



# STATUTES

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Our Motto: *Transformation and Service*

## **PART ONE**

### **PRELIMINARY MATTERS**

#### **PREAMBLE**

In accordance with the powers conferred on the University Council, being the governing body of the Pentecost University (PU), these Statutes are promulgated to govern and regulate both the academic and administrative bodies of the Pentecost University (PU) on this day **08/12/2022**.

## **1.0 DEFINITION OF TERMS**

In these Statutes, unless the context otherwise requires:

- a. "University" means Pentecost University or Pentecost University LBG.
- b. "Council" means Pentecost University Governing Council.
- c. "Academic Board" refers to the Academic Board of the University.
- d. "Convocation" refers equally to senior members of the University.
- e. "Congregation" is a special assembly of the University to receive reports on the University and witness the conferment of degrees and other awards.
- f. "Centre" means an establishment, which is oriented to providing services including teaching and research in support of established Faculties or Schools in the University.
- g. "Church" refers to The Church of Pentecost.
- h. "Department" means a part of a Faculty that is concerned with teaching and research in a recognisable academic discipline and has been approved and designated as such by the Academic Board.
- i. "Faculty" means an aggregation of related Departments as specified in the appropriate Schedule.
- j. "Junior Members" means all the students enrolled at any given time in the University.
- k. "Junior Staff" refers to persons in the employment of the University of the rank below Administrative Assistant or its equivalent.
- l. "Professorial Rank" refers to Professors and Associate Professors, including Visiting, Adjunct Professors, Honorary and Emeritus.
- m. "Registrar" means a person appointed Registrar of the University by the University Council.
- n. "School" refers to a group of academic units/centres designated as such to fulfil particular academic/research purposes. It has a Faculty status and shares one or more of the following characteristics: association with a profession or ministry, or prepares students for certification by a professional body or bodies or admits students for the primary purpose of graduate studies and research.
- o. "Semester/Trimester" means an academic term of course work.

- p. "Senior Members" are all academic, professional and administrative personnel not below the rank of Assistant Lecturer or analogous rank and who, by their appointment, become Members of Convocation.
- q. "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 but below the rank of Assistant Registrar
- r. "Staff" refers to all persons in active employment of the University.
- s. "Institute" means a semi-autonomous establishment whose primary focus is multi-disciplinary research or extension services, and in furtherance of which it may undertake training or teaching of persons who are associated with institutions that are outside the University. An institute is equivalent to a Faculty.
- t. "Bureau" means an establishment which is oriented to provide services including research and teaching for extension purposes, but not for the award of formal University degrees, diplomas, or certificates.
- u. "Division" refers to a collection of related Departments but below the status of a Faculty.
- v. "Section" means a unit in a Department formally recognised as a nursery for a potential Department.
- w. "Unit" means the part of an academic division lower than a department or a part of an administrative division lower than a section and intended to render a specialised, coordinating or support service.
- x. "Dean" refers to the Head of a School or Faculty or its equivalent.
- y. "Alumni" refers to:
  - a. All Graduates of the University
  - b. Former students of the Pentecost Theological Seminary
  - c. All past students deemed eligible by the Academic Board for membership of Congregation.
  - d. Senior members who are not past students but have served the university for five (5) years and above and are deemed eligible by the Alumni Association for membership of the Association.
  - e. Honorary awardees of the University.

- z. “Members” mean “senior members” and “junior members” as defined in the Statutes, and such other persons who Council, on the recommendation of Academic Board, may, by resolution, confer membership of the University on, including but not limited to the following:
  - a. Adjunct Professors of the University
  - b. Emeritus Professors of the University

## **PART TWO**

### **2.0 ESTABLISHMENT OF THE UNIVERSITY**

- 1) The Pentecost University (PU) - referred to in these Statutes as the University - is an independent corporate body limited by guarantee and registered under the Laws of Ghana. The University is a non-profit educational institution originally founded by The Church of Pentecost (CoP) to provide higher education to raise ethically upright and intellectually outstanding graduates.
- 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 utilisation of the property;
  - (c) Receive gifts, donations and bequests in cash or in kind, which shall be utilised 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.

### **3.0 VISION, MISSION AND VALUES OF THE UNIVERSITY**

#### **3.1 VISION**

*Pentecost University aspires to be a distinguished University known for excellence in teaching, research and community impact.*

#### **3.2 MISSION**

*Pentecost University exists to develop resourceful and value-driven graduates, whilst generating and disseminating knowledge through research and innovation in partnership with industry, commerce and the public sector.*

#### **3.3 VALUES**

The core values of Pentecost University are:

- 1) **Uprightness** – we uphold to inculcate into our staff and students, moral and ethical discipline.
- 2) **Integrity** – we uphold to remain transparent, open and accountable to ourselves, and to demonstrate truthfulness and credibility in all actions.
- 3) **Excellence** – we strive to distinguish ourselves in all we do by demonstrating a high-level commitment and dedication with our strength, knowledge, and expertise.
- 4) **Agility** – we uphold to proactively impact our generation and posterity through innovation and operational research.
- 5) **Inclusiveness** – we seek to promote equal opportunities for all persons and respect for opposing views.

### **4.0 OBJECTIVE OF THE UNIVERSITY**

The object of the University is to produce world-class problem-solving human resources, informed by ethics, schooled in critical and reflective thinking to meet the demands of the development of modern society through dissemination of knowledge, quality learning, research and training.

## **5.0 FUNCTIONS OF THE UNIVERSITY**

The University shall achieve its object through the following:

- 1) Being governed by the highest level of integrity and ethical standards.
- 2) Providing a multifaceted education as approved by the Council from time to time.
- 3) Aligning its current and future programmes to meet the aspirations of students and society.
- 4) Providing a solid foundation and experience for learning and creating avenues for students to acquire holistic knowledge and skill to solve problems through quality, well-balanced teaching, critical and reflective thinking activities, and research programmes.
- 5) Connecting the University to industry, commerce and the public sector and the larger society.
- 6) Collaborating with local and international institutions and organisations whose objectives are similar or complimentary to those of the University through joint or collaborative research and exchange programmes.
- 7) Creating and disseminating the knowledge acquired through teaching and research and encouraging students and Senior Members to publish the results of studies or research works of academic and practical value.
- 8) Establishing Faculties, Departments, Schools and any other academic learning Centres that may offer innovative programmes and skills development as may be approved by the University Council.
- 9) Ensuring that adequate resources are available at any point in time to all categories of University staff for the smooth running of academic, administrative, entrepreneurial and social programmes/activities in the University.
- 10) Determining the calibre and competence of faculty, the quality, relevance and scope of academic programmes and modes of instruction in the University.
- 11) Conducting examinations and continuous assessments and thereby conferring degrees, diplomas, certificates and other qualifications of the University.



- 12) Conducting and encouraging research to enhance the frontiers of knowledge to ensure holistic development of students' spiritual, intellectual, and socio-cultural lives, the Church, and society.
- 13) Developing close academic and cultural linkages or relationships with society, academic institutions, donors and funding agencies within and outside Ghana.
- 14) Carrying out any other functions as may be determined and approved by the Council from time to time.

## **6.0 THE SEAL OF THE UNIVERSITY**

- 1) The University shall have a seal
- 1) The Seal of the University shall be kept in proper custody by the Registrar and shall be used upon the authority and direction of the University Council.
- 2) The Seal of the University shall be authenticated either by the signature of the Vice-Chancellor or Registrar or any other person specifically appointed by the Council and accordingly authorised on its 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 authorisation of the University Council, shall be presumed to have been duly given.

## **7.0 THE PENTECOST UNIVERSITY COUNCIL**

**7.1** The University shall be governed by a body called PENTECOST UNIVERSITY COUNCIL, which shall consist of the following members of whom at least two shall be women:

- a. The Chancellor
- b. The Chairman of Council
- c. The Vice-Chancellor
- d. Two (2) members elected by Convocation (one teaching; one non-teaching)
- e. Seven (7) Members appointed by the Council of CoP:
  - i. Two (2) members representing industry and commerce
  - ii. Two (2) members representing Academia outside PU
  - iii. Two (2) members representing the legal sector

- iv. One (1) member who is an Educationist
- f. One (1) distinguished alumnus of the University
- g. One (1) representative of the Students Representative Council (SRC)

In attendance shall be the following:

- a. Pro Vice-Chancellor, Registrar, Chief Finance Officer (CFO), with the Registrar as the Secretary to the Council.

**7.2** Except for the elected members, the general **term of office** of any person who is a member of the University Council shall be for four (4) years and thereafter shall be eligible for one term only.

## **8.0 VACANCIES ON THE COUNCIL**

Where by resignation, physical or mental incapacitation, 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.

## **9.0 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 ten (10) days before the date fixed for such a meeting.
- 2) The Council shall meet 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/her absence and incapacity by the Vice-Chancellor by giving at least 24 hours' notice 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 eight (8) persons, including the Vice-Chancellor.
- 5) In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall represent him.

- 6) Decisions on matters brought before the University Council shall be decided by a simple majority of votes cast by members present and voting.
- 7) In all matters of decision-making, the Chairperson shall have an ordinary and casting vote.
- 8) 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.
- 9) The Chancellor of the University may attend Council meetings as and when he/she may consider appropriate.

## **10.0 POWERS AND FUNCTIONS OF THE COUNCIL**

The Council shall have power:

- 1) On the recommendation of the Academic Board, to award degrees, diplomas, certificates and confer the title of Emeritus Professor, Honorary Professor and any other academic title.
2. To control the property, funds and investments of the University and may on behalf of the University:
  - i. Sell, buy, exchange, lease and accept leases of property.
  - ii. Enter into, carry out, vary or cancel contracts.
  - iii. Borrow money on behalf of the University on security of the property of the University or otherwise.
  - iv. Manage the University's finances and determine 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.
  - v. Determine any question of finance that directly affects the University's educational policy.
  - vi. Take responsibility for all measures necessary or desirable for the conservation or augmentation of the resources of the University and, for this purpose, specify any matter affecting the income or expenditure of the University in respect of which the consent of Council shall be obtained before action is taken or liability incurred.
  - vii. In furtherance of the above (vi), Council shall:

- a. Prescribe the manner and form in which units of the University shall submit accounts or estimates of income and expenditure.
- b. Determine the allocation of all recurrent funds at the disposal of the University.
- c. Determine annually the expenditure necessary for the development of the University.
- i. determine the annual expenditure necessary for the maintenance of:
  - a. The property of the University.
  - b. Determine the adequate staff for transacting the University's academic, financial and administrative business, and shall, in its discretion, appropriate monies for these purposes.

#### **11.0 ELECTION OF SENIOR MEMBERS TO COUNCIL**

- 1) Members of Convocation shall elect two persons in active employment (academic and non-academic) from its 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 one more term. The commencement of the term of office shall be reckoned from the first day of January following the election.
- 2) The two members to be elected by Convocation to the Council shall be faculty and non-faculty senior members, not below a rank equivalent to Senior Assistant Registrar. The election shall be conducted in two categories: faculty and non-faculty senior member with a separate list of candidates and separate ballot papers for each category.
- 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 indicate in writing a 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 F** to these Statutes. Three (3) scrutineers appointed by Academic Board 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 fair manner.

- 5) It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on Council and shall at the same time call for nominations to be received within two weeks. All members of Convocation shall be notified of the date of the election, which shall be not later than two weeks after the close of nominations.
- 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 of the proxy.
- 7) Election to Council shall be held as soon as possible, but not later than two (2) months after the declaration of the vacancy.
- 8) Where a vacancy occurs in the Convocation's representation on the Council during the year through death, resignation, or any other cause, 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**

#### **12.0 ESTABLISHMENT OF STATUTORY COMMITTEES OR BOARDS**

- 1) There shall be established Statutory Committees of the Council that shall have powers to perform specific functions assigned to them for and on behalf of the Council.
- 2) 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 such statutory 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 have a quorum for two successive meetings, the Chairman of that Committee shall report to the Council through the Executive Management Team of the University for advice.
- 3) No decision reached at a meeting of any statutory body of Council 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 a tie in the voting in respect of any decision reached at any meeting, the Chairman of the meeting shall, in addition to his/her original vote, have 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 statutory body or Committee shall be determined by the entire members present at such a meeting.
- 5) Unless otherwise provided, all Statutory Committees and Boards of Council shall meet at least once in every semester or as and when it becomes necessary.
- 6) No act or decision of any statutory body shall be invalid by reason of the absence of any of its members at the meeting so long as a quorum was established.

### **13.0 EXECUTIVE MANAGEMENT TEAM**

- 1) The Council shall appoint an Executive Management Team, which shall act on its behalf to perform the following functions:
  - a. Oversee the day-to-day management and administration of the University.
  - b. Implement policies and decisions of the Council.
  - c. Coordinate the activities of all committees of the Council.
  - d. Act for and on behalf of Council in cases of emergency and report to the same for ratification.
  - e. Initiate action(s) on all matters related to the University for Council's approval.
- 2) The composition of the Executive Management Team (EMT) of the University shall be as indicated in **Schedule A** of the Statutes.
- 3) The **Key Officers** (Vice-Chancellor, Pro Vice-Chancellor, Registrar, Chief Finance Officer) may be empowered to act on behalf of the Executive Management Team and subsequently notify the EMT.

### **14.0 THE FINANCE COMMITTEE**

- (1) The Finance Committee shall be constituted by Council and shall be subject to its general policy, control and guidance. It shall perform the executive functions of Council with regard to all financial matters as 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 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 or otherwise manage the University funds.
  - d. Incur or otherwise authorise 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 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 A** of these Statutes.

#### (4) The Role of the Finance Committee

The Finance Committee shall provide oversight responsibility of matters relating to the financial position of the University. The Committee's specific role shall include the following:

- a. Recommend to Council for approval of the Annual University Budget and medium-term financial forecasts (including allocations to the various schools/faculties, departments and units) to achieve the objectives of the University's Strategic Plan.
- b. Monitor the University's financial key performance indicators against the Annual Budget (including the investment programme for capital and infrastructure).
- c. Receive the annual accounts of the University and recommend their approval to the Council.
- d. Investigate aspects of the financial situation which require further analysis or action.
- e. Approve and monitor the University's Treasury Management Policy and activities, including strategy for and performance of endowed funds and investments.
- f. Advise on all financial policies and transactions of the University.
- g. Oversee the University's arrangements for tax, purchasing, subsidiary companies and financial relationships with associated bodies.
- h. Determine and oversee the University's policies regarding pension benefits for its staff within the context of the National Pension Schemes that the University participates in (SSNIT Pension Scheme).
- i. Approve changes to pension arrangements that do not impact the overall terms of conditions of staff employment.
- j. Authorise the Chief Finance Officer to act on behalf of the University at meetings of the pension fund managers.
- k. Consider and approve Capital investments.
- l. Maintain an up-to-date Asset Register.



- m. Oversee the work of the Estate and Development Department in the delivery of capital projects, monitor capital disposals, and receive reports in respect of the condition of the estate.
- n. Ensure appropriate governance of strategic issues relating to the University's estate, including asset management, capital projects, maintenance and repair, facilities management, and energy and environmental issues.
- o. Provide oversight of and institutional strategic alignment to the development and ongoing review of the University's Physical Environment and Sustainability Strategies, and recommend any amendments or new strategies to Council for approval.
- p. Determine the University's Financial Regulations, approve substantive changes, and receive reports of changes made under the scheme of delegation.
- q. Monitor the performance of the University's commercial activities and consider proposals to establish new commercial ventures.
- r. Oversee the financial performance and sustainability of the Students' Representative Council.
- s. Consider, record and address the potential impacts of decisions made by the Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).

## **15.0 THE DEVELOPMENT COMMITTEE**

- (1) Council shall constitute a Development Committee which, subject to the general policy control and direction of Council, shall be responsible for all matters concerning the acquisition, development, maintenance and disposal of land, buildings and other properties.
- (2) The Committee shall, without prejudice to the generality of its powers and within the financial resources made available to it by the Finance Committee, have power to:
  - i. Take appropriate steps for the development, care and maintenance of the property of the University.
  - ii. Determine building programmes and approve plans for the physical development of the University.

- iii. Appoint competent 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 matters related to architectural and structural designs.
- (3) The composition of the Development Committee is set forth in **Schedule A** to these Statutes.

## **16.o TENDER BOARD**

The Council shall constitute a Tender Board as a sub-Committee of the Development Committee.

- (1) The Tender Board shall consider contract awards and report to the Development Committee, which will in turn report to Council.
- (2) The composition of the Tender Board is set forth in **Schedule A** of these Statutes.

## **17.o THE PROCUREMENT COMMITTEE**

There shall be a Procurement Committee of the University whose main responsibility shall be to coordinate procurement and disposal activities as well as offer professional advice to the University.

### **Roles**

The Procurement Committee shall have the following roles:

- 1) Make recommendations on purchases, the value of which shall not exceed the Head of Entity threshold.
- 2) Seek expert advice, where necessary, on specifications related to goods and services to be purchased.
- 3) Consider pro-forma invoices obtained by the Procurement Department and make recommendations for the selection of the most suitable supplier(s).
- 4) Recommend placement of order to the Vice-Chancellor having regard to quality and price.
- 5) Report to the Vice-Chancellor on decisions taken.

## **18.0 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 Council. The Appointments and Promotions Board, acting on behalf of Council, shall:

- 1) Engage or promote faculty and other academic staff and report to Council.
- 2) Engage or promote non-teaching senior members and other staff of the University and report to Council.
- 3) Committees of the Appointments and Promotions Board shall be constituted as set forth in **Schedule B** of these Statutes.

## **19.0 ACADEMIC BOARD**

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

- Vice-Chancellor as Chairperson
- Pro Vice-Chancellor
- Deans and Directors
- Chief Information Officer
- Heads of Academic Department
- Professors/Associate Professors
- Two members of faculty elected by each Department
- Registrar of the University as Secretary.
- Deputy Registrar Academic or his/her representative

## **20.0 POWERS AND FUNCTIONS OF THE ACADEMIC BOARD**

The Academic Board shall have the power to perform the following functions:

- 1) Formulate and carry out the University's academic policy and generally regulate and approve the academic programmes and examinations in the University.
- 2) Promote teaching and research within the University.
- 3) Advise Council on the appointment of academic staff.
- 4) Make regulations for the admission of students to the University.
- 5) Make arrangements for the conduct of examinations and determine dates for holding them.

- 6) Appoint Internal and External Examiners on the recommendations of the respective Faculty Boards and Schools concerned and determine the appointments' terms and conditions.
- 7) 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/her suspension or removal to appoint a replacement.
- 8) Receive reports on the conduct of examinations for the academic year and comments on them from the Departments and make observations and recommendations on University examinations as it considers fit.
- 9) Make regulations after receiving reports or proposals from School/Faculty Boards relating to programmes of study, degrees and other academic distinctions.
- 10) 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.
- 11) Make recommendations to Council on the institution, combination, abolition and change of scope or division of any School, Faculty, Institute, Centre, Department and programmes.
- 12) Recommend to Council matters regarding affiliation and collaboration with other institutions on such terms and conditions as it may deem appropriate.
- 13) Determine, subject to any condition made by financiers of specific awards and scholarships which are accepted by 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 Schools, Faculties, Departments or Committees set up for that purpose by the Academic Board.
- 14) Determine all matters relating to anagogical content and methods and of assessment by examination or otherwise for the award of degrees, diplomas and other academic distinctions.
- 15) Determine and control the terms and conditions of research or other activities conducted in the University, for which outside bodies make payments.
- 16) Determine general policy matters relating to library facilities, teaching aids, services, workshops and such other academic services as are in its view necessary in furtherance of the aims of the University.

- 17) Set up special Boards to supervise the functions of any Institute, School or Centre.
- 18) 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.
- 19) Determine the academic year and dates of semester within it.
- 20) Make regulations for the discipline of the Junior Members of the University as well as for controlling organisations of the student body.
- 21) Withhold or cancel the certificate of a graduate of this University for examination malpractices.
- 22) Make either on its own initiative or at the request of Council, reports and recommendations on any matter affecting the University and within the scope of policy approved by Council and to take such action(s) as it may deem necessary for the development, welfare and good governance of the entire University community.
- 23) Refer proposals on any matter to Convocation for consideration.
- 24) Review the decisions of any of its Statutory Committees.
- 25) Make representations to Council on a matter connected with the University and shall perform the additional functions conferred on it by these Statutes.

## **21.0 MEETINGS OF THE ACADEMIC BOARD**

- 1) The Vice-Chancellor shall convene a meeting of the Academic Board at least thrice in each semester.
- 2) The quorum for the transaction of the business of the Academic Board shall be at least one-half of the members.
- 3) Suppose a quorum is not obtained within one hour after the time appointed for the meetings. In that case, members present shall take notes on the matters on the agenda for discussion and ratification by the next Academic Board meeting.
- 4) 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 Vice-Chancellor with a statement of the matters to be discussed at the special meeting.

- 5) The Vice-Chancellor shall convene a special meeting within five days of the request, specifying the matters to be discussed in the notice of the meeting.
- 6) An emergency meeting may be convened by the Vice-Chancellor anytime upon giving all members of the Board at least three days' written notice.

## **22.0 STATUTORY COMMITTEES OF ACADEMIC BOARD**

- 1) Subject to the approval of 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 no later than thirty days after the end of the year.
- 3) The Statutory Committees of the Academic Board, their composition, procedures and functions shall be in accordance with the provisions of **Schedule D** of these Statutes.

## **PART FOUR**

### **ADMINISTRATION OF THE UNIVERSITY**

#### **23.0 CHANCELLOR**

##### **(1) Appointment**

There shall be a Chancellor of the University who shall be the ceremonial head of the University.

##### **(2) Duties and Powers**

##### **The Chancellor shall:**

- i. Preside over the meetings and any ceremony of the University at which he is present.
- ii. Be the principal liaison between the University and The Church of Pentecost.
- iii. He shall, by virtue of his office, be a member of Council
- iv. Ensure that the University faithfully adheres to the founding purposes expressed in its Regulations and Statutes.
- v. Confer degrees, diplomas and certificates awarded by the Academic Board of the University and honorary degrees in accordance with procedures prescribed by these Statutes.
- vi. The Chancellor shall be furnished with copies of the minutes of the meetings of Council and the Academic Board and the statutory publications of the University.

##### **(3) Term and Conditions of Office**

The Chancellor shall maintain his position as Chancellor for as long as he remains the Chairman of The Church of Pentecost or as appointed by the Executive Council of The Church of Pentecost.

##### **(4) Principal Officers**

The Chancellor, Chairman of Council and Vice-Chancellor shall constitute the Principal Officers of the University.

## **24.0 CHAIRPERSON OF COUNCIL**

### **(1) Appointment**

- a. There shall be a Chairperson of Council who shall be appointed by the Executive Council of The Church of Pentecost.
- b. The Chairperson shall preside at the meetings of the Council except where the Chancellor is present.

### **(2) Term of Office**

- a. The Chairperson shall be appointed for one term of four (4) years, following which he/she shall be eligible for one more term.
- b. The Chairperson of Council may resign from office in writing addressed to the Chancellor.
- c. The Chairperson of Council may be removed from office for good cause (on matters related to gross misconduct, wilful negligence, in a manner that brings the name of the University into disrepute) by a special resolution of Council supported by the votes of not less than two-thirds of the entire membership of the council present. This resolution shall be submitted to the Executive Council of CoP for further action.

## **25.0 THE VICE-CHANCELLOR:**

### **(1) Appointment**

There shall be a Vice-Chancellor of the University who shall be appointed by the University Council on the recommendation of the Executive Council of the Church.

- (a) When it is known that the office of the Vice-Chancellor is likely to be vacant, or when the post is vacant, the University Council shall notify the Executive Council of the Church which shall constitute a search committee to nominate one person who the University Council shall appoint.
- (b) Where the University Council considers the first nominee not suitable for the position, the University Council shall request the Executive Council of the Church for a fresh nomination.
- (c) Where the University Council considers the second nominee unsuitable, it shall request for a third nominee.



- (d) 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 Council.
- (e) The Vice-Chancellor may only be removed from office for good cause, which may include the following:
  - (i) Conviction for an offence deemed by Council to be such as to render him 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 the office;
  - (iv) Any other conduct, action and circumstance determined by a special resolution of Council to be of a sufficiently serious nature, bringing the name of the University into disrepute.
- (f) A petition for the removal of the Vice-Chancellor shall be presented to Council and served on the Vice-Chancellor.
- (g) Council shall determine whether the petition merits any further attention.

### **(3) Duties and Powers**

- (a) The Vice-Chancellor shall be the executive head and chief disciplinary officer of the University. He/She shall by virtue of his office, be a member of the University Council, Convocation, the Academic Board, Congregation, and every statutory committee of Council and Academic Board.
- (b) The Vice-Chancellor shall be the Chief Executive Officer of the University and shall be responsible, in accordance with these Statutes and with decisions of Council and the Academic Board, for organising and conducting the academic, financial, and administrative business of the University and for promoting the efficiency and good order of the University.
- (c) He shall have overall authority over the academic, financial and administrative staff and shall submit annually, through the Academic Board, to Council a statement on the staff which, in his opinion, is

necessary for the transaction of University business, together with an estimate of the expenditure required for the maintenance of such staff.

(d) It shall be the right and duty of the Vice-Chancellor to advise Council and the Academic Board on all matters affecting policy, finance, governance, growth and administration of the University, and for this purpose he shall have unrestricted right of attendance and speech at all meetings of Council and of all University bodies whether executive or advisory, which are charged with the consideration of such matters.

(e) The Vice-Chancellor as the academic and administrative head of the University shall:

- i. Exercise general responsibility for the staff;
- ii. Be responsible for the discipline of all staff and students in the University;
- iii. Be responsible for the co-ordination and implementation of academic, research and extension programmes of the University;
- iv. Appoint employees of the University in accordance with procedures and terms laid down by Council;
- v. Appoint teaching faculty and distinguished non-University scholars on temporary basis for periods up to one-year subject to ratification by Council through the Appointments and Promotions Board.
- vi. Delegate any functions assigned to him by these Statutes to such office holders or senior members of the University as he/she deems appropriate;
- vii. Promote scholarship and general growth and welfare of the University;
- viii. Present to Council for consideration and approval business plans and budgets one month before the beginning of every financial year;
- ix. Present to Council for consideration and approval annual audited accounts within four months after the financial year;
- x. Present a termly management account to Council for consideration and approval at the end of every quarter;

- xi. Prepare and present to Council a Strategic Plan to guide the growth of the University and give direction to the University Administration;
- xii. Ensure that policies approved by Council are effectively implemented.
- xiii. Perform any other function that may be assigned to him by Council and/or Executive Council of the Church.

### **Term of Office**

A person appointed Vice-Chancellor shall hold office for four (4) 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 age of 65 years. If at the end of a tenure he/she has two (2) years or less to retire, a committee may be constituted by Council to review his work and make recommendation for the remaining period prior to retirement.

## **26.0 THE PRO VICE-CHANCELLOR**

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

### **(1) Appointment, Duties and Powers of the Pro Vice-Chancellor**

#### **a. Appointment**

- i. In the appointment of a Pro Vice-Chancellor, the Vice-Chancellor shall nominate three senior academic members who shall be Professors to be voted on by Convocation. In the event that there are no qualified senior members of Professorial rank, the Vice Chancellor shall consider candidates from among qualified Senior Lecturers.
- ii. After the election, the names of the two persons with the highest number of votes shall be submitted to Council and Council shall then appoint one as Pro Vice-Chancellor. He shall be a non-voting member of Council.
- iii. The Pro Vice-Chancellor so appointed shall vacate his post, if any, as Head of Department, or Dean, or any statutory position previously held by him/her.
- f. The Pro Vice-Chancellor shall hold office for a period of two years (a term) and shall be eligible for re-election for another term of two years.

- g. The provisions for the removal of the Vice-Chancellor shall apply to the removal of the Pro Vice-Chancellor.

**b. Duties and Powers**

- i. The Pro Vice-Chancellor shall be responsible for the academic affairs and smooth-running of academic programmes of the University.
- ii. The Pro Vice-Chancellor shall perform the duties and functions of the Vice-Chancellor in his absence.
- iii. During a vacancy in the Office of the Vice-Chancellor through resignation, death or any cause, which incapacitates him/her in the performance of his/her functions, the Pro Vice-Chancellor shall act as Vice-Chancellor until a new Vice-Chancellor is appointed.
- iv. The Pro Vice-Chancellor shall perform any other functions as may be assigned by the Vice-Chancellor.
- v. In the event of a temporary absence of both the Vice-Chancellor and the Pro Vice-Chancellor from campus, the Vice-Chancellor shall nominate a senior Faculty member to act as Head of the institution.
- vi. In the event of vacancy in both offices, the most senior Academic (Registrar) shall act as Vice-Chancellor and within 14 days convene a Council meeting in consultation with the Chairperson of Council to go through the process of appointing both the Vice-Chancellor and Pro Vice-Chancellor.

**27.0 REGISTRAR**

**(2) Appointment**

There shall be a Registrar who shall be appointed by the University Council as follows:

- (a) When the Office of the Registrar becomes vacant, the Vice-Chancellor shall notify the University Council which shall constitute a search committee to invite applications from qualified individuals from within and outside the University for screening and interview to make recommendations to Council for consideration for appointment.
- (b) The Search Committee shall determine its own rules and procedures.

- (c) The provisions for the removal of the Vice-Chancellor shall apply to the removal of the Registrar.

**(3) Duties**

(1) The Registrar shall:

- a. Oversee the general administration of the University and shall have responsibility for providing administrative services for all Boards and Committees of Council and Academic Board and its sub-committees.
- b. Serve as secretary to Council and office of the Chancellor.
- c. Be responsible to the Vice-Chancellor on matters relating to general administration of the University.
- d. 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.
- e. Continually monitor and improve upon the flow of information and actions within the University.
- f. Ensure that policies of the University related to personnel records, training, wages and salaries are translated into effective human resource and development management practices.
- g. Ensure the availability of all services and equipment necessary to support the administration and academic programmes of the University.
- h. Cause to be published in the University Bulletin at the end of each semester, all policy decisions of Council and Academic Board.
- i. Be responsible for the maintenance of a register of members of convocation, which shall be published by him/her every year.
- j. Perform such other functions as may be assigned to him/her from time to time by the Vice-Chancellor.

**(4) Term of Office**

The Registrar shall hold office for a term of five years. He/She may, upon application, be eligible for re-appointment for another term of five years.

## **28.0 CHIEF FINANCE OFFICER**

There shall be a Chief Finance Officer who shall be appointed by the University Council and shall be responsible to the Vice-Chancellor for the financial administration of the University.

### **Appointment**

There shall be a Chief Finance Officer who shall be appointed by the University Council as follows:

- ii. When the Office of the Chief Finance Officer becomes vacant, the Vice-Chancellor shall notify the University Council which shall constitute a search committee to invite applications from qualified individuals from within and outside the University for screening and interview to make recommendations to Council for consideration for appointment.
- i. The search committee shall determine its own rules and procedures.
- ii. The provisions for the removal of the Vice-Chancellor shall apply to the removal of the Chief Finance Officer.

### **(1) Duties**

The Chief Finance Officer shall:

- i. be responsible for the management of the finances of the University.
- ii. be required to fully inform and advise the Vice-Chancellor on the finances of the University.
- iii. ensure that proper records of accounts and records of assets and liabilities of the University are kept in such manner and form as the Council may require.
- iv. prepare for the consideration of Council such statements, accounts and estimates as the Council may determine.
- v. receive contributions to the University from various sources including fees accruing to the University in the exercise of its functions, 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.
- vi. offer every assistance to both Internal and External Auditors in the discharge of their duties.

- vii. assist the Vice-Chancellor in the day-to-day financial administration of the University.
- viii. prepare business plans and budgets for the University.
- ix. prepare quarterly management accounts for the University.
- x. prepare annual statutory accounts for the University.
- xi. ensure that the University's accounts are appropriately audited.
- xii. put in place strategic financial controls and ensure compliance.
- xiii. design appropriate accounting systems for the financial administration of the University.
- xiv. perform such other functions as may be assigned to him/her from time to time by the Vice-Chancellor.

## **(2) Term of Office**

The Chief Finance Officer shall hold office for a term of five years. He/She may, upon application, be eligible for re-appointment for another term of five years.

## **29.0 CHIEF INFORMATION OFFICER**

### **(1) Appointment**

There shall be a Chief Information Officer of the University who shall be appointed by the Appointments and Promotions Board. He/she shall have the same status as a Dean, and accordingly, his/her qualification and experience and terms and conditions of service shall be the same as a Dean. He/she shall be responsible to the Vice-Chancellor.

### **(2) Role of CIO**

The CIO is the Chief Librarian and controls information technology strategy, knowledge management and the computer systems required to support the organization's unique objectives and goals.

- i. The CIO shall serve as the professional and administrative Head of the University Library and other learning resources of the University and implement the decisions of the Library Board approved by the Academic Board.

- ii.** He shall be responsible for the provision of adequate reading, listening, and viewing materials to support the teaching, research, and extension functions of the University.
- iii.** He/She shall be responsible for maintaining linkages with local and international organisations involved in library work.
- iv.** He/She shall, in conjunction with the Library Committee, and subject to the approval of the Academic Board, formulate policies for the maximum development and utilisation of all libraries and learning resources in the University.
- v.** He/She shall exercise professional and administrative supervision over the staff under him/her to ensure the efficient and effective functioning of the libraries and learning resources in the University.
- vi.** He/She shall perform any other functions as may be assigned to him by the Vice-Chancellor.

### **(3) Term of Office**

The Chief Information Officer shall hold office for a term of five years. He/She may, upon application, be eligible for re-appointment for another term of five years.

## **AUDITING OF THE ACCOUNTS OF THE UNIVERSITY**

### **30.0 EXTERNAL AUDITOR**

External Auditors shall be appointed by the University Council.

### **31.0 INTERNAL AUDITOR**

#### **(1) Appointment**

There shall be an Internal Auditor who shall be appointed by the Appointments and Promotions Board. He/she shall be functionally responsible to the Vice-Chancellor for the general and specific auditing of the accounts of the University and shall submit reports to Council.



## **(2) Duties**

The Internal Auditor shall:

- i. Ensure strict adherence to the internal controls of financial disbursements established by the University.
- ii. Provide a monitoring service for the University and make recommendations on the adequacy, effectiveness and compliance with established policies and procedures.
- iii. Liaise with and assist external auditors to ensure coordination and avoid duplication of work.
- iv. Assure management of the completeness, accuracy and reliability of financial records and information needed for decision-making.
- v. Recommend improvement in the system of internal controls by identifying opportunities for enhancing performance, prevention and/or elimination of waste, errors, fraud and protecting the assets of the University from both misappropriation and misapplication.
- vi. Maintain a follow-up system on deficiencies noted in audits and determine and advise on the adequacy of remedial actions.
- vii. Obtain, develop and maintain appropriate human resources necessary for the attainment of the objectives of the Audit Department of the University.
- viii. Act on any other matter(s) referred to him/her by Council, Vice-Chancellor, Pro Vice-Chancellor and EMT.
- ix. Initiate or carry out any assignment and investigation as directed by the Chancellor, the Vice-Chancellor and/or any person acting on their behalf.

## **(3) Term of Office**

The Internal Auditor shall hold office for a term of five years. He/She may, upon application, be eligible for re-appointment for another term of five years.

## **32.0 CHAPLAIN**

### **(1) Appointment**

- i. There shall be a Chaplain appointed by the University Council on the recommendation of the Executive Council of the Church.
- ii. He shall be a Minister of CoP
- iii. The Chaplain so appointed shall have the qualifications of a Faculty Member.
- iv. The Chaplain shall hold office upon such terms and conditions as may be specified in the instrument of his appointment.
- v. He shall be a member of the Student Affairs Committee.

## **(2) Duties**

Under the direction of the Chaplaincy Board, the Chaplain shall be responsible for:

- a. The welfare of the University community in relation to spiritual matters.
- b. Organising weekly University Assemblies, Commencement Church Services, spiritual retreats, evangelistic outreaches and other religious activities.
- c. Counselling Staff of the University, students and their families.
- d. Coordinating all denominational and Christian groups and their activities on and outside of campus.
- e. He shall liaise with Deans of Faculties, the Registrar, and the Students Representative Council in all matters affecting the welfare of students.

## **(3) Term of Office**

The Chaplain shall hold office for a term of four years. His appointment may be renewed.

## **33.0 MENTORSHIP COORDINATOR**

There shall be established under the Student Support Unit, the Office of the Mentorship Coordinator to handle the mentorship programme of the University. The Mentorship Coordinator shall assign each student/staff to a mentoring group with a Mentor. The Mentor shall be a senior member or a specially trained student who works under a senior member. The Mentor shall act as an academic advisor and provide guidance on all matters in relation to the academic and work-life of students and staff of the University.

The programme shall be designed to also provide social and spiritual support to students and staff. Membership and active participation in assigned mentoring group activities is required of all students and staff.

**(1) Appointment**

- a. The Office of Mentorship Coordinator shall be headed by a Senior Member of the University.
- b. Minister of CoP
- c. The Mentorship Coordinator shall be appointed by the Vice-Chancellor on the advice of the Executive Management Team.
- d. The Mentorship Coordinator shall hold office for a term of two (2) years and may be eligible for re-appointment for further terms as the Vice-Chancellor may deem fit.

**(2) Functions:**

The main duty of the Mentorship Coordinator is to oversee the Mentorship Programme of the University including:

- a. Development of materials and manuals needed for the effective implementation of the programme.
- b. Organisation of the students and staff into Mentorship groups.
- c. Uploading student and staff groupings on the e-Mentor platform.
- d. Liaising with the IT Manager to ensuring efficient management of the e-Mentor Software Application.
- e. Monitoring and evaluation of the programme.
- f. Preparation of end-of-semester reports to the Mentorship Board.
- g. Presentation of annual report to the Vice-Chancellor.
- h. Any other task as may be necessary for the success of the Mentorship programme and/or assigned by the Vice-Chancellor

**(3) Term of office**

The Mentorship Coordinator... shall hold office for a term of four years. Renewed for another term.

## **PART FIVE**

### **ACADEMIC ORGANISATION OF THE UNIVERSITY**

#### **34.o STRUCTURE OF FACULTIES AND DEPARTMENTS**

There shall be in the University Schools, Faculties, Departments, Institutes, Centres and such other academic divisions as Council may on the recommendation of the Academic Board determine whenever it becomes necessary.

#### **35.o ELECTION OF DEANS**

- i. A Dean shall be elected from among all the Academic Senior Members of the Faculty who are of professorial status in accordance with the provisions of **Schedule F** of these Statutes.
- ii. For the purpose of this clause, a School is of the same status as a Faculty.
- iii. A Dean shall head each Faculty or School. A Head of Department shall head each Department.
- iv. Where there are no Academic Senior Members of professorial status in the Faculty or School, the Dean shall be elected from among qualified Senior Lecturers.
- v. Where there is only one academic senior member of professorial status, he shall obtain at least 50% of the votes cast. If he/she fails to obtain 50% of the votes cast +1, then the provision of Section (iv) above shall apply.
- vi. 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.
- vii. Council, on the recommendation of the Academic Board, shall formally appoint a person elected as Dean.
- viii. A Dean shall hold office for a period of three (3) years and shall be eligible, upon completion of his/her term of office, for re-election and re-appointment.

- ix. He/she shall not be eligible for re-election for a third term of office unless at least two years have elapsed from the date he/she last held that office.
- x. Where a Dean is not of professorial status, he/she shall not be eligible for re-election for another term of office unless he/she has attained professorial status.

### **36.o FUNCTIONS OF DEANS**

(1) The Dean of a Faculty/School shall be responsible to the Pro Vice-Chancellor and shall provide leadership to the Faculty towards maintaining, promoting and ensuring efficiency in the management of the Faculty or School.

(2) The Dean shall:

- (a) be the Chairperson of the Faculty/School Board.
- (b) have responsibility for the development of training programmes of the Faculty/School and of its students and staff in consultation with the Heads of Department.
- (c) co-ordinate the work of the departments within the Faculty or School.

Council may, acting on the advice of the Academic Board, withdraw the appointment of a Dean for good cause, such as abuse of office or for any action which may bring that office into disrepute.

### **37.o DEAN OF STUDENT AFFAIRS**

#### **(1) Appointment**

- i. There shall be a Dean of Student Affairs appointed by Council on the recommendation of the Vice-Chancellor in consultation with the Executive Council of the Church. The Dean of Student Affairs so appointed shall have the status of a Dean of Faculty.
- ii. He shall hold office for a period of four years and shall be eligible for re-appointment for another term.
- iii. He shall hold a minimum of masters qualification

## **(2) Duties**

The Dean of Student Affairs shall, subject to the direction of the Academic Board, be responsible for the following matters relating to Junior Members:

- (a) Accommodation, including halls of residence and hostel(s).
- (b) Guidance and counselling services for Junior Members, and their families, where necessary.
- (c) Sports and recreation.
- (d) Intra/inter-university and international students' competitions or meetings.
- (e) Student governing bodies including the SRC, other student organisations, clubs and associations.
- (f) He shall chair the Student Affairs Committee.
- (g) He shall liaise with the Registrar, Deans of Faculties/Schools and the Students' Representative Council in all matters affecting the welfare of students.
- (h) He shall oversee the running of the Mentorship Unit, Student Support Unit and International Students Office.

### **38.o APPOINTMENT OF DEAN OF THE SCHOOL OF THEOLOGY, MISSION AND LEADERSHIP (STML)**

There shall be a Dean of STML appointed by the University Council on the recommendation of the Executive Council of the Church. The procedure for the appointment of the Dean of STML shall be as follows:

- (a) When the Office of the Dean of STML becomes vacant, Council shall notify the Executive Council of the Church, which shall constitute a search committee to nominate one person who shall be appointed by the Council.
- (b) The Executive Council of the Church shall determine its own rules and procedures.

The Dean of STML shall perform similar functions as a Dean of Faculty but with specific reference to the STML.

Term of Office of the Dean of STML shall be the same as the other Deans.

### **39.0 OFFICE OF STUDENTS SUPPORT AND DEVELOPMENT UNIT (OSSD)**

There shall be established under the Vice-Chancellor's Office, the Office of Students Support and Development to be responsible for all matters relating to Mentorship/Work experience/Scholarship, General Students Support Services, International Students Relations and Alumni matters.

- a. The Office of Students Support and Development shall be headed by a Senior Member, not below the rank of Senior Assistant Registrar.
- b. The Head of the Office of OSSD shall be appointed by the Vice-Chancellor on the advice of the EMT.
- c. The Head of OSSD shall hold office for a term of three (3) years and may be eligible for re-appointment for another term of three (3) years only.
- d. The Office of OSSD shall have an advisory committee made up of the following:
  - Dean (appointed by the EMT as Chairman)
  - Head, OSSD - Member
  - Dean of Student Affairs - Member
  - Director of Post- Graduate Studies and Research- Member
  - Mentorship Coordinator - Member
  - Two Faculty members appointed by the EMT – Members
  - Deputy Registrar (Academic Affairs) - Member/Secretary

#### **Functions**

The Head or OSSD shall:

- i. liaise with the Deans of Faculties and Heads of Department to establish collaboration with international institutions, and regularly update the database on the University's collaborators or partners in respect of international academic programmes; and to handle matters involving both staff and student visits and exchange programmes.
- ii. establish and maintain links with other universities or institutions and promote exchanges of students and staff engaged in academic work between the University and other institutions.

- iii. handle all agreements involving the University and its collaborators or partners in respect of external academic programmes in consultation with the Registrar's Office.
- iv. Establish and maintain a database with the Alumni of the University.
- v. Coordinate all Alumni activities relating to the University.
- vi. Oversee the general students support services, including scholarships and student internships.
- vii. publish annually a comprehensive report on the activities of the Office.
- viii. perform any other relevant functions as may be assigned by the Vice-Chancellor.

#### **40.0 ACADEMIC PLANNING AND QUALITY ASSURANCE DIRECTORATE (APQAD)**

- a. There shall be established, under the Vice-Chancellor's Office, a Planning and Quality Assurance Directorate. The Unit shall be headed by a qualified senior member appointed by the Vice-Chancellor.
- b. The Head of APQAD shall hold office for a term of three (3) years and may be eligible for re-appointment for further terms as the Vice-Chancellor may deem fit
- c. The Academic Planning and Quality Assurance Directorate shall support the University leadership in the management of their strategic planning and quality assurance functions, as well as the information systems of the University.
- d. Without prejudice to the generality of the functions hereby assigned to the Directorate in clause (c) above, the Unit shall in consultation with Deans, Heads of Department and the University Administration:
  - i. Coordinate the activities of the Schools, Faculties, Departments and Centres regarding the preparation, implementation, monitoring and evaluation of strategic planning as well as quality service delivery in respect of teaching and research to ensure that the University attains academic excellence.
  - ii. Prepare and maintain an up-to-date database on staff and students as well as basic statistics on the University.
- e. Facilitate the yearly appraisal of Senior Members.
- f. Perform any other relevant functions as may be assigned to the Directorate by the Vice-Chancellor.



#### **41.0 BUSINESS DEVELOPMENT AND CORPORATE AFFAIRS (BDCA)**

There shall be a Business Development and Corporate Affairs Office under the Office of the Vice-Chancellor in charge of developing a strategic plan integrative to the University's Business Plan to achieve opportunities and holistically growing and nurturing students. The office shall also be in charge of developing new strategies and implementation plans for students' enrolment and graduation, research funding and grants, institutional advancement, collaboration, franchising and institutional development, research, knowledge transfer and establishing cordial relationships with sister universities. The head of BDCA shall be a senior level administrator who the Vice-Chancellor shall appoint in consultation with the EMT.

##### **Key Responsibilities**

- a. Researching to develop new systems that will enhance the process to achieve competitive advantage.
- b. Collaborating with Management to design Programmes that compete with sister Universities and attract potential students to the University.
- c. Developing competitive plans that promote the University's services, targeting potential enrollers.
- d. Identifying new opportunities that will generate income through commercialisation of the University's facilities, knowledge capital, creating a Business Centre etc., contributing to the University's internally generated funds.
- e. Conducting research and advise Management of prospects; and how to position the University to achieve a competitive advantage over sister Universities.
- f. Presenting to Management an integrated departmental business plan that includes financial projections to bring value for money.
- g. Representing the University as frontline staff at key internal and external events.

- h. Conducting surveys on issues trending in the country relating to economic development and Universities in Ghana, and advising Management accordingly to position the Institution strategically.
- i. Liaising with the Total Quality Department generating Institutional reports by evaluating and monitoring performance.
- j. Aid in building a strong brand that would position the University in a competitive niche using the University's resources.
- k. Serving as a liaison for internal and external clients for Management to ensure a successful relationship.
- l. As the interface between the University and the general public, presenting the University's viewpoint on any issue of interest to it in consultation with key and other relevant officers.
- m. Develop a good understanding of the University's mission, and advertise and inform others about its services.
- n. Identifying trending issues among expatriate students, developing new opportunities, and providing timely interventions as deemed necessary.
- o. Identifying academic competitions (debates, quizzes etc.) for students (staff may take part).
- p. Performing any other related duties reasonably within your competence and capabilities that Management may assign from time to time.

## **42.0 FACULTY BOARDS**

There shall be in each Faculty/School a Board. Members of the Board shall be appointed to serve for a term of three (3) years and shall be eligible for re-election for further terms. The membership of the Board shall consist of the following:

- a. The Dean of the Faculty/School as Chairperson.
- b. All senior members of Professorial rank within the Faculty/School.
- c. Members of the Academic Board elected by the Faculty/School.
- d. All Heads of Department within the Faculty/School.
- e. Chief Information Officer or his/her representative
- f. Faculty Officer as Secretary.

## **42.1 Faculty Board Meetings**

- i. The Board shall meet at least twice each semester, but the Dean may call emergency meetings of the Board any time by giving at least 24 hours written notice to members.
- ii. 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, shall call a special meeting of the Board.
- iii. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.
- iv. The quorum for a meeting of the Board shall be 50 percent of the total membership.
- v. In the absence of the Dean, the most senior member on the Board shall chair the meeting.

#### **43.0 FUNCTIONS OF FACULTY BOARDS**

Subject to these Statutes and resolutions of the Academic Board, the powers and functions of each Board shall include the following:

- (a) Determine all matters relating to teaching and research in the subjects of the Faculty/School.
- (b) Determine, subject to the approval of the Academic Board, the schemes of instruction and the regulations for examinations for the courses of study in the Faculty/School.
- (c) Determine all matters relating to students' progress following schemes of instruction, study and research within the Faculty and keep appropriate records on them.
- (d) Ensure the provision of adequate instruction facilities for research and learning in the Faculty/School and co-ordinate the teaching and research programmes of the various Departments in the Faculty/School.
- (e) Ensure the proper conduct of examinations by the Faculty/School.
- (f) Give provisional approval to Faculty/School examination results.
- (g) Recommend to the Academic Board, Internal and External Examiners for appointment.
- (h) 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/School.

- (i) Submit proposals to the Academic Board for academic development within the Faculty/School.
- (j) Make recommendations to the Academic Board on all matters relating to the work of the Faculty/School.
- (k) Appoint a Faculty/School Admissions Board to recommend selections to the Joint Admissions Board.

#### **44.o ACADEMIC DEPARTMENTS OF THE UNIVERSITY**

Each Faculty/School shall consist of Academic Departments.

#### **45.o APPOINTMENT AND FUNCTIONS OF HEADS OF DEPARTMENT**

- i. Each Department in a Faculty shall have a Head of Department who shall be of professorial rank.
- ii. The Head of Department shall be appointed by the Vice-Chancellor in consultation with the Dean of the Faculty.
- iii. Where there is no senior member of Professorial rank, the Headship of the Department shall rotate among the senior members by seniority.
- iv. A Head of an Academic Department shall hold office for a period of three (3) years and shall be eligible, upon completion of his/her term of office, for re-election and re-appointment.
- v. He/she shall not be eligible for re-election for a third term of office unless at least two years have elapsed from the date he/she last held that office.
- vi. Where a Head of an Academic Department is not of professorial status, he/she shall not be eligible for re-election for another term of office unless he/she has attained professorial status.
- vii. 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 recommendation(s) to the Vice-Chancellor for consideration.
- viii. After the necessary consultations with the Department concerned, the Vice-Chancellor shall appoint one of them as the Head.

- ix. He/she, with the approval of the Faculty/School Board, shall organise the teaching programmes, maintain acceptable standards of teaching and ensure that adequate facilities are available for research in their respective disciplines.
- x. He/she shall, in consultation with the members of the Department, recommend to the Faculty/School Board the development of syllabi and courses as well as promotion of research in the Department.
- xi. He/she shall solely be responsible for departmental administration and making recommendations for the appointment and promotion of staff of the Department and subject to these Statutes for maintenance of discipline in the Department.
- xii. He/she shall liaise with other Departments, Faculties, Industry, Professional Institutions, Associations and similar bodies on matters affecting the Department in consultation with the Departmental Board.
- xiii. He/she shall consult with the Dean on matters affecting his Department and the Faculty.
- xiv. 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.
- xv. Where the Head of Department is absent for a period exceeding three months, the Vice-Chancellor shall appoint another member of the Department to act as Head of Department in consultation with the Dean of Faculty.

#### **46.0 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 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/School Board.

(2) The Head of Department shall convene meetings of the Departmental Board at such times as he/she may decide, but he/she 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.

- i) The quorum for the transaction of any business of the Departmental Board shall be 50% of the total number of members.
- ii) Copies of minutes of the Departmental Board meetings shall be sent to the Dean of the Faculty/School and the Pro Vice-Chancellor.

#### **47.0 BOARD OF POST-GRADUATE STUDIES AND RESEARCH (PGSR)**

##### **(1) Establishment**

- i. There shall be established a Board of PGSR with a Director appointed by Council on the recommendation of the Academic Board.
- ii. The Director so appointed shall be of professorial status and shall have the status of Dean of Faculty.
- iii. The Director of PGSR shall hold office for a three-year term and shall be eligible for re-appointment.
- iv. In the absence of the Director, the most senior member on the Board shall act.

##### **(2) Composition**

- (a) The Board of PGSR shall consist of the Director of PGSR as the Chairperson.
- (b) A representative of each Faculty appointed by the Academic Board.
- (c) The Chief Information Officer.
- (d) Head, Academic Planning and Quality Assurance Directorate.
- (e) Head, Business Development and Corporate Affairs
- (f) An Assistant Registrar of the PGSR as Secretary.

##### **(3) Functions**

The functions of the Board of PGSR are:

- (a) Give appraisal of candidates, supervisors, coursework, dissertation/thesis topics/titles based on recommendations from Departmental Boards.
- (b) Recommend the appointment of internal and external examiners in respect of written papers, dissertations or thesis to the Academic Board.

- (c) Keep records of all graduate students and publish the graduate handbook from time to time.
- (d) Give provisional approval to graduate examination results.
- (e) 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.

#### **48.o CHAPLAINCY BOARD**

The Chaplaincy Board shall be responsible for the University Assembly, which is held twice a week (Tuesdays and Thursdays). The University Assembly is the main occasion on which the entire University Community comes together to fellowship and also develop the “Total Person” on a weekly basis.

University Assembly is an essential part of the University's regular weekly schedule and involves a variety of programmes such as worship services, drama activities, workshops and talk shows. It is also a platform for prominent and experienced people to share on various topics including, but not limited to, Industry, Commerce and the Public Sector.

Attendance is required of both staff and students. All staff and students of the University are expected to participate in the University Assembly.

#### **CHAPLAINCY BOARD – Composition**

Membership:

- Dean, STML - Chairman
- Chaplain (Member/Secretary)
- Dean of Student Affairs
- Three members appointed by the Academic Board
- Head, BDCA
- University Counsellor
- Senior Assistant Registrar - Human Resource
- President of Students’ Chaplaincy
- Senior Staff Representative
- Junior Staff Representative

The University under the Chaplaincy Board organises annual religious activities outlined below:

**(1) MISSIONS**

The Chaplaincy Board shall organise Missions (a Christian programme) aimed at evangelizing to the University Community.

**(2) PRAYERFEST**

The Chaplaincy Board shall organise a one-week prayer and fasting festival (dubbed PRAYERFEST) every first semester for intensive prayers and spiritual growth for the University Community.

**49.0 CONVOCAATION**

**(1) Composition**

- a. There shall be Convocation of the University comprising all senior members of the University.
- b. The Registrar shall be responsible for the maintenance of a register of members of Convocation, which he/she shall publish every year.
- c. The persons whose names appear on the register shall be entitled to vote at the Convocation.

**(2) Functions of Convocation**

In addition to any other powers or functions granted by these Statutes to Convocation, it shall be the function of Convocation to

- i. Receive and discuss a report from the Vice-Chancellor on the state of the University and future plans for the University.
- ii. Express opinion on all matters affecting the University and refer any matter to the University Council, Academic Board, or any University body for consideration.
- iii. Elect Convocation representatives to the University Council.

**(3) Meetings of Convocation**

- (a) The Convocation shall meet at least once each semester.



- (b) The regular meeting of Convocation shall take place at such time as the Vice-Chancellor 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. There shall be a special meeting of Convocation.
- (d) The notice summoning such a special 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 as the last foregoing meeting.
- (f) If any question shall arise as to whether the purpose of the two meetings is the same or substantially the same, the Vice-Chancellor's decision shall be final.
- (g) Fifty percent of the membership, including either the Vice-Chancellor or the Pro Vice-Chancellor, shall form a quorum of Convocation meetings.

## **50.0 CONGREGATION**

There shall be a Congregation of the University, which shall be composed as follows:

- a) Members of the University Council
  - b) All graduands of the University
  - c) Alumni of the University
  - d) Members of Convocation
- (1) The Chancellor of the University shall summon the Congregation for the purpose of awarding degrees, diplomas and certificates.
  - (2) The Congregation shall be held at least once every year at such time and place as shall be determined by Council.

## **PART 6**

### **APPOINTMENTS AND DISCIPLINARY MATTERS**

#### **51.0 APPOINTMENT OF SENIOR MEMBERS**

- (1) The procedure for appointments of Senior Members shall be in accordance with **Schedule B** to these Statutes.
- (2) Appointments to the position of Senior Member shall be the responsibility of the Appointments and Promotions Board with approval by Council.
- (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/her appointment.
- (4) A Senior Member wishing to have his appointment renewed shall apply by completing prescribed forms to the Registrar through the applicant's Head of Department at least six months before the expiry of his/her contract for review and recommendation by the Appointments and Promotions Board for the approval of Council.
- (5) No private work and/or consultancy shall be carried out without the prior approval of the Vice-Chancellor. 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 Vice-Chancellor or where these facilities are abused, the Vice-Chancellor shall take appropriate disciplinary action.

#### **52.0 RESIGNATION, RETIREMENT AND TERMINATION OF APPOINTMENT OF SENIOR MEMBERS**

- (1) A Senior Member (Faculty) may resign his/her appointment by giving the Vice-Chancellor not less than six months' notice in writing to take effect at the end of the academic year.
- (2) A Senior Member (Administration) may resign his/her appointment by giving the Vice-Chancellor not less than three (3) months' notice.
- (3) A Senior Member who fails to give the required notice shall be liable to pay or forfeit three (3) months' salary to the University.
- (4) The University may terminate the appointment of any Senior Member giving him/her not less than three (3) months' notice in writing to take effect at the

end of the academic year or pay him three (3) months' basic salary in lieu of the notice.

- (5) Where a person appeals against a notice of termination of appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect and Council's decision shall be final.
- (6) The University may appoint a Senior Member who has attained the retiring age of 60 years for staff and 65 years for ministers on a two-year contract basis till the age of 70. At the discretion of the University and subject to a satisfactory medical report from a doctor appointed by the University, he/she may be given a further renewable two-year contract.

### **53.0 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/her research and teaching during the probation period.
- (4) The appointment of a Senior Member of Administration rank may be confirmed at this probation period subject to satisfactory performance appraisal of his/her work during the period of probation.

### **54.0 DISCIPLINE IN THE UNIVERSITY**

#### **a. General Provisions**

- i. The Vice-Chancellor shall be responsible for discipline within the University, and in this connection, he shall act in accordance with the rules formulated by Council under **Schedule D** of these Statutes.
- ii. The Vice-Chancellor may delegate any part of his authority in respect of discipline as he may deem appropriate.

Disciplinary Offences in the University shall be prescribed in Rules 2, 3 and 4 of **Schedule D** of these Statutes. Without prejudice to the generality of the offences

prescribed in Rules 2, 3 and 4 of **Schedule D** of these Statutes, disciplinary offences in the University shall include the following:

- i) Conviction by a Court of law of competent jurisdiction for any offence, which Council may consider to render the person concerned unfit for the discharge of the functions of his/her office.
- ii) Conduct of a scandalous or other disgraceful nature which Council considers to be such as to render the person concerned unfit to continue to be in the University, or in the employment of the University, or to hold office.
- iii) Conduct which Council considers to be such as to constitute a failure on the part of the person concerned to discharge or perform the functions of his/her office or comply with the terms of his/her appointment.
- iv) Conduct which, in the opinion of Council, has brought the name of the University into disrepute.

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

- i. Dismissal - loss of benefits
- ii. Termination of Appointment
- iii Demotion
- iv. Suspension for a stated period, with or without pay
- v. Deferment of increment for a period determined by the Vice-Chancellor with approval by Council.
- viiForfeiture of salary for a period determined by the Vice-Chancellor with approval by Council
- viii Rustication (in case of Junior Members)
- ix. Interdiction
- x. Reprimand
- xi. Warning
- xii Caution

Any person affected by any decision of the Vice-Chancellor or the person or body to whom he has delegated authority shall have the right of review and appeal, as prescribed by the rules.

Council may, by rules or regulations, make further provisions relating to the disciplinary matters in the University.

#### **55.0 DISCIPLINE OF SENIOR MEMBERS**

There shall be established a Disciplinary Board responsible to the University Council to determine cases affecting Senior Members of the University referred to it by the Vice-Chancellor.

Disciplinary Offences shall be those stated in **Statutes 56 above** as appropriate and any others which may be provided for by the rules and regulations of the University.

#### **56.0 DISCIPLINARY BOARD**

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

#### **57.0 FUNCTIONS AND PROCEDURES OF THE DISCIPLINARY BOARD**

- (a) It shall be the responsibility of the Vice-Chancellor to refer any conduct requiring sanctions against a Senior Member to the Disciplinary Board.
- (b) The Disciplinary Board shall have power, based on its own assessment, to make any recommendations including the following to the Vice-Chancellor for consideration:
  - i. Issuing written warning to the Senior Member concerned.
  - ii. Stopping or withholding an increment of salary of the Senior Member concerned for a period of not more than one year.
  - iii. Dismissal or termination of appointment.
  - iv. Any other appropriate penalty.
- (c) 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/her own choice for the purpose of his/her defence.

- (d) In all proceedings of the Disciplinary Board, the Senior Member concerned shall be entitled to call witnesses on his/her behalf and the Disciplinary Board shall similarly be entitled to call and to hear witnesses.
- (e) The Disciplinary Board shall submit a report to the Vice-Chancellor at the end of proceedings, proposing appropriate sanctions, if any.
- (f) 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.
- (g) Any disciplinary action approved by the Vice-Chancellor shall be communicated in writing to the affected Senior Member.
- (h) Any Senior Member so affected shall, within fourteen (14) days of the receipt of the decision of the Vice-Chancellor, be entitled to appeal to the University Council against such decision.
- (i) Depending on the gravity of the offence, a Senior Member who has been charged before the Disciplinary Board or has an appeal against a disciplinary action pending, the Vice-Chancellor 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 Council as the case may be, but his salary shall not be altered until the matter is finally determined by the Disciplinary Board or Council, as the case may be.
- (j) The Vice-Chancellor shall report to the Academic Board and Council at their next meetings the circumstances leading to such action(s).
- (k) Where a disciplinary action concerns a person who is a member of the relevant body, the Vice-Chancellor shall replace that person with a suitably qualified person.

**(l) Interdiction**

- i. Where an employee is suspected of having committed a serious offence but cannot at the time be proved to have done so, which therefore requires time to investigate, he/she shall be interdicted from duty while investigations are carried out.
- ii. The investigation must be completed in three (3) months, during which period he/she shall receive fifty per cent (50%) of his/her

monthly salary or allowances. If not proved guilty, the whole of the salary and allowances withheld from the employee shall be restored.

- iii. In the view of the Vice-Chancellor, an employee is suspected of having committed an offence, the investigation of which may be compromised with the presence of the staff at post. He/she may be asked to step aside while the investigations are conducted or carried out.

(m) In the event of any disciplinary issue, Senior Members shall appear before the Disciplinary Board while any other member (senior, junior staff and junior members) would be referred to the Disciplinary Committee.

## **58.0 DISMISSAL OF SENIOR MEMBERS**

- a. Any Senior Member of the University may be removed from office for good cause by Council, but a Senior Member shall not be dismissed unless:
  - i. There has been investigation of his/her case by the Disciplinary Board, and the Senior Member concerned has had the opportunity to appear to defend himself/herself in person or, if he/she so desires, through his/her chosen representatives before the Disciplinary Board.
  - ii. He/she has been notified in writing on the grounds for his/her dismissal.
  - iii. Council has considered the report of the Disciplinary Board.
- b. The Disciplinary Board may invite any other person to be in attendance at the proceedings in an advisory capacity.
- c. The decision of Council on his/her case shall be final.

## **58.1 Disciplinary Committee**

There shall be a Disciplinary Committee established by the Vice-Chancellor to investigate any disciplinary matter brought against any other staff other than a senior member. The membership of the Disciplinary Committee shall consist of the following:

- i. Head of Department of the staff who is been referred for disciplinary action,
- ii. One senior member outside the department of the offending staff,
- iii. One senior staff outside the department of the offending staff
- iv. One senior staff from the department of the offending staff

- v. The Dean/Director/Head of the faculty/school/department the offending staff belongs to who shall be the Chairperson of the Committee.

#### **59.0 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 Vice-Chancellor, provided that:
  - (i) The Vice-Chancellor shall receive a recommendation to that effect from a Disciplinary Committee duly constituted to investigate the matter referred to them.
  - (ii) The person concerned has been given notice in writing on the grounds for which consideration is being given for sanction and has been given a reasonable opportunity to defend himself/herself before a Disciplinary Committee constituted by the Vice-Chancellor with or without a counsel if he/she so chooses.
- (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.

#### **60.0 DISCIPLINE OF JUNIOR MEMBERS**

- (i) The Vice-Chancellor 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, provide for the discipline of Junior Members of the University.
- (ii) The Vice-Chancellor may delegate his authority to the Dean of Student Affairs, subject to such review procedures, as deemed appropriate.
- (iii) Where a breach of discipline might result in dismissal, the matter shall be referred to the Vice-Chancellor, who shall refer it to the Academic Board for decision.
- (iv) The Junior Member concerned must be notified in writing on the grounds for which disciplinary action is being taken against him/her and must be given



reasonable opportunity to defend himself/herself before a Disciplinary Committee set up by the Academic Board for that purpose.

The disciplinary proceedings in respect of a Junior Member are without prejudice to the right of the Academic Board through its standing committee to investigate an allegation of impropriety or malpractice relating to admission into the University or examinations and to take appropriate action, including disciplinary sanctions.

#### **61.0 SANCTIONS FOR JUNIOR MEMBERS**

(1) Where the 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 which is the subject of the misconduct, and any other penalty or sanction prescribed by these Statutes.

(2) In addition, the Disciplinary Committee may recommend other sanctions as listed in the Student Handbook.

#### **62.0 VACATION OF POST BY SENIOR MEMBERS, SENIOR AND JUNIOR STAFF**

Any Staff 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/her post, and his/her appointment may be terminated forthwith.

#### **63.0 PENALTIES FOR BREACH OF DISCIPLINE**

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

## PART SEVEN

### 64.0 MISCELLANEOUS MATTERS

#### 64.1 ADMISSION 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 (**Schedule C**).
- (2) The Board shall act in accordance with criteria approved previously by the Academic Board and any such relevant body(ies).

#### 64.2 MATRICULATION

- (i) No student shall be matriculated into the University unless he/she holds the required entry qualifications approved by the University; or has passed the Matured Entrance Examination, or fulfilled other conditions prescribed by the Academic Board and has been accepted for admission.
- (ii) A person shall be matriculated on the day when he/she, after having been properly and lawfully admitted into the University, personally attends a matriculation ceremony, swears the Matriculation Oath or makes a solemn declaration to that effect, and enters his or her name and personally signs the Register of Matriculants which the Registrar keeps.
- (iii) The Chancellor of the University or Chairperson of the University Council and, in their absence, the Vice-Chancellor or the Pro Vice-Chancellor shall preside over the Matriculation Ceremony. The Matriculation Oath and solemn declaration shall be administered by the Registrar. All prospective matriculants shall be present, and members of Convocation shall be in attendance.
- (iv) Subject to **Statute 66.1 (1)** the Academic Board shall determine the manner of matriculation into the University.

### **64.3 OTHER PROVISIONS**

- (i) All members of committees of the Academic Board shall be elected except ex-officio members.
- (ii) 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, 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 Academic Board, the Executive Management Team or Council, whichever is appropriate, for advice.
- (iii) No decision reached at a meeting of any University body should be valid unless it received the approval of not less than 50% of the members present and voting at that meeting. Suppose there is a tie in the voting in respect of any decision reached at any meeting of any University body. In that case, the Chairman of the meeting shall have, in addition to his original vote, a casting vote.
- (iv) Subject to such regulations as may be made under these Statutes, any question(s) 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.
- (v) Unless otherwise provided, all statutory committees and boards of the University shall meet at least once every semester.
- (vi) No act or decision of any University body shall be invalid by reason of the existence of any vacancy among its members.
- (vii) 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 has 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.

## **65.0 UNIVERSITY PROPERTY**

All property, movable, immovable and intellectual, 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.

## **66.0 STUDENTS' REPRESENTATIVE COUNCIL (SRC)**

- (1) There shall be a Students' Representative Council (SRC) elected by students of the University.
- (2) The constitution, rules, regulations and bye-laws of the SRC shall be approved by the University Council. The University Statutes shall supersede that of the SRC and all clubs and societies operating in the University. The SRC cannot have policies, rules and regulations contrary to the provisions captured in the University Statutes.
- (3) The SRC shall:
  - (i) Promote the vision and mission statement of the University.
  - (ii) Uphold principles of integrity, transparency, accountability, responsiveness and general good behaviour.
  - (iii) Articulate the aspirations of students within the University co-operate governance structures, including the Council, EMT and Academic Board of the University.
- (4) The SRC shall be the official organ of the Junior Members of the University and shall be responsible for:
  - i. promoting the general welfare and interests of students of the University.
  - ii. co-ordinating the social, cultural, intellectual and recreational activities of the students in the University.
  - iii. presenting the views of the students of the University to the appropriate body(ies) depending upon the nature of the matter.
  - iv. establishing links and maintaining a cordial relationship with students of other Universities, educational and voluntary institutions within and outside Ghana.
  - v. nominating student representatives to serve on appropriate University bodies, committees and ad hoc committees to probe or manage the affairs

of the students of the University. Any student of the University is eligible to serve on any of such committees.

vi. promoting cordial relationships with past students and staff of the University.

vii. publishing records of student activities.

- (5) The SRC shall have the right to appeal to the Academic Board on all matters affecting students through the Dean of Student Affairs.

#### **67.0 AWARD OF HONORARY DEGREES AND OTHER AWARDS**

- (1) The University may, without examination, confer 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 Joint Council/Academic Board consisting of the Vice-Chancellor as Chairperson, three (3) members appointed by Council and three members appointed by the Academic Board, with the Deputy Registrar (Academic and Student Affairs) as Secretary. Four including the Chairman and, at least one member appointed by the Academic Board shall form a quorum.
- (3) The Committee shall recommend to Council the names of persons selected for honorary degrees together with a statement of their careers and the grounds for their selection.
- (4) Council shall approve the recommendation of the Committee before the person concerned is notified in writing.
- (5) All members of Council and the Academic Board may submit to the Vice-Chancellor in confidence proposals for the conferment of honorary degrees, and all proposals shall be considered by the Committee.
- (6) The Vice-Chancellor 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 degrees shall be transparent.
- (8) Honorary degrees shall not be conferred in absentia unless Council so decides.

## **68.o REGULATIONS**

- (1) For the exercise of their respective powers under these Statutes, and subject to the approval of 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 School/Faculty Board may, from time to time, subject to review each case 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 University Council, the Academic Board, and Convocation 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 it is in force.
  - b. Except in the case of honorary degrees and awards, 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 Council for resolution, and the decision by Council shall be final.

## **69.o CHRISTIAN NATURE OF THE UNIVERSITY**

- a. The University is a Christian institution and shall operate as such.
- b. As a Christian University, every employee, student or anybody connected with it shall not oppose the beliefs and core values of the University.
- a. By way of emphasis, the University's rules, regulations, and activities shall supersede any rules, regulations, practices, and activities of any individual staff, student, Students' Representative Council (SRC), clubs, and associations operating in the University.

- i. Consequently, every employee or student of the University shall obey the rules and regulations of the University and shall partake in all activities organised for him/her by the University, for example, University Assembly and Reading Week.
  - ii. To graduate, a student is expected to have put in an average of 75% attendance of University Assembly for each semester of his/her programme.
  - iii. Similarly, for renewal of contract, a faculty or staff should have participated in 75% attendance of University Assembly and Mentorship programmes for each semester.
- b. Certain practices are not allowed in the University. These include:
- i. Refusal to participate in any function organised for students by the University.
  - ii. Refusal to comply with the rules and procedures of ceremonial activities, e.g., singing of the National Anthem, etc.
  - iii. Indulging in blood covenants and occultism.
  - iv. Suicide pact and the like.
  - v. Homosexuality (gay, lesbianism, etc.) and allied sexual aberrations.
  - vi. Orgies, wild parties within or outside the University under the umbrella of the University or an Association recognised by the University such as the SRC.

## **70.0 ANNUAL REPORTS**

- i. The Vice-Chancellor shall, within three months after the end of the academic year, submit to Council for publication an annual report on the activities of the University, taking into account reports from the various sections of the University.
- ii. Deans, Heads of Department, Chairpersons of Boards, and Statutory Committees shall submit their annual reports on the activities of their respective Faculties, Schools, Departments, Boards and Committees to the Vice-Chancellor not later than 30 days after the end of the academic year.

## **71.o AMENDMENT TO STATUTES**

- (1) The University Council shall have the power, whether on the recommendation of the Academic Board or at its own discretion, to amend the Statutes or any of 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 Council or at the request of at least two-thirds of its total membership with voting rights.
- (3) A quorum for the transaction of business by the special meeting shall be two-thirds of the total membership of 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 Council shall be given twenty-one (21) days' notice of the special meeting, including particular provisions of the Statutes to which the amendment relates.

## **72.o 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 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.
- (3) Any policy, guideline, 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 immediately these statutes come into force.
- (4) 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.



### **73.0 COMMENCEMENT**

These Statutes shall be deemed to have come into operation on 08/12/2022.

## **SCHEDULE A**

### **STATUTORY COMMITTEES OF THE PENTECOST UNIVERSITY COUNCIL**

#### **1.0 EXECUTIVE MANAGEMENT TEAM**

##### **Composition**

- Vice-Chancellor – Chairman
- Pro Vice-Chancellor
- All Deans & Directors
- Chief Finance Officer
- Chief Information Officer
- Registrar – Secretary
- Internal Auditor

##### **In Attendance**

- University Counsellor
- Head, Technical Services Office
- Chaplain

**Quorum:** Fifty per cent (50%) of members including the Vice-Chancellor

#### **2.0 FINANCE COMMITTEE**

##### **Composition**

- Vice-Chancellor – Chairman
- Pro Vice-Chancellor
- Three (3) Deans
- Chief Finance Officer
- Registrar – Secretary
- Finance and Administration Director – CoP HQ
- Three (3) members appointed by the Pentecost University Council, not in the employment of the University, including the Finance Board Chairman of The Church of Pentecost.

##### **In Attendance:**

- Internal Auditor

**Quorum:** Fifty per cent (50%) of members, including the Vice-Chancellor, in his absence, the Pro Vice-Chancellor.

## **4.0 DEVELOPMENT COMMITTEE**

### **Composition**

- Vice-Chancellor - Chairman
- Pro Vice-Chancellor
- Project Development & Estate Manager – CoP HQ
- Two persons appointed by the Council, not in the employment of the University
- Dean of Faculty of Engineering Science and Computing
- Head, Technical Services Office – Member/Secretary
- PU Architect
- Registrar
- University Legal Officer

### **In Attendance**

- Financial Controller
- Internal Auditor
- Director - Quality Assurance
- Head, Business Development and Corporate Affairs

**Quorum:** Fifty per cent (50%) of members, including either the Vice-Chancellor or Pro Vice-Chancellor.

## **4.1 Estate Management Sub-Committee**

### **Composition**

- Chairman appointed by the Development Committee
- Three members elected by the Academic Board
- Dean of Students
- Head, Technical Services Office – Member and Secretary
- Financial Controller

### **In Attendance**

- Facilities Oversight Officer
- Internal Auditor

**Quorum:** Fifty per cent (50%) of Members including the Chairman or one of the three members elected by the Academic Board.

## **5.0 TENDER BOARD**

### **Composition**

- Vice-Chancellor – Chairman
- Pro Vice-Chancellor
- Two members appointed by CoP
- Head, Technical Services Office – Member/Secretary
- Two members appointed by Council, not in employment of the University

### **In attendance**

- Registrar

**Quorum:** Fifty per cent (50%) of Members including the Chairman

## **6.0 PROCUREMENT COMMITTEE**

### **Composition**

- Chairman - Appointed by Vice-Chancellor
- Finance and Administration Director– CoP or Representative
- Head, BDCA
- Head of Logistics and Supply Chain Department
- Dean-FLAW
- Head, Technical Services
- Head, Digital Services

### **In Attendance**

- Procurement Manager – Secretary
- Chief Finance Officer
- Registrar

**Quorum:** Fifty per cent (50%) of Membership

## **7.0 APPOINTMENTS AND PROMOTIONS BOARD**

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

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

### **Composition**

- Vice-Chancellor – Chairman
- Pro Vice-Chancellor
- Two Professors elected by the Academic Board. In absence of professors, alternates (senior lecturers) for each of the two shall also be elected
- The Registrar as Secretary.

### **In Attendance:**

- The Dean/Director of the School/Faculty in which the appointment is being made
  - The Head of Department in which the appointment is being made;
- 
- i. Where the status of either the Dean/Director 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.
  - ii. Persons from outside the University may be co-opted as appropriate.
  - iii. The Vice-Chancellor or the Pro Vice-Chancellor shall be present for all appointments or promotions to Associate Professor or Professor and equivalent grades.

**Quorum:** Fifty per cent (50%) of members, including either the Vice-Chancellor or Pro Vice-Chancellor.

### **7.3 Faculty Appointments and Promotions Committee**

- a) There shall be in each School/Faculty Appointment and Promotions Committee. The Dean/Director of the School/Faculty shall be *the* Chairman of the Committee.
- b) The membership shall be all Heads of Department within the School/Faculty.
- c) The School/Faculty Appointments and Promotions Committee shall meet at least twice a semester.
- d) 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/Director. On receipt of the application, the Dean or Director shall refer it to the Committee for consideration.
- e) 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.

### **7.4 Administration Appointments and Promotions Committee**

- a) There shall be an Administration Appointments and Promotions Committee appointed by the Vice-Chancellor in consultation with the Registrar.
- b) Membership shall comprise the Registrar as Chairman, representatives of the Registrar's Office, Finance Office, Library, Technical Services Office.
- c) Members of the Committee shall hold office for two years and shall be eligible for re-appointment.
- d) The Committee may co-opt others as appropriate to assist in its work.
- e) The Committee shall consider all applications for Appointments and Promotions and forward the papers of all applicants with its comments and recommendations to the Appointments and Promotions Board.
- f) The Administration Appointments and Promotions Committee shall meet at least twice a semester.

### **7.5 Appeals relating to Appointments and Promotions**

1. Issue to be referred back to the VC and the Appointment & Promotion Board reviews decision. If not satisfied, then matter referred to council.

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 Council. In considering the appeals, Council may appoint an expert to assist in its decision making. The decision of Council shall be final.

## **7.6 Appointments and Promotions of Staff other than Senior Members**

7.6.1 There shall be an Appointments and Promotions Committee for the following:

### **a) Senior Staff**

#### **Composition**

Pro Vice-Chancellor – Chairman  
Registrar  
Head of Department concerned  
One person appointed by Academic Board  
One external assessor appointed by the Registrar  
Dean/Director of the respective School/Faculty  
Senior Assistant Registrar Human Resource (Secretary).

#### **Quorum**

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

### **b) Junior Staff**

#### **Composition**

Registrar – Chairman  
Senior Assistant Registrar Human Resource (Secretary).  
Chief Finance Officer.  
Internal Auditor.  
Head of Department concerned.

#### **Quorum**

Three, including the Registrar or in his absence the Chief Finance Officer or in his absence the Head of the Department concerned.

The Appointments and Promotions Committee for Senior and Junior staff established under this regulation shall consider all applications and make their recommendations to the Vice-Chancellor.



## **SCHEDULE B**

### **GUIDELINES FOR APPOINTMENTS AND PROMOTIONS**

Details on the guidelines for appointments and promotions can be found in the University Recorder.

## **SCHEDULE C**

### **STATUTORY COMMITTEES OF ACADEMIC BOARD**

#### **1. EXECUTIVE COMMITTEE**

Membership:

- Vice-Chancellor -Chairman
- Pro Vice-Chancellor
- All Deans and Directors
- Chaplain
- Four Members elected by the Academic Board from that body.
- Registrar who shall serve as the Secretary

Quorum: Fifty percent (50%) of the membership.

#### **Functions:**

- i. 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;
- ii. The minutes of meetings of the Executive Committee shall be reported to the Academic Board at its meetings.

#### **2. PLANNING AND RESOURCE COMMITTEE**

Membership:

- Vice-Chancellor - Chairman;
- Pro Vice-Chancellor;
- Deans of Faculties/School;
- Registrar or Deputy Registrar;
- Chief Finance Officer;
- Head, Technical Services – Member/Secretary
- Project Officer
- Chief Information Officer

- Head – Business Development and Corporate Affairs

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

In Attendance:

- Deputy Registrars
- Deputy Chief Finance Officer

Quorum:

Fifty percent of the membership including the Vice-Chancellor or Pro Vice-Chancellor and Registrar or Chief Finance Officer

Functions:

The functions of the Planning and Resource Committee are:

- i. to advise the Academic Board on the future development of the University on matters regarding academic and human resources development;
- ii. 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;
- iii. to give general guidelines and directions to the operation of the Planning Unit;
- iv. to advise the Academic Board on matters related to the establishment of new Departments;
- v. to consider the immediate, medium and long-term academic needs of the University and design appropriate strategies and plans;
- vi. 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:

- Pro Vice-Chancellor - Chairman
- One member elected by each Faculty/School Board;
- Chief Finance Officer or his representative;

- Three elected members of the Students Representative Council and the Chief Information Officer (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:

- Vice-Chancellor - 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:

- i. to develop policies relating to research and research management;
- ii. to examine and take appropriate actions on all application for grants chargeable to the Special Research and Conferences Fund;
- iii. to maintain links with research-funding agencies and to serve as a channel for major research projects;
- iv. to make known and publish periodically, research activities undertaken and progress made within the University;
- v. to consider applications from members of staff to attend conferences;
- vi. 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:

- Pro Vice-Chancellor - Chairman
- Four other members appointed by the Vice-Chancellor

In Attendance:

- The Registrar
- The Head of Department concerned

Quorum: Fifty percent (50%) of the membership

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

## **6. BOARD OF POST GRADUATE STUDIES AND RESEARCH**

Membership:

- Director, Post Graduate Studies and Research – 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
- Chief Information Officer or his representative

Quorum: Fifty percent of the membership.

Functions:

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

## **7. JOINT ADMISSIONS BOARD**

### **Membership:**

- Pro Vice-Chancellor - Chairman
- Deans of Faculties/School
- Vice-Deans
- Registrar
- Senior Assistant Registrar – Academic (Member/Secretary)
- Admissions Officer – In attendance

**Quorum:** Fifty percent of membership.

### **Functions:**

- i. to approve selections recommended by the Faculty/School Admissions Board.
- ii. 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 Pro Vice-Chancellor
- Two representatives elected by each Faculty Board

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

### **Functions:**

- i. To formulate policy on University publications.
- ii. To approve specific works for sponsorship or publication by the University.
- iii. To administer such funds as may be provided for such publications.
- iv. To arrange for the compilation and editing of the Annual Reports and any other official publications of the University.

## **9. ACADEMIC PLANNING COMMITTEE**

Membership:

- Pro Vice-Chancellor - Chairman
- Deans of Faculties
- Registrar or representative (Member/Secretary)
- Chief Information Officer
- Two members elected by each Faculty Board.
- Director – Internal Quality Assurance Unit
- Head, BDCA
- Chairman, Time-Table Committee

Quorum: Fifty per cent (50%) of Membership

Function: To consider the immediate, medium and long-term academic programmes of the University.

To develop innovative and demand-driven programmes

## **10. CHAPLAINCY BOARD**

Membership:

- Director, School of Theology, Missions and Leadership - Chairman
- Chaplain (Member/Secretary)
- Dean of Student Affairs
- Three members appointed by the Academic Board
- Head, Business Development and Corporate Affairs (BDCA)
- University Counsellor
- Senior Assistant Registrar - Human Resource
- President of Students' Chaplaincy
- Senior Staff Representative
- Junior Staff Representative

Quorum: Fifty percent of the membership

**Functions:**

- i. To organise University-wide spiritual development programmes such as University Assembly, PRAYERFEST, MISSIONS and Morning Devotions
- ii. To be responsible for the finance and secretarial facilities of the Chaplaincy.
- iii. To offer counselling services to students, staff and the University Community.

**11. MENTORSHIP BOARD**

There shall be a Mentorship Board comprising:

- Chairperson appointed by the Academic Board on the recommendation of the Vice-Chancellor
- Dean of Student Affairs
- Chaplain
- Registrar or representative
- A female senior member appointed by the Vice-Chancellor
- Director, Institutional Advancement
- University Counsellor
- Head, Technical Services
- SRC President
- SRC Women's Commissioner
- Mentorship Coordinator – Secretary

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

**Functions:**

- i. Ensure the holistic development of students so as to serve their own generation and posterity with integrity and the fear of God
- ii. Oversee the Mentorship Programme of the University
- iii. Develop and publish Mentorship manuals
- iv. Present end-of-semester report(s) to the Academic Board



- v. Make recommendations for the improvement of the Mentorship programme

## **12. PUBLIC RELATIONS COMMITTEE**

### **Membership:**

- Pro Vice-Chancellor - Chairman
- Registrar
- Chief Finance Officer or representative
- One member elected by each Faculty Board
- Head of Marketing Degree Programme
- Head of Communication Degree Programme
- Head, Technical Services
- Chaplain
- Senior Assistant Registrar - Academic
- Head, Business Development and Corporate Affairs – Secretary
- The President of Students' Representative Council or Vice

### **In Attendance**

- Admissions Officer

Quorum: Fifty percent of membership

### **Purpose:**

The Committee shall oversee the activities of the PR Unit and work to ensure that both internal and external communication of the institution are executed in an effective and efficient manner and also reflect the Mission and Vision of the Institution.

### **Functions/Responsibilities:**

- i. The Committee shall be responsible for reviewing and approving communication strategy, activities, and budget to be submitted by the Public Relations Unit before the commencement of every academic year.

- ii. The committee shall work to ensure the judicious use of approved budget and institute stringent policies to ensure that activities and programmes have maximum impact.
- iii. The Public Relations Committee shall also review yearly reports submitted by the Public Relations Unit and approve reports.
- iv. Taking into consideration the key activities of the PR Unit, the committee shall ensure that there is an elaborate strategy all year round to ensure that the University is well-publicized and advertised to external publics, particularly important stakeholders.
- v. The Committee shall also work to ensure that the University has a very viable Corporate Social Responsibility Programme that is impactful and beneficial to the targeted publics and the University.
- vi. To establish contacts using the appropriate public media with the University community and the public.
- vii. To keep under constant review, the University's public and community relations and suggest measures for improvement.
- viii. To plan and make programmes for all official ceremonies; e.g. Matriculation and Congregation
- ix. To organise Public Lectures in the University.

### **13. STUDENT AFFAIRS COMMITTEE**

#### **Membership:**

- Dean of Student Affairs – Chairman
- Director – Institutional Advancement
- Chaplain
- Two members elected by the Academic Board
- Chief Finance Officer
- Head, Technical Services Unit
- Head, Student Support and Development
- President of SRC or Vice
- Secretary of SRC or Treasurer
- Head – Students Support and Development - Secretary

Quorum: Fifty per cent of the membership, including either the Dean of Students' Affairs, the Chaplain or Head, Business Development and Corporate Affairs

Functions:

- i. to enhance students, experience in the University
- ii. to exercise oversight responsibility regarding students' general welfare, joint activities and services such as sports, clubs, associations and entertainment.
- iii. to make adequate provision for the supervision and welfare of students residing in university hostels.
- iv. to handle general complaints from Faculty/School about student matters not specific to an academic department.
- v. to maintain contact with the University Alumni.
- vi. to submit periodic reports on its work to the Vice-Chancellor

## **SCHEDULE D**

### **RULES MADE UNDER STATUTE 54 - 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 Vice-Chancellor;
  - 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 Vice-Chancellor.
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 name of 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.
  - g. to indulge in any fraudulent financial transactions that will bring the name of the University into disrepute.
5. (I) 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.
- (II) For the purpose of this rule, penalties (a) to (j) shall be treated as major penalties, and shall be imposed only by the Vice-Chancellor after due consultation with the Pentecost University Council or the Academic Board as the case may be. The other penalties shall be treated as minor ones.

- (III) Any person affected by any decision of the Vice-Chancellor or the person or body to whom he/she has delegated authority shall have the right of appeal as prescribed by Statute 54.
6. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
  7. Where in the opinion of the Vice-Chancellor 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 Vice-Chancellor 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 Vice-Chancellor 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 Vice-Chancellor shall refer the matter to the Disciplinary Board established under Statute 56 to conduct an enquiry into the charges and make appropriate recommendations 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 Vice-Chancellor shall be entitled to appeal, within fourteen days of notification to him of the decision, to the Pentecost University 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 Vice-Chancellor, whose decision shall be final.
  10. Any Senior Member or Staff of the University who absents himself/herself from duty without leave or reasonable cause shall not be entitled to his/her salary for the period

that he/she stays away from duty. The non-payment of salary shall be without prejudice to any other disciplinary action, which may be taken against him. If a staff absents himself/herself from work without leave or reasonable cause for ten consecutive days will be considered as having vacated his/her post.

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 E**

### **COMPOSITION OF CONVOCATION**

Membership: Convocation shall consist of all senior members holding office in the Pentecost University, which shall include the following:

- The Vice-Chancellor - Chairman
- The Pro Vice-Chancellor
- Professors
- Directors of Schools, Institutes and Centres of the University
- Deans of Faculties
- Registrar
- Chief Information Officer
- Associate Professors
- Deputy Registrars
- Chief Finance Officer
- 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

Quorum: Fifty percent of membership, including either the Vice-Chancellor or the Pro Vice-Chancellor.



## **SCHEDULE F**

### **REGULATIONS FOR THE SINGLE TRANSFERABLE VOTE SYSTEM**

1. An elector in giving the vote:
  - a) shall place on the voting-paper the figure “1” opposite the name of the candidate for whom the elector wishes to vote; and
  - b) may, in addition, place on the voting-paper the figure “2” or the figures “2” and “3”, and so on, opposite the names of any other candidates in the order of preference.
2. A voting-paper is 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 wish to vote. You may also place the figure “2”, or the figures “2” and “3”, and so on, in the spaces opposite the names of the other candidates in the order of your preference for them.
4. The Returning Officer shall arrange the voting papers, other than the invalid voting papers, in parcels according to the first preferences recorded for each candidate.
5. 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 and shall ascertain the total number of valid papers.
6. The returning officer shall then divide the total number of valid papers by a number exceeding by one the number of vacancies to be filled, and the result increased by one, disregarding a fractional remainder, shall be the number of votes sufficient to secure the return of a candidate, and that is the quota.
7. If the number of votes credited to a candidate is equal to or greater than the quota, that candidate shall be declared elected.
8. (1). If 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 this Schedule to the continuing candidates indicated on the

voting papers in the parcel of the elected candidate as being next in order of the voter's preference.

(2). If the votes credited to an elected candidate consist of original votes only, the returning officer shall examine the papers in the parcel of the elected candidate whose surplus is to be transferred and shall arrange the transferable papers in sub-parcels according to the next preference recorded on those papers.

(3). If the votes credited to an elected candidate consist of original and transferred votes, or of transferred votes only, the returning officer shall examine the papers contained in the sub-parcel last received by the elected candidate and shall arrange the transferable papers in further sub-parcels according to the next set of preferences recorded on those papers.

(4). In either sub-regulation (3) or (4), the returning officer shall make a separate sub-parcel of the non-transferable papers and shall ascertain the number of papers in each sub-parcel of transferable papers in the sub-parcel of non-transferable papers.

(5) 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 transferable papers to the next candidate indicated on the papers as the voter's next preference.

(6) 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 bear to the total number of transferable papers.

(7) 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, and a note shall be made of the fractional parts of each number so ascertained.

(8) If, owing to the existence of the 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.

(9) The particular papers to be transferred from each sub-parcel shall be those last held in the sub-parcel.

- (10) Each paper transferred shall be marked in a manner that indicates the candidate from and to whom the transfer is made.
- (11) If more than one candidate has a surplus, the largest surplus shall be first dealt with.
- (12) If two or more candidates have each the same surplus, consideration should be given to the number of original votes obtained by each candidate, and the surplus of the candidate credited with the largest number of original votes shall be first dealt with, and, if the numbers of the original votes are equal, the returning officer shall decide which surplus will first be dealt with.
- (13) The returning officer need not transfer the surplus of an 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.
9. (1) Where a candidate does not have a surplus, or when under Regulation(8) an existing surplus need not be transferred and one or more vacancies remain unfilled, the returning officer:(a)shall exclude from the poll the candidate credited with the lowest number of votes, and(b)shall examine the papers of that candidate, and shall arrange the transferable papers in sub-parcels according to the next set of preferences recorded for continuing candidates, and(c)shall transfer each sub-parcel to the candidate from whom that preference is recorded, and shall make a separate sub-parcel of the non-transferable papers.
- (2) If the total of the votes of the two or more candidates lowest on the poll, together with the surplus votes not transferred, is less than the votes credited to the next highest candidate, the returning officer may in one operation exclude those candidates from the poll and transfer their votes in accordance with regulation 8.
- (3) If when a candidate has to be excluded under this regulation, two or more candidates have each the same number of votes and are lowest on the poll, consideration should be given to the number of original votes credited to each of those candidates, and the candidate with the fewest original votes shall be excluded.
- (4) When the numbers of the original votes are equal, consideration should be given to the total number of votes credited to those candidates at the first transfer at which they had an unequal number of votes. The candidate with the lowest

number of votes at that transfer shall be excluded. Where the number of votes credited to those candidates was equal at all transfers, the returning officer shall decide which shall be excluded.

10. (1) Where a transfer is made under any of the preceding regulations, each sub-  
parcel of papers transferred shall be added to the parcel of papers of the candidate  
to whom the transfer is made, and that candidate shall be credited with one vote  
in respect of the papers transferred; but the papers which are not transferred shall  
of each be set aside as finally dealt with, and the votes given on those papers shall  
not be taken into account.  
(2) If a candidate has a surplus after a transfer, that surplus shall be dealt with in  
accordance with, and subject to, Regulation (8) before any other candidate is  
excluded.
11. (1) When the number of continuing candidates is reduced to the number of  
vacancies remaining unfilled, the continuing candidates shall be declared elected.  
(2) When only one vacancy remains unfilled, and the votes of a continuing  
candidate exceed the total of the votes of the other continuing candidates, together  
with a surplus not transferred, that candidate shall be declared elected.  
(3) When the last vacancy can be filled under this regulation, further transfer of  
votes need not be made.
12. In publishing the result of the election the returning officer shall include a  
notification of the transfer of votes made under these Regulations and of the total  
number of votes credited to each candidate after the transfer.
13. (1) A candidate or the representative of the candidate may, at any time during the  
counting of the votes, before the commencement or after the completion of a  
transfer of votes, whether surplus or otherwise, request the returning officer to re-  
examine and recount the papers of all or any candidates which are not papers set  
aside at a previous transfer as finally dealt with, and the returning officer shall re-  
examine and recount the same accordingly.  
(2) The returning officer may also recount votes once or more where the returning  
officer is not satisfied as to the accuracy of a previous count; but there is no  
obligation on the returning officer to recount the same votes more than once.  
(3) On a recount, subject to the modifications that are necessary by reason of an  
error in the original count, each paper shall take the same course as at the original  
count.

14. Suppose a question arises in relation to a transfer of votes. In that case, the decision of the returning officer, whether expressed or implied, is final subject to the candidate's constitutional right to seek redress in the Courts.
15. In these Regulations, unless the context otherwise requires, “continuing candidate” means a candidate not elected and not excluded from the poll; “first preference” means the figure “1”, the expression “second preference” means the figure “2”, and the expression “third preference” means the figure “3”, set opposite the name of a candidate, and so on; “non-transferable paper” means a voting-paper on which a second or subsequent preference is not recorded for a continuing candidate; but a paper shall be deemed to be a non-transferable paper where:
- (a) the names 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
    - (i) by a figure not following consecutively after some other figure on the voting paper; or
    - (ii) by two or more figures; “original vote” with regard to a candidate means a vote derived from a voting paper on which a first preference is recorded for that candidate;

“surplus” means the number of votes by which the total number of the votes, original and transferred, credited to any candidate, exceeds the quota;

“transferable paper” means a voting paper on which a second or subsequent preference is recorded for a continuing candidate;

“transferred vote” with regard to a candidate means a vote derived from a voting paper on which a second or subsequent preference is recorded for that candidate.