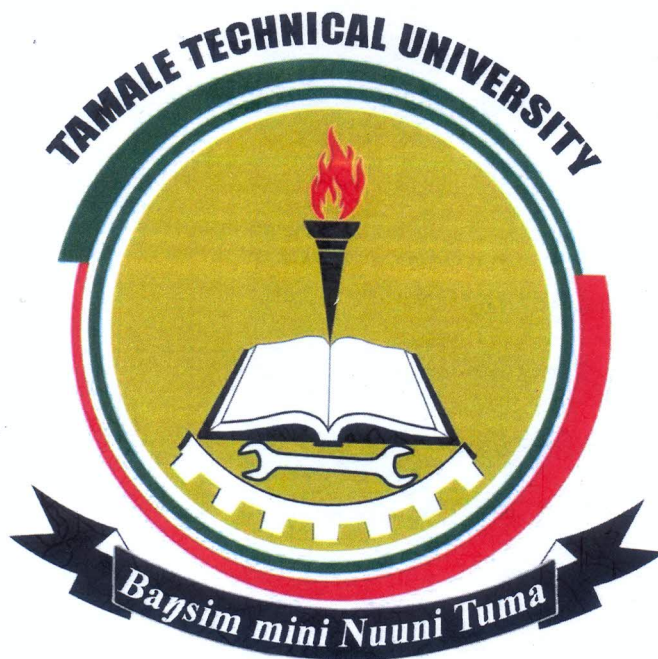


STATUTES

TAMALE TECHNICAL UNIVERSITY



29<sup>th</sup> May, 2020




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**Tamale Technical University (TaTU) STATUTES**

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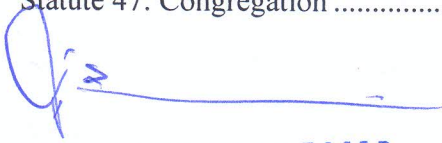
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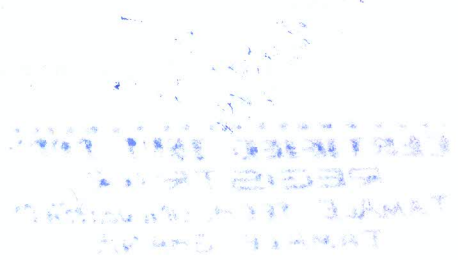
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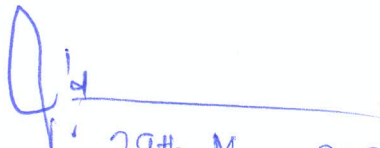
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## ***Tamale Technical University (TaTU) STATUTES***

### **Definition of Terms**

In these Statutes unless the context otherwise requires:

“**The Act**” means Technical Universities Act, 2016 (Act 922) and the Technical Universities (Amendment) Act, 2018 (Act 974).

“**Commencement Date**” means the day on which these Statutes, enacted by the Technical University Council, shall be brought into effect by the Council.

“**Technical University**” means Technical University as established under sub-section (1) of section 1 of the Technical Universities Act, 2016 (Act 922).

“**Council**” means Technical University Council as established by the Technical Universities Act, 2016 (Act 922).

“**Academic Board**” the Academic Board of Technical University, as established by Section 18 of the Technical Universities Act, 2016 (Act 922).

“**Lecturer**” means any Senior Member holding full time teaching or research appointment in the Technical University.

“**Vice Chancellor**” refers to Vice Chancellor of the Technical University.

“**Pro Vice Chancellor**” refers to Pro Vice Chancellor of the Technical University.

“**Registrar**” refers to Registrar of the Technical University.

“**Director of Finance**” refers to Director of Finance of the Technical University.

“**Convocation**” refers to special assembly of Senior Members of the Technical University.

“**Congregation**” is a special assembly of the Technical University to receive reports on the Technical University and witness the conferment of degrees, diplomas, certificates and other awards.


“**Staff**” means all persons in the employment of the Technical University.

“**Professorial Status**” refers to Professors and Associate Professors.

“**Senior Member**” means any member of the academic, professional or administrative staff not below the rank of Assistant Lecturer, Assistant Registrar or its equivalent.

“**Senior Staff**” means those persons in the employment of the Technical University not below the rank of Administrative Assistant or its equivalent.

“**Junior Staff**” means those persons in the employment of the Technical University of the rank below that of an Administrative Assistant or its equivalent.

  
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**“Student”** means any person (Junior Member of the University) registered for a programme of studies or research in the Technical University.

**“Faculty”** means the highest academic unit that has the responsibility of teaching, research and innovation in a recognisable academic discipline which has been designated by the Academic Board.

**“School”** means a semi-autonomous establishment which has Faculty Status and shares in one or more of the following characteristics – association with a profession, or the preparation of students by a profession for certification.

**“Department”** refers to part of a Faculty, that is concerned with teaching, research and service in recognisable academic disciplines and has been designated as such by the Academic Board.

**“Alumni”** refers to:

- (a) all Graduates and Diplomates of the Technical University;
- (b) former students of the Technical Institutes that were converted to the Polytechnic; and
- (c) former students of the Polytechnic that were converted to the Technical University and all other past students of the Technical University deemed eligible by the Academic Board for membership of Congregation.

**“University”** refers to Tamale Technical University.



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**Tamale Technical University (TaTU) STATUTES**

**Statute 1: Power to Enact**

In exercise of the powers conferred on the Council of Tamale Technical University by the Technical Universities Act, 2016 (Act 922), and the Technical Universities (Amendment) Act, 2018 (Act 974), these Statutes are enacted this ....day of ... 2019. These Statutes of Tamale Technical University are enacted to promote the efficient and effective management and administration of the University.

**Statute 2: Enactment of University Statutes**

- (1) By this enactment Tamale Technical University Council shall carry the Technical Universities Act 2016 Act 922 into effect and in particular to:
  - (a) regulate the:
    - i. appointment,
    - ii. scheme and conditions of service,
    - iii. termination of appointment, and
    - iv. retirement benefit of employees of the University,
  - (b) determine the persons who form the academic staff under this Act;
  - (c) determine the persons who are authorised to sign contracts, cheques and any other documents on behalf of the University and otherwise regulate the procedure in relation to transactions entered into by the University;
  - (d) fix the academic year of the University; and
  - (e) ensure that the seal of the University is kept in proper custody and is used only on the authority of the University Council.
- (2) A Statute of the University is enacted if:
  - (a) the draft of the Statute has been circulated to the members of the University Council at least fourteen days before the meeting at which it is to be considered, and
  - (b) after consideration by the meeting the draft has been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three days before the meeting,
  - (c) the Statute as provisionally approved has been circulated to the members of the University Council and where in the opinion of the Council the Statute affects academic matters, the

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**Tamale Technical University (TaTU) STATUTES**

Statute shall be circulated to the members of the Academic Board at least seven days before the meeting at which the statute is to be confirmed, and

(d) the Statute is confirmed without amendment at a meeting of the University Council held not later than one month or not more than six months after the meeting at which it was provisionally approved.

**Statute 3: "Technical University Property" refers to:**

- (a) All property, real or personal, of every description now or hereafter belonging to Tamale Technical University shall remain and be vested in Tamale Technical University, and all Trusts for, or to be executed by the Council of Tamale Technical University shall inure to the benefit of Tamale Technical University or in accordance with the provisions of these Statutes, be executed by Tamale Technical University.
- (b) Tamale Technical University's Property shall consist of movable and immovable Property of every description acquired by purchase or gift or whatever manner for the use or benefit of Tamale Technical University.

**Statute 4: Tamale Technical University Council**

Subject to the provisions of the Technical Universities Act, 2016 (Act 922), there shall be a Governing Council of the University which shall be the highest decision-making authority of the University.

(1) Composition:

The Council of the University shall consist of:

- (a) Chairperson;
- (b) the Vice Chancellor of the University;
- (c) three persons nominated by the President taking into consideration
  - (i) the need for gender balance;
  - (ii) Scientific qualification, or professional experience relevant to the degree programmes offered by the Technical University;
  - (iii) Expertise in management and finance; and
  - (iv) Expertise in skills development at the tertiary level;
- (d) one representative of the National Council for Tertiary Education;

**Tamale Technical University (TaTU) STATUTES**

- (e) one representative of the Council for Technical and Vocational Education and Training;
- (f) one representative of the Association of Ghana Industries;
- (g) one representative of the Conference of Heads of Assisted Senior High Schools;
- (h) two representatives of the Convocation elected by the Convocation one of whom is a non-teaching staff;
- (i) one representative of the teaching staff elected by the Teaching Staff Association;
- (j) one elected representative of the Senior Staff Association;
- (k) one elected representative of the Junior Staff Association;
- (l) one representative of the undergraduate students of the University elected by the Students' Representative Council;
- (m) one representative of the graduate students of the University elected by the Graduate Students Association;
- (n) one representative of the alumni of the University elected by the Alumni Association;
- (o) one representative of the Ghana Employers Association; and
- (p) one representative of the Association of Principals of Technical Institutes.
- (q) In attendance:
  - (i) Registrar (Secretary to Council),
  - ii. Pro Vice Chancellor,
  - iii. Director of Finance.
- (2) All recognised Teaching, Senior and Junior Staff Associations shall elect their representation to Council in accordance with their respective constitutions.
- (3) The Chairperson and other members of the Council shall be appointed by the President in accordance with Article 70 of the 1992 Constitution.

**Statute 5: Powers and Functions of Council**

- (1) Without prejudice to the generality of the powers of Council as provided for by the Technical Universities Act and these Statutes, the powers and functions of the University Council shall include the following:
  - (a) ensure the attainment of the aims of the University;
  - (b) determine the strategic direction of the University, finances and properties of the University and determine the allocation and proper use of funds;

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- (c) be responsible for the management and administration of finances and properties of the University and determine the allocation and proper use of funds;
- (d) promote income generating activities as part of the programmes of the University;
- (e) promote applied research including provision of technology innovations and solutions to firms and businesses as part of the outreach activities of the University;
- (f) foster linkages and collaboration with relevant national and international industries and institutions in furtherance of the mission of the University;
- (g) ensure the conservation and augmentation of resources of the University, specifically in relation to matters affecting income or expenditure;
- (h) ensure coherence of programmes and courses of the University with the other subsectors of the educational system;
- (i) ensure relevance of the programmes and courses of the University to the employment and productive sectors of the economy;
- (j) ensure the creation of an environment of equal opportunities for members of the University without regard to ethnicity, sex, race, religious belief or political affiliation;
- (k) approve the terms and conditions for the admission of persons selected for courses of study on the recommendation of the Academic Board of the University;
- (l) be responsible for discipline in the University;
- (m) make appointments to academic, senior administrative and senior professional staff positions on the recommendations of the Appointments Committee of the Academic Board of the University in accordance with the Statutes of the University;
- (n) ensure that the academic staff have relevant industry experience; and
- (o) perform any other functions that are ancillary to the aims of the University. (2) Council shall have power, on the recommendation of the Academic Board, to confer the title of Emeritus Professor, Honorary Professor or other Academic titles.
  - (a) Delegate authority to the Vice Chancellor or any other official of the University.
  - (b) Generally enter into, carry out, vary or cancel contracts.
  - (c) Determine annually the budget necessary for capital and revenue investments, the maintenance of the property of the University, and the human resources for transacting the business of the University and may appropriate funds for these purposes.
  - (d) Oversee the internal organisation of the University, including the establishment, variation and supervision of academic divisions, departments and faculties.

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- (3) The Council shall enact Statutes in accordance with the laws on intellectual property to govern the creation, ownership and use of intellectual property including copyright, patents, trade names and industrial designs by the employees of the University;
- (4) The Council may borrow money on behalf of the University and may for this purpose use the property of the University as security;
- (5) The Council may in enacting the Statutes under subsection (3) determine the incentives for persons who undertake any work, research or other intellectual enterprise funded or otherwise undertaken with resources of the University to enable those persons benefit from their work, research or intellectual enterprise.

**Statute 6: Office Holding of Members of Council**

(1) Tenure:

The Chairperson and members of Council, other than the Vice Chancellor shall hold office for a period of three (3) years and are eligible for re-appointment for another one term only.

(2) Vacancy:

- (a) A member of Council, other than the Vice Chancellor may at any time resign from office in writing to the appointing or institutional authority through the Chairperson of Council.
- (b) Where a member of the Council is absent from three (3) consecutive meetings, without a just cause, the office of the member shall become vacant.
- (c) Where the office of a member becomes vacant by reason of:
  - (i) absence from three (3) consecutive meetings without reasonable cause, or
  - (ii) resignation from membership of Council, or
  - (iii) loss of membership of Association, or
  - (iv) death of a person nominated by the relevant body shall be appointed by the President for the unexpired term of the office.

(3) Disclosure of Interest:

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

- (a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of that matter,
- (b) request to be recused from the meeting; and

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- (c) not participate in the deliberations of the Council in respect of the matter.
- (d) A member ceases to be a member of the Council, if that member has an interest in a matter before that council: and (i) fails to disclose that interest, or
  - (ii) fails to request to be recused and participates in the deliberations of that matter.

**Statute 7: Meetings of Council**

- (1) Meetings of Council shall be in accordance with the provisions of the Technical University Act, 2016 (Act 922).
- (2) Notice of a meeting of Council other than an emergency meeting and the business to be transacted thereat shall be given in writing by the Registrar to reach members of Council not later than five (5) working days before the date fixed for such a meeting. (3) Council shall meet at least once per quarter.
- (4) The quorum at a meeting of Council is eleven (11) including at least four (4) external members to the University.
- (5) The Chairperson shall preside at meetings of the Council and in the absence of the Chairperson a Government nominee of Council shall be elected by the members present from among their number to preside.
- (6) Matters before Council shall be decided by a simple majority of the members present and voting, and in the event of equality of votes, the person presiding shall have a casting vote.
- (7) The Council may approve of any person(s) to attend Council meetings as ex-officio member(s) without voting rights.
- (8) A member of Council who has an interest in a matter for consideration at a meeting of Council shall:
  - (a) disclose the nature of the interest and the disclosure shall form part of the record of the consideration of the matter; and
  - (b) not participate in the deliberations of the Council in that particular matter.

**Statute 8: Committees of Council**

- (1) For the purpose of achieving the aims of the University, the Council shall establish Standing Committees for the effective and efficient governance;

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- (2) Council shall establish the following Committees as Standing Committees of Council;
  - (a) Finance Committee
  - (b) Development Committee
  - (c) University Entity Tender Committee
  - (d) Audit Committee
  - (e) University Appointments and Promotions Board
- (3) Council may establish such ad hoc committees as and when necessary and assign such functions as it considers appropriate.
- (4) An ad hoc Committee of Council shall be chaired by a member of the Council.
- (5) The composition, meeting procedures and functions of the Committees shall be in accordance with **Schedule A** to these Statutes.


**Statute 9: Principal Officers of the University**

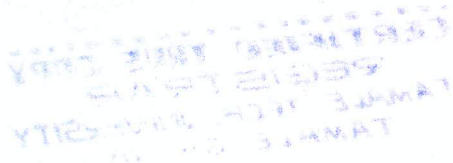
- (1) The Principal Officers of the University shall be the Chancellor, the Chairperson of Council and the Vice Chancellor.
- (2) The appointment and functions of the Principal Officers are provided for in **Schedules F and G**

**Statute 10: The Chancellor**

There shall be a Chancellor of the University as provided for by the Act, who shall be the Head of the University. He/She shall be appointed in the manner as prescribed in **Schedule F** to these Statutes.

- (1) In accordance with section 14 of the Act 922, and section 1 of the Act 974 as Amended, the Chancellor shall be the head of the University and shall take precedence over all the other officers of the University.
- (2) The Chancellor shall be entitled to:
  - (a) make representations to the Council on any matter concerning the University and may attend its meetings;
  - (b) be furnished with minutes of meetings of the Council and the Academic Board as well as all publications of the University.

  
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**Tamale Technical University (TaTU) STATUTES**

**Functions:**


- (1) The Chancellor shall preside at Congregation, meetings and ceremonies of the University at which the Chancellor is present.
- (2) The Chancellor shall confer on qualified persons degrees, diplomas and certificates awarded by the University in accordance with Act 922 and procedures prescribed by these Statutes.
- (3) The Chancellor may delegate functions under these Statutes by directions in writing to Council.
- (4) Where the integrity and welfare of the University are threatened by any matter, the Chancellor shall, in consultation with Council, intervene.

**Tenure:**

- (1) The Chancellor shall hold office for a term of five (5) years and shall be eligible for reelection but shall not be elected for more than two terms.

**Vacancy:**

- (1) The office of the Chancellor shall be vacant on:
  - (a) Resignation;
  - (b) Removal from office;
  - (c) Expiry of term; or (d) Death.
- (2) The Chancellor may be removed from office for good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose supported by the votes of a simple majority of the persons present and voting. The Chancellor shall be entitled to a hearing either in person or through a representative.
- (3) The grounds and procedures for the removal shall be prescribed by Council which shall include but not limited to removal for good cause by a special resolution of a joint session of the Council and the Academic Board specially convened for that purpose. The Chancellor shall be entitled to a hearing either in person or through a representative.

  
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**Tamale Technical University (TaTU) STATUTES**

**Statute 11: Chairperson of Council**

- (1) There shall be a Chairperson of Council, who shall be appointed in accordance with the provisions of the Technical Universities Act. The tenure of office shall be as provided for in the Act.
- (2) The Chairperson of Council shall preside over all meetings of Council in the absence of the Chancellor.
- (3) In the absence of the Chairperson of Council, from any meeting of Council, the members present shall elect one of the government nominees to preside over the meeting.
- (4) The Chairperson shall be furnished with copies of minutes of meetings of the Academic Board in addition to any other publications of the University.

**Statute 12: Vice Chancellor of the Technical University**


- (1) There shall be a Vice Chancellor of the University who shall be appointed by the University Council upon the recommendations of a Search Committee of Council and in accordance with the Act on such terms and conditions as Council shall determine. He/She shall be appointed in the manner presented in the **Schedule G** to these Statutes
- (2) The Vice Chancellor of the University shall serve as the academic and executive head and chief disciplinary officer of the University.
- (3) The Vice Chancellor of the University shall, by virtue of the office, be a member of Council as provided for by the Act and also of Convocation, the Academic Board, and every Committee of the Academic Board.
- (4) The Vice Chancellor of the University shall be the Chief Executive Officer of the University and shall be responsible, in accordance with these Statutes and the decisions of Council and the Academic Board, for organising and conducting the academic, financial and administrative business of the University.
- (5) The Vice Chancellor 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 the Vice Chancellor's opinion is necessary for the transaction of College business together with an estimate of the expenditure required for the maintenance of such staff.

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- (6) The Vice Chancellor shall have the right and duty to advise Council and the Academic Board on all matters affecting policy, finance and administration of the University, and for this purpose, the Vice Chancellor 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.
- (7) The Vice Chancellor shall, subject to the approval of Council, have the power to delegate any of the functions assigned to the Vice Chancellor by these Statutes to a Senior Member of the University as shall seem appropriate.
- (8) The Term of office of the Vice Chancellor shall be four (4) years and may upon application by that Vice Chancellor be renewed for another term only or part thereof. (Refer to Schedule H).
- (9) The Vice Chancellor may resign from office by a letter addressed to the Chairperson of Council.
- (10) The Vice Chancellor may only be removed from office for good cause.
- (11) Any member of the University may petition Council for the removal of the Vice Chancellor. A copy of the petition shall be served on the Vice Chancellor.
- (12) Council shall determine whether the petition merit consideration.
- (13) Where Council determines that the petition merits consideration, it shall setup a five (5) member committee to investigate the matter raised in the petition.
- (14) Both the petitioner and Vice Chancellor shall be given the opportunity to be heard during the deliberations of the Committee either in person or through a representative.
- (15) Council may in its absolute discretion determine whether the Vice Chancellor shall be temporally suspended or otherwise interdicted whiles the inquiry is pending.
- (16) Council shall have the right to accept, partially accept, or reject the recommendations of the Committee, provided that no recommendations of the Committee may take effect unless it has been approved by a special resolution of Council supported by not less than two-thirds of the entire members of Council.

  
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**Statute 13: Pro Vice Chancellor of the University**

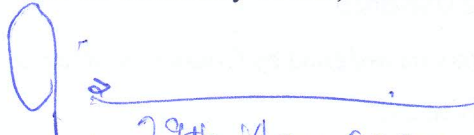
- (1) There shall be a Pro Vice Chancellor who shall be appointed by Council in accordance with the Act and on such terms and conditions as Council shall determine. The procedure for his/her appointment is stipulated in **Schedule I**.
- (2) The Pro Vice Chancellor shall hold office for a period of three (3) years and may be eligible for re-appointment for another term only. (Refer to **Schedule J**).
- (3) The Pro Vice Chancellor shall not be eligible for re-appointment until after a lapse of three (3) years from the date the Pro Vice Chancellor has held that office.
- (4) The Pro Vice Chancellor so appointed, shall vacate the post, if any, as Head of Department, or any statutory position previously held by the Pro Vice Chancellor and shall become a non-voting member of the University Council.
- (5) In the event of any casual vacancy in the office of the Pro Vice Chancellor, occurring by reason of resignation, incapacity, or death, or any other cause, Council shall on the recommendations of the Academic Board, appoint the most Senior Dean of Faculty/School to act as Pro Vice Chancellor for the residue of the term of office of the outgoing Pro Vice Chancellor.
- (6) In the event of a temporary absence of both the Vice Chancellor and the Pro Vice Chancellor from the University, the most Senior Dean of Faculty/School shall act as Pro Vice Chancellor.
- (7) The Pro Vice Chancellor may resign from office by a letter addressed to the Chairperson of Council through the Vice Chancellor.
- (8) The Pro Vice Chancellor may only be removed from office for good cause.
- (9) The provisions stated in Statutes 12 on the removal of the Vice Chancellor shall apply to the removal of the Pro Vice Chancellor.

**Statute 14: Registrar of the University**

- (1) There shall be a Registrar of the University who shall be appointed by Council upon the recommendations of a Search Committee of Council and in accordance with the Act, and on such terms and conditions as Council shall determine. He/She shall be appointed in the manner presented in the **Schedule K** to these Statutes.
- (2) The Registrar shall be the Chief Operating Officer of the University under the Vice Chancellor and in accordance with the policy directives of the Council.

**Tamale Technical University (TaTU) STATUTES**

- (3) The Registrar shall be the Chief Administrative Officer of the University and is responsible for the day-to-day administration of the affairs of the University.
- (4) The Registrar is the Secretary to Council. He/she or the representative shall serve as Secretary of all other Boards and Statutory Committees of the University.
- (5) It shall be responsibility of the Registrar to ensure the functioning of all Boards and Standing Committees of the University.
- (6) The Registrar shall be responsible for the custody of the Seal and for affixing same to relevant documents of Council and the Academic Board.
- (7) The Registrar shall be responsible for the custody of all legal documents and records of the Technical University.
- (8) Without prejudice to the generality of subsection 2 and 3 of this Statutes, the duties and responsibility of the Registrar shall include the following.
  - (a) the preparation of student registration and admission materials, the maintenance of both soft and hard copies of such materials and overseeing the process of registration;
  - (b) the preparation of the academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports;
  - (c) the initiation of final graduation plans, the tabulation of classes and the award of honours;
  - (d) the coordination of matriculation and congregation procedures and ceremonies;
  - (e) the maintenance of students' academic records on a permanent basis;
  - (f) being secretary to the Chancellor, the Council, the Academic Board, the Business and Executive Committee and the standing committees of the Academic Board and keeping records and conducting correspondence on their behalf; and
  - (g) the preparation and presentation of an annual report to the Council and the Academic Board on the operations of the Registry during the previous year within six (6) months of the end of the year.
- (9) In the event of a vacancy, the Council shall after consideration of a report from a joint committee of the Council and Academic Board appointed in the manner prescribed in the Statutes, appoint a Registrar on terms and conditions determined by the Council.
- (10) For the avoidance of doubt, the Registrar shall have the right of audience in the meetings of all University bodies, whether he/she is a member or not.

  
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- (11) The Registrar shall be assisted in the execution in the functions of his office by search number of officers as the University shall appoint on the Recommendations of the Appointments and Promotions Board and in accordance with this Statutes. The terms and conditions of the officers as well their specific duties and responsibilities shall be specified in the instruments of appointment.
- (12) Without prejudice to the generality of the foregoing, the following Officers shall operate under and be responsible to the Registrar in the performance of their duties and responsibilities and together with the Registrar shall constitute the Registry:
- (a) Director of Finance
  - (b) Internal Auditor
  - (c) Academic Affairs Officer
  - (d) Human Resource Officer
  - (e) Procurement Officer
  - (f) Director of Works and Physical Development
  - (g) Estate Officer
  - (h) Planning Officer
  - (i) Quality Assurance Officer
  - (j) Industrial Liaison Officer
  - (k) Career Guidance and Counseling Officer
  - (l) Sports Officer
  - (m) Director of Health Services
  - (n) Information and Communication Technology Officer
  - (o) Legal Officer
  - (p) Such other officers as the Vice Chancellor may determine
- (13) The Registrar shall cause to be published quarterly all policy decisions of Council and the Academic Board.
- (14) The Registrar may delegate in writing to a senior member the performance of a function vested in the Registrar by the Act or these Statutes.
- (15) The Registrar shall regularly cause to be published all policy decisions of Council, the Academic Board and other Statutory Committees of the University.
- (16) The Registrar shall perform any other functions as may be assigned by Council or delegated to him/her by the Vice Chancellor of the Technical University.

**Tamale Technical University (TaTU) STATUTES**

- (17) The Registrar shall hold office for a term of four (4) years and may, upon application, be eligible for re-appointment for another term of up to four (4) years only provided that no part of the renewed term enters the compulsory retirement age.
- (18) The Registrar may resign from office by a letter addressed to the Chairperson of Council through the Vice Chancellor of the Technical University.
- (19) The Registrar may only be removed from office for good cause.
- (20) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the Registrar.

**Statute 15: University Librarian**

- (1) There shall be a University Librarian who shall be appointed by Council, to serve as the professional and administrative Head of the University Library. He/She shall be appointed in the manner presented in the Schedule K to these Statutes.
- (2) The University Librarian shall be responsible for the provisions of adequate, relevant and up-to-date reading, and audio-visual materials to support the teaching, research and community service functions of the Technical University.
- (3) The University Librarian shall ensure the maintenance of a good environment for reading and learning in all the Libraries of the Technical University.
- (4) The University Librarian shall be responsible for maintaining linkages with local and international organisations involved in library work.
- (5) The University Librarian shall, in conjunction with the Library Committee, and subject to the approval of Academic Boards, formulate policies for the maximum development and utilisation of the libraries of the Technical University.
- (6) The University Librarian shall exercise professional and administrative supervision over the staff under the University Libraries to ensure the efficient and effective function of the libraries of the University.
- (7) The University Librarian shall perform any other functions assigned by the Vice Chancellor of the University.
- (8) The University Librarian shall hold office for four (4) years on the first appointment and may, on application by himself/herself be re-appointed for a further term of up to four (4) years only, provided that no part of the second term enters his/her compulsory retirement age.

**Tamale Technical University (TaTU) STATUTES**

- (9) The University Librarian may resign from office by a letter addressed to the Chairperson of Council through the vice Chancellor of the University.
- (10) The University Librarian may only be removed from office for good cause.
- (11) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the University Librarian.
- (12) The University Librarian shall report to the Vice Chancellor through the Pro Vice Chancellor.

**Statute 16: Director of Finance**

- (1) There shall be a Technical University Director of Finance who shall be appointed by Council on the recommendations of a Search Committee of Council. He/She shall be appointed in the manner presented in the **Schedule K** to these Statutes.
- (2) The University Director of Finance shall be responsible to the Vice Chancellor for the Financial Administration of the University in accordance with the Public Financial Management Act, 2016 (Act 921).
- (3) Without prejudice to the generality of the powers hereby conferred on the Technical University Director of Finance by these Statutes, or any other Law, the specific functions of the University Director of Finance shall include the following:
  - (a) implementation of policies relating to accounting and financial control in the University;
  - (b) corporate planning with respect to budgeting and budgetary control and long term or strategic planning with regard to all the finances of the University;
  - (c) liaise with Ministries, Departments and Agencies (MDAs) in respect of financial matters affecting the University;
  - (d) be responsible for Treasury Management;
  - (e) be responsible for the preparation and consolidation of final accounts and commenting on management reports for external auditors;
  - (f) be responsible for ensuring, on behalf of Council, that proper records are kept of all University property, assets, stocks and valuables of all funds in a register;
  - (g) exercise oversight responsibility for the accounting functions of other self-accounting and income-generating units of the University.
- (4) The Director of Finance shall be responsible for the preparation of the annual operating budget of the University and shall, on behalf of the Vice Chancellor,

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present the same through the Registrar to Council for review and approval. He/she shall also submit periodic reports to the Council on the status of plans and projections necessary for the preparation of budgets for succeeding years.

- (5) The Director of Finance shall also:
- (a) call for and receive moneys due to the University and make authorised payments on behalf of the University;
  - (b) ensure that throughout the University proper books of accounts and records of the property of the University are kept in a manner and form required by Council;
  - (c) report to the Finance and General Purposes Committee a case of failure to maintain the financial and other records of the University in the form required by the Council;
  - (d) prepare consolidated accounts of the units of the University;
  - (e) afford every facility to both internal and external auditors in the performance of their functions;
  - (f) advise on or raise funds for the University;
  - (g) perform any other function assigned by the Vice Chancellor of the University.
- (6) The University Director of Finance shall hold office for four (4) years and may, upon application, be eligible for re-appointment for a further term of four (4) years only, provided that no part of the second term enters the compulsory retirement age;
- (7) The Technical University Director of Finance may resign from office by a letter addressed to the Chairperson of Council through the Vice Chancellor of the University.
- (8) The Council may remove the Director of Finance from office for stated good cause, including in particular, conduct that has compromised or threatened to compromise the financial integrity of the University.
- (9) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of Director of Finance.

**Statute 17: Internal Auditor**

- (1) There shall be an Internal Auditor, who shall be appointed by Council on the recommendation of a Search Committee of Council to serve as the Head of the

  
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Internal Audit Unit of the University. He/She shall be appointed in the manner presented in the **Schedule K** of these Statutes.

- (2) The University Internal Auditor shall exercise professional and administrative supervision over staff under that Internal Auditor Unit to ensure that the internal audit control system of the University is efficient and effective.
- (3) The University Internal Auditor shall, in accordance with the Internal Audit Agency Act, 2003 (Act 658) and in conformity with standards and procedures provided by the Agency, set up under the Act, carry out periodic internal audit of the University and submit reports thereof to the Audit Committee through the Vice Chancellor of the University.
- (4) The Internal Auditor shall be responsible for the internal audit of the accounts and financial transactions of the University.
- (5) Without prejudice to Internal Audit Agency Act, 2003 (Act 658), the Director of Internal Audit shall report directly to the Council through the Vice Chancellor.
- (6) The Internal Auditor shall:
  - (a) ensure the establishment and operation of an efficient and effective internal financial control system;
  - (b) vet all proposed expenditures to ensure compliance with laid-down internal control systems and other statutory requirements;
  - (c) conduct periodic examination of the accounts of the University including the units with limited financial and operational autonomy;
  - (d) monitor and ensure that all expenditure incurred have been authorised and are within budgetary provisions;
  - (e) conduct periodic management audit and submit reports to the Vice Chancellor and the Council;
  - (f) liaise with External Auditors and ensure that appropriate action is taken on reported audit findings;
  - (g) submit periodic audit reports on the activities of all Units to the Vice Chancellor and the Council;
  - (h) generally be responsible for ensuring that the University complies with the Internal Audit Agency Act, 2003 (Act 658); and
  - (i) discharge any other assignments that the Registrar shall deem necessary.

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- (6) The Internal Auditor shall hold office for four (4) years on first appointment and may, on application, be re-appointed for a further term of four (4) years only, provided that no part of the second term enters the compulsory retirement age.
- (8) The Internal Auditor may resign from office by a letter address to the Chairperson of Council through the Registrar in accordance with the terms and conditions of appointment.
- (9) The Council may remove the Internal Auditor from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the University.
- 10) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the Internal Auditor.
- 11) For the avoidance of doubt and without prejudice to Statutes 14, the Registrar shall have only administrative responsibility for the Internal Audit.

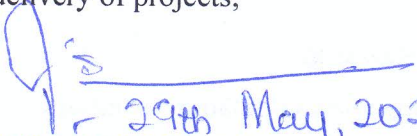
**Tenure**

The Internal Auditor shall hold office for four (4) years on first appointment and may, on application by himself/ herself be re-appointed for a further term of four (4) years only, provided that no part of the second term enters his/her compulsory retirement age.

**Statute 18: Director of Works and Physical Development**

- (1) Council shall appoint a Director of Works and Physical Development who shall, under the Registrar, be responsible for the overall development and maintenance of the physical environment of the University and the provision of essential services in an efficient and effective manner.
- (2) Without prejudice to the generality of the foregoing, he/she shall be specifically responsible for:
  - (a) the supervision of works and contracts to ensure that construction and renovations are in consonance with prevailing industry standards and specifications, taking due cognisance of the needs and requirements of the University;
  - (b) the management of construction contracts with a view to ensuring compliance and due delivery of projects;

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- (c) the procurement of consultancy services relating to the provision of technical advice on construction in compliance with national law and these Statutes;
  - (d) the management and maintenance of the buildings, roads, drains, parks and gardens of the University and their designs and drawings;
  - (e) the acquisition and allocation of housing for employees of the University;
  - (f) the construction and maintenance of residential facilities for students;
  - (g) the management and control of land use and the maintenance of records on all land transactions entered into by and on behalf of the University;
  - (h) the provision of valuation services;
  - (i) the management, control and disposal of waste;
  - (j) the provision of fumigation and other pest control services;
  - (k) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) The Director of Works and Physical Development may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his/her appointment.
- (4) The Director of Works and Physical Development may only be removed from office for good cause and in accordance with instrument of appointment.
- (5) The provisions for the removal of the Vice Chancellor from office shall apply to the removal of the Director of Works and Physical Development.

**Tenure**

The Director of Works and Physical Development shall hold office for four (4) years on first appointment and may, on application by himself/herself be re-appointed for a further term of four (4) years only, provided that no part of the second term enters his/her compulsory retirement age.

**Statute 19: Academic Affairs Officer**

- (1) Council shall on the recommendation of the Appointments and Promotions Board appoint an Academic Affairs Officer who is a Deputy Registrar and who shall be head of the Academic Affairs Office.
- (2) The Academic Affairs Officer shall assist the Registrar in:
- (a) the preparation and implementation of teaching and examination schedules;

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- (b) the processing of admission applications including advertisements for such applications;
  - (c) the allocation of lecture rooms and examination centres as well as other logistical matters relating to the academic agenda of the University;
  - (d) making physical arrangements for all academic functions of the University;
  - (e) the maintenance of academic facilities and the supervision of maintenance employees;
  - (f) the preparation and issuance of statements of examination results, transcripts and certificates;
  - (g) the preparation and publication of academic materials, including the Handbook of Regulations for courses of study for Junior members in consultation with the Director of Public Affairs; and
  - (h) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) Subject to these Statutes and without prejudice to the power of the Academic Affairs Officer to process admission forms, the admission of students shall be the exclusive responsibility of the Admissions Board whose membership shall include the Deans of the Faculties and Faculty representatives elected by the Academic Board in accordance with regulations for the time being in force governing admissions. The Admissions Board shall adhere at all times to the criteria for selecting applicants approved by the Academic Board.
- (4) The Academic Affairs Officer shall be responsible for coordinating the dealings of the University with all affiliated institutions.
- (5) The Academic Affairs Officer may resign from office by notice in writing to Council, through the Registrar in accordance with the terms and conditions of his appointment. Council may also remove the Academic Affairs Officer from office for good cause and in accordance with the instrument of appointment.

**Statute 20: Human Resource Officer**

- (1) The Council shall on the recommendation of the Appointment and Promotions Board appoint a Human Resource Officer who is a Deputy Registrar and who shall be the head of the Human Resource Office:
- (2) The Human Resource Officer shall, under the Registrar:
  - (a) lead in the development and implementation of the human resource policies of the University;

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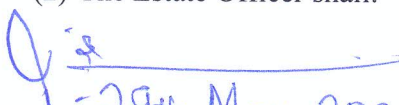
- (b) provide strategic planning with respect to the human resource needs of the University;
  - (c) ensure the timely renewal and termination of employment contracts;
  - (d) institute and maintain a system for monitoring and evaluating the performance of all employees of the University and submit reports thereon to the Vice Chancellor and the Council;
  - (e) manage and advise on the collective bargaining process and collective agreements with unionised staff;
  - (f) institute a system for continuing education and in-service training for all employees of the University; and
  - (g) discharge any other assignment that the Registrar shall deem necessary.
- (3) The Human Resource Officer may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his/her appointment. The Council may also remove a Human Resource Officer from office for good cause and in accordance with the instrument of appointment.

**Statute 21: Procurement Officer**

- (1) Council shall appoint a Procurement Officer who shall, under the Registrar, be head of the Procurement Unit, appointed by Council on the recommendation of the Appointments and Promotions Board.
- (2) The Procurement Officer shall:
- (a) Ensure that the procurement activity of the Technical University is efficient, effective and in line with the Procurement Act, 2003 (Act 663) and the Public Procurement (Amendment) Act, 2016 (Act 914);
  - (b) Perform any other related functions as may be assigned to the Office by the Vice-Chancellor.

**Statute 22: Estate Officer**

- (1) Council shall appoint an Estate Officer who shall, under the Registrar, be head of the Estate unit, on the recommendation of the Appointments and Promotions Board.
- (2) The Estate Officer shall:

  
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- (a) Be responsible to the Director of Works and Physical Development for the efficient running of the estate facilities including buildings, grounds and gardens;
- (b) Perform any other related functions as may be assigned to the Office by the Vice-Chancellor.

**Statute 23: Planning Officer**

- (1) Council shall appoint a Planning Officer who shall, under the Registrar, be head of the Planning Office, on the recommendation of the Appointments and Promotions Board.
- (2) The Planning Officer shall:
  - (a) Promote the service of the Department/Unit as the Information nerve-centre of the Technical University.
  - (b) Collect, collate, analyse and store statistical data on staff, students, equipment and structures of the University on continuous basis.
  - (c) Coordinate the development of Strategic Plans for the University.
  - (d) Monitor and evaluate Action Plans contained in the Strategic Plans as the implementation progresses to ensure that the various milestones are attained.
  - (e) Develop, in consultation with Management, the format for annual and other strategic reports from time to time.
  - (f) Prepare composite time-tables to manage the use of lecture rooms, workshops and laboratories with class sizes and monitor use of same to promote efficiency and effectiveness.
  - (g) Compute Full-Time Equivalents (FTEs) for each Department to guide the recruitment of Faculty members in response to changes in student numbers.
  - (h) Provide statistical reports to the regulatory agencies - NCTE, NAB, and NABPTEX, COTVET, etc.
  - (i) Perform any other related functions as may be assigned to the Department/Unit by the Vice Chancellor and the Academic Board.

**Statute 24: Quality Assurance Officer**

- (1) Council shall on the recommendation of the Appointments and Promotions Board appoint a Quality Assurance Officer who is a Senior Member and who shall be head of the Quality Assurance Unit,

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- (2) The Quality Assurance Officer shall:
- (a) Maintain acceptable levels of academic standards with respect to teaching, learning, research and innovation;
  - (b) Conduct student evaluation of courses and teaching staff every semester;
  - (c) Conduct regular departmental reviews or at least one (1) every five (5) years;
  - (d) Facilitate the conduct of self-assessment and quality audits;
  - (e) Facilitate quality audits and staff development;
  - (f) Oversee the preparation of quality audits, self-studies, quality assurance reviews, surveys, staff training and development;
  - (g) Graduate tracer studies;
  - (h) Ensure proper orientation of new staff both Teaching and Non-Teaching;
  - (i) Liaise with Faculties/Schools for Accreditation of new programmes and reaccreditation of existing programmes with NAB;
  - (j) Design, implement and review academic quality control schemes;
  - (k) Coordinate Affiliation activities on behalf of the University;
  - (l) Design appropriate format for data collection and reporting in the department;
  - (m) Any other duties that may be assigned from time to time by the Vice Chancellor
- (3) Without prejudice to the generality of the functions hereby assigned to the Unit in Clause (1) above, the Quality Assurance Officer in consultation with the Dean of Faculty/School and the University Administration shall:
- (a) co-ordinate the activities of the Departments regarding the preparation, implementation, monitoring and evaluation of strategic planning, as well as quality service delivery in respect of teaching, research, administration and the attainment of academic and service excellence.
  - (b) prepare and maintain an up-to-date database on staff and students as well as basic statistics on the University; and
  - (c) perform any other related functions as may be assigned to the Unit by the Vice Chancellor of the University.
- (4) The term of office of the Quality Assurance Officer shall be three (3) years renewable for another term of three (3) years upon satisfactory performance determined by the Appointments and Promotions Board on the recommendations of the Academic Board.

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- (5) The Quality Assurance Officer shall report to the Vice Chancellor through the Pro Vice Chancellor in the management of the Quality Assurance Unit.

**Statute 25: Industrial Liaison Officer**

- (1) Council shall appoint an Industrial Liaison Officer who shall be head of the Industrial Liaison Office, on the recommendation of the Appointments and Promotions Board.
- (2) The Liaison Officer shall be responsible to the Pro Vice Chancellor in the management of the Liaison Office.
- (3) The Industrial Liaison Office shall:
- (a) Ensure that students secure industrial attachment (internship) placements;
  - (b) Facilitate industrial tours/visits for students;
  - (c) Ensure that students on industrial attachment are properly monitored;
  - (d) Ensure that good relationship is established between the University and industry;
  - (e) Conduct and collates tracer studies data on graduates;
  - (f) Advises on Industrial Attachment policies;
  - (g) Create linkages for industrial attachment/work place learning experience for students and Lecturers;
  - (h) Liaise with industry for feedback to help develop and update curriculum to meet industry-specific courses, skills and competencies;
  - (i) Organise orientation programmes for students, to promote their understanding of Practical Industrial Training;
  - (j) Organise workshops for both internal and external Industrial attachment supervisors;
  - (k) Prepare annual reports on industrial attachment/work place learning experience to the Academic Board;
  - (l) Any other duties that may be assigned by the Pro Vice Chancellor.

**Statute 26: Career Guidance and Counseling Officer**

- (1) Council shall appoint a Career Guidance and Counseling Officer who shall be head of the Career Guidance and Counselling Office, on the recommendation of the Appointments and Promotions Board.

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- (2) The Career Guidance and Counseling Officer shall be responsible to the Dean of Students in the management of the Career Guidance and Counseling Office.
- (3) The Career Guidance and Counseling Officer shall:
  - (a) Provide counseling services to students and staff to ease academic and social stress;
  - (b) Organise training workshops or seminars on relevant guidance and counseling, in life and career planning skills;
  - (c) The Career Guidance and Counseling Officer initiates plans and programmes to address life challenges faced by students in academic environment;
  - (d) Provide individual and group counseling to students with identified concerns and needs;
  - (e) Train peer educators and peer mediators in the institution;
  - (f) Ensure that clients' who require special attention are given the necessary attention by the appropriate authority or expert;
  - (g) Design structured lessons to help students achieve the desired competencies in learning and research;
  - (h) Issue periodic reports on counselling activities to the University.
  - (i) Perform any other duties that may be assigned to him by the Vice Chancellor.

**Statute 27: Sports Officer**

- (1) Council shall appoint a Sports Officer who shall, under the Registrar, be responsible for the overall management of sports within the University.
- (2) Without prejudice to the generality of the foregoing, the Sports Officer shall be responsible for:
  - (a) the development of sports and related activities;
  - (b) organisation of sporting events;
  - (c) liaising with external sports organisations;
  - (d) the management of the Sports Office;
  - (e) advising the Academic Board on matters relating to the award of academic credit for student participation in sports;
  - (f) holding sporting clinics for the members of the University;
  - (g) representing the University on external sporting bodies;

  
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- (h) the preparation of teams for sporting events; and
  - (i) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) The Sports officer may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his/her appointment. The Council may also remove a Sports Officer from office for good cause and in accordance with the instrument of appointment.

**Statute 28: Director of Health Services**

- (1) The Council shall appoint a Director of Health Services who shall, under the Registrar, be responsible for the overall management of the University facilities and its satellite clinics.
- (2) Without prejudice to the generality of the foregoing, the Director of Health Services shall be responsible for:
- (a) ensuring the efficient and effective delivery of health services to members of the University and their families;
  - (b) the supervision of health workers;
  - (c) advising on the procurement of drugs, hospital equipment and other goods and services needed for the efficient operation of the University Hospital;
  - (d) planning and monitoring the development of the University Hospital and its health programmes;
  - (e) ensuring that the University Hospital provides regular health extension services to the adjoining communities;
  - (f) advising, educating and monitoring health matters; and
  - (g) the discharge of any other assignments that the Registrar shall deem necessary.
- (3) The Director of Health Services may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his/her appointment. The Council may also remove a Director of Health Services from office for good cause and in accordance with the instrument of appointment.

**Statute 29: Information and Communication Technology Officer**

- (1) Council shall appoint an Information and Communication Technology Officer who shall, under the Pro Vice Chancellor be responsible for:

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- (a) directing and managing computing and information technology strategic plans, policies, programmes, and schedules for academic and finance data processing, computer services, network communications, and management information services to accomplish the goals and objectives of the University;
- (b) designing and facilitating integrated and sound IT architecture for the University;
- (c) improvement in teaching delivery and aided technologies;
- (d) developing and maintaining, and facilitating implementation of a sound and integrating IT architecture;
- (e) directing the information and data integrity of the University and its business units;
- (f) developing strategic plans and implementing the objectives of the information technology needs of the university to ensure the computer capabilities are responsive to the needs of the University's growth and objectives;
- (g) developing and establishing operating policies and approaches for computing and information technology;
- (h) evaluating overall operations of computing and information technology functions and recommending enhancements;
- (i) advising senior management on strategic systems conversions and integrations in support of institutional goals and objectives;
- (j) preparing university IT objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information;
- (k) interacting with senior academic decision makers on internal and external operations that are impacted by the capture, storage, processing and dissemination of information;
- (l) reviewing and approving major contracts for computing and information technology services and equipment including service level agreements;
- (m) ensuring the security of the information systems, communication lines, and equipment;
- (n) overseeing the development, design, and implementation of new applications and changes to existing computer systems and software packages;
- (o) the development, review, and certification of all back-up and disaster recovery procedures and plans;

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- (p) identifying emerging information technologies to be assimilated, integrated, and introduced within the University;
  - (q) assessing new computing technologies to determine potential value for the university;
  - (r) overseeing ongoing improvements and the feasibility of system enhancements;
  - (s) establishing university infrastructure to support and guide individual divisions/faculties/departments/campuses in computing and information technology efforts;
  - (t) establishing and implementing short and long-range departmental goals, objectives, policies, and operating procedures;
  - (u) serving on planning and policy-making committees;
  - (v) recruiting, training, supervising, and evaluating department staff and
  - (w) undertaking any other assignments that the Registrar shall deem necessary.
- (2) The ICT Officer may resign from office by notice in writing to the Council through the Registrar in accordance with the terms and conditions of his/her appointment. The Council may also remove an ICT Officer, from office for good cause and in accordance with the instrument of appointment.

**Statute 30: Legal Officer**

- (1) Council shall appoint a Legal Officer for the Technical University on terms and conditions specified in the letter of appointment. The mode of appointment shall be as contained in the appointment of Senior Members of the University.
- (2) The Legal Officer shall be responsible for all legal matters of the University including but not limited to advising the Vice Chancellor on contracts being entered into by the University, handling legal suits against the University at the Courts of Justice and any other matters that may be referred to him/her by the Vice Chancellor.

**Statute 31: Dean of International Programmes and Institutional Linkages (IPIL)**

There shall be the Office of International Programmes and Institutional Linkages headed by a Dean who shall be appointed by Council on terms and conditions as recommended by the Appointments Board. The Dean shall be eligible for re-appointment.

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(d) There shall be established in the Office of Dean of Students a Students' Affairs Committee which shall assist the Dean in the performance of his/her duties. The composition of the Committee shall be as follows:

- (i) The Dean - Chairperson
- (ii) The Hall Masters
- (iii) The Career Guidance and Counseling Officer
- (iv) The Chaplain/Imam
- (v) Two (2) SRC Representatives (a male and a female)
- (vi) One (1) Representative from the Academic Board

**In Attendance:**

The Senior/Assistant Registrar in the Office of the Dean of Students shall be the Secretary to the Board.

**Functions**

- (a) The Dean shall primarily be responsible for the welfare of the Junior Members and normally act in "loco parentis" for them whilst they are in the University.
- (b) He/she shall liaise with the Registrar, Deans of Faculties/Schools, Hall Masters, the Students Representative Council and other appropriate bodies in all matters affecting the welfare of Junior Members.
- (c) He/she shall be responsible to the Vice Chancellor in the exercise of his/her functions

**Statute 33: Academic Board**

There shall be an Academic Board as provided for by the Technical Universities Act.

**Composition of Academic Board:**

The membership of the Academic Board shall be as follows:

- (a) The Vice Chancellor
- (b) The Pro Vice Chancellor
- (c) All Deans/Directors of Schools, Faculties, Institutes, Departments and Centres
- (d) All Heads of Academic Departments and Centres
- (e) Professors and Associate Professors

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- (f) The Librarian
- (g) The Registrar shall be the Secretary to the Board.
- (h) Three members, two of whom are non-teaching staff, elected by Convocation, in accordance with Statute 42.

**Powers and Functions of Academic Board:**

- (a) Without prejudice to the generality of the powers of the Academic Board prescribed by the Act and these Statutes, the powers and functions of the Academic Board shall be as follows:
- (b) To formulate and carry out the academic policy of the University and generally regulate and approve the programmes of instructions and examinations in the University.
- (c) To promote quality assurance in teaching, research and community service within the University and request, at the end of every academic year, reports from the Departments on their activities.
- (d) To approve Internal and External Examiners on the recommendations of Faculty/School Boards concerned, and to determine the terms and conditions of their appointment.
- (e) To remove or suspend examiners for negligence or inefficiency or other justifiable cause during the examiners term of office and in the case of death, illness or resignation of an Examiner or in the case of suspension or removal, appoint a replacement.
- (f) To make regulations on the admission of students and arrangements for the conduct of examinations.
- (g) To determine and where necessary admit continuing students of other University to programmes of equal or similar category to the University.
- (h) Make regulations upon receiving reports or proposals from Faculty/School Boards relating to programmes of study, degrees, diplomas and other academic awards.
- (i) To award diplomas, certificates and other academic distinctions to persons who have pursued programmes of study or research approved by the Academic Board and have passed the prescribed examinations and or satisfied the Examiners.
- (j) To make recommendations to Council on the establishment of new

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Faculties/Schools, the abolition, change of the scope of any Faculties/Schools, into two or more Faculties/Schools or the abolition of any existing Faculties/Schools.

- (k) To determine, subject to any conditions made by donors which are accepted by Council, after reports or proposals from the Faculties/Schools concerned, the mode and conditions of competition for fellowships, scholarships, bursaries, medals and other prizes.
- (l) To make, subject to the formal approval of Council, rules and regulations guiding appointments, re-appointments, acting appointments and promotions of Senior Members of the University, to posts other than those reserved for Council by the Act and these Statutes.
- (m) To make regulations for the discipline of Students of the University and to take steps as it deems proper for controlling organisations, associations, unions and groups of the student body.
- (n) To consider, for the approval of Council, an annual statement of the estimates and accounts of the University as submitted by the Budgetary Committee.
- (o) To regulate the relationship between the University and associated institutions both national and international and other relevant industrial and commercial institutions
- (p) To refer proposals on any matter to Convocation for consideration.
- (q) To review the decisions of any of the Statutory Committees of the Academic Board, to reflect the collective wisdom of the Board and the best interest of the University.
- (r) Report back to the Council of the University on matters referred to the Board by the Council.
- (s) To determine any other academic matters in the interest of the University.

**Meetings of Academic Board**

- (a) The Vice Chancellor of the University shall convene meetings of the Academic Board at least twice each Semester.
- (b) At least five (5) days notice shall be given for any such meetings.
- (c) Emergency meetings may be convened by the Vice Chancellor at any time upon giving all members of the Board at least 48 hours written notice.
- (d) A special meeting of the Academic Board may be convened on the written request of at least one-third (1/3) of the membership of the Board, submitted to the Vice

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Chancellor with a statement of the matters to be discussed at such a special meeting. In the event of such a request being made, the Vice Chancellor shall convene a special meeting, stating the matters to be discussed.

- (e) The quorum for the transaction of business of the Academic Board shall be fifty per cent (50%) of the entire membership.

#### **Statute 34: Standing Committees of the Academic Board**

(1) Subject to the powers conferred on Council by the Act, Council shall approve the formation of such Standing Committees of the Academic Board as appropriate to facilitate the efficient and effective governance of the Technical University. The following Committees may be established by the Academic Board:

- (a) Executive Committee
- (b) Staff Development and Scholarships Committee
- (c) Research, Conference and Innovation Committee
- (d) Academic Planning and Quality Assurance Committee
- (e) Works and Physical Development Committee
- (f) Residence and Housing Committee
- (g) Library Committee
- (h) Academic Affairs Committee
- (i) ICT Committee

(2) The composition, meeting procedures and functions of the committees shall be in accordance with **Schedule B** to these Statutes.

(3) The following Committees and any others that the Academic Board deems fit may also be established subject to the approval of Council.

- (a) Welfare Services Committee
- (b) Budget Committee
- (c) Industrial Liaison Committee
- (d) Sports and Recreation Committee

#### **Statute 35: Academic Units**

(1) Subject to the provisions of Act 922, Council shall approve the creation of such Academic Divisions of the University as Faculties, Schools, Departments and any other

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units of teaching and research as may be determined on the recommendations of the Academic Board.

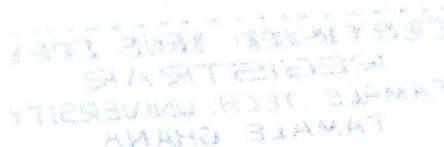
- (2) A Faculty/School shall have a Board and a Dean appointed by Council.
- (3) The structure, status, functions and privileges of the academic divisions shall be in accordance with these Statutes.

**Statute 36: Structure of Faculty/School**

- (1) There shall be in the University Faculties/Schools and such other academic entities as Council may, on the recommendation of the Academic Board, establish.
- (2) The internal organisation of the University into Faculties/Schools shall be in accordance with Schedule E to these Statutes.
- (3) Each Faculty/School shall be headed by a Dean who will be assisted by a Vice Dean.
- (4) The Dean shall be appointed from amongst the academic senior members of the Faculty/School who are of professorial status.
- (5) Where there are no suitable academic senior members of professorial status in the Faculty/School the Dean may be appointed from a cognate Faculty.
- (6) The Vice Dean shall be appointed from amongst the Heads of Departments in the Faculty. The Dean shall nominate two Heads of Departments with his/her recommendations to the University Appointments and Promotions Board (UAPB) for consideration.
- (7) A Head of Department appointed as Dean shall vacate his position as Head of Department.
- (8) A Dean shall hold office for a period of two years if he/she is of a professorial status, and may be eligible, upon completion of his/her term of office, for re-appointment for only another term of two years provided his performance is satisfactory.
- (9) Where there is only one suitable senior academic member of professorial status, he/she may be re-appointed to serve more than the normal two terms provided his performance is satisfactory.
- (10) Where a suitable senior member of Professorial status cannot be found in the faculties, a suitable senior academic member of the following order (a. Senior Lecturer (PhD), b. Senior Lecturer (Non-PhD), may be appointed to act as Dean notwithstanding the provisions in paragraph "b" sub-paragraph "ii" of this Statute. He/she shall hold office for one year and shall be eligible for re-appointment for another year.

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- (11) In the absence of the Dean, the Vice Dean shall act as Dean. In the absence of both the Dean and the Vice Dean the most senior Head of Department in the Faculty shall act as Dean.
- (12) When a vacancy occurs in the Deanship of a Faculty, the Pro Vice Chancellor shall present the names and curriculum vitae of the three most senior and suitable academic members of the Faculty with his/her evaluation and recommendation(s) to the University Appointments and Promotions Board (UAPB) for consideration. The UAPB shall consider the Pro Vice Chancellor's report and make its own recommendation(s). The UAPB's recommendations shall be forwarded to Council for consideration and appointment.

**Statute 37: Functions and Powers of Deans**

- (1) The Dean of a Faculty/School shall be responsible to the Vice Chancellor for providing leadership to the Faculty and maintaining and promoting the efficiency and good order of the Faculty in accordance with policies and procedures prescribed by the Act, these Statutes or as may be determined from time to time by Council, the Academic Board and the Faculty Board.
- (2) The Dean shall be the Chairperson of the Faculty Board and Head of the Faculty.
- (3) He/she shall, in consultation with the Heads of Departments, have the responsibility for the postgraduate training of the Faculty's own graduates and lecturers on study leave.
- (4) He/she shall liaise with industries, professional institutions, associations and similar bodies and organise consultative meetings of Faculty members and industrial experts in the various professional fields within the Faculty.
- (5) He/she shall liaise with other Faculties or Schools and take responsibility for the organisation of common courses.
- (6) He/she shall co-ordinate the work of the Departments within the Faculty.
- (7) He/she shall consult with, and be assisted by the Heads of Department in the execution of his/her duties.

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**Statute 38: Composition of Faculty/School Boards**

- (1) There shall be in each Faculty a Board whose membership shall consist of the following:
  - (a) The Dean of the Faculty as Chairperson
  - (b) Professors and Associate Professors within the Faculty and elected members of the Faculty on Academic Board.
  - (c) All Heads of Departments within the Faculty
  - (d) One other member of each Department elected by the Academic Senior Members of the Departments
  - (e) One representative from each cognate Faculty
  - (f) Two students' representatives, one postgraduate and one undergraduate, (who are not in their first year) elected by the students in the Faculty
  - (g) Subject to the approval of the Academic Board, such other persons as may be determined by the Faculty Board
  - (h) The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Board
- (2) The terms of office of members of the Faculty Boards other than Heads of Departments and Professors and Associate Professors in the Faculty shall be two years except students. Such members of the Board shall be eligible for re-election for only another term of two (2) years.
- (3) Each Faculty Board shall meet at least twice each Semester. Meetings of the Faculty Board shall be convened by the Dean by giving at least five (5) days' notice in writing to all the members of the Faculty Board. Emergency meetings of a Faculty Board may be called by the Dean at any time by giving at least 24 hours' notice to members.
- (4) A special meeting of the Faculty Board shall be called by the Dean on the written request of at least half of the members of the Board submitted to the Dean with a statement of the subject matter to be considered at that special meeting. The Dean shall convene a special meeting of the Board within seven days of receipt of the request.
- (5) The quorum for a meeting of a Faculty Board shall be fifty percent (50%) of the total membership.

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**Statute 39: Powers of Faculty/School Boards**

Subject to the Act and these Statutes, the Board of each Faculty shall have the following powers and functions under the Academic Board:

- (1) To regulate, within the general policy approved by the Academic Board, the teaching and study of the subjects/courses assigned to the Faculty.
- (2) To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the Faculty.
- (3) To recommend to the Academic Board Internal and External Examiners for appointment.
- (4) To advise on regulations and syllabuses dealing with courses of study for degrees and other awards of the Faculty.
- (5) To consider and approve thesis topics/areas and supervisors for postgraduate research projects.
- (6) To make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, University fellowships, studentships, scholarships and prizes within the Faculty.
- (7) To consider the Faculty budget and make allocation to Departments.
- (8) To deal with any matters referred to it by the Academic Board.
- (9) To appoint such sub-committees as it may consider necessary for the discharge of its functions.

**Statute 40: Structure of Departments and Centres**

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

- (1) Each Department in a Faculty shall have an appointed Head.
- (2) The Head of Department shall be of professorial status. Where there is no suitable academic senior member of Professorial status in the Department, a Senior Lecturer with terminal degree/Senior Lecturer (Non-PhD) may be appointed as Head if he/she is found to be suitable. Where there is no suitable Senior Lecturer with terminal degree/Senior Lecturer in the Department, a lecturer with terminal degree may be appointed in acting capacity for a period of one year, which may be renewed for another period of one year only. Where there is no suitable senior lecturer with terminal degree/senior lecturer (Non-PhD)/lecturer with terminal degree, academic

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- senior member of professorial or senior lecturer with terminal degree/senior lecturer (Non-PhD)/lecturer with terminal degree status may be appointed from another Department of that Faculty or a cognate Faculty.
- (3) 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 and suitable academic members of the Department with his/her recommendations of their suitability to the UAPB for consideration. The UAPB shall consider and make its own recommendations to the University Council for consideration and appointment.
  - (4) The appointment of a Head of an Academic Department shall be for a period of two years, if he/she is of professorial status and may be eligible for re-appointment for only another term of two (2) years, provided his/her performance during the first term is satisfactory. Performance shall be measured by the criteria as specified in **Schedule N** to these Statutes.
  - (5) Where a Head of an Academic Department is not of professorial status, he/she shall hold office for a period of one year and may be eligible for re-appointment for only another term of one (1) year provided his/her performance during the first term is satisfactory. Performance shall be measured by the criteria as specified in **Schedule N** to these Statutes.
  - (6) It shall be the responsibility of the Head of Department with the approval of the Faculty Board, to organise the teaching programme, to maintain acceptable standards of teaching and to ensure that adequate facilities are available for research in their respective disciplines.
  - (7) The Head of Department shall, in consultation with members of the Department, be responsible for recommending to the Faculty Board the development of syllabuses and courses as well as promotion of research in the Department.
  - (8) He/she shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff and, subject to Statutes 39, for maintenance of discipline.
  - (9) He/she shall liaise with other Departments, Centres, Faculties, Schools, Industries, Professional Institutions, Associations and similar bodies on matters affecting the Department.

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- (10) He/she shall consult with the Dean in all matters affecting his/her Department and the Faculty.
- (11) The qualification and term of office of the Head of a Centre shall be the same as that of a Head of an academic department as in (1) above.
- (12) When a vacancy occurs in the headship of a Centre, the Pro Vice Chancellor shall present the names and curriculum vitae of the three (3) most senior and suitable academic members of the Centre with his recommendations of their suitability to the UAPB for consideration. The UAPB shall consider and make its own recommendations to the University Council for consideration and appointment.
- (13) Each Department in a Faculty shall have a Departmental Committee comprising the Head of Department as Chairperson, and all other Senior Members. Meetings shall be convened at least twice every semester to:
  - (a) plan and evaluate its work;
  - (b) consider general organisation and regulations of prescribed courses and research;
  - (c) consider the Departmental Budget; and
  - (d) consider matters referred to it by the Faculty Board.
- (14) Each Centre shall have a Committee comprising the Head of Centre as the Chairperson, and all other Senior Members of the Centre and one representative from each cognate Faculty. Meetings shall be convened at least twice every semester to:
  - (a) plan and evaluate its work;
  - (b) consider general organisation and regulation of courses and research;

**Meetings:**

- (1) Meetings of the Departmental/Centre Committee shall be convened by the Head of Department/Centre by giving at least five (5) days' notice in writing to all the Senior Members in the Department/Centre.
- (2) The Head of Department/Centre shall convene a special meeting at the written request of at least one-third of the Senior Members of the Department/Centre submitted with a statement of the subject matter to be discussed. Such a meeting shall be convened within seven 7-days upon receipt of the request.

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- (3) The quorum for the transaction of any business of the Committee shall not be less than one-half of the total number of members at post.

**Statute 41: Non-Teaching Units**

- (1) The Non-Teaching units of the Technical University shall not be limited to the following:
- (a) Finance Directorate
  - (b) Internal Audit Unit
  - (c) Academic Affairs Office
  - (d) Human Resource Office
  - (e) Procurement Office
  - (f) Development Office
  - (g) Quality Assurance and Academic Planning Unit
  - (h) Industrial Liaison Office
  - (i) Guidance and Counseling Office
  - (j) University Sports Office
  - (k) University Clinic
  - (l) Information and Communication Technology Centre
  - (m) Legal Affairs Office
- (2) Non-Teaching Unit shall have a Head and relevant personnel appointed by Council.
- (3) Council may, on the recommendations of the Academic Board, establish such other units and offices as it deems appropriate and appoint officers to occupy them.
- (4) The duties, remuneration, terms and conditions of office shall be determined by Council.

**Statute 42: Convocation**

- (1) There shall be Convocation of the University.
- (2) The Registrar of the University shall maintain a register of Convocation which shall be published each year.



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**Composition of Convocation:**

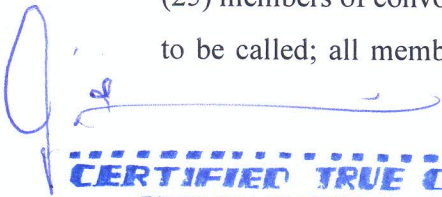
- (1) Members of Convocation shall be the following persons holding office in the Technical University:
  - (a) The Vice Chancellor of the University
  - (b) The Pro Vice Chancellor of the University
  - (c) All other Senior Members
  - (d) Any other person approved by the Academic Board for this purpose, provided that any such person(s) shall not be entitled to vote in any proceedings of Convocation.
- (2) The Vice Chancellor of the University shall preside over meetings of Convocation.
- (3) The Registrar shall moderate proceedings of Convocation meetings.

**Functions of Convocation:**

- (1) Convocation shall be charged with the responsibility of protecting the interest of Convocation. Without prejudice to the generality of this responsibility, the Convocation shall also fulfill the following specific functions:
  - (a) To ensure that decisions of Convocation are duly carried out or implemented.
  - (b) To study all events of the University to ensure that matters of interest to Convocation are brought to its attention.
  - (c) To safeguard the interests of individual members of Convocation.
  - (d) To make proposals to Convocation for the improvement and proper functioning of the University.
  - (e) To advise members in the performance of their duties.
  - (f) To safeguard the interest of the University.

**Meetings of Convocation:**

- (1) Meetings of Convocation shall be convened by the Registrar in consultation with the Vice Chancellor of the University.
- (2) Meetings of Convocation shall be held at least once every semester.
- (3) Emergency meetings may be convened upon the request of not less than twenty-five (25) members of convocation in writing, stating the purpose of which the meeting is to be called; all members of Convocation shall be given at least 48 hours written

  
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notice. The notice summoning such a meeting shall specify the business to be considered.

- (4) No special meeting of Convocation shall be called within three (3) months of the previous meeting if the purpose of the intended special meeting is the same or substantially the same as that of the previous meeting.
- (5) The Registrar shall moderate meetings and also serve as the secretary of Convocation.
- (6) The quorum of Convocation for the transaction of business shall be one-third (1/3) of its total membership.
- (7) Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by secret ballot.

**Election of Convocation Members of Academic Board**

- (1) Convocation shall elect from among its members, two (2) Senior Members, one of whom is Non-Teaching, to represent Convocation on the University Council and On Academic Board. (Form for Election found in Schedule M and Proxy Form in Schedule O).
- (2) The Returning Officer shall be the Registrar and Secretary to Council. He/she shall be responsible for conducting the election by secret ballot. The secretary shall be assisted by three (3) scrutineers appointed by the Academic Board.
- (3) No election shall be valid until and unless the scrutineers have unanimously certified in writing to the Vice Chancellor of the University that the counting of the votes and declaration of results thereof have been correctly carried out.
- (4) Each candidate for election shall be proposed by one member of Convocation and endorsed by two (2) others in writing to the Secretary. The candidate so proposed must append a signature to the nomination form to signify the candidate's willingness to stand.
- (5) The term of office of a Convocation member of Council shall be three (3) years.
- (6) A Convocation member on Council shall be eligible for election for a second term of three (3) years only.

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- (7) In the event of a vacancy in the Convocation representation on Council through death, resignation or any other cause, the Secretary shall notify the members of Convocation of such vacancy and shall conduct a bye-election to fill such a vacancy within 21 days. Such a bye-election shall be conducted in the same way as a regular election and the person so elected shall hold office for the residue of the term of the member to be replaced.

**Statute 43: External Auditors of the University**

- (1) The Auditor-General shall appoint External Auditors to audit the accounts of the University.
- (2) The External Auditors appointed shall conduct their business in accordance with the directives of the Auditor-General, and shall receive such remuneration as shall be determined by Council.
- (3) The External Auditors shall have right of access to books, accounts and relevant records of the University and shall be entitled to such information and explanation as they deem necessary for the proper discharge of their responsibilities.
- (4) The External Auditors shall submit to Council, once in each year, a report on the accounts of the University.
- (5) The External Auditors may resign their appointment by letter addressed to Council

**Statute 44: Auditing of University Accounts**

The accounts of the University, including the accounts of its autonomous Units as well as the consolidated accounts, shall be audited annually by the Auditor-General in accordance with Clause (2) of Article 187 of the Constitution.

**Statute 45: University Tender Committee**

- (1) There shall be a University Tender Committee which shall be constituted in accordance with the Public Procurement (Amendment) Act, 2016 (Act 914).
- (2) The composition of the University Tender Committee is as shown in Schedule A to these Statutes.

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**Statute 46: Matriculation**

- (1) A person enrolling in the University for the first time shall be matriculated.
- (2) A person shall not matriculate into the Faculty/School unless that person has fulfilled the
- (3) Conditions prescribed by the Academic Board and has been accepted for admission.
- (4) The Academic Board shall determine the manner of matriculation into the Technical University.

**Statute 47: Congregation**

- (1) There shall be a Congregation of the University which shall be composed of:
  - (a) Chairperson and members of Council
  - (b) Members of Convocation
  - (c) Graduands of the University
  - (d) Alumni
  - (e) Senior and Junior Staff of the University.
- (2) Congregation shall be held for the purpose of receiving reports and witnessing the ceremony for awarding degrees, diplomas and certificates of the University and for any other purposes determined by Council.
- (3) A Congregation for the conferment of regular diplomas and certificates shall be convened from time to time as determined by Council and shall be presided over by the Chairperson of Council.
- (4) The procedure for the presentation of Graduands and for the conferment of degrees, diplomas and certificates and other matters relating to Congregation shall be determined by the Academic Board for the consideration and approval of Council.

**Statute 48: Discipline in the University**

- (1) The Vice Chancellor (VC), as the Chief Disciplinary Officer, shall ensure discipline in the Technical University in accordance with the Statutes and any other legislations.
- (2) Subject to these Statutes, the VC may delegate any part of his/her authority in respect of discipline to any person or body as he/she may deem fit or appropriate.
- (3) Except as otherwise provided the disciplinary rules under **Schedule D** to these Statutes shall apply to discipline in the Technical University.

**Tamale Technical University (TaTU) STATUTES**

- (4) 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 to the Appeals Board as prescribed in **Schedule Q**.

**Discipline of Senior Members/Senior Staff/Junior Staff Disciplinary Board:**

There shall be a Disciplinary Board/Committees established under these Statutes. The composition and functions of the Board/Committees are specified in **Schedule D** of these Statutes.

**Procedure:**

- (1) When a Senior Member/Senior Staff is served with notice to appear before a Disciplinary Board/Committee, he/she shall, within ten (10) working days after service of the said notice on him/her, furnish the Board with his/her defense to the allegations leveled against him/her.
- (2) Where the Senior Member/Senior Staff fails to submit his/her response within the stipulated period the Disciplinary Board/Committee shall proceed with the enquiry.
- (3) Where no adverse findings have been made against a Senior Member/Senior Staff, the Vice Chancellor shall communicate to him/her within seven (7) days upon receipt of the Disciplinary Board/Committees report.
- (4) Where the Senior Member/Senior Staff had been suspended, he shall be restored to his former position forthwith, and if on interdiction arrears of salary shall be paid according.
- (5) Depending on the gravity of the offence committed by the Senior Member/Senior Staff Council may cause him/her to be interdicted pending the finality of investigations.
- (6) The Senior Member/Senior Staff has been interdicted shall be paid two-thirds (2/3) of his/her salary while on interdiction.
- (7) It is the duty of the Vice Chancellor to ensure that the case is determine as expeditiously as possible, and he/she shall report to Council, at its next meeting.
- (8) The Vice Chancellor of the University may delegate any part of the Vice Chancellor's authority in respect of discipline as shall seem appropriate.
- (9) The following are the penalties that may be impose for breaches of discipline:
  - (a) Dismissal.
  - (b) Termination of appointment.

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- (c) Suspension for stated without pay.
  - (d) Reduction in rank or grade.
  - (e) Interdiction.
  - (f) Stoppage of increment.
  - (g) Forfeiture of pay for stated period.
  - (h) Withholding an increment.
  - (i) Reprimand.
  - (j) Warning.
- (10) For the purpose of these Statutes, these penalties shall be treated as major penalties which shall be impose only by the Vice Chancellor of the University in consultation with Council. This applies only in the case of Senior Members. For Senior Staff and Junior Staff the Vice Chancellor shall be responsible for administering both Minor and Major penalties.
- (11) The rules of discipline are provided in **Schedule D** of the Statutes.

**Statute 49: Sanctions for Senior and Junior Staff**

In the case of Senior and Junior staff, in addition to the sanctions prescribed above, the sanctions provided in the relevant Collective Bargaining Agreement are also applicable.

**Discipline of Junior Staff:**

- (a) It shall be the responsibility of the Vice Chancellor, on the advice of, and in consultation with the Head of Human Resource and Head of Department, to provide for the discipline of staff;
- (b) The Vice Chancellor may delegate his authority in relation to disciplinary processes as he/she deem fit and appropriate.
- (c) The Vice Chancellor shall appoint an ad hoc committee on which a representative of the junior staff association shall serve.
- (d) The offending staff concerned must be given:
  - i. Notice in writing stating the grounds on which disciplinary action is being taken against him/her;
  - ii. Reasonable opportunity to defend himself/herself;
  - iii. The provisions relating to interdiction, as applied to Senior Members shall also apply to the Junior Staff.

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**Statute 50: Appeals/Review**

- (1) An employee of the Technical University adversely affected by a decision of the Disciplinary Board/Committee shall have the right of appeals/review in writing to Council through the Vice Chancellor, within two (2) weeks of the official communication of the decision to him/her.
- (2) Whiles such an appeal is pending before Council, Management may be requested by Council to stay execution of any disciplinary action.
- (3) The appellant shall give a copy of the appeals/review application to the Chairperson of the investigating Committee or Body against whose decision the appeal/review is made.

**Statute 51: Sanctions for Junior Members**

- (1) There shall be a Disciplinary Committee for Junior Members.
- (2) The Disciplinary Committee shall investigate matters of impropriety leveled against any member.

**Membership:**

The Membership of the Disciplinary Committee shall comprise:

- |   |                    |
|---|--------------------|
| (a) Dean of Students                                | - Chairperson      |
| (b) Head of Department (of Junior Member concerned) | - Member           |
| (c) Representative of SRC                           | - Member           |
| (d) Solicitor                                       | - Member           |
| (e) Deputy Registrar (Academic)                     | - Member/Secretary |

**Functions:**

The Disciplinary Committee shall investigate issues relating, but not limited to, the following which shall be referred to it by the Vice Chancellor:

- (a) Examination malpractices
- (b) Students' misconduct,
- (c) Insubordination,
- (d) Stealing, fighting, sexual offences, homosexuality, occultism etc.
- (e) Possession and/or use of offensive weapons,

**Tamale Technical University (TaTU) STATUTES**

- (f) Possession and/or use of banned narcotic substances,
- (g) Any other act which is considered detrimental to the interest of the University stated in the Students' Hand Book.

**Quorum:**

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

- (1) Where the Junior Members' disciplinary committee finds a junior member guilty of misconduct, it may recommend one or more of the following:
  - (a) Expulsion or suspension from the University;
  - (b) A fine;
  - (c) Censor or reprimand in writing;
  - (d) Withholding of certificate for a stated period;
  - (e) Withdrawal of certificate;
  - (f) Withdrawal of an academic, a University or a residential privilege, benefit, right or facility;
  - (g) Recovery of the money or property, or subject of the misconduct; and (h) Any other penalty or sanctions prescribed by these Statutes.
- (2) The Disciplinary Committee proceedings in respect of a Junior Member is without prejudice to the right of the Academic Board to investigate an allegation of impropriety or malpractice against the Junior Member.

**Statute 52: Industrial Action by Unionised Employees**

- (1) The University recognises the right of every employee to freedom of association and of the right to demonstrate in order to protect his/her economic and social interests.
- (2) Employees who engage in industrial action pursuant to their right to do so under any collective agreement or other labour arrangement, shall do so in strict accordance with the Labour Act, 2003 (Act 651) and must respect the rights and freedoms of other members of the University and the general public.
- (3) No industrial action taken or purported to be taken shall deliberately target the disruption of academic work and or the provision of essential services to campus.

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- (4) For the purposes of this Statute essential services shall have the same meaning as in the Labour Act, 2003 (Act 651).

**Statute 54: Examinations Board:**

The Academic Board shall make the necessary regulations for the establishment of an Examiners Board to regulate the conduct and/or certification of examination.

**Composition:**

- |  |   |                  |
|--|---|------------------|
| (a) Pro Vice Chancellor                    | - | Chairperson      |
| (b) Deans of School/Faculty                | - | Members          |
| (c) Examinations Officer(s)                | - | Member           |
| (d) Head of Planning and Quality Assurance | - | Member           |
| (e) Deputy Registrar of Academic Affairs   | - | Member/Secretary |

**Functions:**

The Examiners Board shall perform the following functions:

- Ensuring the provision of examination materials.
- Approving the venue for examinations.
- Conducting efficient and effective invigilation.
- Handling of examination scripts.
- Designing regulations for the conduct of examinations to candidates.
- Setting the timetable for conduct of examinations.
- Recommending grading to Academic Board.
- Submitting reports on the conduct of the Examinations to the Academic Board.
- Carrying out any other functions as may from time to time referred to them by the Academic Board or as contained in these Statutes.

**Examinations Officer:**

- There shall be an Examinations Officer who shall have oversight responsibility for the functions of the internal examiners.
- The Examinations Officer shall be appointed by the Academic Board with prior approval from Council.

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- (c) The Examinations Officer shall not be below the rank of Lecturer who has served for not less than seven (7) years.
- (d) He/she shall be responsible for the implementation of the decisions of the Examinations Board.
- (e) He/she shall submit comprehensive reports to the Examinations Board.
- (f) Examinations Regulations are as contained in **Schedule P**.

**Statute 53: Examinations**

The Academic Board shall make the necessary regulations for the establishment of an Examiners Board to regulate the conduct and/or certification of examination.

**Composition:**


- |  |   |                  |
|--|---|------------------|
| (a) Pro vice Chancellor                    | - | Chairperson      |
| (b) Deans of School/Faculty                | - | Members          |
| (c) Examinations Officer(s)                | - | Member           |
| (d) Head of Planning and Quality Assurance | - | Member           |
| (e) Academic Affairs Officer               | - | Member/Secretary |

**Functions:**

The Examiners Board shall perform the following functions:

- (a) Ensuring the provision of examination materials.
- (b) Approving the venue for examinations.
- (c) Conducting efficient and effective invigilation.
- (d) Handling of examination scripts.
- (e) Designing regulations for the conduct of examinations to candidates.
- (f) Setting the timetable for conduct of examinations.
- (g) Recommending grading to Academic Board.
- (h) Submitting reports on the conduct of the Examinations to the Academic Board.
- (i) Carrying out any other functions as may from time to time referred to them by the Academic Board or as contained in these Statutes.

**Examinations Officer:**

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- (a) There shall be an Examinations Officer who shall have oversight responsibility for the functions of the internal examiners.
- (b) The Examinations Officer shall be appointed by the Academic Board with prior approval from Council.
- (c) The Examinations Officer shall not be below the rank of Lecturer who has served for not less than seven (7) years.
- (d) He/she shall be responsible for the implementation of the decisions of the Examinations Board.
- (e) He/she shall submit comprehensive reports to the Examinations Board.
- (f) Examinations Regulations are as contained in **Schedule P**.

**Statute 54: Examination Offences and Sanctions**

- (1) It shall be an offence for a student knowingly:
  - (a) to forge or in any other way alter or falsify any document or evidence required by the University, or to circulate or make use of any such forged, altered or falsified document, whether the document or record be in print or electronic form;
  - (b) to use or possess an unauthorised aid or aids or obtain unauthorised assistance in any academic examination or term test or in connection with any other form of academic work;
  - (c) to impersonate another person, or to have another person impersonate, at any academic examination or term test or in connection with any other form of academic work;
  - (d) to represent, without acknowledgement of its authorship by another, an expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work;
  - (e) to submit, without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
  - (f) to submit any academic work containing a purported statement of fact or reference to a source which has been concocted;

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- (g) to engage in the sale of unpublished academic lecture material, such as lecture notes, handouts, slides without authority;
  - (h) to gain access to or procure or cause such access to be gained to any office or other facility of the University or University official for purposes of depositing, altering or substituting examination material for the benefit of the student or any other person;
  - (i) to steal a colleague's assignment; or (j) to steal a colleague's answer script.
- (2) It shall be an offence for a Senior Member knowingly:
- (a) to abet any of the offences described in subsection 1 of this Statute;
  - (b) to evaluate an application for admission or transfer to a course or programme of study by reference to any criterion that is not approved by the University;
  - (c) to evaluate academic work by a student by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed; or
  - (d) to award or enhance grades for a student or for a course not taken by a student or to procure same to be done.
- (3) It shall be an offence for a Senior Member or student knowingly:
- (a) to forge or in any other way alter or falsify any academic record or document, circulate or make use of any such forged, altered or falsified record, whether the record be in print or electronic form; or
  - (b) to engage in any form of academic cheating, dishonesty, misconduct, fraud or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
- (4) A graduate of the University may be charged at any time with any of the above offences committed knowingly while he or she was an active student, if, in the opinion of the University, the offence would have resulted in a sanction had it been detected at the time it was committed.

**Non-Academic Offences**

- (1) Without prejudice to the application of the national laws by the University, no member of the University shall:

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- (a) assault another person or threaten any other person with assault whether sexual or otherwise or commit a battery against another person;
- (b) cause or threaten any other person with bodily harm, or cause any other to fear bodily harm;
- (c) knowingly create a condition that unnecessarily endangers the health or safety of other persons;
- (d) threaten any other person with damage to such person's property, or knowingly cause any other person to fear damage to his/her property;
- (e) engage in a course of vexatious conduct that is directed at one or more specific individuals, and

(i) that is based on the race, ancestry, place of birth, origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals;

(ii) that is known to be unwelcome; and

(iii) that exceeds the bounds of freedom of expression or academic freedom as these are understood in University policies and accepted practices, including but not restricted to those explicitly adopted;

- (f) cause by action, threat or otherwise, a disturbance that the member knows obstructs any activity organised by the University or by any of its divisions, or the right of other members to carry on their legitimate activities, to speak or to associate with others. For example, peaceful picketing or other activity outside a class or meeting that does not substantially interfere with the communication inside, or impede access to the meeting, is an acceptable expression of dissent;
- (g) steal, knowingly take, destroy or damage premises of the University or any physical property that is not his own;
- (h) knowingly destroy or damage information or intellectual property belonging to the University or to any of its members;
- (i) in any manner whatsoever, knowingly deface the inside or outside of any building of the University;

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

**Statute 55: Appointments and Promotions**

- (1) There shall be Appointments and Promotions Board for the engagement of the services of Senior Members, Senior Staff and Junior Staff of the University.
- (2) The Appointments and Promotions Board shall:


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

**Statute 56: Resignation/Retirement and Termination of Appointment**

- (1) Except as may be otherwise provided by Council, a Senior Member may resign from a position of appointment and thereby terminate the engagement within the University on giving, in writing under the Senior Member's signature to the Vice Chancellor at least six (6) calendar months' notice.
- (2) Except as may be otherwise provided in special cases by Council, a Senior Member appointed to a full-time post in the University on a renewable contract or till retirement shall retire from his/her appointment and all other offices held in the University by virtue of the appointment at the end of the academic year following the date on which the Senior Member attains the retiring age as specified by the University.
- (3) Council may terminate the appointment of any Senior Member of the University by giving six (6) months' notice of termination of appointment. The person shall have the right to appeal to the Appeals Board within one month of notice.
- (4) Where a person appeals against a notice of termination of an appointment, Council shall freeze the effective date of the termination, refer the appeal to the Appeals Board which shall make its recommendations to Council within one month of receipt of the appeal for consideration. The appellant may be given opportunity to address the Council viva voce on the substance and not the form of the appeal.

  
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**Statute 57: Students Governance**

**(1) Students' Representative Council**

There shall be a Body known as the Students' Representative Council of the University, hereafter referred to as the SRC. In accordance with the Technical University Act 2016 (Act 922).

**Composition:**

As prescribed in the SRC Constitution of the Technical University.

**Quorum:**

As prescribed in the SRC Constitution of the Technical University.

**Functions:**

The SRC shall be the official representative/mouthpiece/organ of the Students of the Technical University and shall be responsible for:

- (a) Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students of the University;
- (b) Presenting the views of students to the appropriate bodies for consideration.
- (c) Establishing links and maintaining cordial relationships with students of other tertiary institutions within and outside Ghana.
- (d) Nominating students' representatives to serve on appropriate Committees.
- (e) Promoting cordial relationship among all sections of the University Community and maintaining good relationship with past students of the University.
- (f) Publishing records of students' activities.
- (g) The SRC may appeal to the Vice Chancellor of the University through the Students' Affairs Officer and ultimately to the Council, whose decision shall be final.

**(2) Other Students' Associations**

Students shall be entitled to form other associations in exercise of their rights to freedom of association guaranteed under the Constitution of the Republic. So however, no Students' Association shall be formed nor operated without the written approval of the Dean of Students.



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**Statute 58: Procedure for Enacting Statutes**

The Statutes of a Technical University shall be enacted in accordance with the Technical University Act 2016 (Act 922).

- (a) to enact Statutes under the Act, a draft of the Statutes shall be circulated to members of the Council of the Technical University at least fourteen (14) days before the date of the meeting which the Statute are to be considered;
- (b) The Council shall consider the draft Statutes and may approve the draft provisionally with or without amendment.
- (c) Where the draft Statutes have been amended, written notice of the amendments shall be circulated to members of the Council at least three (3) days before the meeting at which the Statutes are to be considered.
- (d) The Statute, as provisionally approved, shall be circulated to members of Council and where in the opinion of Council the Statutes affect Academic matters the Statutes shall be circulated to the Academic Board of the Technical University at least seven (7) days before the meeting at which the Statutes are intended to be confirmed.
- (e) The Provisional Statutes shall, without amendment, be confirmed by the Council at a meeting of the Council which shall be held at least one (1) month after the meeting at which the Statutes were provisionally approved.
- (f) A Statutes shall not be enacted if it is inconsistent with the Act establishing the Technical Universities.

**Statute 59: Procedure for Amendment of Statutes**

- (1) A Statute of the Technical University is amended if:
  - (a) a draft of the proposed statute to be amended including the draft proposal have been circulated to the members of the Council of the University at least fourteen days before the meeting at which the proposed statute to be amended is to be considered;
  - (b) after consideration by the meeting the draft has been provisionally approved without amendment or only with amendments of which notice in writing was circulated to the members at least three (3) days before the meeting;
  - (c) the Statute is provisionally approved has been circulated to the members of the Council of the University and where, in the opinion of the Council, the statute

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affects academic matters, the statute shall be circulated to the members of the Academic Board at least seven (7) days before the meeting at which the statute is to be confirmed, and

- (d) the Statute is confirmed without amendment at a meeting of the Council of the University held not less than one month and not more than six months after the date of the meeting at which the statute was provisionally approved.
- (2) The Council or Academic Board may propose any amendments to the Statutes.
- (3) Where the proposal for amendment is made by the Academic Board such proposal shall be forwarded to Council for consideration.
- (4) Where the draft has been amended, written notices of the amendment shall be circulated to members of the Council at least three (3) days before the meeting at which it is to be considered.
- (5) A Provisional Statute shall without amendment be confirmed by the Council at a meeting of the Council which shall be held not less than one (1) month or more than six (6) months after the meeting at which the statute was provisionally approved.
- (6) A special meeting shall be attended by at least one-third (1/3) of the membership of the Board.
- (7) The quorum for the transaction of any business of the aforementioned shall be two-thirds (2/3) of the total number of the members of Council at a scheduled meeting called for that purpose.
- (8) No amendment shall be valid unless adopted by an affirmative vote of two-thirds (2/3) of the members of the Council present and voting.

**Statute 60: Amendment to Schedules**

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

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**Statute 61: Post Retirement Contracts**

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

**Statute 62: Miscellaneous Provisions**

- (1) Unless otherwise provided by the Act, these Statutes or regulations adopted pursuant thereto, or the Schedules appended, the quorum for transactions of business of any University body shall not be less than one-half ( $\frac{1}{2}$ ) of the total membership of that body, or if such half is not a whole number, then the next higher whole number, except Council and Convocation meetings. If any Committee is unable to raise a quorum for two consecutive meetings, the Chairperson of that Committee shall report to the Executive Committee of the Academic Board for advice.
- (2) No decision reached at a meeting of any University body shall be valid unless it has received the approval of not less than one-half ( $\frac{1}{2}$ ) of the members present and voting at that meeting.
- (3) If there is an equality of votes in respect of any decision reached at any meeting of a University body, the Chairperson of the meeting shall have, in addition to the Chairperson's original vote, a casting vote.
- (4) Subject to such regulations as may be made under these Statutes, any questions as to the procedure to be observed in respect of any matter arising at a meeting of any University body shall be determined by the Chairperson of such a meeting.
- (5) Proceedings of Council, Academic Board, Convocation and Statutory Boards and Committees of the University (and all documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to nonmembers of those bodies or outsiders unless by the orders of Council or a Court of competent jurisdiction.
- (6) No act or decision of a University body shall be invalid by reason of the existence of any vacancy among its members.

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- (7) Any matters not expressly provided for in the Act or these Statutes or in any regulation of the University may be determined by the Vice Chancellor of the University in consultation with the Academic Board and subject to the approval of Council.
- (8) Unless Council determines otherwise, the Academic Year of the University shall be from the first day of September each year to the thirty-first day of August the following year.
- (9) A Senior Member shall normally retire from the services of the University at the end of the Academic Year in which he/she attains the retirement age.

**Statute 63: Interpretation**

These Statutes shall be interpreted in such a manner as not to conflict with the existing Laws of Ghana. In the event of a dispute pertaining to the interpretation of these Statutes, an aggrieved party shall exhaust all local remedies available. The decision of Council shall be final.

**Statute 64: Commencement**

These Statutes shall be deemed to have come into force on this <sup>29</sup> day of <sup>May</sup> 20<sup>20</sup>.

**Statute 65: Transitional Provisions**

- (1) These Statutes shall come into force on the appointed day.
- (2) All contracts, appointments, promotions and acts done or carried out by the Council of the former Polytechnic before the coming into force of the Technical Universities Act, 2016 (Act 922) shall be deemed to be acts done under the Act 922 and the Technical Universities (Amendment) Act, 2018 (Act 974). A person who immediately prior to the enactment of these Statutes held an appointment in the former Polytechnic or by virtue of the terms of appointment or recognition, that person ceases to hold that appointment shall continue to hold that appointment or cease to hold that appointment as if done under these Statutes. A provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who immediately prior to the enactment date was a member of the administrative or teaching staff of the University.

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- (3) The persons who immediately prior to the appointed day were respectively the (Rector/Interim Vice Chancellor of the Polytechnic/University, the Pro/Rector/ Vice Chancellor(s) and the Registrar shall continue to hold office for the periods for and under the terms and conditions under which they were appointed. Council shall institute the necessary steps under these Statutes to appoint the Vice Chancellor and Pro Vice Chancellor and other office holders of the University.
- (4) The Academic Board, Convocation, Colleges, Faculties, Institutes, Schools and Centres and the respective governing boards as existing immediately prior to the commencement of these Statutes shall continue in existence as if constituted under these Statutes.
- (5) For the purposes of the initial steps for giving effect to these Statutes:
  - (a) Where a superior body to be constituted under these Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body shall be the corresponding body operating under the Statutes or the regulations existing immediately prior to the appointed day, or where that body does not exist then a temporary body shall be constituted by the Academic Board for this purpose in the manner as near as possible to the procedure laid down in these Statutes.
  - (b) Where any other difficulty arises in the initial constitution of a body under these Statutes, or otherwise, in the initial procedure, the Vice Chancellor shall take the measures that are reasonably necessary in order to overcome the difficulty.
- (6) The powers of each body existing in the University immediately prior to the appointed day, which are transferred under these Statutes to any other body, shall continue in force until the other body has been duly constituted.
- (7) The Bye-laws, Regulations, Policies, Instructions, Guidelines and Standing Orders of the Polytechnic existing immediately prior to the enactment of these Statutes and not inconsistent with the Act or these Statutes shall remain in force until they are amended or repealed.
- (8) If within twelve months after the appointed day, a standing or any other committee, faculty or board of an institute or school fails to make regulations regarding a matter for which the Academic Board considers necessary that Regulations are made or if within

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that period any of those bodies have made Regulations which the Academic Board has refused to ratify then, the Academic Board shall make the Regulations that it considers necessary regarding that matter.

(9) A person who immediately prior to the appointed day held an appointment in the University shall continue to hold that appointment until, under these Statutes or by virtue of the terms of appointment or recognition, that person ceases to hold that appointment.

(10) A provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who immediately prior to the appointed day was a member of the administrative or teaching staff of the University.

  
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**SCHEDULE A**  
**STANDING COMMITTEES OF COUNCIL**

**A1. Finance Committee**

**1. Membership and Tenure:**

- (a) Membership of the Finance Committee shall comprise:
- (i) Chairperson of Council - Chairperson
  - (ii) Vice Chancellor
  - (iii) Pro Vice Chancellor
  - (iv) Registrar
  - (v) Director of Finance
  - (vi) Internal Auditor
  - (vii) Two Members of Council not staff of the University
  - (viii) Three Deans elected by Academic Board
- (b) The term of office of all elected or appointed members of the Finance Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election

**2. Functions**

The Finance Committee shall have power to:

- (a) Invest and otherwise manage University funds.
- (b) Incur or authorise persons or bodies to incur expenditure from University Funds, including any income accruing to any Section of the University. (make recommendations to Council to commit funds)
- (c) Control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may deem fit.
- (d) Approve annual estimates for transmission to the National Council for Tertiary Education (NCTE) on behalf of Council.
- (e) Prepare the annual accounts of the University for approval by Council.
- (f) Perform all functions assigned to it by the University's Financial and Stores Regulations.
- (g) Carry out any other functions as may be delegated by Council.

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**3. Meetings and Quorum**

- (a) The Finance Committee shall meet at least two times in a semester.
- (b) In the absence of the Chairperson, a member of Council shall preside over meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Chairperson and Vice Chancellor.

**A2. Development Committee**

**1. Membership and Tenure**

- (a) Membership of the Development Committee shall comprise:
  - (i) Vice Chancellor - Chairperson
  - (ii) Pro Vice Chancellor
  - (iii) Two (2) members of Council not in the employment of the University
  - (iv) Two (2) Deans elected by Academic Board.

(v) Director of Works and Physical Development

- (b) In attendance are Registrar, Director of Finance, and any other officer as the Vice Chancellor may invite.
- (c) The term of office of all elected or appointed members of the Development Committee (other than ex-officio members) shall be two (2) years subject to reappointment or re-election


**2. Meetings and Quorum**

- (a) The Development Committee shall meet at least two (2) times in a semester.
- (b) In the absence of the Vice Chancellor of the University, the Pro Vice Chancellor shall chair/preside over such meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Vice Chancellor and Pro Vice Chancellor of the Technical University.

**3. Functions**

The Development Committee shall:

- (a) be responsible for all matters concerning the acquisition, development, maintenance and use of land, buildings, and property that fall within the functions of Council;
- (b) without prejudice to the generality of these powers, the Committee shall within the financial resources made available to it by the Finance Committee, have power to:

  
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- (i) Determine building programmes and approve plans for the physical development of the University,
- (ii) Appoint such consultants and other professional persons as, in its view, are required for the best implementation of the plans,
- (iii) Control all design matters,
- (iv) Take all such steps as it deems fit for the development, care and maintenance of the property of the University.

**A3. Entity Tender Committee**

**1. Membership and Tenure (From Act 914 (2016) i.e. Schedule 1B CATEGORY C)**

- (a) Membership of the Tender Committee shall comprise:
  - (i) Vice Chancellor
  - (ii) Registrar
  - (iii) Director of Finance
  - (iv) Lawyer appointed by Council
  - (v) Three (3) Heads of Department including user Department
  - (vi) One (1) Member of a Professional Body
  - (vii) One (1) Member appointed by the National Council for Tertiary Education
  - (viii) Head of Procurement Unit
- (b) The Head of Procurement Unit shall serve as Secretary to the Tender Committee.

**2. Meetings and Quorum**

- (a) The Tender Committee shall meet as and when the need arises.
- (b) In the absence of the Chairperson, a member outside the University shall chair/preside over such meetings.
- (c) The quorum for meeting shall be fifty per cent (50%) including the Chairperson and Vice Chancellor.

**3. Functions**

The Tender Committee shall have the power to perform the following functions in accordance with the Public Procurement Acts (Act 663, 2003; and Act 914, 2016) to:

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- (a) review procurement plans to ensure that they support the objectives and operations of the University;
- (b) confirm the range of acceptable costs of items to be procured and match them with available funds in the approved budget;
- (c) review the schedules of procurement and specifications and also ensure that the procurement procedures are in strict conformity with the provisions of Act 663;
- (d) ensure that the necessary concurrent approval is secured from the relevant Tender Review Board, in terms of the applicable threshold in Schedule 3 of Act 663, prior to the award of the contract;
- (e) facilitate contract administration and ensure compliance with all reporting requirements under Act 663; and
- (f) ensure that stores and equipment are disposed of in accordance with Act 663.


**A4. Audit Committee (refer to sections 86 to 88 of the Public Financial Management Act 2016, Act 921).**

**1. Composition of Audit Committee**

- (1) An Audit Committee consists of five (5) members
- (2) The majority of members of an Audit Committee shall be independent members
- (3) The Internal Audit Agency and the Institute of Chartered Accountants, Ghana shall nominate the majority of members from among persons who do not work in the covered entity to which the Audit Committee shall be nominated by the Principal Account Holder
- (4) The Chairperson of an Audit Committee shall be elected from among the independent members of the Committee
- (5) Without limiting subsection (2), an Audit Committee may, in the performance of its functions under this Act co-opt a senior management personnel to serve on the Audit Committee
- (6) The Principal Account Holder shall appoint the chairperson and members of an Audit Committee

**2. Functions of Audit Committee**

- (1) An Audit Committee shall ensure that the head of a covered entity, to which the

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Audit Committee relates'

- (a) Pursues the implementation of any recommendation contained in
    - (i) An internal audit report;
    - (ii) Parliament's decision on the Auditor-General's report
    - (iii) Auditor-General's Management letter; and
    - (iv) The report of an internal monitoring unit in the covered entity concerned particularly, in relation to financial matters raised; and
  - (b) Prepares an annual statement showing the status of implementation of any recommendation contained in
    - (i) An internal audit report
    - (ii) Parliament's decision on the Auditor-General's report
    - (iii) Auditor-General's Management letter
    - (iv) The report on financial matters raised in an internal monitoring unit of a covered entity, and
    - (v) Any other related directive of Parliament
- (2) An annual statement required under subsection (1a) and (b) shall
- (a) indicate the remedial action taken or proposed to be taken to avoid or minimise the recurrence of an undesirable feature in the accounts and operations of a covered entity,
  - (b) indicate the period for the completion of the remedial action, and
  - (c) be endorsed by the relevant sector Minister and forwarded to the Minister, Parliament, Office of the President and the Auditor-General within six (6) months after the end of each financial year.

**A5. University Appointments and Promotions Board**

There shall be an Appointments and Promotions Board for the engagement of the services of Senior Members and other staff of the Technical University.

**1. Membership and Tenure**

- (a) Membership of the Appointments and Promotions Board shall comprise:
  - (i) Vice Chancellor of the University - Chairperson;
  - (ii) Pro Vice Chancellor of the University;

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- (iii) Two (2) Members not below the rank of Professor elected by the Academic Board, one to represent Science and Technology, and the other to represent the Technical and Vocational;
- (iv) Dean of the Faculty/School or Institute;
- (v) Head of Department/Unit in which the appointment is being made;
- (vi) One External Assessor in the candidate's area of specialisation.
- (vii) The Registrar shall be in attendance and act as secretary.
- (viii) The term of office of all members of the Committee (other than ex-officio members) shall be two (2) years subject to re-appointment or re-election.

### **2. Meetings and Quorum**

- (a) The Appointments and Promotions Board shall meet as and when necessary.
- (b) The quorum for meeting shall be five members including the Vice Chancellor.

### **3. Functions**

The Appointments and Promotions Board shall:

- (a) Recommend to Council for the appointment of Senior Members (teaching and non-teaching e.g. Assistant Lecturer, Lecturer and above and equivalent grades).
- (b) Recommend the appointment and promotion of Senior and Junior Staff.
- (c) Engage and promote other Senior Members on behalf of Council.
- (d) Approve an appointment for a period of up to one (1) year in urgent cases, pending the regularisation of the appointment.
- (e) To recommend to Council the appointment of Academic and Administrative staff where appropriate.
- (f) Draw up and review the criteria for appointment/promotions from time to time

### **4. Rules and Procedures**

- (a) No business shall be conducted in the absence of the Vice Chancellor of the University or the Pro Vice Chancellor of the University.
- (b) The Vice Chancellor shall be present for appointments or promotions to Dean and equivalent grades
- (c) The Committee shall review applications received in the light of the following:

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- i Applicant's formal qualifications, experience and age;
  - ii Status of contract (short-term, long-term, post-retirement, etc.);
  - iii Recommendations of the Departments/Units where applicable
  - iv Report(s) of External Assessors where applicable.
- (d) Appointment/promotion shall be made to a named department or departments/unit.
- (e) Proceedings of the Appointment and Promotions Board shall be kept in the form of minutes on general policy matters and minutes of individual appointments.
- (f) Minutes on general policy matters shall be sent to all Heads of Department/Units.
- (g) Relevant extracts from the minutes in respect of individual appointments shall be made available only by the Vice Chancellor to competent authorities if required.
- (h) All documents in the appointment process and all discussions at the Appointment and Promotions Board shall be confidential.
- (i) The Registrar of the University shall communicate the decision of the Appointment and Promotions Board to the applicant within three weeks, and in the case of appointments requiring prior approval by the University Council, within two (2) weeks after such approval.
- (j) The Appointment and Promotions Board may, on application, review its own decisions affecting appointment/promotion. For this purpose, the full membership of the Appointment and Promotions Board shall be present.
- (k) Appeals shall lie from the Appointment and Promotions Board to the University Council. In considering such appeals, Council may be assisted by an expert appointed by Council.
- (l) Any member who disagrees with the decisions of the Appointment and Promotions Committee may petition Council within seven (7) days on receipt of the communication from the Secretary of the University. Council's decision on any appeal is final.

**A6. Faculty Appointments and Promotions Committee**

**Teaching Appointments and Promotions:**

- (a) There shall be a Faculty Appointments and Promotions Committee as a subcommittee of the University Appointments and Promotions Board.
- (b) There shall be in each Faculty, a Faculty Appointments and Promotions Sub-Committee to consider applications for appointments and promotions to Senior Member positions in the Academic Departments in the University. The Dean of the Faculty shall be the Chairperson

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of the Sub-Committee. Where the Dean is below the rank of the position being considered, all the papers of the candidate shall be forwarded to the University Appointments and Promotions Committee. The membership shall be all persons of professorial status and all Heads of Departments within the Faculty, provided always that a Head of Department shall not be below the rank of the position to which the candidate is seeking to be appointed or promoted. The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Committee.

- (c) Applications for appointments and promotions shall be forwarded to the Head of Department in the first instance. The Head of Department shall then forward each application with his/her comments to the Dean. Upon receipt of the application, the Dean shall refer it to the Faculty Appointments and Promotions Sub-Committee for consideration. No application shall be withheld from the Faculty Appointments and Promotions Sub-Committee. The Sub-Committee shall consider all applications for Appointments and Promotions and shall forward the papers of all applicants with its comments and recommendations to the University Appointments and Promotions Board. Where any member of the Sub-Committee is being considered for promotion, he shall not participate in the discussions.
- (d) The Sub-Committee shall conduct no business unless there are, at least, three members present.
- (e) If in the observation of the provisions of Sections (b) and/or (f) of this Schedule, the membership of the Sub-Committee is less than three, then the papers of the candidate shall be forwarded directly to the University Appointments and Promotions Committee for its consideration.

**A7. Administration Appointments and Promotions Sub-Committee:**

- (a) There shall be an Administration Appointments and Promotions Sub-Committee to consider applications for appointments and promotions to Senior Member, Senior Staff and Junior Staff positions in Non-Teaching Units in the University.
- (b) Membership of the Sub-Committee shall consist of:
  - i. Pro Vice Chancellor - Chairperson
  - ii. The Registrar
  - iii. The Finance Officer

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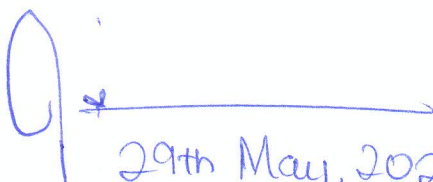
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- iv. The Librarian
  - v. Internal Auditor
  - vi. Head of the Unit of the Applicant
  - vii. Head of Human Resource Unit-Secretary
  - viii. The Sub-Committee may co-opt other member(s) as appropriate to assist in its work.
- (c) All applications for appointments and promotions shall be forwarded to the Registrar in the first instance. The Registrar shall then forward each application with his comments to the Administration Appointments and Promotions Sub-Committee for consideration. No applications shall be withheld from the Registrar, and the Registrar in turn shall not withhold any application(s) from the Administration Appointments and Promotions Sub-Committee.
- (d) The Sub-Committee shall consider all applications for appointments and promotions, and shall forward the papers of all applicants with its recommendations to the University Appointments and Promotions Board.

**Appeals Relating to Appointments and Promotions:**

- (a) The University Appointments and Promotions Board may, upon petition by a Senior Member, review its own decisions affecting the appointment or promotion of the Senior Member.
- (b) If the Senior Member is still dissatisfied with the outcome of his/her petition to the Appointments and Promotions Committee, he/she may appeal to Council.
- (c) In considering such appeals, Council may be assisted by an expert or experts invited by Council.

  
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**SCHEDULE B**

**COMMITTEES OF ACADEMIC BOARD**

**B1. Executive Committee**

**1. Membership**

- (a) Vice Chancellor - Chairperson
- (b) Pro Vice Chancellor
- (c) Registrar - Secretary
- (d) Librarian
- (e) Director of Finance
- (f) Director of Works and Physical Development
- (g) All Deans/Directors
- (h) Internal Auditor
- (i) Head of Planning and Quality Assurance Unit
- (j) One (1) Head of Department elected by each Faculty/School Board

**2. Meetings and Quorum**

Fifty percent (50%) including the Vice Chancellor of the University or Pro Vice Chancellor of the University.

**3. Functions**

- (i) To serve as an advisory body to the Vice Chancellor of the University and provide oversight and coordination of the development and implementation of strategic initiatives as well as other efforts and projects designed to advance the goals of the University;
- (ii) To monitor progress in achieving and realising strategic objectives of the Technical University;
- (iii) To consider and develop appropriate processes and methods for actively engaging the departments and units in a comprehensive and integrated strategic planning;
- (iv) To identify the principles for resource allocation of departments and units;
- (v) To consider any matter that it may deem fit from time to time on behalf of the Academic Board;

**B2. Staff Development and Scholarships Committee**

**1. Membership**



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- (a) Vice Chancellor - Chairperson
- (b) Pro Vice Chancellor
- (c) Registrar
- (d) Librarian
- (e) All Deans/Directors
- (f) Two (2) members elected by Academic Board
- (g) One (1) Senior Member (Administration)
- (h) Deputy Registrar (Human Resource) - Secretary (In attendance)

**2. Meetings and Quorum**

Fifty percent (50%) of the membership

**3. Functions**

- (a) To formulate a Staff Development Policy for the University.
- (b) To receive and study applications, and recommend the granting of scholarships to appropriate persons
- (c) To help source funding for in service training, research and conferences.

**B3. Research, Conference and Innovation Committee**

**1. Membership**

- (a) Vice Chancellor - Chairperson
- (b) Pro Vice Chancellor
- (c) Registrar
- (d) Librarian
- (e) All Academic Deans/Directors
- (f) Industrial Liaison Officer
- (g) One (1) Professor/Senior Lecturer appointed by the Academic Board
- (h) One (1) member from each Faculty/Institute/School
- (i) Two (2) students appointed by the SRC
- (j) Deputy Registrar - Secretary (In Attendance)

**2. Meetings and Quorum**

Fifty percent (50%) of the membership

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**3. Functions**

- (a) Formulate and publish the research policies and priorities of the University.
- (b) Provide guidelines for the assessment of research proposals
- (c) Examine and take appropriate action on all applications for grants chargeable to the Research and Conference vote
- (d) Organise research conferences, seminars and workshops
- (e) Receive and publish reports on research and conferences from Departments and prepare annually a comprehensive report for submission to the Academic Board
- (f) Foster strong relationship with industry
- (g) Create linkages for industrial attachment/workplace learning experience for students and Lecturers
- (h) Provide training for students in self-management and career development
- (i) Develop a strong Alumni support in the institution
- (j) Source for funding to support industrial attachment/workplace learning experience and career development programmes
- (k) Seek avenues for employment in industry/establishments
- (l) Coordinate the organisation of industrial attachment/workplace learning experience seminars/workshops for students.


**B4. Planning and Quality Assurance Committee 1. Membership**

- a) Vice Chancellor – Chairperson
- b) Pro Vice Chancellor
- c) Deans of Faculty and Schools
- d) Head of Planning and Quality Assurance
- e) Dean of Students
- f) Librarian
- g) Examinations Officer
- h) Director of Finance
- i) Registrar

**2. Meetings and Quorum**

Fifty percent (50%) of the membership

**3. Functions**

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- (i) To develop policy and standards for planning, quality assurance and assessment.
- (ii) To maintain guidelines and standards for ensuring best practices in departments and units.
- (iii) To review and recommend new academic plans and new assessment system.
- (iv) To develop policy and standards for planning quality assurance and needs assessment.
- (v) Oversee the organisation and development of ICT as a vital tool in service delivery in all departments and units.
- (vi) To plan new academic programmes and to direct them to the appropriate body for accreditation.

**B5. Works and Physical Development Committee**

**1. Membership**

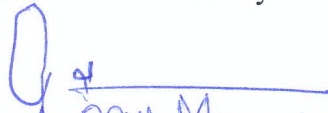
- (a) Pro Vice Chancellor
- (b) Development Officer
- (c) Procurement Officer
- (d) Director of Finance
- (e) ICT Officer
- (f) Registrar

**2. Meetings and Quorum**

Fifty percent (50%) of the membership

**3. Functions**

- (a) To oversee the running of the University Estate (buildings and grounds) and carry out other functions assigned to it.
- (b) To carry out needs assessment.
- (c) To recommend security and safety measures to the Academic Board.
- (d) To be responsible for all security and safety matters of the University.
- (e) To advise the University on matters relating to the health of staff, students and all service providers.
- (f) To recommend appropriate measures on sanitation, security and safety on all College premises.
- (g) To ensure implementation of safety decisions on maintenance, health, security and sanitation matters at the University.

  
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**B6. Residence and Housing Committee**

**1. Membership**

- (a) Pro Vice Chancellor - Chairperson
- (b) All Hall Masters
- (c) One (1) Member appointed by the Academic Board
- (d) Dean of Students
- (e) A Representative of the Registrar
- (f) A Representative of the Director of Finance
- (g) Co-ordinator of Private Hostels
- (h) Two (2) Students appointed by the SRC
- (i) The Chaplain/Imam
- (j) Estate Officer
- (k) One representative each of recognised Staff Associations
- (l) Head of Security
- (m) Senior Assistant Registrar (General) – Secretary (In attendance)

**2. Quorum**

Fifty per cent (50%) of the entire membership including the Chairperson

**3. Functions**

- (a) To carry out needs assessment.
- (b) To identify and allocate houses to staff.
- (c) To review the housing/accommodation policy and procedures of the University.
- (d) To monitor and ensure the effective operation of the Hall Management system of the University.
- (e) To ensure adequate supervision and welfare of students
- (f) To advise Academic Board on matters relating to the conduct of Students in the Halls of residence.
- (g) To formulate policy on students' accommodation both in and outside the University.

**B7. Library Committee**

**1. Membership**

- (a) Vice Chancellor or his/her representative - Chairperson

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- (b) Registrar
- (c) Librarian
- (d) All Deans/Directors
- (e) Two (2) SRC Representatives
- (f) One (1) Senior Member from the Library
- (g) The Director of Finance or his representative
- (h) The Head of ICT or his Representative
- (i) The Head of Planning and Quality Assurance
- (j) The Head of Procurement Unit
- (k) Senior Assistant Registrar - Secretary (In attendance)

**2. Meetings and Quorum**

Fifty per cent (50%) of the entire membership including the Chairperson

**3. Functions**

- (a) Formulate policies for the efficient running of the Library
- (b) Supervise the implementation of the policies for running the Library
- (c) Administer funds provided for servicing the Library
- (d) Deal with other related matters as may be delegated to it by the Academic Board

**B8. Academic Affairs Committee**

**1. Membership**

- (a) Pro Vice Chancellor - Chairperson
- (b) Deans of Faculties / Schools
- (c) Librarian
- (d) Registrar
- (e) Industrial Liaison Officer
- (f) Head of Planning and Quality Assurance
- (g) Two (2) persons nominated by Academic Board
- (h) SRC representative

**2. Meetings and Quorum**

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

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**3. Functions**

- (a) To make recommendations to Academic Board on admissions policy.
- (b) To review from time to time the admissions policy.
- (c) To approve departmental admissions.
- (d) To draw up a composite time-table for teaching and examinations in consultation with Heads of Department and to allocate lecture rooms for teaching, learning and examinations.
- (e) To advise on the organisation of internships for students.
- (f) To formulate policies that will improve or enhance partnership between the Colleges and schools.

**B9. ICT Committee**

**1. Membership**

- (a) Vice Chancellor or his/her representative - Chairperson
- (b) One (1) Representative from each Faculty/Institute/School
- (c) Head, ICT Unit
- (d) Registrar
- (e) Director of Finance
- (f) Head of Planning and Quality Assurance
- (g) Librarian
- (h) SRC Representative

**2. Meetings and Quorum**

Fifty per cent (50%) of the entire membership including the Chairperson

**3. Functions**

- (a) To formulate policies and guidelines for the running of the ICT Unit
- (b) To oversee the administration of the Unit
- (c) To make recommendations to the Academic Board on the use of ICT facilities in the University
- (d) To offer advice on the development of ICT infrastructure and acquisition of Computers and ICT equipment.

**Tamale Technical University (TaTU) STATUTES**

**SCHEDULE C**

**STRUCTURE OF ACADEMIC UNITS OF THE TECHNICAL UNIVERSITY**

Pursuant to the powers conferred on Council by the Technical Universities Act, 2016 (Act 922) such Academic Units of the University as are deemed appropriate shall be established. These Units shall be created on the recommendation of the Academic Board for the consideration and approval of Council.

**EXISTING ACADEMIC UNITS OF THE UNIVERSITY**

FACULTY/SCHOOL/ INSTITUTE/CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/ INSTITUTE/ SCHOOL
<b>Faculty of Applied Science and Technology</b>	<ul style="list-style-type: none"> <li>• Computer Science</li> <li>• Hospitality and Tourism Management</li> <li>• Statistical Sciences</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty as Chairperson</li> <li>• Professors and Associate Professors within the Faculty and elected members of the Faculty on Academic Board.</li> <li>• All Heads of Departments within the Faculty</li> <li>• One other member of each Department elected by the Academic Senior Members of the Departments</li> <li>• One representative from each cognate Faculty</li> <li>• Two students' representatives, one postgraduate and one undergraduate, (who are not in their first year) elected by the students in the Faculty</li> <li>• Subject to the approval of the Academic Board, such other persons as may be determined by the Faculty Board</li> </ul> <p>The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Board</p>	<ul style="list-style-type: none"> <li>• Faculty of Engineering</li> <li>• Faculty of Built &amp; Natural Environment</li> </ul>

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FACULTY/SCHOOL/ INSTITUTE/CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/ INSTITUTE/ SCHOOL
Faculty of Applied Arts	<ul style="list-style-type: none"> <li>• Fashion Design and Textiles Studies</li> <li>• Industrial Art</li> <li>• Languages and Liberal Studies</li> <li>• Media and Communication Studies</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty as Chairperson</li> <li>• Professors and Associate Professors within the Faculty and elected members of the Faculty on Academic Board.</li> <li>• All Heads of Departments within the Faculty</li> <li>• One other member of each Department elected by the Academic Senior Members of the Departments</li> <li>• One representative from each cognate Faculty</li> <li>• Two students' representatives, one postgraduate and one undergraduate, (who are not in their first year) elected by the students in the Faculty</li> <li>• Subject to the approval of the Academic Board, such other persons as may be determined by the Faculty Board</li> <li>• The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Board</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty of Business</li> </ul>

*[Signature]*  
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FACULTY/SCHOOL/ INSTITUTE/CENTRE	DEPARTMENT/ DIVISION	COMPOSITION OF FACULTY/SCHOOL BOARD	COGNATE FACULTY/ INSTITUTE/ SCHOOL
<p><b>Faculty of Engineering</b></p>	<ul style="list-style-type: none"> <li>• Agricultural Engineering.</li> <li>• Automotive Engineering.</li> <li>• Electricals and Electronics Engineering.</li> <li>• Mechanical Engineering</li> <li>• Welding and Fabrication.</li> <li>• Tropical Agriculture</li> <li>• Water and Sanitation Engineering</li> <li>• Civil Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• The Dean of the Faculty as Chairperson</li> <li>• Professors and Associate Professors within the Faculty and elected members of the Faculty on Academic Board.</li> <li>• All Heads of Departments within the Faculty</li> <li>• One other member of each Department elected by the Academic Senior Members of the Departments</li> <li>• One representative from each cognate Faculty</li> <li>• Two students' representatives, one postgraduate and one undergraduate, (who are not in their first year) elected by the students in the Faculty</li> <li>• Subject to the approval of the Academic Board, such other persons as may be determined by the Faculty Board.</li> </ul> <p>The Faculty Officer, who shall be of the rank not below an Assistant Registrar, shall be the Secretary to the Board.</p>	<ul style="list-style-type: none"> <li>• Faculty of Built and Natural Environment</li> <li>• Faculty of Applied Science &amp; Technology</li> </ul>

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