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THE BASIS OF OUR FAITH

PART ONE

PRELIMINARY MATTERS

PREAMBLE

In accordance with the powers bestowed on the University College Council, being the governing body of the Pentecost University College (PUC) under Article 16 Section seven (7) of the Constitution of the Church of Pentecost, these Statutes are promulgated to govern and regulate both the academic and administrative bodies of the Pentecost University College (PUC) on this day **May 6, 2005** in the year of our Lord.

1. DEFINITION OF TERMS

In these Statutes unless the context otherwise requires:

- a. "University" means Pentecost University College.
- b. "Council" means Pentecost University College Council.
- c. "Academic Board" the Academic Board of the University.
- d. "Church" refers to The Church of Pentecost.
- e. "Faculty" means an aggregation of related Departments as specified in the appropriate Schedule.
- f. "Department" means a part of a Faculty that is concerned with teaching and research in a recognizable academic discipline and has been designated by the Academic Board.
- g. "Centre" means an establishment, which is oriented to providing services including teaching and research in support of established Faculties in the University.
- h. "Professorial Rank" refers to Professors and Associate Professors.
- i. "Senior Members" means all academic, professorial and administrative personnel who by appointment become Members of Convocation or who would become such members if they were not of less than two years standing from their first degrees or equivalent professional qualification.
- j. "Junior Members" means all the students enrolled for the time being in the University.
- k. "Senior Staff" refers to those persons in the employment of the University of a rank not lower than that of an Administrative Assistant or its equivalent.
- l. "Junior Staff" means those persons in the employment of the University of the rank not below the rank of an Administrative Assistant or its equivalent.
- m. "Staff" mean those persons other than Senior Members in active employment of the University.
- n. "Registrar" means a person appointed Registrar of the University.
- o. "Semester" means an academic term of 16 weeks.

PART TWO

2. ESTABLISHMENT OF UNIVERSITY COLLEGE

- (1) The Pentecost University College (PUC)-referred to in these Statutes as the University- is a corporate body registered with the Department/Office of the Registrar General, Accra. The University is a non-profit co-educational institution founded by the Church of Pentecost (COP) to provide sound Christian-based tertiary/higher education to raise upright and effective leaders to serve the Church and the nation.
- (2) The University shall have perpetual succession and a common seal of authority and authenticity and shall have power to:
 - (a) Enter into transactions to acquire, hold and dispose of any moveable and immoveable property;
 - (b) Take absolute care of any such property and thereby ensure quality utilization of the property;
 - (c) Receive gifts, donations and bequests in cash or in kind, which shall be utilized for the purposes stated by the donors;
 - (d) Invest and hold investments;
 - (e) Enter into contracts and agreements with the government of Ghana; other institutions/bodies and individuals locally and internationally;
 - (f) Borrow money off the property of the University;
 - (g) Sue and be sued;
 - (h) Perform or do all other things to ensure the proper performance of its functions and in accordance with the provisions of these Statutes.

3. VISION OF THE UNIVERSITY

To empower students to serve their own generation and posterity with integrity and the fear of God

4. OBJECTS OF THE UNIVERSITY

- (1) The object of the University is to produce world-class human resource to meet the demands of the country's development through dissemination of knowledge, quality learning, research and training.
- (2) For the purpose of attaining its object the University shall be governed by the highest level of Christian integrity and ethical standards and pursue affirmative and open-door admissions policies.
- (3) Provide a multifaceted education in theological, business management and sound cutting edge information technology and other academic courses towards higher degrees.

- (4) Align its current and future programmes to meet the aspirations of students, society and the world community.
- (5) Evaluate from time to time its programmes to achieve current state-of-the-art status while including courses to meet the needs of the country's human resource development.
- (6) Provide a solid foundation and experience of learning and create avenues for students to acquire a holistic knowledge and skill to problem solving through quality well-balanced teaching and research programmes.
- (7) Establish a strong linkage between the University and society through its extension\ministry programmes to address the complex challenges confronting the nation.
- (8) Collaborate with both local and international Colleges and organizations whose objectives are similar or complimentary to those of the University through joint research programmes and the exchange of ideas, senior members, staff and students.
- (9) Disseminate knowledge acquired through teaching and research and to encourage students and Senior Members to publish the results of studies or research works, which are of academic and practical value.

5. FUNCTIONS OF THE UNIVERSITY

- (1) The University shall:
 - a) Establish Faculties, Departments, Centres and any other academic facilities as may be approved by the Pentecost University College Council.
 - b) Ensure that adequate resources are available at any point in time, to all categories of University staff for the smooth running of academic, administrative and social programmes/activities in the University.
 - c) Determine the calibre and competence of faculty, the quality, relevance and scope of academic programmes and how these academic programmes may be taught in the University.
 - d) Conduct examinations based on continuous assessment procedures and thereby confer degrees, diplomas, certificates and other qualifications of the University.
 - e) Conduct research and encourage the conduct of research to enlarge the frontiers of knowledge and disseminate knowledge accumulated through research for a holistic development of the spiritual, intellectual and socio-cultural life of students, the Church and society.
 - f) Develop close academic and cultural linkages or relationships with society, academic institutions, donors and funding agencies within and outside Ghana.
 - g) Carry out any other functions as may be determined and approved by the Pentecost University College Council.

6. THE SEAL OF THE UNIVERSITY

- (1) The Seal of the University shall be kept in proper custody by the Rector and shall be used upon the authority and direction of the Council.
- (2) The Seal of the University shall be authenticated by the signatures of the Rector and Registrar or any other person specifically appointed by the Council and accordingly authorized in that behalf.
- (3) The Seal of the University when affixed to any document and accordingly validated under this section, shall be noticed officially and judicially, and unless and until the contrary is proven, any necessary order or authorization of the Pentecost University College Council under this section shall be presumed to have been duly given.

7. THE PENTECOST UNIVERSITY COLLEGE COUNCIL

(1) The University shall be governed by a governing council called PENTECOST UNIVERSITY COLLEGE COUNCIL, in these Statutes referred to as the 'Council,' which shall consist of the following members of whom at least two shall be women:

- a. The Chairman
 - b. Rector
 - c. Vice-Rector (In attendance)
 - d. Vice Chancellor of UG, Legon or his Rep.
 - e. Registrar-Secretary (In attendance)
 - f. Financial Controller- (In attendance)
 - g. Two (2) Members of Convocation
 - h. Three (3) other distinguished persons from various sectors of society.
 - i. The President of the Alumini Association of the College.
 - j. Five (5) Appointees appointed to the Council by the Church of Pentecost preferably one educationist, one from industry and another from a financial institution.
- (2) The term of office of any person appointed by the Church of Pentecost to the Council shall be for four calendar years and thereafter shall be eligible for only one term. The commencement of the term of office shall be reckoned from the first day of January following the election or appointment.

8. VACANCIES ON THE COUNCIL

Where by resignation, physical or mental incapacity, death or any cause a vacancy occurs in the Council, any such vacancy shall be filled as soon as convenient by the person or body which appointed or elected the member whose office has become vacant, and the person appointed to fill that vacancy shall hold office for the residue of the term of the member to whose office he\she is appointed or elected.

9. MEETINGS OF THE COUNCIL

1. Notice of any meeting of the Council and the agenda (business) to be discussed at the meeting other than an emergency meeting shall be circulated by the Registrar in writing to every member of the Council at least seven (7) days before the date fixed for such a meeting.

2. The Council shall meet at least three (3) times in every academic year.
3. Special meetings of the Council may be convened by the Chairperson of the Council or in his absence and incapacity by the Rector and shall be convened if five (5) members of the Council sign a request to that effect.
4. The quorum of meetings of the Council shall be seven (7) persons including the Rector and at least three (3) members who are not members of the University.
5. In the absence of the Rector, the Vice-Rector shall represent him.
6. In the event of the Rector's resignation, physical or mental incapacity, death or any cause, the Council Chairman, in consultation with Chancellor shall appoint a representative to attend Council meeting.
7. Decisions on matters brought before the Council shall be decided by a simple majority of votes cast.
8. In all matters of decision-making, the Chairman shall have an original and casting vote.
9. The Council may co-opt such persons, as it shall deem necessary to participate in the proceedings at its meetings, provided that co-opted persons shall not be counted for a quorum or have a vote.

10. POWERS AND FUNCTIONS OF THE COUNCIL

- (1) The Council shall have power to:
 - a. Govern, control and manage all administrative and academic affairs of the University on behalf of The Church of Pentecost.
 - b. Award degrees, diplomas, certificates and any other qualification upon the recommendation of the Academic Board.
 - c. Confer the title of Emeritus Professor, Honorary Professor, Honorary Lecturer or other academic titles to deserving personalities upon the recommendation of the Academic Board.
 - d. Control and manage all property, funds and investments of the University and
- (2) Shall have power on behalf of the University:
 - a) To sell, buy, exchange and lease and accept leases of property.
 - b) Generally to enter into, carry out, vary and cancel contracts.
 - c) To borrow money on behalf of the University on security of the property of the University or otherwise.
 - d) Control the finances of the University and shall have power to determine finally any question of finance arising out of the administration of the University or the execution of its policy or in the execution of any trust by the University, provided always that before determining any question of finance which directly affects the educational policy of the University, the Council

shall invite the opinion of the Academic Board and shall take into consideration recommendations made by the Academic Board.

- e) Prescribe the manner and form in which units of the University shall submit accounts or estimates of income and expenditure.
- f) Determine the annual expenditure necessary for the maintenance of:
 - The property of the University
 - An adequate staff for transacting the academic, financial and administrative business of the University, and shall in its discretion, appropriate monies for these purposes.
- g) Be responsible for all measures necessary or desirable for the conservation or augmentation of the resources of the University and for this purpose may from time to time specify any matter affecting the income or expenditure of the University in respect of which the consent of the Academic Board shall be sought before action is taken or liability is incurred.
- h) Determine the allocation of recurrent funds at the disposal of the University.

11 ELECTION OF ACADEMIC MEMBERS TO COUNCIL

1. Members of Convocation shall elect two persons from its academic members to serve on the Council. The term of office of any person elected by Convocation to the Council shall be for four calendar years and thereafter shall be eligible for only one term. The commencement of the term of office shall be reckoned from the first day of January following the election.
2. The two academic members to be elected by Convocation to the Council shall be of professorial rank and non-professorial rank respectively. The election shall be conducted in two categories namely, professorial category and non-professorial category with separate list of candidates and separate ballot papers for each category. All members of Convocation shall be entitled to vote in each category. A member of the Council who at the time of his/her election was a Lecturer or Senior Lecturer but is subsequently promoted to a professorial grade shall give up his/her membership.
3. All candidates for election must be proposed by a member and seconded by two other members of Convocation in writing to the Returning Officer. Candidates for election must signify in writing willingness to contest the elections.
4. The Registrar of the University shall be the Returning Officer and shall conduct the election by secret ballot in accordance with Schedule 6 to these Statutes. Three scrutineers appointed by Convocation shall assist the Returning Officer. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been carried out in a transparent and correct manner.
5. It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the Council, and shall at the same time call for nominations allowing two weeks for these to be received. All members of Convocation shall be notified of the date of the election, which shall be not later than two weeks after the date that nominations closed.

6. A member of Convocation may vote by proxy in which case such a person shall communicate not later than forty-eight hours prior to the election, the name(s) of such proxy(ies).
7. Election to the Council shall be held as soon as possible at the beginning of the academic year and where possible not later than 30th November, preceding the year in which the appointment is to take effect.
8. Where a vacancy occurs in the Convocation during the year through death, resignation, or any other cause, the Registrar shall **immediately** notify the members of Convocation of such vacancy and shall conduct a bye-election. Such a bye-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he/she replaces was elected.

PART THREE

STATUTORY COMMITTEES AND OTHER BOARDS OF COUNCIL

12 ESTABLISHMENT OF STATUTORY COMMITTEES OR BOARDS

- (1) There shall be established Statutory Committees of the Pentecost University College Council as specified below.
- (2) The Statutory Committees or Boards of the Pentecost University College Council, whose compositions are detailed in Schedule 2 to these Statutes, shall have powers to perform specific functions assigned for and on behalf of the Council.
- (3) Unless as otherwise provided by these Statutes, or regulations adopted pursuant thereto, or by the Schedules to these Statutes, the quorum for the transaction of business of any University body shall be not less than one-half of the total membership of that body or if one-half is not a whole number, then the next higher whole number. If any Committee is unable to raise a quorum for two successive meetings, the chairman of that Committee shall report to the Executive Management Team of the Council for advice.
- (4) No decision reached at a meeting of any University body shall be valid unless it has received the approval of not less than one-half of the members present and voting at that meeting. If there is equality of votes in respect of any decision reached at any meeting of any University body, the chairman of the meeting shall have, in addition to his original vote, a casting vote.
- (5) Subject to such regulations as may be made under these Statutes in that behalf, any question as to the procedure to be observed in respect of any matter arising at a meeting of any University body or committee shall be determined by the entire members present at such meeting.
- (6) Unless otherwise provided, all statutory committees and boards of the University shall meet at least once in every semester.
- (7) No act or decision of any University body shall be invalid by reason of the existence of any vacancy among its members.

- (8) Courses of study [graduate and undergraduate] pursued by a student of the University in an institution or a place approved by the Academic Board on the recommendation of the Faculty Board, may, with the approval of the Academic Board, be deemed part of the qualifying scheme for a degree in the University provided that a candidate for the award of such a degree should have been registered in the University for at least a period of two academic years including the final year in the case of undergraduate students and one year in the case of graduate students.

13 EXECUTIVE MANAGEMENT TEAM

- (1) The Council shall appoint an Executive Management Team, which, subject to the general policy, control and direction of the Council, shall on behalf of the Council perform the following functions:
- a. Act on behalf of the Council in between the Council meetings.
 - b. Ensure that decisions of the Council are implemented.
 - c. Co-ordinate the activities of all committees of the Council.
 - d. Initiate action on all matters related to the University for the Council's approval.
- (2) The composition of the Executive Management Team of the Pentecost University College Council shall be as indicated in Schedule 2. 1 of the Statutes.

14 THE FINANCE COMMITTEE

- (1) The Finance Committee of the University shall be appointed by the Council and shall be subject to the general policy, control and guidance of the Council and on behalf of the Council shall perform the executive functions of the Council with regard to all financial matters coming within the functions of the Council prescribed by and subject to these Statutes.
- (2) The Finance Committee shall have power to:
- a. Prepare the annual accounts of the University for approval by the Pentecost University College Council.
 - b. Control and regulate such expenditure in the light of the University's approved annual budget and in accordance with the University's Financial Regulation.
 - c. Invest and otherwise manage the University funds.
 - d. Incur or otherwise authorize persons or bodies to incur expenditure from University funds, including any income accruing to any section of or body within the University.
 - e. Perform all the functions assigned to it in the University's Financial and Stores Regulations subject to any conditions that the Pentecost University College Council may determine.
 - f. Carry out any other functions that may be delegated to it.

- (3) The composition of the Finance Committee shall be as detailed in Schedule 2 to these statutes.

15 THE DEVELOPMENT COMMITTEE

- (1) The Council shall appoint a Development Committee which, subject to the general policy control and direction of the Council, shall on behalf of the Council, be responsible for all matters concerning the acquisition, development, maintenance and disposal of land, buildings and other property and without prejudice to the generality of its powers, shall within the financial resources made available to it by the Finance Committee have power to:

- i. take all steps as it considers fit for the development, care and maintenance of the property of the University
- ii. determine buildings programmes and approve plans for the physical development of the University
- iii. appoint such architects, consultants and other professional persons as in its view are required for the best implementation of the physical development plans of the University
- iv. decide on contracts for site and building development, where appropriate
- v. determine all design matters.

- (2) The composition of the Development Committee is set forth in Schedule 2 to these Statutes

16 TENDER BOARD

A Tender Board shall be appointed by the Council as a sub-Committee of the Development Committee.

- (1) The Tender Board shall consider contract awards and report to the Development Committee.
- (2) The composition of the Tender Board is set forth in Schedule 2 to the Statutes.

17. APPOINTMENTS AND PROMOTIONS BOARD

There shall be an appointments and promotions board of the University which shall be subject to the general policy control and direction of the Council.

- (1) The Appointments and Promotions Boards acting on behalf of the Council shall
- I. engage Professors, Honorary and Visiting teaching staff and other academic Staff and report to the Council.
 - II. engage or promote non-teaching senior members and other staff of the University and report to the Council.
- (2) The Rector may appoint academic staff at the rank of Lecturers, Senior Lecturers and Professors from other University institutions, and distinguished non-University scholars as Visiting Professors, Visiting Senior Lecturer, Visiting Lecturers and Visiting Scholars

for periods up to one year subject to confirmation by the Appointments a Promotions Board.

- (3) No formal reference may be required in respect of such visiting appointments nor external assessors be required but the curriculum vitae of each candidate shall be obtained.
- (4) There shall be three committees of the Appointments and Promotions Board constituted as set forth in Schedule 2 to these Statutes.

18. ACADEMIC BOARD

(1) An Academic Board shall be established as a policy co-ordinating body of the University which shall consist of the following members

- 1) Rector as Chairperson
- 2) Vice-Rector
- 3) Deans and Directors
- 4) Librarian
- 5) Heads of Academic Departments.
- 6) Professors and Associate Professors
- 7) The Registrar-Secretary and non-voting member
- 8) One other full-time member of each Academic Department, Institute or Centre except that any Faculty which is not divided into Departments may on approval of Academic Board be represented by its Dean and two other members. The academic staff of the Faculty concerned shall elect the other members.
- 9) Representatives of Convocation who are serving on the Pentecost University College Council and are not already members of the Academic Board in any other capacity.
- 10) Other members who may be co-opted by the Board as and when necessary.

19. POWERS AND FUNCTIONS OF THE ACADEMIC BOARD

- (1) The Academic Board shall have power to perform the following functions:
 - (a) Formulate and carry out the academic policy of the University and generally to regulate and approve the programmes of instruction and examinations in the University.
 - (b) Promote research within the University and request every year, Reports from Faculties, Departments, Institutes and Centres on researches being done.
 - (c) Advise the Pentecost University College Council on the appointment of academic staff.
 - (d) Make regulations for the admission of students to the University.
 - (e) Make arrangements for the conduct of examinations and determine dates for holding them.
 - (f) Appoint Internal and External Examiners on the recommendations of Faculty Board and Schools concerned and to determine the terms and conditions of the appointments.

- (g) Suspend or remove Examiners for negligence or other sufficient cause during their terms of office and in the case of death, illness or resignation of an Examiner or in the case of his suspension or removal to appoint a substitute.
- (h) Receive reports on the conduct of examinations for the year and comments on them from the Departments and to make observations and recommendations on University examinations as it considers fit.
- (i) Make regulations after receiving reports or proposals from Faculty Boards relating to programmes of study, degrees and other academic distinctions.
- (j) Recommend the award of degrees, diplomas, certificates and other academic distinctions to persons who have pursued in the University a programme of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners.
- (k) Make recommendations to the Pentecost University College Council on the institution, combination, abolition and change of scope or division of any Faculty, Institute, School, Centre or Department.
- (l) Recommend to the Pentecost University College Council the affiliation of other institutions on such terms and conditions as it may think appropriate.
- (m) Determine, subject to any condition made by its donors which are accepted by the Pentecost University College Council and after report from Faculty Boards or Schools concerned, the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes and to examine for the award of these or to delegate to the Faculties, Departments, Schools or Committees set up for that purpose by the Academic Board to examine for and award them.
- (n) Determine all matters relating to pedagogical content and methods and of assessment by examination or otherwise for the award of degrees, diplomas and other academic distinctions.
- (o) Determine and control the terms and conditions of research or other activities conducted in the University, for which payments are made by outside bodies.
- (p) Determine general policy matters relating to library facilities, teaching aid services, workshops and such other academic services as are in its view necessary for the furtherance of the aims of the University.
- (q) Set up special Boards to supervise the functions of any Institute, School or Centre.
- (r) Determine the conditions under which and extent, if any to which periods and courses of study and examinations passed at other Universities, places of learning and other Institutions may be regarded as equivalent to periods and courses of study and examinations in the University.
- (s) Determine the academic year and dates of semester within it.
- (t) Make regulations for the discipline of the Junior Members of the University as well as for controlling organizations of the student body.

- (u) Withhold or cancel the certificate of a graduate of this University for examination malpractice.
- (v) Make either on its own initiative or at the request of the Pentecost University College Council, reports and recommendations on any matter affecting the University and within scope of policy approved by the Pentecost University College Council and to take such action as it may deem necessary for the development, welfare and good governance of the entire University community.
- (w) Refer proposals on any matter to Convocation for consideration.
- (x) Review the decisions of any of its Statutory Committees.

20. MEETING OF THE ACADEMIC BOARD

- i) The Rector shall convene a meeting of the Academic Board at least thrice in each semester.
- ii) The quorum for the transaction of the business of the Academic Board shall be at least one-half of the members.
- iii) If a quorum is not obtained within one hour after the time appointed for the meetings, members present shall take notes on the matters on the agenda for discussion and ratification by the next Academic Board meeting.
- iv) A special meeting of the Academic Board shall be convened on the written request of at least one-fifth of the total membership of the Academic Board submitted to the Rector with a statement of the matters to be discussed at the special meeting.
- v) The Rector shall convene a special meeting within five days of the request, specifying in the notice of the meeting the matters to be discussed.
- vi) An emergency meeting may be convened by the Rector anytime upon giving all members of the Board at least three days' written notice.

21. STATUTORY COMMITTEES OF ACADEMIC BOARD

- (1) Subject to the approval of the Pentecost University College Council there shall be such Statutory Committees of the Academic Board as the Academic Board may from time to time determine.
- (2) Each Statutory Committee of the Academic Board shall submit an annual report of its work to the Academic Board not later than thirty days after the end of the academic year.
- (3) The Statutory Committees of the Academic Board, their composition, procedures and functions for the time being shall be in accordance with the provisions of Schedule 3 to these Statutes.

PART FOUR

ADMINISTRATION OF THE UNIVERSITY

22. THE CHANCELLOR

Appointment

- (1) There shall be a Chancellor of the University who shall be the Chairman of The Church of Pentecost.

Duties and Powers

- (2) The Chancellor shall:
 - i. Preside over the meetings and any ceremony of the University at which he/she is present.
 - ii. Be the principal liaison between the University and the Church of Pentecost.
 - iii. Ensure that the University faithfully adheres to the founding purposes expressed in its Regulations and Statutes.
 - iv. Confer degrees, diplomas and certificates awarded by the Academic Board of the University and honorary degrees in accordance with procedures prescribed by these Statutes.
 - v. The Chancellor shall be furnished with copies of the minutes of the meetings of the Council and for the Academic Board and the statutory publications of the University.
- (3) **Term and Conditions of Office**

The Chancellor shall maintain his/her position as Chancellor for as long as he/she remains the Chairman of The Church of Pentecost.

23 CHAIRMAN OF COUNCIL

1. There shall be a chairman of the Council who shall be appointed by the Chancellor in consultation with the Executive Council of the Church of Pentecost.
2. The Chairman shall act in the absence of the Chancellor and shall preside at the meetings of the Council except when the Chancellor is present.
3. The Chairman shall be eligible for appointment for a maximum of two terms each of four years duration.
4. The Chairman of Council may resign from office by writing addressed to the Chancellor.
5. The Chairman of Council may be removed from office for good cause by a special resolution of the Council supported by the votes of not less than two-thirds of the entire membership of Council.

24. THE RECTOR:

Appointment

- (1) There shall be a Rector of the University who shall be appointed by the Pentecost University College Council on the recommendation of the Executive Council of the Church of Pentecost.
 - (a) When it is known that the office of the Rector is likely to be vacant, or when the post is vacant, the College Council shall notify the Executive Council of the Church of Pentecost which shall constitute a search committee to nominate one person who shall be appointed by the Council.
 - (b) The Executive Council shall determine its own procedure.
 - (c) Where the Council considers the first nominee not suitable for the position, the Council shall request the Executive Council of the Church for a fresh nomination.
 - (d) Where the Council considers the second nominee unsuitable, it shall request for a third nominee.
 - (e) Where the Council considers the third nominee unsuitable, both Councils shall review the three nominations and decide on one of the nominees to be appointed by the PUC Council.
 - (f) The Rector may only be removed from office for good cause.
 - (a) Good cause in these Statutes means:
 - (i) Conviction for an offence deemed by Council to be such as to render him/her unfit for the execution of the duties of the office;
 - (ii) Conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office;
 - (iii) Conduct constituting failure or persistent refusal or inability or neglect to perform the duties or comply with the conditions of office;
 - (iv) Any other circumstance determined by a special resolution of Council to be of a sufficiently serious nature to constitute good cause.
 - (b) A petition for the removal of the Rector shall be presented to Council and served on the Rector.
 - (c) Council shall determine whether the petition merits any further attention.

(2) Duties and Powers

- (a) The Rector shall, by virtue of his office, be a member of the Pentecost University College Council, Convocation, the Academic Board, Congregation, and of every statutory committee of the Pentecost University College Council and Academic Board.
- (b) The Rector shall be the academic and administrative head of the University and shall:
 - i. Be responsible for discipline of all staff in the University;
 - ii. Exercise general authority over the staff;

- iii. Be responsible for the co-ordination and implementation of the programmes of the University;
- iv. Have the power to appoint all employees of the University other than Senior Members in accordance with procedures and terms laid down by the Pentecost University College Council;
- v. Advise the Pentecost University College Council and the Academic Board as well as all committees on all policy issues affecting the academic, finance and administration of the University. For this purpose he/she shall have unrestricted right of attendance and speech at all meetings of the Pentecost University College Council and all University bodies charged with consideration of such matters;
- vi. Have the power to delegate any functions assigned to him/her by these Statutes to such office holders or senior members of the University as seems to him appropriate;
- vii. Promote scholarship and general growth and welfare of the University;
- viii. Present to the Pentecost University College Council for consideration and approval business plans and budgets one month before the beginning of every financial year;
- ix. Present to the Pentecost University College Council for consideration and approval annual audited accounts four months after the financial year;
- x. Present a termly management account to the Pentecost University College Council for consideration and approval at the end of every quarter;
- xi. Ensure that policies approved by the Pentecost University College Council are effectively implemented.
- xii. be responsible for the custody of the seal of the university for fixing it to documents in accordance with the directives of the Council.

(3) Term of Office

A person appointed Rector shall hold office for four years on the terms and conditions specified in the instrument of appointment, which appointment may be renewed for a further term of up to four years but not beyond the statutory retiring age.

25. THE VICE-RECTOR
1 Appointment

There shall be a Vice-Rector who shall be appointed by the Pentecost University College Council in accordance with the following procedure:

1. The Rector shall nominate one Senior Academic Member to be voted upon by Convocation in accordance with Schedule 6 of the Statutes.
2. Where the Convocation considers the first nominee not suitable for the position, the Convocation shall request the Rector for a fresh nomination.
3. Where the Convocation considers the second nominee unsuitable, it shall request for a third nominee.
4. Where the Convocation considers the third nominee unsuitable, the two candidates out of the three who emerged with the highest number of votes shall be voted upon by Convocation.
5. The candidate who obtains a simple majority of more than 50% of votes cast shall be presented by the Rector to Council.
6. The Council shall appoint him/her as the Vice-Rector.
7. Where the Council considers the first nominee not suitable for the position, the Council shall request the Rector for a fresh nomination.
8. Where the Council considers the second nominee unsuitable, it shall request for a third nominee.
9. Where the Council considers the third nominee unsuitable, the two candidates out of the three who emerged with the highest number of votes shall be voted upon by Council.
10. The Vice-Rector shall hold office for a period of four years and shall be eligible for re-election to a second term only.
11. The provisions for the removal of the Rector shall apply to the removal of the Vice-Rector.

2 Duties and Powers

- (a) He/she shall perform the duties and functions of the Rector in the absence of the latter.
- (b) During a vacancy in the office of the Rector through resignation, death or any cause, which incapacitates him/her in performance of his/her functions, the Vice-Rector shall act as Rector until a new Rector is appointed.
- (c) The Vice-Rector shall perform any functions that may be assigned to him by the Rector.
- (d) In the event of a temporary absence of both the Rector and the Vice-Rector from campus, or during a vacancy in both offices, the most senior Dean shall act as Rector until the Council is able to make a formal appointment. Seniority shall be determined by academic standing, length of service as Dean and in the event of equality, by age.

26 REGISTRAR

1 Appointment

- (a) There shall be a Registrar who shall be appointed by the PUC Council as follow:
- (b) When the office of the Registrar becomes vacant, the College Council shall notify the Executive Council of the Church of Pentecost which shall constitute a search committee to nominate one person who shall be appointed by the Council.
- (c) The Executive Council shall determine its own procedure.
- (d) Where the Council considers the first nominee not suitable for the position, the Council shall request the Executive Council of the Church for a fresh nomination.
- (e) Where the Council considers the second nominee unsuitable, it shall request for a third nominee.
- (f) Where the Council considers the third nominee unsuitable, both Councils shall review the three nominations and decide on one of them to be appointed by the PUC Council.
- (g) The provisions for the removal of the Rector shall apply to the removal of the Registrar.

2 Duties

- (1) The Registrar shall:
 - i. be responsible for providing secretarial services for all Boards and Committees of the Pentecost University College Council and the Academic Board and its sub-committees.
 - ii. be responsible to the Rector on matters relating to general administration of the university.
 - iii. ensure the introduction of innovative organisational development and management methods with the aim of improving upon efficiency and effectiveness of the work of the University.
 - iv. continually monitor and improve upon the flow of information and action within the university.
 - v. ensure that policies of the University related to personnel records, training, wages and salaries are translated into effective human resource and development management practices.
 - vi. ensure the availability of all services and equipment necessary to support the administration and academic programmes of the university.
 - vii. perform such other functions as may be assigned to him/her from time to time by the Rector.
 - viii. cause to be publicised in the University Bulletin at the end of each semester, all policy decisions of Council and Academic Board.

3 Term of Office

The Registrar shall hold office upon such terms and conditions as may be specified in the instrument of his/her appointment.

27 DEPUTY REGISTRARS

- i. The Council shall in consultation with the Academic Board appoint two Deputy Registrars, one for academic affairs and one for administration.
- ii. The Deputy Registrars shall be responsible to the Registrar in the performance of their functions.
- iii. The Deputy Registrar shall hold office on such terms and conditions as may be specified in the instrument of his appointment.

28. FINANCIAL CONTROLLER

1 Appointment

- i. There shall be a Financial Controller who shall be appointed by the PUC Council as follow: When the office of the Financial Controller becomes vacant, the College Council shall notify the Executive Council of the Church of Pentecost which shall constitute a search committee to nominate one person who shall be appointed by the Council.
- ii. The Executive Council shall determine its own procedure.
- iii. Where the Council considers the first nominee not suitable for the position, the Council shall request the Executive Council of the Church for a fresh nomination.
- iv. Where the Council considers the second nominee unsuitable, it shall request for a third nominee.
- v. Where the Council considers the third nominee unsuitable, both Councils shall review the three nominations and decide on one of them to be appointed by the PUC Council.
- vi. He/she shall under the Rector be responsible for the management of the finances of the University.

2 Duties

The Financial Controller shall:

- (1) Be required to fully inform and advise the Rector on the finances of the University.
- (2) Ensure that proper books of accounts and records of assets and liabilities of the University are kept in such manner and form as the Council may require;
- (3) Prepare for the consideration of the Council such statements, accounts and estimates as the Council may determine;
- (4) Receive contributions to the University from various sources including fees accruing to the University in exercise of its functions, including fees paid by students, charges and dues in respect of services rendered by or through the University and proceeds of the sale of publications and other items of the University.

- (5) Offer every assistance to both Internal and External Auditors in the discharge of their duties;
- (6) Assist the Rector in the day-to-day financial administration of the University.
- (7) Prepare business plans and budgets for the University
- (8) Prepare quarterly management accounts
- (9) Prepare annual statutory accounts
- (10) Ensure that the University's accounts are appropriately audited.
- (11) Put in place strategic financial control and ensure compliance
- (12) Design appropriate accounting system for the financial administration of the University.

3 Term of Office

The Financial Controller shall hold office upon such terms and conditions as may be specified in the instrument of his appointment.

29 LIBRARIAN

1 Appointment

There shall be a Librarian of the University who shall be appointed by the Appointments and Promotions Board. He shall have the same status as Head of Department and accordingly his qualification and experience and terms and conditions of service shall be the same as a Head of Department. He shall be responsible to the Rector.

2 Duties

The Librarian of the University shall:

- (1) be responsible for the general management of the University Library and other learning resources of the University, and implement the decision of the Library Board approved by the Academic Board.
- (2) Implement the decision of the Library Board as approved by the Academic Board.

3 Term of Office

The Librarian shall hold office under such terms and conditions as may be specified in the instrument of his appointment.

AUDITING OF THE ACCOUNTS OF THE UNIVERSITY

30 EXTERNAL AUDITOR

(1) External Auditors shall be appointed by the Council. The Council shall pay in respect of the audit fees such fees as the Council may agree or in case of failure to agree such fees as the Chancellor may determine, and their duties and powers regulated, in accordance with the provisions of the Companies Code, 1963 Act 179.

31. INTERNAL AUDITOR

1 Appointment

- (1) There shall be an Internal Auditor who shall be appointed by the Appointments and Promotions Board. He shall be directly responsible to the Rector for the general and specific auditing of the accounts of the University.

2 Duties

The Internal Auditor shall:

- (1) Ensure adherence to the internal controls of financial disbursements established by the University;
- (2) Provide a monitoring service for the Rector and make recommendations on the adequacy, effectiveness and compliance with established policies and procedures;
- (3) Initiate or carry out any assignment and investigation as directed by the Rector.
- (4) Liaise with and provide assistance to external auditors in order to ensure co-ordination and avoid duplication of work.
- (5) Assure management of the completeness, accuracy and reliability of financial records and information needed for decision-making.
- (6) Recommend improvement in the system of internal controls by identifying opportunities for enhancing performance, prevention and/or elimination of waste, errors and fraud and protecting the assets of the university from both misappropriation and misapplication.
- (7) Maintain a follow-up system on deficiencies noted in audits determine and advise on adequacy of remedial actions;
- (8) Obtain, develop and maintain appropriate human resources necessary for the attainment of the objectives of the audit department of the University.

3 Term of Office

The Internal Auditor shall hold office under such terms and conditions as may be specified in the instrument of his appointment.

PART FIVE

ACADEMIC ORGANISATION OF THE UNIVERSITY

32. STRUCTURE OF FACULTIES AND DEPARTMENTS

There shall be in the University in accordance with the provisions of Schedule 1 to these Statutes such Faculties, Schools, Departments, Institutions, Centres and such other academic divisions as the Pentecost University College Council may on the recommendation of the Academic Board determine.

33. ELECTION OF DEANS

- (1) A Dean shall be elected from amongst all the academic senior members of the Faculty who are of professorial status in accordance with the provisions of Schedule 6 to these Statutes.

- (2) For the purpose of this clause, a School is of the same status as a Faculty.
- (3) A Dean shall head each Faculty or School. A Head of Department shall head each Department.
- (4) Where there are no academic senior members of professorial status in the Faculty or School, the Dean shall be elected from among the Senior Lecturers.
- (5) Where there is only one academic senior member of professorial status, he shall obtain at least 50% of the votes cast. If he fails to obtain 50% of the votes cast, then the provision of Section (4) above shall apply.
- (6) All the academic senior members of a Faculty except cognate members are eligible to participate by vote in the election of the Dean of the Faculty as the case may be.
- (7) The Pentecost University College Council on the recommendation of the Academic Board shall formally appoint a person elected as Dean.
- (8) A Dean shall hold office for a period of three (3) years if he is of a professorial status, and shall be eligible, upon completion of his term of office, for re-election and re-appointment.
- (9) He shall not be re-elected for a third term of office unless at least two years have elapsed from the date he last held that office.
- (10) Where a Dean is not of professorial status, he shall hold office for two years and shall be eligible for re-election and re-appointment. He shall not be re-elected for a third term of office unless at least two years have elapsed from the date he last held that office.
- (11) The procedure for the appointments of the Dean of Student and the Dean of the Faculty of Theology and Mission shall be as follow:
 - (a) When the office of the Dean of Students/Dean of the Faculty of Theology and Mission becomes vacant, the College Council shall notify the Executive Council of the Church of Pentecost which shall constitute a search committee to nominate one person who shall be appointed by the Council.
 - (b) The Executive Council shall determine its own procedure.
 - (c) Where the Council considers the first nominee not suitable for the position, the Council shall request the Executive Council of the Church for a fresh nomination.
 - (d) Where the Council considers the second nominee unsuitable, it shall request for a third nominee.
 - (e) Where the Council considers the third nominee unsuitable, both Councils shall review the three nominations and decide on one of them to be appointed by the PUC Council.

34. FUNCTIONS OF DEANS

- (1) The Dean of a Faculty shall be responsible to the Vice-Rector for providing leadership to the Faculty for maintaining and promoting the efficiency and good order of the Faculty or School.
- (2) The Dean shall
 - (a) Be the Chairman of the Faculty Board and Head of the Faculty or School.
 - (b) In consultation with the Heads of Department, have responsibility for the postgraduate training of the Faculty's own graduates and lecturers on study leave.
 - (c) Co-ordinate the work of the Departments within the Faculty or School.
 - (d) Consult with, and be assisted by the Heads of Department in the execution of his duties.
 - (e) The Council may act on the advice of the Academic Board; withdraw its approval of the appointment of a Dean for good cause, such as abuse of office or for any action which seek to bring that office into disrepute.

35. ESTABLISHMENT OF FACULTY BOARD

- 1 There shall be in each Faculty a Board whose membership shall consist of the following:
 - (1) The Dean of the Faculty as Chairman.
 - (2) Professors and Associate Professors within the Faculty or School.
 - (3) Faculty members of the Academic Board elected by the Faculty or School.
 - (4) All Heads of Department within the Faculty.
 - (5) One other member of each Department of the Faculty elected by the Academic Senior members of the Department.
 - (6) One representative from each other Faculty.
 - (7) Subject to the approval of the Academic Board such other persons as may be determined by the Faculty Board.
 - (a) The Faculty Officer shall be the Secretary to the Faculty Board.
 - (b) Terms of office of members of the Faculty Boards other than Heads of Department and Professors and Associate Professors in the Faculty shall be two years.
 - (c) Members of the Board shall be eligible for re-election for a second term but shall not be re-elected for a third term unless at least two years have elapsed from the date they last served on the Board.
 - (d) Each Faculty Board shall meet at least twice each semester but the Dean may call emergency meetings of a Faculty Board any time by giving at least 24 hours written notice to members.
 - (e) The Dean, on the written request of at least half of the members of the Board submitted to him/her with a statement of the subject matter to be considered at the special meeting, shall call a special meeting of the Board.

- (f) The Dean shall convene special meeting of the Board within seven days of receipt of the request.
- (g) The quorum for a meeting of a Faculty Board shall be fifty percent (50%) of the total membership.
- (h) In the absence of the Dean the most senior Head of Department in the Faculty shall chair the Faculty Board meeting.

36. FUNCTIONS OF FACULTY BOARDS

(1) Subject to these Statutes and resolutions of the Academic Board the powers and functions of each Faculty/School Board shall include the following:

- (a) To determine all matters relating to teaching and research in the subjects of the Faculty.
- (b) To determine, subject to the approval of the Academic Board, the schemes of instruction and the regulations syllabi for examinations in the subjects of the Faculty.
- (c) To determine all matters relating to the progress of students following schemes of instruction, study and research within the Faculty and to keep appropriate records on them.
- (d) To ensure the provision of adequate instruction facilities for research in the subject assigned to the Faculty and to co-ordinate the teaching and research programmes of the various Departments of the Faculty.
- (e) To conduct examinations organised by the Faculty or School.
- (f) To recommend to the Academic Board, Internal and External Examiners for appointments.
- (g) To make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, fellowships, studentships, scholarships, prizes and other academic distinctions within the Faculty.
- (h) To submit proposals to the Academic Board for academic development within the Faculty.
- (i) To discuss any matters relating to the work of the Faculty and express an opinion, if it so desires to the Academic Board.
- (j) To deal with and, if requested to report on any matter considered necessary in the discharge of its functions.
- (k) To appoint a Faculty Admissions Board to recommend selections to the Joint Admissions Board.

37. ACADEMIC DEPARTMENTS OF THE UNIVERSITY

Each Faculty shall consist of Departments as specified in Schedule 1 to these Statutes.

38. APPOINTMENT AND FUNCTIONS OF HEADS OF DEPARTMENT

- (1) Each Department in a Faculty shall have a Head of Department who shall be of professorial rank.
- (2) The Head of Department shall be appointed by the Rector in consultation with the Dean of the Faculty.
- (3) Where there is no Professor, the Headship of the Department shall rotate among the next lower rank.
- (4) The appointment of a Head of an Academic Department who is of a professorial rank shall be for a period of three years at a time and he shall be eligible for re-appointment for a second term only.
- (5) The appointment of a Head of Department who is of a non-Professorial rank shall be for two years at a time and he shall be eligible for re-appointment for a second term only.
- (6) When a vacancy occurs in the Headship of an Academic Department the Dean of the Faculty concerned shall present the names and curriculum vitae of the three most senior academic members of the Department with his recommendation(s) to the Rector for consideration.
- (7) After the necessary consultations with the Department concerned. The Rector shall then appoint one of them as the Head.
- (8) The appointment of an Academic Head of Department shall not be renewed after he has served the maximum number of terms. He shall be eligible for re-appointment only after two years have elapsed from the date he last held that office unless there are exceptional circumstances.
- (9) The Head of Department, with the approval of the Faculty Board shall organise the teaching programme, maintain acceptable standards of teaching and ensure that adequate facilities are available for research in their respective disciplines.
- (10) The Head of Department shall, in consultation with the members of the Department, recommend to the Faculty Board the development of syllabi and courses as well as promotion of research in the Department.
- (11) The Heads of Department shall solely be responsible for departmental administration, and for making recommendations for the appointment and promotion of staff of the Department and subject to these Statutes for maintenance of discipline in the Department.
- (12) The Heads of Department shall liaise with other Departments, Faculties, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department after consultation with the Departmental Board.
- (13) The Heads of Department shall consult with the Dean on matters affecting his Department and the Faculty.
- (14) Directors of Centres, Institutes and similar academic units shall enjoy the same conditions of service and powers as other heads of academic departments. There shall be no specific salaries attached to the post of Director.
- (15) Where the Head of Department is absent for a period exceeding three months the Rector shall in consultation with the Dean of Faculty appoint another member of the Department to act as Head of Department.

39. DEPARTMENTAL BOARDS

(1) Each Academic Department shall have a Departmental Board comprising all senior members of the Department. The Board shall meet at least twice each semester in order to: -

- i) Plan and evaluate its work.
- ii) Consider the general organisation and regulation of courses and research in the Department.
- iii) Consider the Departmental budget or matters referred to it by the Faculty Board.

(2) Meetings of the Departmental Board shall be convened by the Head of Department at such times as he may decide but he shall convene a special meeting at the written request of at least one-third of the senior members of the Department submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven days of receipt of the request.

- iv) The quorum for the transaction of any business of the Departmental Board shall be not less than one-half of the total number of members.
- v) Copies of minutes of the Departmental Board meetings shall be sent to the Dean of the Faculty for information.

40. BOARD OF GRADUATE STUDIES

1 Establishment

- (1) There shall be established a Board of Graduate Studies with a Dean appointed by the Pentecost University College Council on the recommendation of the Academic Board.
- (2) The Dean so appointed shall be of professorial status and shall have the status of Dean of Faculty.
- (3) The Dean of Graduate Studies shall hold office for a three-year term and shall be eligible for re-appointment for a second term only. He shall not be reappointed for a third term unless at least two years have elapsed from the date he last served as Dean.
- (4) In the absence of the Dean the most senior Vice-Dean on the Board shall act.

(5) Composition

- (a) The Board of Graduates shall consist of the Dean of Graduate Studies as the Chairperson.
- (b) Two members each elected by, and to represent faculties, or schools one of whom should be a Vice-Dean and the other Senior Lecturer.
- (c) Secretary, provided by the Registrar.

6 Functions

The functions of the Board of Graduate Studies are:

- (a) To give appraisal of candidates, supervisors, coursework, thesis topics, titles and synopses for higher qualifications based upon recommendations from Departmental Boards.

- (b) To recommend the appointment of internal and external examiners in respect of written papers, dissertations or thesis to the Academic Board.
- (c) To keep records of all graduate students and publish the graduate handbook from time to time.
- (d) To give provisional approval to graduate examination results upon recommendations from the Faculty Boards.
- (e) To establish and maintain links with graduate schools in other universities or institutions and promote exchanges of graduate students and staff engaged in graduate work between this University and other institutions.

41. CHAPLAIN/ DEAN OF STUDENTS

1 Appointment

- (1) There shall be a Chaplain/Dean of Student appointed by the Pentecost University College Council on the recommendation of the Executive Council of the Church of Pentecost.
- (2) The Chaplain/Dean of Student so appointed shall have the status of a Dean of Faculty.
- (3) The Chaplain/Dean of Student shall hold office upon such terms and conditions as may be specified in the instrument of his appointment.

2 Duties

- i) The Chaplain/Dean of Students shall subject to the direction of the Academic Board be responsible
 - a. for the welfare of junior members of the University in relation to academic, residential and social matters. Additionally, he shall have the responsibility
 - b. for organising weekly Chapel Services, spiritual retreats, evangelistic outreaches and other religious activities. He shall also counsel students and their families. He shall exercise this responsibility under the direction of the Academic Board.
- ii) The Chaplain shall chair the Chaplaincy Board.
- iii) He shall chair the Students Affairs Committee.
- iv) He shall liaise with Deans of Faculties, the Registrar, and the Students Representative Council in all matters affecting the welfare of students.

42. CONVOCATION

There shall be Convocation of the University as provided for in Schedule 5 of these Statutes.

43. COMPOSITION OF CONVOCATION

- (1) There shall be Convocation of the University as provided in Schedule 5 to these statutes.
- (2) The Registrar shall be responsible for the maintenance of a register of members of convocation, which shall be published by him in every year.

44. FUNCTIONS OF CONVOCATION

- (1) In addition to any other powers or functions granted by these Statutes to Convocation, it shall be the function of Convocation to express opinion on all matters affecting the University and to refer any matter to any University body for consideration.
- (2) Appoint scrutineers for any election of Convocation members that the Academic Board may authorise.
- (3) Receive an Annual Report from the Rector on the state of the University.
- (4) Elect Convocation representatives on Pentecost University College Council.

45. MEETINGS OF CONVOCATION

- (a) The chairman of Convocation shall convene a regular meeting of Convocation at least once each semester. At one of such meeting the Rector shall present a report on the state of the University and its future plans.
- (b) The regular meeting of Convocation shall take place at such time as the Chairman shall determine.
- (c) At the 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 chairman shall summon a special meeting of Convocation.
- (d) The notice summoning such a meeting shall specify the business to be considered.
- (e) No special meeting shall be called within three months of the last foregoing meeting if the purpose of the intended special meeting is the same or substantially the same at the last foregoing meeting.
- (f) If any question shall arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Chairman thereon shall be final.

46. CONGREGATION

- (1) There shall be a Congregation of the University, which shall be composed as follows:
 - a) Members of the Pentecost University College Council
 - b) All graduands of the University
 - c) Former graduates of Pentecost University College
 - d) Members of Convocation
 - e) Retired members of Convocation
- (2) The Congregation shall be summoned by the Chairman of the Council for the purpose of awarding degrees, diplomas and certificates.
- (3) The Congregation shall be held at least once every year at such time and place as shall be determined by the Council.

PART 6

APPOINTMENTS AND DISCIPLINARY MATTERS

47. APPOINTMENT OF SENIOR MEMBERS

- (1) The procedure for appointments of Senior Members shall be in accordance with Schedule 2 to these Statutes.
- (2) Appointments to the position of Senior Member shall be the responsibility of the Appointments and Promotions Board.
- (3) Duties and conditions of service of a Senior Member appointed to a position in the University shall be specified in the instrument of his appointment.
- (4) A Senior Member wishing to have his appointment renewed shall notify the Registrar in writing at least six months before expiry of his contract.
- (5) No private work and/or consultancy shall be carried on without the prior approval of the Rector. Such approval is to be sought through the Head of Department.
- (6) Where a Senior Member engages in private work and/or consultancy without the prior approval of the Rector or where these facilities are abused, the Rector shall take appropriate disciplinary action, including possible withdrawal of the privilege.

48. RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS

- (1) A Senior Member may resign his appointment by giving the Rector not less than six months' notice in writing to take effect at the end of the academic year.
- (2) A Senior Member who fails to give the required notice shall be liable to pay or forfeit to the University six months' salary.

- (3) The University may terminate the appointment of any Senior Member giving him not less than six months' notice in writing to take effect at the end of the academic year or pay him six months' salary in lieu thereof.
- (4) Where a person appeals against a notice of termination of appointment the Pentecost University College Council shall consider the appeal at least two months before the date on which the termination is due to take effect and the Council's decision shall be final.
- (5) Except as may be otherwise provided in special cases by the Council, a Senior Member appointed to a full-time position in the University on renewable contract tenure shall retire from his appointment at the end of the academic year following the date on which he attains the retiring age as specified by the University he/she may enter into a contract with the College.

49. PROBATIONARY PERIOD

- (1) A Senior Member who is appointed without any previous University or other relevant experience shall be required to serve a probationary period of two years.
- (2) A Senior Member with a previous University or other relevant experience shall be required to serve a probationary period of one year.
- (3) The appointment of a Senior Member may be confirmed after the expiration of this probationary period subject to satisfactory assessment of the quality of his research and teaching during the period of probation.

50. DISCIPLINARY BOARD

There shall be a Disciplinary Board, which shall be composed of the Vice-Rector as chairman, and four other members appointed by the Rector with the Registrar and the Head of Department in attendance.

51. FUNCTIONS AND PROCEDURES OF THE DISCIPLINARY BOARD

- (a) Disciplinary action against a Senior Member shall be the responsibility of the Rector acting on the recommendation of the Disciplinary Board.
- (b) It shall be the responsibility of the Rector to refer conduct requiring sanctions against a Senior Member to the Disciplinary Board.
- (c) The Disciplinary Board shall have power to do any of the following
 - i. Issue a written warning to the Senior Member concerned;
 - ii. Stop or withhold an increment of salary of the Senior Member concerned for a period of not more than one year.
 - iii. Recommend dismissal to the Pentecost University College Council.
 - iv. Recommend any other appropriate penalty.
- (d) In all proceedings of the Disciplinary Board, the Senior Member concerned shall be entitled to prior written notice of the grounds on which the proceedings are initiated and the right of appearance before the Disciplinary Board with or without counsel of his own choice for the purpose of defending his conduct.

- (e) In all proceedings of the Disciplinary Board the Senior Member concerned shall be entitled to call witnesses on his behalf and the Disciplinary Board shall similarly be entitled to call and to hear witnesses.
- (f) The Disciplinary Board shall submit a report to the Rector at the end of proceedings proposing appropriate sanctions, if any.
- (g) A Senior Member appearing before the Disciplinary Board and wishing to be represented by counsel shall notify the Disciplinary Board in writing at least two days before any particular sitting of the Board. If the request is made for the first time during a sitting of the Disciplinary Board, proceedings for that day shall be adjourned.
- (h) Any disciplinary action approved by Rector shall be communicated in writing to the affected Senior Member.
- (i) Any Senior Member so affected shall be entitled within fourteen (14) days of the receipt of the decision of the Rector to appeal to the Pentecost University College Council against such decision.
- (j) When a Senior Member has been charged before the Disciplinary Board or has an appeal against a disciplinary action pending, the Rector may suspend the Senior Member from his duties and all other functions in the University pending the determination of his case by the Disciplinary Board or the Pentecost University College Council as the case may be, but his salary shall not be altered until the matter is finally determined by the Disciplinary Board or the Pentecost University College Council, as the case may be.
- (k) The Rector shall report to the Academic Board and the Pentecost University College Council at their next meetings the circumstances leading to such action.
- (l) Where a disciplinary action concerns a person who is a member of the relevant committee, the Rector shall replace that person with a suitably qualified alternate.

52. DISMISSAL OF SENIOR MEMBERS

- i. Any Senior Member of the University may be removed from office for good cause by the Council but a senior member shall not be dismissed unless:
 - a) There has been investigation of his case by the Disciplinary Board and the Senior Member concerned has been permitted to appear to defend himself/herself in person or, if he so desires, through his chosen representatives before the Disciplinary Board.
 - b) He has been notified in writing of the grounds for his dismissal.
 - c) The report of the Disciplinary Board has been considered by the Council.
- (2) The decision of the Council on his case shall be final.
- (3) The Disciplinary Board may invite any other person to be in attendance at the proceedings in an advisory capacity.
- (4) For the purposes of this Statute, "good cause" means: the

- a) conviction by a 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 of a scandalous or other disgraceful nature, which the Board considers to be such as to render the Senior Member concerned unfit to continue to hold this office;
- c) conduct, which the Board considers to be such as to constitute failure or inability of the Senior Member concerned to discharge the functions of his office or to comply with the terms and conditions of his service.

53. DISCIPLINE OF STAFF OTHER THAN SENIOR MEMBERS

(1) Any member of staff other than a Senior Member may be removed from office for good cause by the Rector, provided that:

(i) The Rector shall be advised by, or shall consult with, the relevant Dean, if any, and Head of Department concerned to provide for the discipline of staff other than Senior Members.

The Rector may delegate his authority To the chairman of the Disciplinary Committee

(ii) , subject to such review procedures as may seem appropriate.

(iii)The person concerned has been given notice in writing of the grounds on which consideration is being given to the termination of his appointment and has been given a reasonable opportunity to defend himself/herself before a Disciplinary Committee constituted by the Rector.

(2) A senior or junior staff whose appointment is terminated shall be given one month's notice in writing or be paid one month's salary in lieu of such notice.

(3) A senior or junior staff wishing to resign from the University shall give the University one month's notice in writing or pay or forfeit to the University one month's salary in lieu thereof.

54. DISCIPLINE OF JUNIOR MEMBERS

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(i)The Rector shall be responsible on the advice of the Dean of Faculty concerned and in consultation with the Chaplain and Head of Department and subject to these Statutes and Regulations, to provide for the discipline of junior members of the University.

(ii) The Rector may delegate his authority to the Dean of students/Chaplain, subject to such review procedures, as shall seem appropriate.

(iii)Where a breach of discipline might result in dismissal, the matter shall be referred to the Rector who shall refer it to the Academic Board for decision.

(iv)The junior member concerned must be notified in writing of the grounds on which disciplinary action is being taken against him and must be given reasonable opportunity to defend himself/herself before a Disciplinary Committee set up by the Academic Board for that purpose.

(2) The disciplinary proceedings in respect of a junior member is without prejudice to the right of the Academic Board through its standing committee to investigate

an allegation of impropriety or mal practice relating to admission into the University or examinations and to take appropriate action including disciplinary sanctions.

55 SANCTIONS FOR JUNIOR MEMBERS

- (1) Where the junior member disciplinary committee finds a junior member guilty of misconduct, it may recommend one or more of the following sanctions;
- (a) Expulsion or suspension from the University, (b) a fine,
 - (c) Censure or reprimand in writing,
 - (d) Withdrawal of an academic, a University or a Hall privilege, benefit, right or facility,
 - (e) Recovery of the money or property the subject of the misconduct, and any other penalty or sanction prescribed by these Statutes.

56 VACATION OF POST BY SENIOR MEMBERS

A Senior Member who absents himself/herself from duty for a period of more than ten consecutive working days without reasonable cause or explanation shall be deemed to have vacated his post and his appointment may be terminated forthwith.

57 PENALTIES FOR BREACH OF DISCIPLINE

Penalties for breaches of discipline in the University shall be as prescribed in Schedule 4 to these Statutes.

PART SEVEN

MISCELLANEOUS MATTERS

58. ADMISSIONS OF STUDENTS

- (1) Subject to other provisions of these Statutes the admission of students to the University shall be the exclusive responsibility of the Joint Admissions Board.
- (2) The Board shall act in accordance with criteria approved previously by the Academic Board.

59. MATRICULATION

- (1) No student shall be matriculated into the University unless he has passed an examination approved by the University, or has fulfilled conditions prescribed by the Academic Board and has been accepted for admission.
- (2) Subject to Statute 57 (1) the Academic Board shall determine the manner of matriculation into the University.

60. MISCELLANEOUS PROVISIONS

- (1) All members of committees of the Academic Board shall be elected except ex-officio members.
- (2) Unless as otherwise provided by these Statutes or regulations adopted pursuant thereto, or the Schedules appended, the quorum for the transaction of business of any University body shall be not less than one-half of the total membership of that body or if such half is not a whole number, then the next higher whole

number. If any Committee is unable to raise a quorum for two successive meetings, the chairman of that committee shall report to the Executive Committee of the Academic Board or the Executive Management Team of the Pentecost University College Council for advice.

- (3) No decision reached at a meeting of any University body shall be valid unless it received the approval of not less than one-half of the members present and voting at that meeting. If there is an equality of votes in respect of any decision reached at any meeting of any University body, the chairman of the meeting shall have, in addition to his original vote, a casting vote.
- (4) Subject to such regulations as may be made under these Statutes in that behalf, any question as to the procedure to be observed in respect of any matter arising at a meeting of any University body or committee shall be determined by the entire members present at such meeting.
- (5) Unless otherwise provided, all statutory committees and boards of the University shall meet at least once every semester.
- (6) No act or decision of any University body shall be invalid by reason of the existence of any vacancy among its members.
- (7) Courses of study (graduate and undergraduate) pursued by a student of the University in an institution or a place approved by the Academic Board on the recommendation of the Faculty Board, may, with the approval of the Academic Board, be deemed part of the qualifying scheme for a degree in the University provided that a candidate for the award of such a degree should have been registered in this University for at least a period of two academic years including the final year in respect of undergraduate students and one year in respect of graduate students.

61. UNIVERSITY PROPERTY

All property, movable and immovable, of whatever description now or after belonging to the University, shall remain vested in the University and all trusts for or to be executed by the University and under any former constituent names or description shall be for the benefit of the University on behalf of The Church of Pentecost.

62. STUDENTS REPRESENTATIVE COUNCIL

- (1) There shall be a Students Representative Council (SRC) elected by students of the University.
- (2) The SRC shall be the official organ of the Junior Members of the University and shall be responsible for:
 - a. promoting the general welfare and interests of students of the University.
 - b. co-ordinating the social, cultural, intellectual and recreational activities of the students in the University;
 - c. presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter;

- d. establishing links and maintaining cordial relationship with students of other Universities, educational and voluntary institutions within and outside Ghana;
- e. nominating students' representatives to serve on appropriate University bodies, committees and ad hoc committees to probe or manage the affairs of the students of the University. Any student of the University is eligible to serve on any of the committees;
- f. promoting cordial relationships with past students of the University;
- g. publishing a record of student activities;

(3) The SRC shall have the right to appeal to the Academic Board on all matters affecting students.

63. AWARD OF HONORARY DEGREES

- (1) The University may without examination, confer an Honorary Degrees of Master or Doctor in any subject on any person it may consider worthy of such a distinction.
- (2) The selection of persons for the award of honorary degrees shall be the responsibility of a committee of the Council consisting of the chairperson of the Council as Chairman, the Rector, the Vice-Rector, two members of Council and two members elected by the Academic Board.
- (3) The Committee shall report to the Council the names of persons selected for honorary degrees together with a statement of their careers and the grounds for their selection.
- (4) The Council shall approve the recommendation of the Committee before the person concerned is notified in writing.
- (5) All members of the Council and the Academic Board may submit to the Rector in confidence, proposals for the conferment of honorary degrees and all proposals shall be considered by the Committee.
- (6) The Rector shall invite nominations for the award of honorary degrees from the Academic Board for consideration by the Committee.
- (7) All proceedings concerning the award of honorary degree shall be confidential.
- (8) Honorary degrees shall not be conferred in absentia unless the Council otherwise decides.

64. REGULATIONS

- (1) For the exercise of their respective powers under this Statute, and subject to the approval of the Council, the Academic Board and Convocation respectively may make regulations for their own procedures.
- (2) The Academic Board or Convocation shall have no power to make or ratify any regulation that may have the effect of altering, revoking or adding to the regulations for the time being in force, unless the proposed regulations have been approved at an ordinary meeting of the Academic Board or Convocation and notice of the proposed regulations has been given on the agenda of such meeting.

- (3) A committee of the Academic Board or the Faculty Board may, from time to time, subject in each case to review by the Academic Board make regulations to govern its own procedures and for the exercise of the powers assigned by these Statutes or delegated to them by or under any regulation of the Academic Board.
- (4) The Council, the Academic Board and Convocation respectively, shall, in approving, ratifying, altering or revoking regulations, observe the following conditions:
 - a. No regulation shall be repugnant to the Statutes of the University for the time being in force;
 - b. Except in the case of honorary degrees, no person shall be awarded a degree or diploma without the appropriate examination or assessment as laid down in the prescribed regulations.
- (5) Any doubt arising as to the validity of any regulation made by the Academic Board or Convocation shall be referred to the Council for resolution and the decision by the Council shall be final.

65. ANNUAL REPORTS

- (1) The Rector shall not later than three months after the end of the academic year submit to the Council for publication an annual report on the activities of the University taking into account reports from the various sections of the University.
- (2) It shall be the responsibility of a Dean of Faculty, a Head of Department of school and Chairperson of a statutory committee to submit an annual report on the activities of their respective department, school and Committees to the Rector not later than 30 days after the end of the academic year.

66. AMENDMENT TO STATUTES

- (1) The Council shall have the power whether on the recommendation of the Academic Board or at its own discretion, to amend the statutes and the schedules to these statutes.
- (2) Any proposal for amendment shall be considered at a special meeting convened at the instance of the Chairperson of the Council or at the request of at least two-thirds of the total membership of the Council.
- (3) A quorum for the transaction of business by the special meeting shall be two-thirds of the total membership of the Council.
- (4) No amendment shall be valid unless adopted by an affirmative vote of two-thirds of the membership of the Council present and voting.
- (5) Each member of the Council shall be given twenty-one (21) days notice of the special meeting including particular provisions of the Statutes to which the amendment relates.

67. TRANSITIONAL PROVISIONS

- (1) Until the University grows to have the full complement of all members of any Board or Committee stipulated under these Statutes the officers available and such persons as the Council may appoint shall constitute that Board or

Committee, provided that the members shall not exceed the maximum number of the members of the Board or Committee stipulated under these Statutes.

- (2) Whenever a vacant office of a Board or Committee is filled, the officer shall become an automatic member of the board or committee and the membership thereof of a person or persons appointed by the board under statute 64 (1) hereof or such of them as the Council may decide shall cease if by his or their continued membership the maximum number of members of the board or committee stipulated under these Statutes shall be exceeded.
- (3) Until the expiration of the 2005/2006 academic year, the Deans of the Faculties or Schools and Heads of Departments shall be appointed by the Council upon the recommendation of the Rector.
- (4) Any policy, guidelines, act or decision of the University taken or initiated prior to these Statutes and which are contrary to these Statutes shall cease to be valid at the end of the academic year following the adoption of these Statutes.
- (5) Nothing in these Statutes shall prejudice the contractual rights and obligations of any person who immediately before the coming into force of these Statutes was a Senior Member of the University or was subject to any collective agreement.

68. COMMENCEMENT

These Statutes shall be deemed to have come into operation on the 5th day of September 2006.

ACADEMIC ORGANIZATION OF THE UNIVERSITY

The University shall be organized into the following academic divisions: Faculties and Departments and Programmes as specified in Schedule 1 to these Statutes.

SCHEDULE 1

STRUCTURE OF ACADEMIC DIVISIONS OF THE UNIVERSITY

A. Faculty of Theology & Mission

Department of Theology & Religious Studies

Programmes (Start Year)

Diploma of Higher Education in Theology (2005/6)

Bachelor in Theology (2005/6)

Department of Mission & Church History

Programmes (Start Year)

Diploma of Higher Education in Mission Studies (2005/6)

Bachelor in Mission Studies (2005)

Department of Practical Theology

Programmes (Start Year)

Diploma of Higher Education in Pastoral Studies (2005/6)

Bachelor in Pastoral Studies (2005/6)

Department of Theological Education by Extension (2005/6)

Department of Christian Music & Worship (2008)

B. Faculty of Business Administration

Department of Accounting (2005/6)

Programmes (Start Year)

BSc. Accounting (2005/6)

Professional Accountancy Programmes (2006)

CIMA (2006)

Department of Human Resource Management (2005/6)

Programmes (Start Year)

BSc. Human Resource Management (2005/6)

Department of Marketing (2005/6)

Programmes (Start Year)

BSc. Marketing (2005/6)

BSc Purchasing & Supply (2007)

Department of Banking & Finance (2005/6)

Programmes (Start Year)

BSc. Banking & Finance (2005/6)

Other Projected Courses

B. Sc. Insurance and Actuarial Science (September 2007)

B. Sc Logistics and chain supply (September 2007)

Bachelor of commerce with computing (September 2007)

B. Sc Corporate and Legal Executive Studies (September 2007)

C. Faculty of Information Technology

1. Department of Information Technology (2005)

Programmes (Start Year)

BSc. Information Technology (2005)

Diploma in Computer Networking (2005)

3. **Department of Information Studies (2006)**

The following faculties and departments have been projected to commence within the years 2006 and 2008.

D. Faculty of General Education (2006)

- Department of Languages (2006).
- Department of Geography and Natural Resources
- Department of Economics

E. Faculty of Development Studies (2008)

- Department Rural and Community Development (2008)
- Department of NGO Studies (2008)
- Department of Urban Studies and Administration (2008)

F. Faculty of Health Sciences (2008)

- Department of Biological Sciences (2008)
- Department of Nursing (2008)
- Department of Environmental Hygiene (2008)

G. Faculty of Tourism and Hospitality (2008)

Department of Hotel Management (2008)

Department of Eco-Tourism (2008)

Department of Travel and Tour (2008)

Department of Religious & Cultural Tourism (2008)

SCHEDULE 2

STATUTORY COMMITTEES OF THE PENTECOST UNIVERSITY COLLEGE COUNCIL

1. Executive Management Team of the Pentecost University College Council

Membership:
Rector – Chairman
Vice Rector
All Deans & Directors
Registrar – Secretary
Two Members of Academic Board

In Attendance: Financial Controller

Quorum: 50% of members.

2. Finance Committee

Membership:
Rector
Vice-Rector
Three (3) members appointed by the Pentecost University College Council not in the employ of the University, including the Finance Board Chairman of the Church of Pentecost
Two members of the Academic Board elected by that Board
All Deans or their representatives

In Attendance:
Registrar or his/her representative
Financial Controller

Quorum: 50% of members including the Rector.

3. Development Committee

Membership:
Rector - Chairman
Vice-Rector
Three persons appointed by the PUCC not in the employ of the University, including the Project Development & Estate Manager of the Church of Pentecost
All Deans or their representatives
Two persons elected by the Academic Board from that body.
Project Officer

In Attendance:

Registrar or his designated representative
Financial Controller
Estate Officer

Quorum:

Five members including either the Rector or Vice Rector

8 Estate Management Sub-Committee

Membership:

Chairman appointed by the Development Committee
Five members elected by the Academic Board from that body
Dean of Students/Chaplain
Estate Officer

In Attendance:

Curator; Grounds and Gardens
Financial Controller
Works/Maintenance Engineer

Quorum:

Four; including at least one Academic Board member

5. Tender Board

Membership:

Rector – Chairman
Vice-Rector
Two members appointed by the Church of Pentecost
Estate Officer
Project Officer
Two members appointed by the Pucc not in the employ of the University

In Attendance:

The Registrar

Quorum:

Four, including the Rector

6. Appointments and Promotions Board

6.1. There shall be one Appointments and Promotions Board for all categories of Senior Members.

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

62.1.1 Rector – Chairman

62.1.2 Vice-Rector

62.1.3 Two Professors elected by the Academic Board. Alternates for each of the two shall also be elected.

62.1.4 The Dean of the School/Faculty in which the appointment is being made;

62.1.5 The Head of Department in which the appointment is being made;

62.1.6 The Head of a cognate Department as defined by the Academic Board.

62.1.7 One member appointed by the Pentecost University College Council from its membership

- a. Where the status of either the Dean of the School Faculty or the Head of Department is below the rank of the position being considered, another person of professorial status may be co-opted to the Board.
1. Persons from outside the University may be co-opted as appropriate.
2. The quorum shall be five and no business shall be conducted in the absence of:
 - a. Rector or Vice-Rector;
 - b. One appointed member of the Pentecost University College Council;
 - c. Dean of the School/Faculty (except as provided for in sub-regulations (3));
 - d. The Head of Department (except as provided for in sub-regulations (3));
3. The Rector shall be present for all appointments or promotions to Associate Professor or Professor and equivalent grades.
4. The Appointment and Promotions Board shall review applications received in the light of the following:
 - Applicant's formal qualifications;
 - Applicant's experience;
 - Applicant's age;
 - Status of contract (short-term, long-term, post-retirement, etc.);
 - Recommendations of the Faculty / Administration, Appointments and Promotions Committee;
 - Reports of External Assessors.
- 6.8. Appointments or promotions shall be made to a named department or departments in a named discipline or profession and in the broad subject area rather than to sub-areas of specialisation.
- 6.3. Proceedings of the Appointments and Promotions Board shall be kept in the form of minutes on general matters and on individual appointments.
- 6.4. All minutes of the Appointments and Promotions Board shall be provided to all members of the Board.
- 6.5. Recommendations on matters of general policy shall be made to the Academic Board for consideration.
- 6.6. Minutes of individual appointments shall be circulated to Heads of Department and Deans/Directors of Schools/Faculties/Institutes concerned.
- 6.7. Minutes covering all proceedings of the Appointments and Promotions Board shall be deposited at the Main Library under the specific custody of the Librarian. Minutes of individual appointments however, shall be kept under security, such that, subject to sub-regulation (10) and (12) of this regulation, access to them shall require the written permission of the Rector.
- 6.8. The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant within two weeks of the meeting, and in the case of appointments requiring approval by the Board, within two weeks after such approval.
- 6.9. Except as provided for in sub-regulation (10) and (12) of this regulation all documents in the appointments and promotions process and all discussions at the Appointments and Promotions Board shall be secret and confidential.
7. **Faculty Appointments and Promotions Committee**
 - 7.1. There shall be in each School/Faculty Appointment and Promotions Committee. The Dean of the School/Faculty shall be the Chairman of the Committee.
 - 7.2. The membership shall be all Heads of Department within the Faculty.

- 6.4 The School/Faculty Appointments and Promotions Committee shall meet at least once in a semester.
- 6.5 All applications for appointments and promotions shall be forwarded to the Head of Department in the first instance, who shall send his comments to the Dean. On receipt of the application, the Dean or Director shall refer it to the Committee for consideration. No application shall be withheld from the Committee.
- 6.6 The Committee shall consider applications for appointments and promotions and shall forward the papers of all applicants with its comments and recommendations to the Appointments and Promotions Board.

8. Administration Appointments and Promotions Committee

- 6.9. There shall be an Administration Appointments and Promotions Committee appointed by the Rector in consultation with the Registrar.
- 6.10. Membership shall comprise the Registrar as Chairman, representatives of the Registrar's Office, Finance Office, Development Office and Health Office.
- 6.11. Members of the Committee shall hold office for two years and shall be eligible for re-appointment.
- 6.12. The Committee may co-opt others as appropriate to assist in its work.
- 6.13. The Committee shall consider all applications for appointment and promotion and forward the papers of all applicants with its comments and recommendations to the Appointments and Promotions Board.
- 6.14. The Administration Appointments and Promotions Committee shall meet at least twice a semester.

9. Appeals relating to Appointments and Promotions

The Appointments and Promotions Board may, on application, review its own decisions affecting appointments or promotions. Appeals shall proceed from the Appointments and Promotions Board to the Pentecost University College Council. In considering the appeals, the Pentecost University College Council may be assisted by an expert appointed by the Board.

10. Appointments and Promotions of Staff other than Senior Members

- 10.1. There shall be an Appointments and Promotions Committee for

10.1 Senior Staff

Membership:

- Vice-Rector – Chairman
- Registrar or his representative
- Head of Department concerned or his representative
- One person appointed by Academic Board
- One external assessor appointed by the Registrar
- Dean of the respective School/ Faculty

Quorum:

Four, including the Vice-Rector or his representative, the Head of the Department concerned, or his representative and the external assessor.

10.2 Junior Staff

Membership:

- The Dean of the School/Faculty – Chairman
- The Assistant Registrar in charge of personnel matters.

Financial Controller or his representative.

Internal Auditor or his representative.

One person from the Department concerned to be appointed by the Head of Department.

Quorum:

Three, including the Head of the Department concerned.

The Committees established under this regulation shall, in the case of Junior/Senior Staff, consider all applications and make its recommendations to the Rector.

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS

1. General Criteria for Appointments and Promotions to Teaching and Research Grades

64.1 All first appointments shall be by an interview.

64.2 An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:

- 66.1.1 Being a committed Christian;
- 66.1.2 Scholarship;
- 66.1.3 Research and contribution to knowledge;
- 66.1.4 Teaching;
- 66.1.5 Academic Leadership;
- 66.1.6 Inventiveness and resourcefulness
- 66.1.7 Contribution to Church life

64.3 An application shall be supported by publications including books, articles in journals, or manuscripts submitted to journals, plus evidence of acceptance for publication in the journals, papers from published proceedings, systematized teaching materials, and creative works, evidenced by patents, copyrights, music scores, etc.

64.4 The following shall also be taken into account by the Appointments and Promotions Board-

- 66.4.1 Contributions to University Boards or Committees,
- 66.4.2 Contributions to national development.

2. Assistant Lecturer or Assistant Research Fellow

65.1 Applicant for the post of Assistant Lecturer or Assistant Research Fellow must have a good first degree plus a master's degree and must have registered for research higher or shall be expected to do so, on appointment.

65.2 The appointment shall be for two years or in exceptional cases for three years.

65.3 Three references shall be required, at least one of whom must have been associated with the candidate's postgraduate studies. Additionally, one of the references should be of a religious denomination.

3. Lecturer or Research Fellow

9.3 For the appointment of a Lecturer or Research Fellow a higher researched degree shall be required.

9.3 Three references shall be required, at least one of whom must have been associated with candidate's post-graduate studies. Additionally, one of the references should be of a religious denomination.

9.3 Appointments to this position shall normally be for six years.

9.3 The appointment shall be reviewed before the end of the sixth year; at the end of the ninth year the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer. In exceptional circumstances the Appointments and Promotions Board may, on the recommendation of the Faculty Appointments and Promotions Committee, extend the appointment for a period not exceeding two years, at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer.

4. Senior Lecturer or Senior Research Fellow

6.1 Appointments or promotion to the grade of Senior Lecturer shall be considered on the basis of significant performance in the following:

- 6.1.1.1.1 Scholarship;
- 6.1.1.1.2 Research and contribution to knowledge;
- 6.1.1.1.3 Teaching;
- 6.1.1.1.4 Academic leadership;
- 6.1.1.1.5 Inventiveness and resourcefulness;
- 6.1.1.1.6 Extension work or service to the University, the Church and the nation;

6.2 Two external assessors shall be required.

5. Associate Professor

1.1 Appointment or Promotion to the grade of Associate Professor shall be on the basis of outstanding scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and the development of the country.

1.2 Two external assessors are required.

6. Full Professor

2.1 Appointment or Promotion to the grade of Professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University and the development of the nation.

2.2 Two external assessors shall be required.

7. Visiting and Temporary Appointments

3.1 In consultation with the Dean and Head of Department, the Rector may, in urgent cases, approve a short-term for a period of up to one year while an application for a regular appointment is being processed.

3.2 In consultation with the Dean and Head of Department, the Rector may approve a short-term appointment for a period of less than one year for an applicant who does not propose to take up a regular appointment.

3.3 The designation "Visiting Scholar" shall apply to the appointment.

- 3.4 The appointment shall be reported to the Appointments and Promotions Board at its next regular meeting.

8. Tutor/Research Associate

Persons who may not possess the requisite qualifications for appointment to the various teaching/research positions in the University who have acknowledged expertise in certain selected fields for which regular teachers are difficult to come by, may be appointed to teaching positions in such fields; these may include, for example, Music and Ghanaian Languages and Culture and Foreign Languages. The designation, tutor/research associate, shall apply to such persons who are offered teaching or research positions. Depending on their qualifications and experience, such persons shall enjoy conditions of service similar to those enjoyed by a lecturer/research fellow. Appointment to this category shall be for a renewable period to two years.

9. Criteria for Appointments and Promotions to Non-Teaching Staff

- 4.1 All first appointments to non-teaching staff shall be by interview.
- 4.2 For appointment or promotion to the administrative/professional grades, evidence of promise or continuing performance in respect of the following shall be required:
- 4.2.1 Grasp of administrative procedures/regulations and organisational ability;
 - 4.2.2 Leadership;
 - 4.2.3 Initiative and reliability;
 - 4.2.4 Sense of responsibility;

61.1 Assessment of the above shall require a report by the applicant on his contribution to the work of the University or other Institution, to which may be attached, memoranda (other than confidential material) to be reviewed as appropriate by Registrar, Dean, Director, or Chairman of a University Board Committee or other person(s) in a supervisory, administrative capacity.

10. REGISTRAR'S OFFICE

CRITERIA FOR APPOINTMENT

All fresh appointments shall be by interview.

10.1 Eligibility for Appointment

For appointments to the administrative grades, the following criteria shall apply.

10.2 Junior Assistant Registrar

- 4.1.1 For appointment to the grade of Junior Assistant Registrar candidates shall possess a higher degree.
- 4.1.2 In exceptional cases candidates with a good first degree or its equivalent, plus at least two years post-graduation experience may be considered.
- 4.1.3 Persons appointed under sub-regulation (2) of this regulation shall not be promoted to a higher grade unless they have acquired a higher degree.

10.3 Assistant Registrar (PR/HR/Academic)

Candidates seeking appointment or promotion to the grade of Assistant Registrar must possess a higher degree, plus at least two years relevant experience in administration.

10.4 Senior Assistant Registrar

4.1.1 For appointment or promotion to the grade of Senior Assistant Registrar; satisfactory performance in the grade of Assistant Registrar in the University or equivalent grade in an analogous institution for at least six years shall be required.

4.1.2 Two external assessors shall be required.

10.5 Deputy Registrar

10.5.1 For appointment to the post of Deputy Registrar, candidates must possess a higher degree or equivalent professional qualification. In addition, they must have served as Senior Assistant Registrar or equivalent grade in analogous institution for a minimum of five years.

10.5.2 Two external assessors shall be required, and one of whom shall serve on the Interview Board. Appointment shall be by interview.

10.6 Registrar

An appointment to the position of Registrar shall proceed as provided by the Statutes.

11. UNIVERSITY LIBRARIAN

a) Junior Assistant Librarian

- (1) For appointment to the grade of Junior Assistant Librarian candidates shall possess a higher degree in Library/Information Studies.
- (2) In exceptional cases candidates with good first degree in Library/Information Studies, plus two (2) years post graduation experience may be considered.
- (3) Persons appointed under sub section (2) of this regulation shall not be promoted to a higher grade/position unless they have acquired a higher degree in Library/Information Studies

b) Assistant Librarian

- ii) Candidates seeking appointment or promotion to this grade/position must possess higher degree in Library/ Information Studies plus at least two (2) years relevant experience in Librarianship.

c) Senior Assistant Librarian

- (1) For appointment or promotion to this grade, satisfactory performance in the grade of Assistant Librarian in the University or equivalent grade in an analogous institution for at least six years shall be required.
- (2) Two external assessors shall be required.

d) Deputy Librarian

- (1) For appointment to this post, candidates must possess a higher degree in Library/Information Studies or equivalent professional qualification. In addition, they must have served as Senior Assistant Librarian or equivalent grade in analogous institution for a minimum of five (5) years.
- (2) Two external assessors shall be required, one of whom shall serve on the Interview Board
- (3) Appointment shall be by interview.

e) University Librarian

- (i) An appointment to this position shall proceed as provided by the statutes.

FINANCE OFFICE/INTERNAL AUDIT

APPOINTMENT

1. Eligibility for Appointment

For appointment as a senior member in the Finance Office/Internal Audit Unit, candidate must satisfy the criteria defined below for the various grades.

2. Junior Assistant Accountant /Junior Assistant Internal Auditor

Candidates must:

Either

- i) Have a good first degree in Accountancy or other relevant University degree (B.Com. or B.Sc. Administration. (Accounting Option) etc.

or

- ii) Have completed Part II of Institute of Chartered Accountants (Ghana) or its equivalent in other professional Institute. In addition, have had a minimum of two years relevant experience.

3. Assistant Accountant/Assistant Internal Auditor

For appointment or promotion to **the** grade of Assistant Accountant or Assistant Internal Auditor, a person should possess any of the following: -

Either

- a. A good first degree as in 2 (i) above plus two years post-qualification experience.
- b. Part III C.A. (Ghana) or its equivalent of any of the following professional accountancy bodies:
 - (i) Institute of Chartered Accountants (I.C. A.) Ghana;

- (ii) Chartered Institute of Management Accountants (CIMA);
- (iii) Chartered Association of Certified Accountants (ACCA);
- (iv) Chartered Public Accountants (US)

Or

- c. Must have served as Junior Assistant Accountant or Junior Assistant Internal Auditor or equivalent for a minimum period of two years in the service of the University or comparable organisation.

4. Deputy Accounts Manager/Deputy Audit Manager

Persons to be appointed to the grade of Accountant or Senior Assistant Internal Auditor must:

Either

- a. Possess the Final Examination Certificate of the

Institute of Chartered Accountants (ICA) Ghana;
Chartered Association of Certified Accountants (ACCA);
Chartered Institute of Management Accountants (CIMA)

Or

- b. Must have served as an Assistant Accountant or Assistant Internal Auditor or equivalent for a minimum period of five years in the service of the University or comparable organisation.

5. Accounts Manager/Audit Manager

For appointment to the grade of Senior Accountant/Deputy Internal Auditor candidates must

Either

- a. Possess the Final Examination Certificate of

- i. Ghana Institute of Chartered Accountants (C. A) Ghana;
- ii. Chartered Association of Certified Accountants (ACCA);
- iii. Chartered Institute of Management Accountant (CIMA)

- b. Have a minimum of four years post qualification experience.

Or

- c. Have a minimum of 3 years experience as Accountant or Senior Assistant Internal Auditor in the University or analogous Institution.

6. Deputy Financial Controller/Deputy Internal Auditor

To be appointed to the post of Deputy Financial Controller or Internal Auditor; a person must: -

- a. Be a member of a recognised major professional accountancy body.
- b. Have served in the University or comparable institution for a minimum of five years (5) in the grade of Senior Accountant' Deputy Internal Auditor.
- c. Possess a minimum of seven years (7) of relevant post-qualification experience in a practising firm or in industry.

Reports from two external assessors shall be required. They shall also be members of the Interview Board.

7. Financial Controller/Chief Internal Auditor

The post of Financial Controller/ Chief Internal Auditor shall be by appointment only. To be eligible, a candidate must: -

- a. Be a member of a recognised professional accountancy body;
- b. Have served in the University as Deputy Financial Controller for a minimum of five years or have minimum of ten years post qualification experience in a practising firm, or in industry, commerce or public service.

Reports from two external assessors shall be required. They shall also be members of the Interview Board.

SCHEDULE 3

STATUTORY COMMITTEES OF ACADEMIC BOARD

1. Executive Committee

Membership: Rector-Chairman
Vice-Rector;
Deans of Faculties/School;
Four Members elected by the Academic Board from that body.

Quorum: Fifty per cent of the membership

Functions:

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

2. Planning and Resource Committee

Membership:
Rector - Chairman;
Vice-Rector;
Deans of Faculties/School;
Registrar or Deputy;
Financial Controller;
Estate Officer
Project Officer

The Committee may co-opt any number of persons from time to time to advise on technical issues. Such persons will not have right to vote.

In Attendance:

Director, Planning Unit (Secretary)
Dean, Faculty of Information Technology
Deputy Registrars
Deputy Financial Controller

Quorum:

Fifty per cent of the membership including
The Rector or Vice Rector
Financial Controller or
Deputy, Estate and Project Officers
Registrar or his Deputy

Functions:

The functions of the Planning and Resource Committee are:

- a. to advise the Academic Board on the future development of the University on matters regarding academic and human resources development;
- b. to advise the Academic Board on appropriate planning models and strategies covering all aspects of the University's activities as stated in section (a) above;
- c. to give general guidelines and directions to the operation of the Planning Unit;
- d. to advise the Academic Board on matters related to the establishment; of new departments ;
- e. to consider the immediate and long-term academic needs of the University and design appropriate strategies and plans;
- f. to advise on new courses of study of the University, taking into consideration the manpower needs of the nation and the goals set for the University.

3. Library Board

Membership:

7. Chairman elected by the Academic Board;
8. One member elected by each Faculty/School Board;
9. Financial Controller or his representative;
10. Three elected members of the Students Representative Council and the Librarian (non-voting member).

Quorum: Fifty percent of the membership.

Functions:

Subject to the directions of the Academic Board, to supervise and direct the policy of the Library and such other matters as may be delegated to it.

4. Research and Conferences Committee

Membership:

Rector -Chairman;

Deans of Faculties/Schools;

Three members elected by the Academic Board from that body;

One member elected from each Faculty Board, and such co-opted members as the Academic Board may from time to time approve.

Quorum: Fifty percent of the membership.

Functions:

a. to examine and take appropriate actions on all application for grants chargeable to the Special Research and Conferences Fund;

b. to maintain links with research-funding agencies and to serve as a channel for major research projects;

c. to make known and publish periodically, research activities undertaken and progress made within the University;

d. to consider applications from members of staff to attend conferences;

e. to ensure the submission of progress reports on all research projects in the University before the deadline established by the Committee.

5. Disciplinary Board (Senior Members)

Membership: Vice-Rector - Chairman
Four other members appointed by the Rector

In Attendance: The Registrar and the Head of Department concerned

Quorum: Fifty percent of the membership

Functions: As set out in these Statutes (Schedule 4).

6. Board of Graduate Studies

Membership: Dean of Graduate Studies – Chairman
Two members elected by each Faculty Board, one of whom should be a Vice Dean, and
The other Senior Lecturers
Registrar or his representative

Quorum: Fifty percent of the membership.

Functions:

- a. to draft regulations for all higher degrees with a view to ensuring that acceptable academic standards are maintained;
- b. to receive reports and consider recommendations pertaining to higher degrees and diplomas from Faculties;
- c. to determine results of higher degrees or post-graduate diplomas; and
- d. to make recommendations to the Academic Board for the award of post-graduate diplomas and higher degrees.

7. Joint Admissions Board

Membership:

Vice-Rector- Chairman
Deans of Faculties/School
Vice-Deans
Registrar or his representative

Quorum: Fifty percent of membership.

Functions:

- a. to approve selections recommended by the Faculty/School Admissions Board.
- b. to make recommendations to the Academic Board on admissions policy.

8. Publications Board

Membership:

Chairman elected by the Academic Board
University Editor nominated by the Vice Rector
Three representatives elected by each Faculty Board

Quorum:

Five

Functions:

- (1) To formulate policy on University publications.
- (2) To approve specific works for sponsorship or publication by the University.
- (3) To administer such funds as may be provided for such publications.

(4) To arrange for the compilation and editing of the Annual Report and any other official publications of the University.

9. Academic Planning Committee

Membership: Vice-Rector
Deans of Faculties
Librarian
Two members elected by each Faculty Board.
Chairman, Time-Table Committee
Planning Officer

Quorum: Five
Function: To consider the immediate and long term academic programmes of the University.

10. Time-Table Committee

Membership: Chairman elected by the Academic Board

Two representatives from each Faculty elected by the Faculty Board.

Assistant Registrar (Academic Affairs)- Secretary

Quorum: Half the membership

Functions: To draw up time-tables for teaching and examinations.

11. Chaplaincy Board

Membership: Chaplain - Chairman
Dean, School of Theology and Missions
Three members appointed by the Academic Board
One senior pastor from the Church of Pentecost

Quorum: Half the Membership

Functions:

- a. To organise worship and other religious activities for students and staff.
- b. To be responsible for the finance. and secretarial facilities of the Chaplaincy.
- c. To offer counselling services to students, staff and their families.

12. Public Relations Committee

Membership:

Vice-Rector - Chairman
Registrar
Two members elected by each Faculty Board
Project Officer
Financial Controller or his representative
Public Relations Manager
Chaplain

Quorum: One elected representative of the Students' Representative Council
Half the membership

Functions:

- a. To establish contacts using the appropriate public media with the University community and the public.
- b. To keep under constant review the University's public and community relations and suggest measures for improvement.
- c. To plan and make programmes for all official ceremonies; e.g. Congregation and
- d. To organise Public Lectures in the University.

13. Students Affairs Committee

Membership: Chaplain - Chairman
Chaplain
Two members elected by the Academic Board
Financial Controller
Projects Officer
Two elected members of the Students Representative Council

Quorum: 50% of the membership including either the or the Chaplain shall form a quorum.

Functions:

8. to exercise oversight over students' general welfare, joint activities and services such as sports, clubs societies and excursions.
9. to make adequate provision for the supervision and welfare of students residing in university hostels.
10. to handle general complaints from Faculty/Schools about student matters not specific to an academic department.
11. to maintain contact with the University Alumni.
12. to submit periodic reports on its work to the Rector.

SCHEDULE 4

RULES MADE UNDER STATUTE 50 - DISCIPLINE

1. These rules shall be referred to as the Disciplinary Rules and, except as provided, shall apply to all staff of the University.
2. Any act done without reasonable excuse by a person to whom these Rules apply, which amounts to a failure to perform in a proper manner a duty imposed on him/her, or which contravenes any regulation, instruction or directive relating to senior members or staff of the University or which is otherwise prejudicial to the efficient functioning of the University and brings it into disrepute shall constitute a misconduct.
3. Without prejudice to the generality of rule 2, it is misconduct for a senior member, senior staff or junior staff of the University: -
 - a. to be absent from duty without leave of the appropriate authority or reasonable excuse;
 - b. to be insubordinate;
 - c. to use without the consent of the appropriate authority, any property or facilities provided for the purpose of the University for a purpose not connected with the work of the University or not within the scope of his /her responsibilities;
 - d. to engage in any activity which is likely to bring the University into disrepute or cause disorder in the University.
 - e. to engage in any gainful occupation outside the University without the consent of the Rector;
 - f. to reveal confidential information to anyone not entitled to such information;
 - g. to verbally or physically assault any member of staff of the University;
 - h. to travel outside the country without written permission of the Rector.
4. It shall be misconduct for a junior member of the University:
 - a. To be absent from lectures and other prescribed assignment without permission or reasonable excuse;
 - b. To be insubordinate;
 - c. To address senior members of the University or other officials of the University in insulting or disrespectful language;
 - d. To indulge in any anti social activities and indecent acts while in residence or outside the campus which tend to bring the University into disrepute;
 - e. To engage in examination malpractice.
 - f. To indulge in any act that is deemed to adversely or negatively infringe on the physical and psychological life of any member of the University.
5. (1) For a breach of any of the provisions of Rules 2, 3, and 4 any of the following penalties, as appropriate, may be imposed in any disciplinary proceedings:
 - a. Dismissal;
 - b. Termination of appointment
 - c. Suspension for a stated period with or without pay;
 - d. Reduction in rank;

- e. Deferment of increment, that is postponement of date on which the next increment is due with corresponding postponement in subsequent year;
 - f. Stoppage of increment, that is, non-payment for a specified period of an increment otherwise due;
 - g. forfeiture of pay for a stated period;
 - h. rustication;
 - i. withholding of certificate for a period of time not exceeding three academic years;
 - j. cancellation of certificate and banishment from writing University examination for a period of three academic years;
 - k. reprimand;
 - l. warning.
- (2) For the purpose of this rule, penalties (a) to (l) shall be treated as major penalties, and shall be imposed only by the Rector after due consultation with the Pentecost University College Council or the Academic Board as the case may be; the other penalties shall be treated as minor ones.
- (3) Any person affected by any decision of the Rector or the person or body to whom he/she has delegated authority shall have the right of appeal as prescribed by Statute 50.
6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
7. Where in the opinion of the Rector a major penalty should be imposed in any discipline proceedings, he/she shall appoint officers of the University above the rank of the person who is the subject of the disciplinary proceedings to conduct an enquiry into charges and make appropriate recommendations to him/her as follows
- a. in the case of *Junior Staff* the Rector shall appoint an ad hoc committee on which a representative of the Junior Staff Association shall serve;
 - b. in the case of Senior Staff the Rector shall appoint an ad hoc committee on which a representative of the Senior Staff Association shall serve;
 - c. in the case of a senior member the Rector shall refer the matter to the Disciplinary Board established under Statute 46, to conduct an enquiry into the charges and make appropriate recommendation to him/her.
8. (a) In every case where disciplinary enquiry is to be conducted under Rule 7, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he proposes to exculpate himself/herself. He shall also be entitled to be accompanied to the inquiry by a friend and to call witnesses on his behalf and to hear witnesses against him.
- (b) If no reply is received within a time specified in the notice, the Disciplinary Board or Committee will proceed against him, in his presence or in his absence.
- 9.1 A person other than a junior member of the University, adversely affected by any decision of the Rector shall be entitled to appeal, within fourteen days of notification to him of the decision, to the Pentecost University College Council whose decision shall be final.
- 9.2 In the case of minor penalties any aggrieved person adversely affected by a decision may within fourteen days, appeal to the Rector whose decision shall be final.

10. Any Senior Member or Staff of the University who absents himself/herself from duty from without leave or reasonable cause shall not be entitled to his salary for the period that he stays away from duty. The non-payment of salary shall be without prejudice to any other disciplinary action, which may be taken against him.

11. The provision of Rule 7 of this SCHEDULE shall **not apply** to Junior Members of the University.

12. All major penalties imposed on Junior Members shall be subject to ratification by the Academic Board.

SCHEDULE 5

COMPOSITION OF CONVOCATION

Membership: Convocation shall consist of the following members holding office in the Pentecost University College:

The Rector - Chairman
The Vice-Rector
Professors
Directors of Schools, Institutes and Centres of the University
Deans of Faculties
Registrar
Librarian
Associate Professors
Deputy Registrars
Financial Controller
Senior Lecturers
Deputy Librarian
Senior Assistant Registrars
Internal Auditor
Lecturers
Senior Assistant Librarian
Assistant Librarian
Assistant Registrar
Deputy Accounts Managers/Deputy Audit Managers
Assistant Lecturers
Assistant Research Fellows
Assistant Accountants/Assistant Internal Auditors
Junior Assistant Registrars

Convocation shall elect its own Chairman as provided for in Statute 43.

Quorum: Twenty-five members including either the Rector or the Vice-Rector.

SCHEDULE 6

SINGLE TRANSFERABLE VOTE SYSTEM

1. Every elector in giving his vote –
 - a) must place on his voting-paper the figure 1 opposite the name of the candidate for whom he votes;
 - b) may in addition place on his voting paper, the figure 2, or figures 2 and 3 and so on, opposite the names of other candidates in the order of his preference.
2. A voting - paper shall be invalid on which:
 - a) the figure 1 is not marked; or
 - b) the figure 1 is set opposite the name of more than one candidate; or
 - c) the figure 1 and some other figures are set opposite the name of the same candidate.
3. There shall be appended to the forms of voting paper a note to the following effect:

"Instructions: Vote by placing the figure 1 in the space opposite the name of the candidate for whom you vote. You may also place the figure 2, or figures 2 and 3, and so on, in the spaces opposite the names of other candidates in the order of your preference for them.
4. The Returning officer shall arrange the voting -papers (other than voting Papers) in parcels according to the first preference recorded for each candidate.
- 9 The Returning officer shall then count the number of papers in each parcel and credit each candidate with one vote in respect of each valid paper on which a first preference has been recorded for him, and he shall ascertain the total number of valid papers.
- 10 The officer shall then divide the total number of valid papers a number exceeding by one the number of vacancies to be filled and the result increased by one, disregarding any fraction remainder, shall be the number of votes (hereinafter C "quota"), sufficient to secure the return of a candidate.
- 11 If at any time the number of votes credited to a candidate is equal to or greater than the quota, the candidate shall be elected.
- 12 i. If at any time the number of votes credited to a candidate is greater than the quota and one or more vacancies remain unfilled, the surplus shall be transferred in accordance with the provisions of this regulation to the continuing candidates indicated on the voting-papers the parcel of the elected candidate as being next in order of the voters' preference.
 - ii. If the votes credited to an elected candidate consist of:
 - a) original votes only, the returning officer shall examine all the papers in the parcel of the elected candidate whose surplus is to be transferred and shall

arrange the transferable papers in sub accordingly to the next preference recorded thereon;

b) original and transferred votes, or of votes only, the Returning Officer shall examine papers contained in the sub-parcel last received by the elected candidate and shall arrange transferable papers in it in further sub parcel - according to next preference recorded thereon.

- iii. In either (a) or (b) of sub-paragraph (ii) the Returning Officer shall make a separate sub-parcel last received by the elected candidate and shall arrange the transferable papers in it in further sub-parcels according to next preference recorded thereon.
- iv. If the total number of papers in the sub-parcels of transferable papers is equal to or less than the surplus, the Returning Officer shall transfer each sub-parcel of the transferable papers to the continuing candidate indicated thereon as the voters' next preference.
- v. If the total number of transferable papers is greater than the surplus the Returning Officer shall transfer from each sub-parcel the number of papers which bears the same proportion to the number of papers in the sub-parcel as the surplus bears to the total number of transferable papers.
- vi. The number of papers to be transferred from each sub-parcel shall be ascertained by multiplying the number of papers in the sub-parcel by the surplus and dividing the result by the number of transferable papers. A note shall be made of the fractional parts, if any, of each number ascertained.
- vii. Where owing to the existence of such fractional parts, the number of papers to be transferred is less than the surplus, so many of these fractional parts taken in the order of their magnitude, beginning with the largest, as are necessary to make the total number of papers to be transferred equal to the surplus, shall be reckoned as of the value of unity, and the remaining fractional parts shall be ignored.
- viii. The particular papers to be transferred from each sub parcel shall be those last filed in the sub-parcel
- ix. Each paper transferred shall be marked in such a manner as to indicate the candidate from and to whom the transfer is made.
- x. If more than one candidate has a surplus, the largest surplus shall be first dealt with.
- xi. If two or more candidates each have the same surplus, regard shall be had to the number of original votes obtained by each candidate and the surplus of the candidate credited with the largest number of original vote shall be first dealt with.
- xii. If the numbers of the original votes are equal, Returning Officer shall decide which surplus he will deal with.
- xiii. The Returning Officer need not transfer the surplus of elected candidate when the surplus together with any other surplus not transferred does not exceed the difference between the totals of the votes credited to the two continuing candidates lowest on the poll.

- xiv. If at anytime no candidate has a surplus (or when the preceding regulation any existing surplus need not be transferred) and one or more vacancies remained unfilled the Returning Officer shall exclude from the poll the candidate credited with the lowest number of votes shall arrange the transferable papers in sub-parcel according to the next preferences recorded thereon for continuing candidates, and shall transfer each sub. to the candidate for whom that preference is recorded. The Returning Officer shall make a separate sub-parcel of the non-transferable papers.
- xv. Where the total of the votes of the two or more candidates lowest on the poll, together with any surplus votes not transferred, is less than the votes credited to the next highest candidates, the Returning Officer may in one operation exclude candidates from the poll and transfer with their votes in accordance with the preceding regulation.
- xvi. When a candidate has to be excluded under this regulation, and two or more candidates have each the same number of votes and are lowest on the poll, regard shall be had to the number of original votes credited to each of those candidates, and the candidate with fewer original votes shall be excluded, and when the numbers of the original votes are equal, regard shall be had to the total number of votes credited to those candidates at the first transfer at which they had an unequal number of votes, and the candidate with the lowest number of votes at that transfer shall be excluded, and where the number of votes credited to those candidates are equal at all transfers, the Returning Officer shall decide which shall be excluded.
- xvii. Whenever any transfer is made under any of the preceding regulations, each sub-parcel of papers transferred shall be added to the parcel, if any, of papers of the candidate to whom the transfer is made, and that candidate shall be credited with one vote in respect of each paper transferred. Such papers as are not transferred shall be set aside as finally dealt with the votes given thereon shall henceforth not be taken into account.
- xviii. If after any transfer a candidate has a surplus, that surplus shall be dealt with in accordance with and subject to the provision contained in Regulation 8 before any other candidate is excluded.
- xix. When the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be elected.
- xx. When only one vacancy remains unfilled, and the votes of one continuing candidate exceed the total of the votes of the other continuing candidates together with any surplus not transferred, that candidate shall be elected.
- xxi. When the last vacancy can be filled under this regulation, no further transfer of votes need be made.
- xxii. In publishing the result of the election the Returning Officer shall include a notification of any transfer of votes made under these regulations and of the total number of votes credited to each candidate after any transfer.
- xxiii. Any candidate or his representative may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes, (whether surplus or otherwise), request the Returning

Officer to reexamine and recount the papers of all or any candidates (not being papers set aside at any previous transfer as finally dealt with), and the Returning Officer shall re examine and recount the vote accordingly. The Returning Officer may also at his discretion recount votes either o or more in any case in which he is not satisfied as to the accuracy of any previous count; except that nothing in this SCHEDULE shall make it obligatory on the Returning Officer to recount the same votes more than once.

- xxiv. Subject to such modifications as may be necessary by reason of any error in the original count, each paper shall take the same course as at the original count.
 - xxv. If any questions arises in relation to any transfer of votes the decision of the Returning Officer, whether expressed or implied by his acts, shall be final.
 - xxvi. In this SCHEDULE- "continuing candidate" means a candidate not elected and not excluded from the poll. "Non-transferable paper" means a voting-paper on which no second or subsequent preference is recorded for a continuing candidate; but a paper shall be a non-transferable paper where:
 - a. The name of two or more candidates (whether continuing or not) are marked with the same figure; and are next in order of preference; or
 - b. The name of the candidate next in order of preference (whether continuing or not) is marked -
 - 1. By a figure not following consecutively after some other figure on the voting paper;
 - 2. or by two more figures.
 - c. "First preference," "Second preference," "Third preference," means the figure "1," "2," or "3," respectively set opposite the name of a candidate;
 - d. "Original vote" used in respect of the candidate means a vote derived from a voting paper on which a first preference is recorded for that candidate;
13. "Transferable paper" a voting paper on which a second or subsequent preference is recorded for a continuing candidate; "Surplus" means the number of votes, by which the total number of votes original and transferred, credited to a candidate, exceeds the quota.