation of decisions on health and sanitation matters in the University
- iv. Ensure proper functioning of the University Clinic.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- v. Review the medical and sanitary services in the University and make recommendations on them to the Vice-Chancellor.

(c) Meetings and Quorum

- i. The Health and Safety Committee shall meet at least twice in a semester.
- ii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

20. ESTATE MANAGEMENT COMMITTEE

(a) Membership

- i. Chairman to be appointed by the Vice-Chancellor
- ii. Director of General Services or his representative
- iii. Three members elected by the Academic Board, one each from the Civil Engineering, Electrical Engineering and Building Technology Departments
- iv. Head of Estate Department
- v. Head of Environment and Sanitation Department
- vi. Head of Maintenance Unit

In Attendance:

- vii. Secretary to be appointed by the Registrar

(b) Functions

- i. Efficient management of the University's properties.
- ii. Maintenance of the University's property.
- iii. The maintenance of the University's facilities.
- iv. Any other functions delegated to it by the Vice-Chancellor

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(c) Meetings and Quorum

- i. The Estate Management Committee shall meet at least twice a semester.
- ii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

21. GRIEVANCES COMMITTEE

(a) Membership

- i. Chairman to be appointed by the Academic Board
- ii. Director of Legal Affairs
- iii. Three (3) Senior Members from Convocation, one representing the Administrative and Professional Staff and two representing the Academic Staff

In Attendance

- iv. The Union Representative of the Aggrieved Person
- v. Secretary to be appointed by the Registrar

(b) Functions

- i. 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.
- ii. To formulate redress, if any, and advise the Vice-Chancellor accordingly.
- iii. To advise the Vice-Chancellor on how to reconcile conflicts between interest groups, associations, individuals, etc. in the University.

(c) Meetings and Quorum

- i. The Grievances Committee shall meet as and when appropriate.
- ii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

22. PUBLIC RELATIONS COMMITTEE

(a) Membership:

- i. Pro Vice-Chancellor (Chairman)
- ii. Registrar
- iii. Representative of the Director of Finance
- iv. One member elected by each Faculty Board
- v. Head of Planning Department
- vi. Director of Public Affairs
- vii. One representative from the SRC

In Attendance:

- viii. Secretary to be appointed by the Registrar

(b) Functions

- i. Make recommendations for the establishment of a mutually beneficial contact between the University community and the public.
- ii. Formulate and review policies on strategic relationships between the University, its community and other publics periodically, and suggest measures for improvement.
- iii. Monitor the planning and implementation of all official ceremonies and public lectures in the University.
- iv. Offer advice on strategies to attract the University's Alumni.
- v. Monitor and generally oversee the publication of periodic newsletters about events in the University.
- vi. Recommend proposals to effectively monitor all incoming and outgoing information affecting the University.

(c) Meetings and Quorum

- i. The Public Relations Committee shall meet at least twice a semester.
- ii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

23. TRANSPORT COMMITTEE

(a) Membership

- i. Chairman to be appointed by the Vice-Chancellor
- ii. Director of General Services or his representative
- iii. Head of Transport Unit
- iv. One representative of the SRC
- v. One representative from each Faculty/School

In Attendance:

- vi. Secretary to be appointed by the Registrar

(b) Functions

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

(c) Meetings and Quorum:

- i. The Transport Committee shall meet as and when the Chairman deems it appropriate.
- ii. In the absence of the Chairman, the most Senior member among the Faculty Representatives shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

24. EDITORIAL BOARD

(a) Membership

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

In Attendance:

- vi. Secretary to be appointed by the Registrar

(b) Functions

- i. Review the official publications of the University both print and online.
- ii. Conduct preliminary review of documents to be published by the University.
- iii. Any other assignment that may be referred by the Academic Board.

(c) Meetings and Quorum:

- i. The Editorial Board shall meet at least twice every semester.
- ii. In the absence of the Chairman, the senior most member shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

25. CONVOCATION COMMITTEE

(a) Membership

- i. Chairman elected by Convocation not below the rank of a Senior Lecturer
- ii. Two Convocation Representatives on Council
- iii. Four members elected by the Academic Board, two of whom shall be Teaching staff and two Administrative/Professional staff

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

In Attendance:

- iv. Secretary to be appointed by the Registrar

(b) Functions

- i. To ensure that the decisions of Convocation are duly carried out or implemented.
- ii. To study all events of the University to ensure that matters of interest to Convocation are brought to its attention.
- iii. To safeguard the interests of individual members of Convocation.
- iv. To make proposals to Convocation for the improvement and proper functioning of the University.
- v. To advise members in the performance of their duties.
- vi. To safeguard the interest of the University.

(c) Meetings and Quorum:

- i. The Convocation Committee shall meet at least twice every semester.
- ii. In the absence of the Chairman, the senior most member shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

26. GUIDANCE, COUNSELLING AND CAREER DEVELOPMENT COMMITTEE

(a) Membership

- i. Pro Vice-Chancellor (as Chairman)
- ii. Registrar or his representative
- iii. Director of Guidance and Counselling Directorate
- iv. Chairman of the Chaplaincy Board
- v. University Welfare Officer
- vi. Director of Legal Affairs
- vii. Director of Health Services
- viii. Representative of the SRC

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

In Attendance:

- ix. Secretary to be appointed by the Registrar

(c) Functions

- i. To draw up programs to be implemented by the Guidance and Counselling Unit every semester in the University.
- ii. To recommend to the Academic Board policy guidelines for the provision of guidance and counselling of students and members of staff.
- iii. To monitor and generally supervise the work of the Guidance and Counselling Unit of the University.

(c) Meetings and Quorum:

- i. The Guidance, Counselling and Career Development Committee shall meet at least twice every semester.
- ii. In the absence of the Pro Vice-Chancellor, the Chairman of the Chaplaincy Board shall preside over meetings.
- iii. The quorum for meetings shall be fifty percent (50%) including the Chairman.
- iv. Decisions shall be by simple majority and the Chairman shall have a casting vote.

SCHEDULE E

STATUTORY COMMITTEES

1. ENTITY TENDER COMMITTEE

a) Membership

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

- i. The Vice-Chancellor (as Chairman)
- ii. The Registrar
- iii. The Director of Finance
- iv. A Lawyer appointed by the Council
- v. Two (2) Heads of departments and HOD of the user department
- vi. One member appointed by GTEC
- vii. One member of a Professional body
- viii. Director of Procurement (as Secretary)

In Attendance:

- ix. Pro Vice-Chancellor

b) Functions

- i. Review procurement plans in order to ensure that they support the objectives and operations of the Institution, Faculty, Department or Entity.
- ii. Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget.
- iii. Review the schedules of procurement 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.
- iv. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- v. Facilitate contract administration and ensure compliance with all reporting requirements under Act 663.
- vi. Ensure that stores and equipment are disposed of in accordance with Act 663.

(c) Meetings and Quorum

- i. The Entity Tender Committee shall meet as and when appropriate.
- ii. The quorum for meetings shall be the Chairman and four other members.
- iii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

2. AUDIT COMMITTEE

(a) 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 Chairman 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 Chairman and members of an Audit Committee.

In Attendance

- j. Vice-Chancellor
- ii. Pro Vice-Chancellor
- iii. Registrar
- iv. Director of Finance

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- v. Director of Internal Audit
- vi. Assistant Registrar or above to be appointed by the Registrar (as Secretary)

(b) Functions

- 1) The 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
 - (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.

SCHEDULE F

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.
- (e) 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.
- (f) Deans and Vice Deans of the University.
- (g) Hall Masters.
- (h) All other Senior members
- (i) Any other person holding an office in the University who is approved by the Academic Board for this purpose.

ELECTION OF CONVOCATION REPRESENTATIVES TO THE ACADEMIC BOARD

- (a) Any convocation member shall be eligible for election to the Academic Board.
- (b) All convocation members (Teaching and Administrative/Professional) shall be eligible to vote in both the Teaching and Administrative/Professional elections for representatives to the Academic Board.
- (c) 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.
- (d) A vacancy in the convocation representation to the Academic Board shall be announced by the Registrar within fourteen (14) days of its occurrence.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (e) 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.
- (f) 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.
- (g) Proxy votes shall be allowed. Proxy votes shall be in a form prescribed by the Returning Officer.
- (h) For the convocation teaching elections, the candidate who secures the most valid votes cast shall be declared elected teaching representatives to the Academic Board.
- (i) For the convocation Administrative/Professional elections, the first two (2) candidates after the count of the ballot shall be declared elected Administrative/Professional representatives to the Academic Board.
- (j) The results of the election shall be certified in writing to the Academic Board that the
- (k) Counting of the votes and the declaration of the candidates elected have been correctly carried out.

IMPEACHEMENT OF CONVOCATION REPRESENTATIVES TO GOVERNING COUNCIL, BOARDS AND COMMITTEES

- (a) Convocation Representatives shall be impeached by convocation by a vote supported by not less than two-thirds of Convocation if the Convocation representative fails to advance the course or interest of convocation on the Governing Council/Board/Committee he serves.
- (b) For the purposes of this provision, impeachable offences include but not limited to;
 - (i) not advancing the course or interest of convocation on matters that convocation has an interest or
 - (ii) the convocation representative engages in any misconduct or any other conduct that brings the name of convocation into disrepute or
 - (iii) fails to attend three (3) consecutive meetings of the Council without reasonable excuse.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- (c) A petition for the impeachment of a convocation representative on Council must be in writing addressed to convocation Committee through the Convocation Chairman stating the grounds for impeachment.
- (d) The representative of Convocation shall be given an opportunity to respond to the matters in the petition and justify why he should not be removed from Council at a meeting of Convocation.
- (e) After the hearing of the justification from the convocation representative to Council, a vote shall be taken supported by not less than two-thirds of the convocation.
- (f) Where two-thirds of the convocation vote for the removal of the representative of Council, the said representative stands removed.
- (g) The convocation committee shall then notify the Council of the said removal.
- (h) A vacancy occurring during the year through death, resignation, impeachment or any other cause, the Returning Officer shall immediately notify the members of Convocation of this vacancy and shall conduct a bye-election.
- (i) The bye-elections for Convocation Representative to Council shall be organized in the same manner as regular elections;

SCHEDULE G

FACULTY BOARD

(a) Membership

- i. Dean (as Chairman)
- ii. Heads of Departments
- iii. Directors of Institutes and Centres in the Faculty
- iv. Departmental Program coordinators
- v. Professors, including those on post retirement contract
- vi. Faculty Examination Officer;
- vii. any other person(s) recommended by the Faculty Board and approved by the Academic Board
- viii. Faculty Officer, as Secretary.
- ix. University Librarian or Representative

(b) Functions

- i. To regulate, within the general policy approved by the Academic Board, the teaching and study of the courses assigned to the faculty.
- ii. To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the faculty.
- iii. To recommend to the Academic Board internal and external examiners for appointments.
- iv. To advise on regulations and curricula dealing with courses of study for degrees, diplomas and other awards of the faculty.
- v. To make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, university fellowships, studentships, scholarships and prizes within the faculty.
- vi. To consider the faculty budget and make allocation to departments.
- vii. To deal with any matters referred to it by the Academic Board.
- viii. To consider departmental examination results

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- ix. To form adhoc committees as it may consider necessary for the discharge of its functions.

(c) Meetings and Quorum

- i. The Dean of the Faculty shall convene regular meetings of the Faculty Board at least twice a Semester.
- ii. At least five (5) days' notice shall be given for any of such meetings.
- iii. Emergency meetings may be convened by the Dean at any time upon giving all members of the Board at least 24 hours written notice.
- iv. A special meeting of the Faculty Board may be convened on the written request of at least one-third (1/3) of the membership of the Board, submitted to the Dean with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the Dean shall convene a special meeting stating the matters to be discussed within seven (7) days upon receipt of the request.
- v. The quorum for the transaction of business of the Faculty Board shall be fifty per cent (50%) of the entire membership.
- vi. Decisions shall be by simple majority and the Chairman shall have a casting vote.

2. FACULTY APPOINTMENTS AND PROMOTIONS COMMITTEE

(a) Membership

- i. Dean (as Chairman)
- ii. All persons of Professorial Status in the Faculty
- iii. All Heads of Departments in the Faculty
- iv. Faculty Officer as Secretary

(b) Functions and Procedures

- i. Applications for the Appointments and Promotions shall be forwarded to the Head of Department who shall then forward each application with his/her comments to the Dean.
- ii. Upon receipt of the application, the Dean shall refer it to the Faculty Appointments and Promotions Sub-Committee for consideration.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- iii. No application shall be withheld from the Faculty Appointments and Promotions Sub-Committee.
- iv. The Sub-Committee shall consider all 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.
- v. Where any member of the Sub-Committee is being considered for promotion, he shall not participate in the discussions.
- vi. The Sub-Committee shall conduct no business unless there are, at least, three members present.
- vii. If the membership of the Sub-Committee is less than three, then the papers of the candidate shall be forwarded directly to the University Appointments and Promotions Committee for its consideration.

(c) Meetings and Quorum

- i. The Faculty Appointments and Promotion Committee shall meet at least twice a semester.
- ii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

3. QUALITY ASSURANCE COMMITTEE

(a) Membership

- i. Dean (as Chairman)
- ii. Heads of Department in the Faculty
- iii. Representative from the Quality Assurance Department
- iv. Two Student Representatives from the faculty
- v. Secretary to be appointed by the Registrar

(b) Functions

- a. To determine the procedures which will assure the quality and standards of both undergraduate and postgraduate studies and receive assurance that these have been carried out, in areas to include the following:

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- i. the approval and review of all University Faculty awards;
 - ii. the registration, supervision and assessment of students;
 - iii. the conditions of appointment of external examiners;
 - iv. consideration of external examiner reports;
 - v. system of academic appeals by students;
 - vi. mechanisms for assurance of the quality of teaching;
 - vii. system of feedback from students;
 - viii. academic collaborative arrangements with other institutions
- b. To consider and approve any changes required to the University's Academic Regulations;
 - c. 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;
 - d. To receive reports for the Faculties on matters relevant to the Committee.
 - e. To establish, as appropriate, such sub-committees or other working groups as the Committee requires in order to fulfil its role.
 - f. 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 new policy in relation to academic standards and quality
 - g. To consider and report on such matters as may be referred to the Committee.

(c) Meetings and Quorum

- i. The Faculty Quality Assurance Committee shall meet at least twice a semester.
- ii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

4. APPOINTMENTS AND PROMOTIONS REVIEW COMMITTEE

Membership:

- i. Dean – Chairperson
- ii. Vice-Dean
- iii. Two (2) members elected from the 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.
- iii) 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

5. EXAMINATIONS COMMITTEE

Membership:

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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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

6. FINANCE AND PLANNING COMMITTEE

Membership:

- i. Dean– 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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

Quorum:

Fifty percent (50%) of the membership

7. QUALITY ASSURANCE

Membership:

- i. Dean – 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

- a. 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:
 - i. the approval and review of all University taught awards;
 - ii. the registration, supervision, assessment and transfer of postgraduate research students;
 - iii. the assessment of students;
 - iv. the conditions of appointment of external examiners;
 - v. consideration of external examiner reports;
 - vi. system of academic appeals by students;
 - vii. mechanisms for assurance of the quality of teaching;
 - viii. system of feedback from students;
 - ix. academic collaborative arrangements with other institutions

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- b. To consider and approve any changes required to the University's Academic Regulations;
- c. 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;
- d. To receive reports for the Faculties on matters relevant to the Committee
- e. To consider and report on such matters as may be referred to the Committee;
- f. To establish, as appropriate, such sub-committees or other working groups as the Committee requires in order to fulfil 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

8. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- 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

9. RESEARCH INNOVATION AND TECHNOLOGY TRANSFER COMMITTEE

Membership:

- i. Dean– 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

- a. Advise the Faculty on strategic directions of research and research training.
- b. Develop and oversee the implementation of policies for research and research training management within the Faculty.
- c. Receive reports from working groups dealing with the administration of the policies.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- d. Review and implement the Faculty Research Plan.
- e. Further the promotion and development of research activities and research excellence within the faculty.
- f. Serve as a forum for the discussion of ideas, issues and opportunities that concern research within the faculty.
- g. Recommend ranking of faculty candidates for research and research training awards.

Quorum:

Fifty percent (50%) of the membership

SCHEDULE H

DEPARTMENTAL BOARDS

(a) Membership

- i. HOD (Chairman)
- ii. All Teaching Staff, both Full Time and Part Time, of the department including those servicing the department
- iii. One representative from Industry
- iv. The most senior Department's Administrative Staff shall be the Secretary

In Attendance

- v. Administrative Staff (Senior Members/Senior Staff/Technician)

(b) Functions

- i. Plan and evaluate the work of the department
- ii. Consider general organisation and regulations of prescribed courses and research
- iii. Consider the Departmental budget
- iv. Consider examination results.
- v. Submit recommendations on specific matters to the Faculty Board
- vi. At their own discretion, the Department Boards may set up Ad hoc committees to address specific issues.
- vii. Review recommended candidates for appointments and promotions and forward the recommendations to the Dean.
- viii. Consider matters referred to it by the Faculty Board.

(c) Meetings and Quorum

- i. The Head of Department shall convene regular meetings of the Departmental Board at least twice a Semester.
- ii. At least five (5) days' notice shall be given for any of such meetings.
- iii. Emergency meetings may be convened by the Head of Department at any time upon giving all members of the Board at least 24 hours written notice.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- iv. A special meeting of the Departmental Board may be convened on the written request of at least one-third (1/3) of the members of Department, submitted to the Head of Department with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the Head of Department shall convene a special meeting stating the matters to be discussed within seven (7) days upon receipt of the request.
- v. The quorum for the transaction of business of the Departmental Board shall be fifty per cent (50%) of the entire membership.
- vi. Decisions shall be by simple majority and the Chairman shall have a casting vote.

(b) DEPARTMENT QUALITY ASSURANCE COMMITTEE

(a) Membership

- i. HOD (as Chairman)
- ii. Department Program Coordinator
- iii. A Senior Member (Academic) in the department
- iv. A representative from the Quality Assurance Department.
- v. One (1) student representative to be elected by the departmental students' association. The student should be excused from the meetings whenever examination related issues are being discussed.
- vi. Secretary to be appointed by the Registrar.

(b) Functions

- a. 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:
 - i. the approval and review of all University Faculty awards;
 - ii. the registration, supervision, assessment and transfer of postgraduate research students;
 - iii. the assessment of students;
 - iv. the conditions of appointment of external examiners;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- v. consideration of external examiner reports;
 - vi. system of academic appeals by students;
 - vii. mechanisms for assurance of the quality of teaching;
 - viii. system of feedback from students;
 - ix. academic collaborative arrangements with other institutions
- b. To consider and approve any changes required to the University's Academic Regulations;
- c. 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;
- d. To receive reports for the Faculties on matters relevant to the Committee
- e. To consider and report on such matters as may be referred to the Committee;
- f. To establish, as appropriate, such sub-committees or other working groups as the Committee requires in order to fulfil its role.
- g. 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.

(c) Meetings and Quorum

- i. The Departmental Quality Assurance Committee shall meet at least twice a semester.
- ii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

(c) DEPARTMENT ADVISORY AND CURRICULUM DEVELOPMENT COMMITTEE

(a) Membership

- i. HOD (as Chairman)
- ii. Three (3) members appointed by the Departmental Board

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- iii. One (1) external expert from professional associations and industry
- iv. Secretary to be appointed by the Registrar

(b) Functions

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

(c) Meetings and Quorum

- i. The Department Advisory and Curriculum Development Committee shall meet at least twice a semester.
- ii. Decisions shall be by simple majority and the Chairman shall have a casting vote.

SCHEDULE I

**DEANS AND VICE-DEANS OF
FACULTIES/SCHOOLS/INSTITUTE/CENTRES**

1. PROCEDURE FOR APPOINTMENT OF DEANS

- (a) Vacancies to the position of Deans shall be advertised internally.
- (b) A Dean shall be of Professorial rank and shall hold office for a period of two years. He shall be eligible, upon completion of the term of office, for re-appointment for the second consecutive term only. A person shall not be re-appointed for the third term of office unless at least three years have elapsed from the date that he last held that office.
- (c) When a vacancy is about to occur in the office of the Dean, the Registrar shall publish the names of persons of Professorial rank in the Faculty or School who are eligible to contest. Where there are no academic senior members within the Faculty of Professorial rank, Senior Lecturers are eligible to be appointed.
- (d) The Dean shall be recommended for appointment through the University Appointments and Promotions Board. A person recommended as a Dean shall be appointed by the Governing Council.
- (e) The Governing Council may, acting on the advice of the Academic Board withdraw the appointment of a Dean for good cause, such as abuse of office or for any action which in the opinion of Council, seeks to bring that office into disrepute.

2. FUNCTIONS AND POWERS OF THE DEAN

- a. The Dean shall be responsible to the Vice-Chancellor through the Pro Vice-Chancellor for providing leadership to the Faculty or School and for maintaining and promoting the efficiency and good order of the Faculty or School in accordance with policies and procedures prescribed by the Law, the Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty / School Board.
- b. The Dean shall be the Chairman of the Faculty/School Board.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- c. The Dean shall, in consultation with the Head of Department, be responsible for postgraduate training of the faculty's own graduate and Lecturers on study leave.
- d. The Dean shall co-ordinate the work of the Departments within the Faculty or School.
- e. He shall liaise with industries, professional institutions, associations and similar bodies and organise consultative meetings of Faculty members and industry experts in the various professional fields within the Faculty.
- f. He shall liaise with other Faculties/Schools and take responsibility for the organisation of common courses.
- g. He shall consult with, and be assisted by the Heads of Department in the execution of his duties.
- h. He shall seek grant opportunities to develop the faculty.
- i. He shall provide leadership in seeking industry collaboration in his faculty and also promote the culture of research and scholarship within the faculty.

3. FUNCTIONS AND POWERS OF THE VICE- DEAN

- a. To assist the Dean, in developing and implementing the Faculty's academic strategy and operational plan.
- b. To assist the Dean in ensuring quality standards for teaching and learning are adhered to within the faculty.
- c. To assist the Dean in seeking grant opportunities for the development of the faculty.
- d. To liaise with the Heads of Departments to develop academic programmes and follow up on all accreditation and reaccreditation progress.
- e. To be a chairman/member of the following Boards/Committees.
 - i. Faculty Board
 - ii. Faculty Appointments and Promotions Review Committee
 - iii. Faculty Examinations Committee
 - iv. Faculty Quality Assurance Committee
 - v. Career Guidance and Academic Counselling Committee
 - vi. Research Innovation Publication and Technology Transfer Board

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- vii. International Programmes and Institutional Cooperation Board
- viii. Faculty Finance and Planning Committee

- f. To support the Dean in fostering collaborations with external partners, industries and the community.
- g. To support the Dean in promoting the culture of research and scholarship within the faculty.
- h. To mentor and support faculty in achieving their teaching, research and development goals.
- i. To act in the absence of the Dean.
- j. To carry out any other duties assigned by the Dean.

SCHEDULE J

DISCIPLINARY COMMITTEES

1. Disciplinary Committee (Senior Members)

(a) Membership

- i. Pro Vice-Chancellor (as Chairman)
- ii. Two (2) members elected by the Academic Board who shall be of professorial status
- iii. Two (2) members elected by Convocation who are not Council members, one of whom is Administrative/Professional
- 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.

b) Functions

- i. To charge the member concerned with the cases of misconduct or breaches levelled against that member.
- ii. To provide that member with an opportunity to defend himself against the charges of misconduct or breaches of disciplinary rules and regulations.
- iii. To make findings of facts, make the necessary inferences and draw reasonable conclusions after the hearing.
- iv. To ensure that all rules of disciplinary procedure are complied with.
- v. To make recommendations on the necessary sanctions to the Vice-Chancellor.

(c) Meetings and Quorum

- i. The Disciplinary Committee shall meet as and when appropriate.
- ii. A quorum shall consist of fifty percent (50%) of the entire membership.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- iii. In the event of an objection being raised against the chairman or any individual member of the committee, the Vice-Chancellor shall appoint a replacement, (and the most senior member shall be appointed to replace the chairman) whilst the Vice-Chancellor may appoint any other person that he deems fit to replace individuals against whom objection may be raised by an aggrieved person.

2. Disciplinary Committee (Senior/Junior Staff)

(a) Membership

- i. Chairman to be appointed by the Vice-Chancellor
- ii. One elected member of the Academic Board
- iii. Head of Department of the affected department
- iv. One representative each of the relevant Junior/Senior Staff Association
- v. **Director of Human Resource and Organizational Development**

In Attendance

- v. Director of Legal Affairs or his representative
- vi. Secretary to be appointed by the Registrar

(b) Functions

- i. To charge the member concerned with the cases of misconduct or breaches levelled against that member.
- ii. To provide that member with an opportunity to defend himself against the charges of misconduct or breaches of disciplinary rules and regulations.
- iii. To make findings of facts, make the necessary inferences and draw reasonable conclusions after the hearing.
- iv. To ensure that all rules of disciplinary procedure are complied with.
- v. To make recommendations on the necessary sanctions to the Vice-Chancellor.

(c) Meetings and Quorum

- i. The Disciplinary Committee shall meet as and when appropriate.
- ii. A quorum shall consist of fifty percent (50%) of the entire membership.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- iii. In the event of an objection being raised against the chairman or any individual member of the committee, the Vice-Chancellor shall appoint a replacement, (and the most senior member shall be appointed to replace the chairman) whilst the Vice-Chancellor may appoint any other person that he deems fit to replace individuals against whom objection may be raised by an aggrieved person.

3. Disciplinary Committee (Junior Members)

(a) Membership

- i. Dean of Students' Affairs (as Chairman)
- ii. Head of Department of Junior Member concerned
- iii. One (1) Representative from Academic Board
- iv. One Representative from SRC/GRASAG
- v. The Examination Officer (for Examination Malpractice cases only)
- vi. Director of Academic Affairs or his representative

In Attendance

- vii. Director of Legal Affairs or his representative
- viii. Secretary to be appointed by the Registrar

(b) Functions

- i. To charge the member concerned with the cases of misconduct or breaches levelled against that member.
- ii. To provide that member with an opportunity to defend himself against the charges of misconduct or breaches of disciplinary rules and regulations.
- iii. To make findings of facts, make the necessary inferences and draw reasonable conclusions after the hearing.
- iv. To ensure that all rules of disciplinary procedure are complied with.
- v. To make recommendations on the necessary sanctions to the Vice-Chancellor.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- vi. To investigate and make findings on issues relating to but not limited to the following and make 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.

(c) Meetings and Quorum

- i. The Disciplinary Committee shall meet as and when appropriate.
- ii. A quorum shall consist of fifty percent (50%) of the entire membership.
- iii. In the event of an objection being raised against the chairman or any individual member of the committee, the Vice-Chancellor shall appoint a replacement, (and the most senior member shall be appointed to replace the chairman) whilst the Vice-Chancellor may appoint any other person that he deems fit to replace individuals against whom objection may be raised by an aggrieved person.

4. 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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

5. Offences and Sanctions - Academic Offences

1. It shall be an offence for a student knowingly:
 - a) to forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
 - b) to use or possess an unauthorised aid or aids or obtain unauthorised assistance in any academic examination or term test or in connection with any other form of academic work;
 - c) to impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;
 - d) to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with another form of academic work;
 - e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
 - f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;
 - g) to engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, slides without authority;
 - h) to gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or another person;
 - i) to steal a colleague's Assignment; or
 - j) to steal a colleague's answer script.
2. It shall be an offence for a senior member knowingly:
 - a) to abet any of the offences described in subsection 1 of this Statute;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- b) to evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University;
 - c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or
 - d) to award or enhance grades for a student or for a course not taken by a student or to procure same to be done.
3. It shall be an offence for a senior member or student knowingly:
 - a) to forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
 - b) to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
4. A graduate of the University may be charged at any time with any of the above offences committed knowingly while he or she was an active student, if, in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.
6. **Offences and Sanctions - Non-Academic Offences**
 1. Without prejudice to the application of the national laws by the University, no member of the University shall:
 - a) assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;
 - b) cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
 - c) knowingly create a condition that unnecessarily endangers the health or safety of other persons;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- d) threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to her or his property;
- e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and
 - i. that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;
 - ii. that is known to be unwelcome; and
 - iii. that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;
- f) cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;
- g) steal, knowingly take, destroy or damage premises of the University or any physical property that is not his own;
- h) knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;
- i) in any manner whatsoever, knowingly deface the inside or outside of any building of the University;
- j) knowingly possess effects or property of the University appropriated without authorisation;
- k) knowingly create a condition that endangers or threatens destruction of the property of the University or of any of its members;
- l) knowingly use any facility, equipment or service of the University contrary to the expressed instruction of a person or persons authorised to give such instruction, or without just cause;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- m) knowingly mutilate, misplace, misfile, or render inaccessible or inoperable any stored information such as books, film, data files or programmes from a library, computer or other information storage, processing or retrieval system;
 - n) knowingly or maliciously bring a false charge against any member of the University;
 - o) counsel, procure, conspire with, abet, incite or aid a person in the commission of an offence defined in these Statutes;
 - p) deface the trees on campus with advertising or other material or notices howsoever described;
 - q) sexually assault or rape a person;
 - r) defecate outside the designated buildings or places on campus;
 - s) produce or distribute pornographic material on the premises of the University; or
 - t) indecently expose himself or herself in public.
2. Without prejudice to the generality of sub-section 1(a) of this statute, it is an offence for a member of the University to sexually harass another member of the University by engaging in unwelcome or unwanted behaviour of a sexual nature, including, but not limited to attempting to touch or touching, attempting to fondle or fondling, attempting to caress or caressing.
3. No person found by a disciplinary board to have committed an offence under these Statutes shall refuse to comply with a sanction or sanctions imposed under the procedures of these Statutes.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

7. Rules of Discipline

1. Any act done without reasonable excuse by a person to whom these Rules apply which amounts to a failure to perform in a proper manner in duty imposed on person as such, or which contravenes any regulation, instruction or directive relating to employees and or students of the Technical University into disrepute shall constitute a misconduct and the setting forth in Rules 2 and 3 of a particular type of misconduct shall not be taken to affect the generality of this Rule.
2. It is a misconduct for an employee of the Technical University:
 - a) to be absent from duty without leave or reasonable excuse;
 - b) to be insubordinate to employee's superiors;
 - c) to use without the consent of the appropriate authority, any property or facility provided for the purpose of the University for some purpose not connected with the work of the University and/or not with the scope of responsibilities without the consent of employee's Head of Department;
 - d) to engage in any activity which is likely to bring the Technical University into disrepute.
3. It shall be misconduct for a Student of the University:
 - a) To be absent from the campus, without any permission or reasonable excuse;
 - b) To be absent from lectures and other prescribed assignments without permission or reasonable excuse;
 - c) To be insubordinate to superiors; and
 - d) To indulge in any anti – social activities while in residence or outside the campus which tend to bring the Technical University into disrepute.
4. For breaches of any of the provisions of Rules 1, 2 and 3, any of the penalties, as appropriate, specified in these Statutes may be imposed in any disciplinary proceedings.

8. Sanctions for Students

1. One or more of the following sanctions may be imposed by a Board upon the conviction of any person:
 - a) an oral or written reprimand;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- b) an order for the resubmission of the piece of academic work in respect of which the offence was committed, for evaluation, such a sanction shall be imposed only for minor offences and where the student has committed no previous offence;
 - c) assignment of a grade of zero or a failure for the piece of academic work in respect of which the offence was committed;
 - d) a reduction of the final grade in the course in respect of which the offence was committed;
 - e) denial of privileges to use any facility of the University, including library and computer facilities;
 - f) a monetary fine;
 - g) suspension from a course or courses, a programme, an academic unit or division, or the University for such a period of time up to five years as may be determined by the Disciplinary Board;
 - h) expulsion from the University. Expulsion shall mean that the student shall be permanently denied registration in any University programme;
 - i) disqualification from contesting elections or removal from any office in the University; or
2. For the avoidance of doubt, notwithstanding previous conferment or confirmation of an award of a degree, diploma, certificate, standing, credits or any other qualification howsoever described, the University shall have the power to cancel or withhold or withdraw any award at any time it becomes known that:
- a) a candidate had gained admission into the University with false qualifications; or
 - b) a candidate had impersonated someone else, or
 - c) a candidate had been guilty of an examination malpractice for which a grade Z would have been awarded; or
 - d) a candidate had engaged in any other conduct which in the opinion of the University would have resulted in the cancellation or withdrawal of the award.
3. The decision to cancel, withhold or withdraw an award shall be made by Council on the recommendation of the Academic Board.
4. The Vice-Chancellor shall have power to order that any sanction imposed by the Council be recorded on the student's academic record and transcript. The decision of the Vice-

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

Chancellor shall be reported by the University in the University bulletin and, where appropriate, in the national media.

9. Sanctions for Employees

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

SCHEDULE K

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

University Appointments and Promotions Board

There shall be an Appointments and Promotions Board for the engagement of the services of Senior Members and other staff of the Technical University, which shall be in accordance with the following as may be amended from time to time:

1. ATU criteria for Appointments and Promotions (Senior Members Academic);
2. ATU criteria for Appointments and Promotions (Administrative and Professionals);
3. Senior Staff and Junior Staff – Scheme of Service.

SCHEDULE L

THE GRADUATE STUDENTS ASSOCIATION

The body shall be known as The Graduate Students' Association of Accra Technical University hereafter referred to as the (GRASAG-ATU).

The Graduate Students' Association of Ghana (GRASAG) – Accra Technical University is the official mouthpiece of all students pursuing graduate programmes (Masters and Ph.D.) at Accra Technical University.

Aim of GRASAG

The association seeks to improve the academic, social, and general welfare of all students pursuing post-graduate programmes at Accra Technical University (ATU).

It also champions the course of members in fighting for their rights and privileges as the laws of Ghana or the statutes establishing the Accra Technical University may dictate. The leadership of the association provides means of communication between graduate students and Accra Technical University authorities in all matters affecting graduate students as a whole or any part thereof.

It further coordinates with other student associations and unions in the University and elsewhere in matters of mutual interest as well as organizing lectures, symposia, debates, meetings, and any other activity which shall be deemed in the interest of members of GRASAG–ATU

GRASAG-ATU Representative Council

The membership of the GRASAG-ATU shall consist of:

- a. All postgraduate students of Accra Technical University;
- b. Subject to clause (a) of this article, the following Executive Organs shall be created to manage the affairs of the GRASAG:
 - I. The Senate
 - II. The Executive Committee
 - III. The Appointee

The members of the GRASAG Executive Organs shall be as follows:

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

The Senate

- i. Speaker
- ii. Deputy Speaker
- iii. Secretary

The Executive Committee

- i. President
- ii. Vice president
- iii. General Secretary
- iv. Treasurer
- v. Organizing Secretary
- vi. Women's commission

The Appointees

- i. Deputy Organising Secretary
- ii. Public Relations Officer (PRO)
- iii. Deputy Public Relations Officer (DPRO)

Quorum

Half of the membership, including the President and the Secretary

The Functions of GRASAG

The GRASAG shall be the official organ of Graduate Students of this university and shall be responsible for:

1. Promoting the general welfare and interest of graduate students;
2. coordinating the social, cultural, intellectual, and recreational activities of the students in the University;
3. Presenting the views of the graduate students of the University to the appropriate body or bodies depending upon the nature of the matter;
4. Establishing links and maintaining cordial relationships with graduate students of other Universities, and educational and voluntary institutions within and outside Ghana;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

5. Nominating student 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.
6. Promoting cordial relationships among all sections of the University Community and maintaining good relationships with past graduate students of the University.
7. Publishing records of the GRASAG activities.

Election of GRASAG Officers

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

Finance

- a. The GRASAG shall manage its finances.
- b. There shall be three signatories to all GRASAG bank accounts. The Dean of Graduate School as the principal signatory, and in addition the GRASAG President and the GRASAG Treasurer.

SCHEDULE M

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

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

- a. President (as Chairman)
- b. Vice President
- c. Secretary
- d. Deputy Secretary (shall have no voting rights)
- e. Finance Officer
- f. Women's Commissioner
- g. GNUTS Local Representative
- h. Welfare Officer
- i. Public Relations Officer
- j. Part Time Representative

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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;
- 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' Affairs, being the principal signatory, and in addition the SRC President and the SRC Finance Officer.

SCHEDULE N

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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- c) The Chief Counsellor 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 Counsellors 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 Counsellors for each Hall shall be determined on a ratio of one (1) Counsellor 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. Counsellors

Counsellors 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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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.
- b) 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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.

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 O

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;
- 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

(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.
- 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- 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.
- 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 Director shall be appointed to assist the invigilator.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- 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.

(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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- 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

- a) 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.
- b) Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Director of Academic Affairs not later than six weeks before the commencement of the semester examination.
- c) The modalities of endorsement to be advised by a committee shall include a Dean, two Heads of Department and the Director of Academic Affairs.
- d) A candidate shall not be admitted to a University examination if:
 - (i) the candidate has not been entered for it as is required under subsection (ii).
 - (ii) the subject of the examination has merely been audited, unless the course had been followed previously,
 - (iii) the candidate owes fees to the University or Hall, or
 - (iv) the candidate is under suspension or has been dismissed from the University.
- e) 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.
- f) 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.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- g) 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.
- h) A candidate attending at an examination shall sign his or her name in the register of candidates for the examination.
- i) 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.
- j) The material shall not be deposited at the entrance to the examination room or the washroom.
- k) A candidate shall not enter the examination room until the candidate is invited or called or requested to enter the examination room.
- l) 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.
- m) 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.
- n) 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.
- o) Communication between candidates is not permitted in the examination hall;
- p) A candidate shall not pass or attempt to pass information or an instrument from one to another during an examination;
- q) A candidate shall not copy or attempt to copy from another candidate or engage in any similar activity;
- r) A candidate shall not disturb or distract any other candidate during an examination; and
- s) A candidate may attract the attention of the invigilator by raising his or her hand.
- t) Smoking or drinking of alcoholic beverages is not allowed in the examination room.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- u) 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.
- v) 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.
- w) 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.
- x) 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.
- y) 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.
- z) A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X.
- aa) The award of grade X in a required paper means a failure not just in that paper but in the examination as a whole.

11. 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
- g) pregnancy.

12. 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;

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

- 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.

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

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

14. 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.

15. Candidates shall be given access on the student portal to view their results.

16. 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.

17. 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.

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

19. An action shall not be taken on an application which is submitted outside the time stipulated in subsection (16), and a review shall not proceed unless the review fee is fully paid.

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

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

21. 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.

Examination Malpractices Reporting Procedure

1. In the event of an alleged breach of examination malpractice rules and regulations, the invigilator shall submit the examination malpractice form together with the exhibit to the Chief Invigilator.
2. The Chief Invigilator collates all the examination malpractice forms together with their exhibits from the various examination venues, and submits same to the University Examinations Officer.
3. The University Examinations Officer shall then submit all collated examination malpractice forms together with their exhibits to the Pro Vice-Chancellor.
4. The Pro Vice-Chancellor shall submit all received Examination Malpractice forms and exhibits to the Chairman of the Disciplinary Committee for Junior Members.
5. At each level, there shall be a register duly signed by each officer to ensure traceability of the forms and exhibits.

SCHEDULE P

**ELECTION OF TEACHING AND ADMINISTRATIVE/PROFESSIONAL
REPRESENTATIVES OF CONVOCATION TO THE GOVERNING
COUNCIL**

1. Any convocation member shall be eligible for election to the Governing Council.
2. All convocation members (Teaching and Administrative/Professional) shall be eligible to vote in both the Teaching and Administrative/Professional 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 Academic Board.
4. A vacancy in the representation to the Convocation on 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 Administrative/Professional elections, the first two (2) candidates after the count of the ballot shall be declared elected Administrative/Professional representatives to the Governing Council.

ACCRA TECHNICAL UNIVERSITY STATUTES 2024

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 Q

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 ofand 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).