



STATUTES

Made under the

UNIVERSITY OF GUYANA

act cap. 39:02

Laws of Guyana

(AS REVISED)

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**STATUTES
MADE UNDER
THE UNIVERSITY OF GUYANA ACT
Cap. 39:02**

(as revised)

**UNDER SECTION 19 OF THE UNIVERSITY OF GUYANA ACT THE FOLLOWING STATUTES
HAVE BEEN MADE BY THE COUNCIL OF THE UNIVERSITY –**

**STATUTE 1
Definitions**

In these Statutes –

“Academic Staff” means the Professors, Readers, Senior Lecturers, Lecturers, Assistant Lecturers, and such other persons holding full-time appointments as members of the teaching or research staff of the University;

“the Regulations” means the Regulations made under the Act;

“UA Staff” means members of the staff of the University on the UA Salary Scales;

“UB Staff” means members of the staff of the University on the UB Salary Scales.

**STATUTE 2
Officers of the University¹**

The officers of the University are: -

- (a) the Chancellor;
- (b) the Pro-Chancellor;
- (c) the Principal and Vice-Chancellor;
- (d) the Deputy Vice-Chancellor, Academics;
- (e) The Deputy Vice-Chancellor, Planning and Development;
- (f) the Registrar;
- (g) the Bursar; and
- (h) the Deans of Faculties

**STATUTE 3
Members of the University**

1. The following persons shall be members of the University: -

- (a) the officers of the University;
- (b) the members of the Council;

¹ Amended by Council decision of August 22, 2013 to include 2 (d) and 2 (e)

- (c) the members of the Academic Board;
 - (d) the Librarian;
 - (e) the Emeritus Professors;
 - (f) the members of the UA and UB Staff;
 - (g) the Wardens or other Chief Officers of Halls of Residence maintained and licensed by the University;
 - (h) the Graduates;
 - (i) such other Teachers and Officers as may by Statute be granted the status of members of the University;
and
 - (j) the Undergraduates.
2. The Council may, at any time, remove any person from membership of the University notwithstanding that he is qualified for such membership under this Statute.

STATUTE 4
Chancellor and Pro-Chancellor

1. The Chancellor shall hold office for an initial period of three years and he shall be eligible for re-election.
2. The Pro-Chancellor shall hold office for an initial period of three years and he shall be eligible for re-appointment.
3. The Chancellor and the Pro-Chancellor may resign their respective offices by writing under their hand addressed to the Council.

Statute 5
Principal and Vice-Chancellor

1. The Principal and Vice-Chancellor shall exercise general supervision over the educational arrangements of the University and shall supervise the admission of students. He may, without assigning any reason, refuse to admit any person as a student.
2. Subject to these Statutes, the Principal and Vice-Chancellor shall be ex-officio Chairman of the Academic Board and all committees of the Council and the Academic Board.
3. The Principal and Vice-Chancellor shall maintain and promote the good order of the University for which he shall be responsible to the Council. He shall also be responsible for the general administration of the University.
4. The Principal and Vice-Chancellor may resign his office by writing under his hand addressed to the Council.

STATUTE 6
The Deputy Vice-Chancellors²

1. The Council shall appoint two Deputy Vice-Chancellors – Deputy Vice-Chancellor, Academics and Deputy Vice-Chancellor Planning and Development - at such remuneration and on such other terms and conditions as the Council may determine.
2. Both Deputy Vice-Chancellors shall be assigned duties as shall be determined by the Council, along with other relevant duties that the VC may assign. In the performance of their duties, they will at all times be responsible to the Principal and Vice-Chancellor and anyone of them may be deputed by, and for, the Vice-Chancellor when he/she is on leave or out of the jurisdiction.
3. Either of the two Deputy Vice-Chancellors may be appointed, by the Council, to act as Principal and Vice-Chancellor if the position of Principal and Vice-Chancellor is vacant.

STATUTE 7
Registrar

1. The Council shall appoint a Registrar at such remuneration and on such other terms and conditions as the Council may determine.
2. The primary duties of the Registrar shall be to undertake all matters pertaining to the registration of students in accordance with selection procedures established by the Academic Board. In addition, the Registrar shall organize the supervision of examinations and the publication of examination results and shall perform the functions of Secretary to the Council, the Academic Board, and all committees of those Boards.
3. The Registrar shall perform such other functions as the Council may assign to him.
4. In the exercise of his functions the Registrar shall at all times be responsible to the Principal and Vice-Chancellor or any person acting on his behalf.

STATUTE 8
Bursar

1. The Council shall appoint a Bursar at such remuneration and on such other terms and conditions as the Council may determine.
2. The Bursar shall receive on behalf of the University all monies and other property to which the University may in any manner become entitled and his receipt shall be a sufficient discharge therefor.
3. The Bursar shall perform such other functions as the Council may assign to him.
4. In the exercise of his functions the Bursar shall at all times be responsible directly to the Principal and Vice-Chancellor or any person acting on his behalf.

² Amended by Council decision of August 22, 2013 to provide for two Deputy Vice-Chancellors

STATUTE 9
The Deans of Faculties³

1. The Dean of each Faculty shall be appointed by the Principal and Vice-Chancellor from among the eligible members of the Faculty, after he would have consulted with the Board of the specific faculty.
2. Persons eligible to hold the office of Dean are Professors, Readers and Senior Lecturers within the Faculty, if no such person is available the appointee may be a lecturer with at least five (5) years experience in the University.
3. The Dean shall be responsible for the general supervision of the Faculty and shall be the Chairman of the Board of the Faculty (except when the Principal and Vice-Chancellor is present) and an ex-officio member of all committees of the Faculty.
4. A Dean shall hold office for three years commencing on the first day of August in the year in which he/she is appointed.
5. On the recommendation of the Board of the Faculty and with the approval of the Principal and Vice-Chancellor the tenure of a Dean may be extended on a yearly basis, provided that no one shall be appointed Dean for more than five (5) consecutive years.
6. A Dean may resign his office by writing addressed to the Principal and Vice-Chancellor.
7. If a Dean resigns or if for any reason the Office of Dean becomes vacant before the term expires, the Principal and Vice-Chancellor, after consulting with the Board of the Faculty, shall appoint an eligible member of the Faculty to the office for the remainder of that term.
8. The appointment of a Dean may be revoked, if there is evidence of non-performance and/or disregard for the Rules and Regulation of the University.

Statute 10
Other Officers

The Council may from time to time appoint such other officers as are deemed necessary with such functions and paid at such remuneration and upon such terms and conditions of service as the Council may determine.

STATUTE 11
Auditors

1. The Council shall at each Annual Meeting of the Council appoint one or more persons as Auditors. No person shall be appointed as an Auditor: -
 - (a) who is or any whose partners is a member of the Council or any member of staff who is employed in the Bursar's Department of the University; or
 - (b) who is not a competent accountant of high standard and in the active practice of his profession.
2. Each Auditor shall hold office until the next Annual Meeting of the Council and shall be eligible for re-appointment. He shall receive such remuneration as shall be determined by the Council.

³ Repealed and replaced by Council decision of August 22, 2013

3. Each Auditor shall have the right of access at all reasonable times to such books, records, accounts and vouchers of the university and shall be entitled to require from the Officers of the University such information and explanations as may be necessary for the performance of his functions.
4. If the office of an Auditor becomes vacant by reason of his death, resignation, or any other cause, before the expiration of his term of office the Council shall appoint another person to be Auditor for the unexpired period of his predecessor's term of office.

STATUTE 12
Powers of the Council

Subject to the Act and these Statutes, the Council shall be the governing body of the University and shall exercise all the powers thereof. Without prejudice to the generality of its powers, the Council shall, in particular, exercise the following powers: -

- (a) to make the appointments authorized by the Statutes;
- (b) with the consent of the Academic Board to institute, confirm, abolish or hold in abeyance any Professorship, Associate Professorship or other academic office in the University;
- (c) to confer after report from the Academic Board the title of Emeritus Professor or Honorary Professor, honorary Associate Professor or Fellow;
- (d) to govern, manage and regulate the finances, accounts, investments, property, business and all affairs whatsoever of the University and for that purpose to appoint bankers and any other officers or agents whom it may deem expedient to appoint;
- (e) to invest any monies belonging to the University including any unapplied income, in such stocks, funds, fully paid shares or securities as the Council may from time to time think fit, whether authorized by the general law for the investment of trust monies or not, or in the purchase of property whether movable or immovable, with the like power of varying such investments from time to time by sale or re-investment or otherwise:

Provided that the Council may in its discretion retain as long as it shall think fit any investment given or bequeathed to the University although not falling within the description of investments authorized as aforesaid;

- (f) to sell, buy, exchange, lease, grant or take on lease movable and immovable property on behalf of the University;
- (g) to borrow money on behalf of the University, and for that purpose (if the Council thinks fit) to mortgage or charge all or any part of the property of the University whether movable or immovable, unless the conditions of any will, deed or gift or other similar instrument are thereby contravened, and to give such other security whether upon movable or immovable property or otherwise as the Council thinks fit;
- (h) to receive from the Academic Board estimates of expenditure required to carry out the work of the University and to seek to provide the requisite money in so far as the estimates are approved by the Council;
- (i) to provide for the welfare of all persons in the employment of the University, and the spouses and dependents of such persons, including the payment of money, pensions or other payments, and to subscribe to benevolent and other funds for the benefit of such persons;
- (j) to enter into, vary, carry out and terminate contracts on behalf of the University;
- (k) to select a Seal, Arms and Mace for the University and to have the sole custody and use of the Seal;
- (l) to promote and to make provision for research within the University;

- (m) to determine the terms and conditions of service upon which Examiners and Visiting Assessors shall be appointed by the Academic Board;
- (n) to take into consideration and, if the Council deems it proper to do so, give effect to reports from the Academic Board on those matters upon which the Academic Board is authorised or required by these Statutes to make reports;
- (o) to award Honorary Degrees on the proposal of the Academic Board;
- (p) to dismiss any member of the staff of the University pursuant to the procedure hereinafter prescribed.

STATUTE 13
Meetings of the Council

1. The Annual Meeting of the Council shall be held in each calendar year within fifteen months of the preceding meeting or within such longer period as the Council may decide on such day and at such hour and place as shall be appointed by the Principal and Vice-Chancellor. At such meeting an Annual Report of the work of the University together with an audited Statement of Accounts thereof shall be presented by the Principal and Vice-Chancellor and the Council shall make appointments as are required to be made at the Annual Meeting. The business referred to in this Statute is hereinafter referred to as Annual Business.
2. A copy of the Report and the Statement of Accounts referred to in the last preceding section shall be sent to every member of the Council at least seven days before the date of the Annual Meeting and the Statement of Accounts shall be open to inspection at the office of the University during the year following such Annual Meeting at such reasonable hours and under such conditions as the Council shall determine.
3. The quorum of the Council shall be one-third of its membership.
4. In the absence of a quorum no business other than the adjournment of the meeting of the Council shall be transacted. The adjourned meeting shall be held within one month after the date of the adjourned meeting. The Annual Business may be completed at an adjourned Annual Meeting in the absence of a quorum.
5. An Extraordinary Meeting of the Council may be convened at any time at the instance of the Principal and Vice-Chancellor or at the written request of not less than eight members of the Council.
6. Notice of the Annual Meeting shall be circulated by the Registrar at least twenty-one days before the date thereof and an agenda paper shall be circulated at least seven days before any meeting of the Council.
7. A Special Resolution of the Council means a resolution passed by the votes of not less than three-fourths of the members of the Council present and voting, being not less than one-half of the whole membership of the Council, at a meeting of which notice setting out the business to be transacted has been given not less than twenty-one days before the meeting, and confirmed by a like majority at a subsequent meeting of which like notice has been given and held not less than one or more than twelve calendar months after the first meeting.
8. It shall be the duty of the Council to make financial provision for reasonable travelling and subsistence expenses for members of the Council when attending the meetings of the Council or of any committee thereof.

STATUTE 14
Academic Board⁴

The Academic Board shall consist of: -

- (a) the Principal and Vice-Chancellor (ex-officio Chairman);
- (b) the Deputy Vice-Chancellor, Academics and Deputy Vice-Chancellor, Planning and Development;
- (c) the Deans of Faculties;
- (d) the Assistant Deans of Faculties;
- (e) all full Professors;
- (f) the Heads of Departments: including Directors of Institutes established within Faculties;
- (g) the Directors of Institutes in the University other than those at (f);
- (h) the Chairman of the Board for Graduate Studies;
- (i) the Librarian;
- (j) one representative from among the teaching staff of each Faculty not included among those listed above;
- (k) except when the Academic Board is exercising its powers under Statute 15(2)(c) two representatives of the Students' Society;
- (l) the persons for the time being holding such appointments on the staff of the University as may be specified by the Principal and Vice-Chancellor;
- (m) an academic member of the University of Guyana Staff Association.

STATUTE 15
Powers of the Academic Board

1. The Academic Board shall be the academic authority of the University and shall have the control and general direction of research, instructions and examinations and of the award of Degree, Certificates and other distinctions.
2. Subject to these Statutes, the Academic Board shall have the following powers:-
 - (a) to direct and regulate the teaching and the instructions within the University, and the examinations held by the University, subject to the powers of the Council herein before defined;
 - (b) to exercise the powers conferred by section 14 of the Act provided that any person in respect of whom it is proposed to exercise such power shall be given the opportunity to be heard before the Academic Board and before the Council on appeal from the Academic Board;
 - (c) to award Degrees (other than Honorary Degrees), Diplomas, Certificates and other distinctions;
 - (d) to make recommendations to the Council with respect to the award to any person of an Honorary Fellowship or Honorary Degree or title of Professor Emeritus;

⁴ Amended by Council decision of August 22, 2013 to include the new offices.

- (e) to make, after report from the Board of Faculties concerned, Rules for giving effect to the Statutes and Regulations of the University relating to the courses of study and examinations;
- (f) to regulate, subject to the Statutes and Regulations of the University, the admission of persons to courses of study in the University and their continuance at such courses;
- (g) to prepare estimates of expenditure required to carry out the work of the University and to submit them to the Council for approval. For this purpose, the Academic Board may establish an Estimates Committee which shall include the Deans of Faculties;
- (h) to appoint examiners and visiting assessors after a report from the Boards of Faculties concerned;
- (i) to formulate, modify or revise subject to the control of the Council, schemes for the organization of the Faculties, Schools, Institutes, Delegacies, Boards or Departments of the University, and to assign to them their respective subjects, and also to report to the Council as to the expediency of the establishment at any time of other Faculties, Schools, Institutes, Delegacies, Boards or Departments, or as to the expediency of the abolition, combination or sub-division of any of them;
- (j) to review, amend, control or disallow any act of any Faculty, School, Institute, Delegacy, Board or Department and to give directions to any such body;
- (k) to fix subject to any conditions made by the Founders or Donors thereof which are accepted by the Council the times and mode and conditions of competition for Fellowships, Scholarships, Studentships, Exhibitions and other prizes and to award the same;
- (l) to report to the Council on any matter referred to it by Council;
- (m) to discuss and declare an opinion on any matter whatsoever relating to the University;
- (n) to make provision for the supervision of the welfare of Students of the University and the regulation of their conduct;
- (o) to exercise disciplinary powers in respect of any student (including the power to dismiss him from the University) subject to a right of appeal against dismissal to the Council:

Provided that the Council may, at any time, by directions in writing to the Academic Board, reserve to itself the power to exercise disciplinary control over students and to dismiss them from the University in respect of such matters as may be specified in those directions.

- (p) to recommend to the Council the form and description of the academic dress for the purposes of the University;
 - (q) to exercise all such powers as are or may be conferred on the Academic Board by the Act, Statutes and Regulations and to do such other things as the Council may authorize.
3. The Academic Board may make regulations for the purpose of exercising any functions conferred on it either by this Statute or otherwise.

STATUTE 16
Meetings of the Academic Board

1. The Academic Board shall meet at least once in each term and at any time at the instance of the Principal and Vice-Chancellor or at the written request of not less than six members of the Academic Board.
2. One-half of the membership of the Board shall constitute a quorum.

STATUTE 17
Boards of Faculties

There shall be a Board of each of the Faculties which shall consist of: -

- (a) the Principal and Vice-Chancellor or his nominee;
- (b) the Dean and the Assistant Dean of the Faculty;
- (c) the persons severally in charge of the branches of the Faculty;
- (d) such of the teachers assigned to the Faculty and having the prescribed qualifications as the Board may determine;
- (e) such persons, whether or not members of the University, as the Board may determine with the approval of the Academic Board.

STATUTE 18
Powers of the Boards of Faculties

Subject to the Act, these Statutes and the Regulations the Board of each Faculty shall have the following powers: -

- (a) subject to the approval of the Academic Board, to regulate the teaching and study of the subjects assigned to the Faculty and to constitute Committees;
- (b) to recommend Examiners for appointment by the Academic Board;
- (c) to report to the Academic Board on rules relating to courses of study for degrees and other distinctions and on any other matters relating to the work of the Faculty;
- (d) to make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates, Fellowships, Studentships and Prizes within the Faculty;
- (e) to consider any matters relating to the Faculty and to report thereon to the Academic Board and to deal with any matters referred or delegated to it by the Academic Board.

STATUTE 19
Meetings of Boards of Faculties

1. The Dean of the Faculty or in his absence the Assistant Dean shall be Chairman of the meetings of the Board of the Faculty except when the Principal and Vice-Chancellor is present when he shall be Chairman.
2. The Board of each Faculty shall meet at least once in each term and at any time at the instance of the Principal and Vice-Chancellor, the Dean of the Faculty, or at the written request of not less than four members of the Board of the Faculty.
3. One-third of the membership of the Board shall constitute a quorum.

STATUTE 20
Finance and General Purposes Committee

1. Membership

There shall be a Finance and General Purposes Committee which shall consist of the following members: -

- (a) the Pro-Chancellor;
- (b) the Principal and Vice-Chancellor;
- (c) six members of the Council appointed by the Council;
- (d) a representative of the Ministry responsible for Finance;
- (e) a representative of the Ministry responsible for Education;
- (f) three representatives of the Academic Board, one of whom shall be a Dean;
- (g) a representative of the University of Guyana Staff Association;
- (h) a representative of the Students' Society.

The Registrar shall be Secretary to the Committee.

The Bursar or his nominee shall be entitled to attend meetings of the Committee.

2. Powers

Between meetings of the Council, the Committee shall exercise the powers of the Council in all matters relating to the receipt and expenditure of money, the control of property, and any other matters which the Council may delegate to it.

Decisions of the Finance and General Purposes Committee shall be reported to the Council at the first subsequent meeting of the Council. The Council may modify or revoke any decision of the said Committee but any act taken by the University as a result of the original decision of the Committee shall nevertheless be valid and binding on the University.

3. Meetings

- (a) the Pro-Chancellor shall be the Chairman of the Committee. In his absence, the Principal and Vice-Chancellor shall be the Chairman;
- (b) the quorum for meetings of the Finance and General Purposes Committee shall be eight members

STATUTE 21 Appointments Committee

1. Membership

There shall be an Appointments Committee which shall consist of the following members: -

- (a) the Principal and Vice-Chancellor;
- (b) five members of the Council appointed by the Council;
- (c) a representative of the Ministry responsible for Education;
- (d) the Deans of the Faculties;
- (e) the Head of the relevant Department;
- (f) a nominee of the Academic Board;
- (g) a member of the University of Guyana Staff Association.

The Registrar shall be Secretary to the Committee.

2. Powers

The Committee shall have the following powers: -

- (a) to exercise on behalf of the Council and subject to the general policy decisions of the Council the powers of the Council in respect of the appointment of UA Staff and UB Staff other than the appointment of officers of the University;

Provided that the Committee shall, at the request of the Council or at least two members of the Committee, refer any such matter to the Council for its determination;

- (b) in particular, and without derogating from the power conferred by (a), to recommend to the Council whether the appointment of a member of the UA Staff should be confirmed, or extended for a further period.

3. Report by Registrar

The Registrar shall report to the Council decisions of the Committee under this Statute.

4. Meetings

- (a) the Principal and Vice-Chancellor shall be the Chairman of the Committee;

- (b) the quorum for meetings of the Appointments Committee shall be eight members of whom two must be members of the Council.

STATUTE 22
Committee of Deans⁵

1. There shall be a Committee of Deans which shall consist of the following members:
 - (a) the Principal and Vice-Chancellor who shall be the Chairman;
 - (b) the Deputy Vice-Chancellor Academics and Deputy Vice-Chancellor, Planning and Development;
 - (c) the Deans of Faculties;
 - (d) the Registrar who shall be the Secretary.
2. It shall be the function of the Committee:-
 - (a)
 - (i) to act as an informal co-ordinating body to advise the Academic Board on Faculty quota, selection procedures and related matters;
 - (ii) to act on behalf of Faculties during vacation on matters relating to examinations, admission and re-admission to the University;
 - (iii) to make recommendations to the Academic Board on all matters relating to scholarships, prizes, bursaries, and similar awards;
 - (iv) to deal with such other matters as may be referred to it by the Academic Board;
 - (b) to deal with, on behalf of the Principal and Vice-Chancellor, such matters as may be referred to it by him;
 - (c) to deal with such matters as may be necessary for the efficient running of the University during any period when the Principal and Vice-Chancellor and the Vice-Principal and Deputy Vice-Chancellor (if appointed) are for any reason unable to perform their functions.

STATUTE 23
The Guild of Graduates

1. The Council shall prescribe by Regulations conditions for entry in and removal from the register of the names of members of the Guild of Graduates and the annual or other fee for the registration of members of the Guild of Graduates.
2. The Chancellor or, in his absence, the Pro-Chancellor, shall preside at its meetings; of the Guild of Graduates.
3. The Guild of Graduates shall have the following powers:-
 - (a) to elect its Chairman, who shall, in the absence of the Chancellor or Pro-Chancellor, presides at its meetings;
 - (b) to elect representative as members of the Council;

⁵ Amended by Council decision of August 22, 2013 to include the new offices.

- (c) to advise the Council on any matters relating to the University referred to it by the Council;
 - (d) to regulate its proceedings, and report thereon to the Council and the Academic Board;
 - (e) to address questions to the Council or the Academic Board on any matter affecting the University.
4. (a) The Registrar of the University shall be the Registrar of the Guild of Graduates and shall keep a Register containing the names of all persons who are members of the Guild of Graduates.
- (b) The Register shall be conclusive evidence that any person whose name appears therein is a member of the Guild of Graduates and is thereby entitled to vote at meetings of the Guild of Graduates and that any person whose name does not appear therein is not so entitled.
5. Meetings of the Guild of Graduates shall be summoned at such times and in such manner as may be prescribed by the rules of the Guild.

STATUTE 24
Students

The students of the University shall be those persons receiving regular instruction at the University and they shall be subject to the disciplinary control of the university.

STATUTE 25
Discipline⁶⁷

A. Senior Management Staff

1. If it appears to the Council that there is reasonable cause to believe that a Senior Management Staff (Statutory Officers, the Librarian and the Director of the Berbice Campus) may be guilty of grave misconduct, or is unable to perform the functions of his office as might warrant the termination of his employment, the Council shall:
 - a. give him notice, in writing, of the reason for the action contemplated;
 - b. make arrangements, if he or the Council so request within the period of fourteen days beginning with the date of the notice, for:
 - (i) a Special Committee, comprising two members of the Academic Board (not being members of the Council appointed by the Academic Board), and three other persons appointed by the Council none of whom shall be members of the Council, to investigate the charges;
 - (ii) the person to whom the investigation relates to be afforded the opportunity of being heard on his own behalf and to be allowed legal representation at the hearing by the Committee with respect to the charges; and if the Council, after considering the report of the Special Committee, is satisfied that the person to whom the investigation relates ought to be removed from office may terminate his appointment.
2. Where it appears that the member of staff to whom the investigation aforesaid relates should be suspended from exercising the functions of his office, the Council shall cause a notice signed on its directions, to be sent to him prohibiting him from exercising the functions of his office, pending the final decision of the Council.
3. During the period of suspension the staff member shall be paid at such rate of pay being not less than half pay, as the Council may deem fit. Provided that if the matter is determined in favour of the staff member the Council shall direct the whole of the pay withheld under this section to be paid to the member of staff.

B. Other UA Scale Staff

4. If it appears to Senior Management Staff that there is reasonable cause to believe that any staff, other than the Principal and Vice-Chancellor, the Deputy Vice-Chancellors, the Registrar, the Bursar, and the Director of Berbice Campus, may be guilty of grave misconduct, dereliction of duty, or is unable to perform the functions of his office as might warrant disciplinary action:
 - a. the relevant Senior Management Staff, on their own initiative or upon receipt of a complaint from any source, in consultation with the Head of the Personnel Division and the Registrar, shall conduct a full investigation and hearing into the alleged misconduct or inability to function, by a Committee comprising of the relevant Senior Management Staff, the Registrar and the Head of the Personnel Division within 14 days of the receipt of the complaint;
 - b. The Senior Management Staff of the relevant Faculty or Department has the responsibility to constitute a committee, except in the case where the complaint is against that Senior Management Staff;
 - c. During the investigation and hearing, if considered expedient, the concerned staff should be suspended from duty on half pay during the 14 days under (a) above, and should be paid the amount withheld only if exonerated;
 - d. For the person to whom the investigation relates to be afforded the opportunity of being represented on his/her own behalf and to be allowed representation by any person at the investigation and hearing;
 - e. The Committee at (a) above shall recommend to the Vice-Chancellor, such disciplinary action as may be appropriate by the end of the 14 days referred to at (a) above;

⁶ Amended by Council decision of August 22, 2013, to include a qualification/definition of expulsion.

⁷ Amended by Council decision of February 19, 2014, for staff; and ratified by Council on June 16, 2015.

- f. The Vice-Chancellor shall, within 14 days, consider the recommendation and institute disciplinary action including suspension without pay for up to two months, or immediate dismissal for good and sufficient cause, or termination of the employment contract;
- g. The affected staff may have his/her matter represented to the Vice-Chancellor through the recognized University Union or Staff Association;
- h. Failure to resolve the matter at (g) above, the matter may be referred to Conciliation, the outcome of which requires an agreement to the mutual satisfaction of both sides;
- i. Failure to resolve the matter at Conciliation, the matter may be referred to Arbitration by mutual consent. Should the parties agree to resort to Arbitration, they shall agree on the Terms of Reference, the selection of the Arbitrator(s) and share the cost equally for the Arbitration.

C. Students

5. Where it appears to the Principal and Vice-Chancellor or his delegate that any student of the University has been guilty of misconduct, the Principal and Vice-Chancellor or his delegate after duly informing the student of the allegation(s) and providing the student with an opportunity to respond to the allegation(s), may direct that:
- a. the student shall not, during such period as may be specified in the direction, participate in such activities of the University; or make use of such facilities of the University as may be specified; or
 - b. the activities of the student shall, during such period as may be specified in the direction, be restricted in such manner as may be so specified; or
 - c. the student be suspended from the University for such period as may be specified in the direction; or
 - d. the student be expelled from the University for a stated period provided that the student's academic record from any unfinished programme, at the time of expulsion, shall not be annulled, however the record of the expulsion should be annotated in the student's record.

Provided that before a direction is given under this section the Principal and Vice-Chancellor or his delegate having received and examined the student's response, or if the student omitted to respond, concludes that the student has admitted guilt in his response, or by virtue of his non-response.

6. Where it appears to the Principal and Vice-Chancellor or his delegate that any student of the University has been guilty of misconduct, and the Principal and Vice-Chancellor or his delegate after duly informing the student of the allegation and providing the student with an opportunity to respond and the student having responded in the negative, the Principal and Vice-Chancellor or his delegate may direct that:
- a. the student shall not, during such period as may be specified in the direction, participate in such activities of the University; or make use of such facilities of the University as may be specified; or
 - b. the activities of the student shall, during such period as may be specified in the direction, be restricted in such manner as may be so specified; or
 - c. the student be suspended from the University for such period as may be specified in the direction; or
 - d. the student be expelled from the University for a stated period provided that the student's academic record from any unfinished programme, at the time of expulsion, shall not be annulled, however the record of the expulsion should be annotated in the student's record.

Provided that before a direction is given under this section the Principal and Vice-Chancellor or his delegate shall afford the student an opportunity of a hearing.

7. Where a direction is given under paragraphs 5 (c) or (d) or 6 (c) or (d) in respect of any student, the student, may within one month beginning with the date of his suspension or expulsion as the case may be, appeal to the Council; and where such an appeal is brought, the Council shall afford the student an opportunity of being heard (with legal or other representation, if he so desires) before a Joint Committee comprising three members of the Council, one student nominated by the Students' Society and two members of the Academic Board nominated by the Board. The Joint Committee having heard the grounds for the appeal may either confirm or set aside the direction or modify it in such a manner as it thinks fit. The Joint Committee should report its decision to the University's Council.

8. An appeal from a direction shall not affect the operation of the direction pending the determination of the appeal.
9. Notwithstanding the provisions of clause 5 and 6 and with specific reference to cheating in examinations, the Committee of Deans may, at the behest of the Vice-Chancellor within the ambit of the penalties provided for in clauses 5 and 6, establish a schedule of penalties for cheating in examinations; and review that schedule from time to time as they might deem fit or at the behest of the Vice-Chancellor.
10. Nothing in this Statute shall be construed as preventing the restriction or termination of a student's activities at the University on grounds other than misconduct.

STATUTE 26 **Proceedings**

1. The Council, the Academic Board, the Boards of the Faculties and the Guild of Graduates may, respectively, appoint such and so many standing, special and advisory committees as may seem to them fit. The functions of any Committee shall be such as the body appointing it may from time to time direct.
2. Subject to the Act, these Statutes and the Regulations, the Council, the Academic Board, the Boards of Faculties and the Guild of Graduates may from time to time make Standing Orders for governing their respective proceedings, provided that where any matter fails to be decided by the votes of the members comprising anybody established or functioning under the authority of these Statutes the Principal and Vice-Chancellor if presiding over any such body shall have an original and a casting vote.
3. The body appointing a committee may make rules of procedures for the committee but subject thereto every committee may regulate its own procedure.

STATUTE 27 **Validity of Acts**

No act done by the Council, the Academic Board, or any committee or other body constituted under these Statutes shall be invalid by reason of: -

- (a) any vacancy in the membership thereof; or
- (b) any defect in the qualifications of any member or any irregularity in his appointment or election; or
- (c) any minor irregularity (not calculated to cause any prejudice, injustice or hardship to any person) in the convening or conduct of any meeting thereof.

STATUTE 28 **The Students' Society**

1. There shall be a Students' Society of the University.
2. The Constitution, functions, privileges and other matters relating to the Students' Society shall be prescribed by regulations duly made by the Students' Society and approved by the Council.

STATUTE 29
Saving⁸

Notwithstanding the revision by Statute 30 of the Statutes made by the Council on 4th day of September, 1978 (including all amendments thereto), anything done under those Statutes, if in force immediately before the coming into force of these revised Statutes shall continue in force until it is altered, or superseded or otherwise terminated under these Statutes and so far as it could have been done under these Statutes.

STATUTE 30
Revised⁹

The Statutes made by the Council on 4th day of September, 1978 (including all amendments thereto) are hereby revised.

Made by the Council this 22nd day of November, 2013.

⁸ Amended by Council decision of 22 November, 2013 to perpetuate amended or repealed provisions in relation to their effect in instances where they were invoked before the revision and where their effect does not collide with any explicit provision.

⁹ Amended by Council decision of 22 November, 2013 to give effect to the revised Statutes.