

DATA LINK INSTITUTE OF BUSINESS AND TECHNOLOGY

STATUTES



Community 6 Building

VisionStatement

“To be an acclaimed international Centre of excellence in teaching, learning, research and community leadership with entrepreneurial skills.”

Mission Statement

Data Link Institute of Business and Technology is an academic institution providing quality higher education in culturally diversified environment, focusing on Technology, Business, Education, Applied Sciences and professional programmes through integrated multidisciplinary curriculum and research.

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FORWARD BY FOUNDERS

The Founders, Ernest Ansah and Ingrid Ansah, of Data Link Institute of Business and Technology in order to selflessly and unreservedly contribute to the total wellbeing of the citizens of Ghana, Africa, and the world, hereby outline their contribution by investing in facilities and concepts that bring true education to all people. That this institution shall be a non- for- profit entity and shall not be only for the mere perusal of certain courses of study but rather provide the education that "has to do with the whole being, and with the whole period of existence possible to man" Ellen G. White (EGW).

Life's journey has brought to man the understanding that Religion, Knowledge, and Hard work have always been vital to success.

We have observed that "the power and soul of true education is the knowledge of God".

That "to learn and to do the works of God is true education" (EGW).

We acknowledge the providence of God and hereby affirm that the Biblical Fourth Commandment of the Sabbath Day - (Friday 1800 GMT to Saturday 1800 GMT) be acknowledged in this Institution. We make a living with what they have received. We give through this Institution in order to make a life worth living.

With dedicated Faculty, Staff, and Administrators, the future will always be bright.

THE Founders ordain, establish, and dedicate this Institution through our offspring to the world at large.

Signed

Ernest Ansah

Ingrid Ansah

CHAPTER ONE

INTRODUCTION

Statute 1: Definition of Terms

In the construction of these Statutes, unless the context otherwise requires:

“Academic Board” means the Academic Board established under this statutes.

“Academic Year” Means the period running from 1st August to 31st July each year or any period approved by the Academic Board.

“Administration Department” Refers to apart of a Faculty/School that is concerned with teaching, research and service in a recognizable academic discipline and has been so designated by the Academic Board.

“Academic Section” Means a unit in a Department formally recognized as a nursery for a potential department.

“Alumni” Refers to all graduates of the Institute as well as former students. All other past students deemed eligible by the Academic Board for membership of Congregation.

“Centre/Bureau” Means an establishment which is oriented in providing services such as Formal Institute degrees, diplomas, or certificates.

“Congregation” Refers to a special assembly of the Institute to receive reports on the Institute and witness the conferment of degrees and other awards.

“Convocation” refers to senior members of the Institute (academic and non-academic) with a minimum of Masters Degree

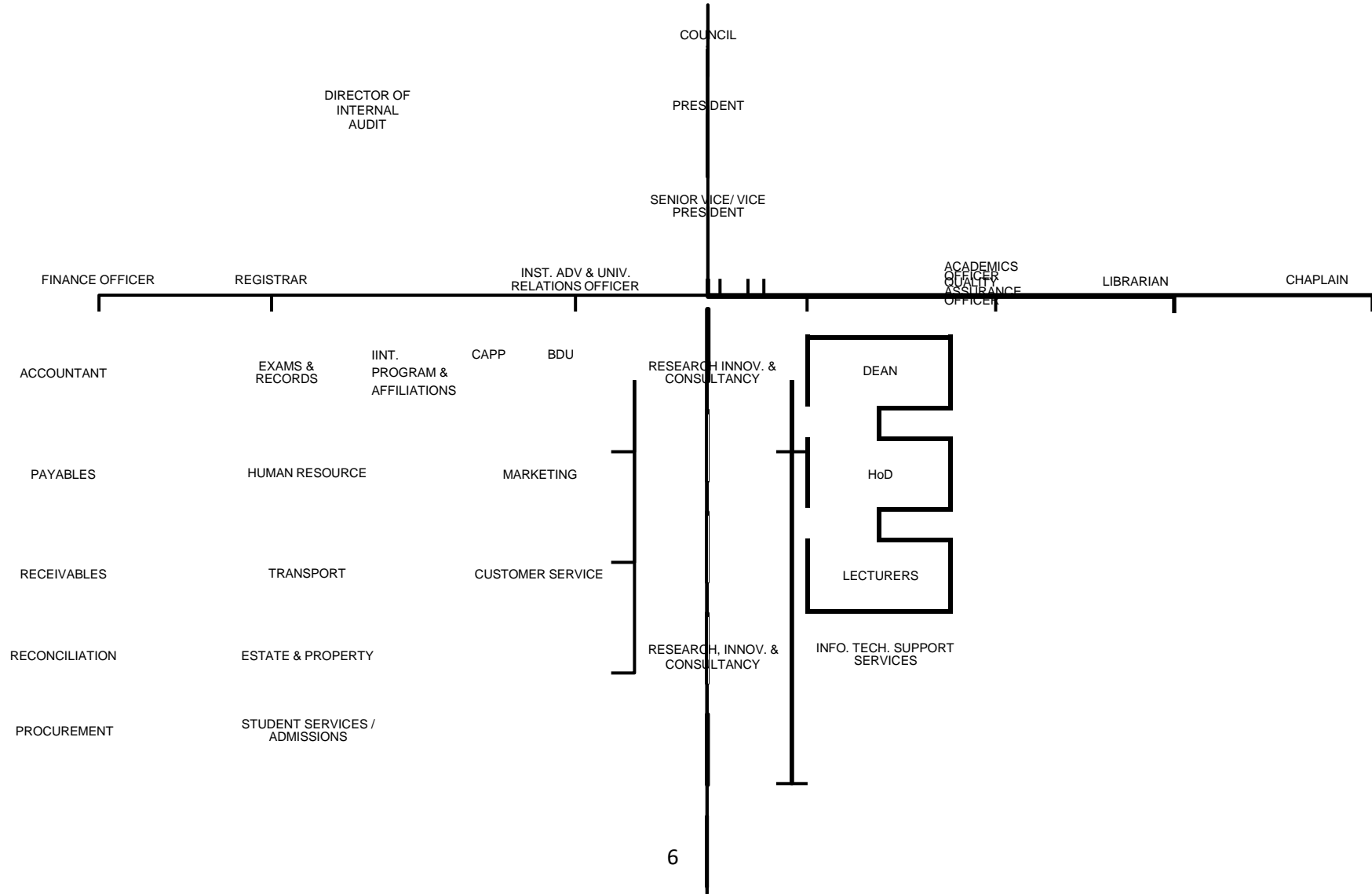
Center” Means an establishment or a semi-autonomous establishment which conducts specialized programmes normally oriented to providing services including teaching, research or advocacy.

- “College” Means a group of academically-related institutes, Schools Centre and Faculties or any other establishments with a central administration and a governing body under the DataLink Institute Council.
- “Council” Means the DLI Council established under Statute 7 of these Statutes.
- “Division” refers to a collection of related Academic Departments but below the status of a Faculty.
- "DLIBT" Means Data Link Institute of Business and Technology.
- “Department” Means an establishment that has responsibility for undergraduate and Graduate level teaching and research for one academic discipline.
- “Officers” Means Academic and Administrative Heads of Faculty, School or a Cluster of related Departments and Centres that are units of teaching And research as determined by the Council.
- “Faculty” Means a collection of related Departments and Centre’s that are units of teaching and research as determined by the Council on the recommendations of the Academic Board. The structure of the Faculties and Departments shall be in accordance with these Statutes.
- “Founders” refers to the persons who founded, funded and nurtured Data Link Institute. The term includes the original Founders (Mr. Ernest Ansah and Mrs. Ingrid Ansah) and any person(s) nominated by them or by their successors as representatives.
- “Governing Council” Simplified as Council is the highest decision body of the Institute charged with the responsibility of formulating policies guiding the activities of the Institute.

“He”	Without any prejudice, the masculine pronoun and versions thereof (“him,” “his”) refer to all positions and individuals in the entire Statutes, whether the position(s) are occupied by male or female persons.
“Junior Member”	Means a student enrolled for the time being in the Institute.
“Junior Staff”	Means those persons in the employment of the Institute of the rank with Minimum of first Degree qualification or its equivalent.
“Key Officer”	Refers to anyone of the following officers of DLI: the Vice Presidents, Registrar, Finance Officer and Librarian.
“Lecturer”	person qualified and appointed to a teaching position in any of the Departments of the Institution, including Senior Lecturers.
“Matriculation”	Means formal admission of new students to membership of the Institute.
“Management”	Refers to the Management Committee, decision-making body administering the day-to-day affairs of the Institute.
“Not Applicable”	These underlined or shaded portions in the statutes are currently not applicable and may be considered in future amendments.
“Senior Management”	Refers to the key decision-making body administering the day-to-day affairs of the Institute. This comprise of the President, Vice Presidents and the Registrar.
“Institute Management”	Means the President, the Senior Vice President, the Vice President (Academic), Registrar
“OoF”	Office of the Founders
“Operative Date”	Means the day on which these Statutes were enacted by The Founders.

- “Principal Officers” Refers to those officers who can commit the Institute in all transactions. These are the Founders, Council Chair and the President.
- “President” Refers to the President of DLIBT appointed under Statute 9 of these Statutes.
- “Professor” means full professor and is the designation for the highest academic rank within the teaching staff of an institution of higher learning conferred on recognition of proven academic achievements in research, Teaching and other community services.
- “Professorial Status” Refers to Professor and Associate Professor.
- “School” means a semi-autonomous establishment which has faculty status and shares one or more of the following characteristics: association with a profession, or the preparation of students for certification by a Profession.
- “SeniorMembers” means any member of the Academic, Professional, or Administrative This shall mean all persons, serving in the academic section as a lecturer and above or in administration as Assistant Registrar and above.
- “SeniorStaff” means persons in the employment of the Institute of a rank not lower than that of a Senior Administrative Assistant or its equivalent
- Senior Vice” The Senior Vice is the deputy President who performs all the duties of the President and reports directly to the President.
- “Staff” refers to persons, other than Senior Members in the employment of the Institute.
- “Statutory Position” refers to an office, rather than rank, held by a member of staff by virtue of the Statutes.
- “Strike” The Institute does not allow any demonstrations, strikes, or any such acts whatsoever. For this reason, the Institute Management will hold regular meetings with the Faculty and staff as often as possible. These meetings will aim to address all issues to avoid potentially explosive situation.

ORGANOGRAM



Statute 2: Guiding Principles

These Statutes and any Regulations made hereunder shall be construed in every way or manner to give effect to the following guiding principles of this Institute:

1. to provide education, promote learning and engage in research business, science and technology and natural human rights,
2. to promote an enabling environment for effective academic work,
3. to apply the principle of justice and fairness,
4. to encourage strategic and critical thinking and creativity of all staff and students,
5. to ensure that all members and staff have academic freedom to question, make suggestions, and to put forward new ideas and opinions,
6. to uphold the principles of equal opportunity.

Statute 3: Operationalization of Statutes and Schedules

These Statutes shall come into force on the 14th of September 2019 and shall be reviewed every five years or as the Founders may find it necessary.

During the operation of these Statutes, the President shall take all measures that are reasonably necessary in order to overcome any difficulties therein. The President shall have the authority to bring recommendations after twelve months, of the operation of these Statutes, about necessary measures, corrections or amendments for Council's approval.

Interpretation of Statutes

These Statutes shall be interpreted in such manner as not to conflict with the existing laws of Ghana.

Statute 4: Amendments to Statutes and Schedules

Any proposals for amendments of Statutes shall be made by the Academic Board at a special meeting which shall be convened by the President and at least, two third (2/3) of the members of the Academic Board. Such amendment shall take effect after one year of the proposal.

No proposal for amendment shall be valid unless it is Council and the Founders.

Statute 5: Property of the Institute

All property, real, personal, or of any description, including intellectual, now or hereafter belonging to the Institute, shall remain and be vested in the Founders and all trustees for the Founders, or to be executed by the Institute under any former name or description or by Council of the Institute shall inure to the benefit of the Institute, or in accordance with the provision of these Statutes be executed by the Founders or their representatives.

CHAPTER TWO

GOVERNANCE

Statute 6: Office of the Founders

There shall be an Office of the Founders (OoF) to be held primarily by the original Founders of Data Link Institute of Business and Technology and who remain as the proprietors of the Institute. The Chairman of the Office of the Founders shall be the Executive Chairman of the Institute. The main purpose of the Office of the Founders is to perpetuate the vision and interest which led to the establishment of the Institute.

In the event where a member of the office of the founders becomes the president, he or she automatically relinquishes his/her role and powers of the office.

The Office of the Founders shall be responsible for the appointment and dismissal of the members of the Governing Council.

1. The office of the founders shall approve the hiring and firing of all senior members and senior staff.
2. The Office of the Founders shall be furnished with copies of minutes of all meetings of Council and of the Academic Board, Quarterly Financial Reports, Audited Financial Reports and any other publications of the Institute.
3. The Office of the Founders shall have unhindered and unlimited access to all Institute records including financial records.
4. The Founders or their representatives reserve the right to sit and participate in all council or any other committee meetings.
5. The OoF depending on the decision of the president, may have oversight responsibility over Institutional Advancement, Affiliations and Collaborations.
6. The OoF may appoint a representatives to be on any committee etc but the representative shall have no voting powers, rather, he shall report to the OoF who may relate to the council chair or the president if they have any concerns.

Statute 7: Office of Research and Collaborations

1. Act as an Ambassador for the Institute raising its research profile internationally and embodying good practice.
2. Liaising and developing relationships with relevant external funding bodies.
3. Source for external research grant funding.

4. Subscribe to International Conferences update relevant to the programmes of the Institute.
5. Maintain links with Research-funding agencies and serve as a channel for major research projects;
6. Examine and take appropriate action on all applications on grant chargeable to the Research and Conferences Fund;
7. To make known and publish annually research activities being undertaken and progress made within the Institute;
8. To consider applications from members of staff to attend Conferences and to embark on external research projects.
9. Organizing and delivering grant writing workshops, External Research Conference and writing retreat in collaboration with the Vice President (Academic).
10. Contribute to the promotion of excellence in the Institute's contribution to the Research and Knowledge Exchange
11. Regularly update the database on the Institute collaborators or partners in respect of international research collaborations.

Statute 8: The Governing Council

There shall be a Governing Council appointed by the Office of the Founders of the Institute.

The OoF may dismiss any council member who in their views has an welcome views or attitude.

The Council formulates policies for the Institute but leaves the execution of those policies to its administrative agents, acting under its general supervision.

The governing body of the Institute shall be the Council, which shall consist of not less than seven and not more than twenty-one members.

The council in consultation with the founders shall elect the chairman of council.

There shall be established standing committees of the Council as specified in schedule B of these Statutes.

Powers and Functions of the Governing Council

The Governing Council shall:

1. Ensure achievement of the aims and objectives of the Institute;
2. Make arrangements as it considered fit for the internal organization of the Institute, including the establishment, and supervision of:

- a. Academic divisions, schools, departments, institutes, centers, hostels and other facilities;
 - b. Professorships, lectureships, and other posts, academic and administrative or otherwise;
 - c. Fellowships, bursaries, scholarships, prizes, and other awards.
3. Promote income generating activities in furtherance of the aims and objectives of the Institute;
4. Be responsible for all measures necessary or desirable for the conservation or augmentation of the resources of the Institute and for this purpose may from time to time specify any matter affecting the income or expenditure of the Institute in respect of which the consent of Council shall be obtained before action is taken or liability is incurred;
 - a. Annually determine the expenditure necessary for the maintenance of Property of the Institute;
 - b. Adequate staff for transacting the academic, financial and administrative business of the Institute, and shall, in its discretion, appropriate funds for these purposes.
5. Within six months after the end of each academic year cause a report of the activities of the Institute during that year to be published.
6. Council shall have the power to create new establishments or merge or abolish existing establishments.

Term of office of Council

The term of office of a member of the Council of the Institute shall be two (2) years and may be renewed for another one (1) year only; except for the President of the Institute shall be a member till the expiring of his appointment as president.

Representatives of bodies such as the Alumni, SRC, Faculty representative and Convocation, shall serve for one (1) only. Thereafter, these bodies shall elect new representatives to Council. No same person shall serve more than once within any four (4) years.

The position of a member of Council shall be vacant on the following instances: death, resignation, removal, incapacitation, or where the person absents himself or herself for three consecutive meetings without reasonable excuse. Where the office of a member becomes vacant, another person nominated by the Founders or the body responsible for the representative shall be appointed for the unexpired term of office.

Meetings of the Governing Council

Council shall meet three (3) times in a year.

The Council in collaboration with the Founders shall meet at such times and places as the Chairperson may determine for the dispatch of its business.

The term meeting includes, except where inconsistent with any legal enactment:

1. Physical presence of members;
 2. Video conference or similar electronic channel allowing simultaneous visual and/or audio participation; and,
 3. Telephone conferencing.
- Notice of any meeting of Council and the business to be transacted shall be given in writing to each member of Council by the Registrar not later than seven (7) days before the date for such meeting.
 - Emergency meetings may be convened at any time upon giving each member of Council a notice.
 - A special meeting of Council may be convened by the Chairperson of Council.
 - The quorum at a meeting of Council shall be six (6) members of Council to include the Chairman or the President.
 - Matters before Council shall be decided by majority of members present and voting. In the event of an equality of votes, the person presiding shall have a casting vote.
 - Council may co-opt a person to attend a Council meeting but that person shall not vote on a matter for decision at the meeting.

The Composition of Council

1. The Chairman
2. The President
3. Representative of affiliated Universities.
4. One representative of Convocation.
5. One representative of Alumni
6. Students Representative Council (SRC)
7. Other distinguished persons, including at least one (1) woman
8. Founders or their Representative.

In Attendance

1. Registrar-Secretary to Council
2. Officer of Finance
3. Internal Auditor

4. Senior / Vice Presidents

Standing Committees of Council

1. Council shall in accordance with these statutes perform its functions through the following committees:

Member must identify themselves with any committee within their specialty or convenience of their choice.

- a. The Executive Committee
 - b. Academic Policy & Strategy Committee
 - c. The Finance and Development Committee;
 - d. Institute Entity Tender Committee;
 - e. Administrative, Legal and Grievances Committee;
 - f. Audit Review Implementation Committee;
 - g. Appointments and Promotions Committee;
2. The Registrar of the Institute shall act as Secretary to all the Committees and their Sub-Committees;
 3. The membership and Terms of Reference of the Standing Committees of Council shall be as contained in these Statutes (Schedule B).

CHAPTER THREE OFFICERS

OF THE INSTITUTE

Statute 9: Principal Officers of the Institute

The Principal Officers of the Institute shall be the Founders, Council Chairman, and President. They can commit and take decisions on behalf of the institute. They can take emergency decisions without going through the normal procedures

Chairman of Council

The Chairman must have a strong personal commitment to higher education and have empathy with the values, aims and objectives of the Data Link Institute of Business and Technology of Business and Technology. S/He shall also share the Institute's vision and aspirations to national and global excellence as well as understand the multiple academic and business drivers needed to underpin this.

The following are key attributes for the role of Chairman:

1. diplomacy and sensitivity;
2. sound judgment and judiciousness;
3. demonstrable authority;
4. ability to deal with conflict in a constructive manner;
5. skills of networking, influencing and advocacy;
6. political awareness;
7. ability to establish good working relationships with a diverse range of people (staff, students, other lay members of Council and its committees);
8. understanding of the economic, social and political dynamics of Ghana;
9. demonstrable commitment to equality and diversity;
10. sympathy with and understanding of the Institute's culture;
11. the Chairman of Council may also need to be available at short notice in unforeseen circumstances;
12. relevant professional expertise and knowledge in matters relevant to successful operation of a large, diverse organization, e.g. commercial acumen, risk management, performance management;
13. interested in and empathetic towards current challenges;
14. experience of chairing meetings and bringing matters to a satisfactory conclusion;
15. awareness of the modern regulatory environment, so that legitimate scrutiny and accountability are respected and effectively discharged.

Period of Office/Nomination

A person appointed to chair the Council may normally already have served as a lay member of the Council **or** have a good knowledge of the Institute.

Roles and Responsibilities

1. There shall be a Chairman of Council to be elected by Council in consultation with the Founders.
2. The Chairman shall hold office for two (2) years but may be eligible for re-appointment for another term of one (1) year.
3. The Chairman shall preside at all meetings of Council.
4. In the absence of the Chairman from any meeting of Council, the members present shall elect one of the members to preside over the meeting.
5. S/He shall be furnished with copies of all management and Academic Board minutes extracts from all Council Sub-committee's meetings in addition to any publications of the Institute.
6. When the position of Chairman becomes vacant, the President shall inform the Founders.

He shall ensure that:

7. The proceedings of the governing body are conducted in as open a manner as possible.
8. There is an orderly succession of members of Council.
9. All members of the Council, when taking up office, are fully briefed on the terms of their appointment and made aware of the responsibilities placed on them for the proper governance of the Institute.
10. Opportunities for further development for all members of the Council are provided regularly in accordance with their individual needs, and that appropriate financial provision is made for support.

Statute 10: President

1. There shall be a President of the Institute who shall be appointed by Council upon the recommendation of the Founders in accordance with these statutes.
2. He shall be the Chief Executive Officer of the Institute.
3. The President shall report to Council.

4. The President shall in accordance with the statutes and the decisions of Council be responsible for organizing and conducting the academic, financial and the administrative business of the institute.
5. The President shall by the virtue of his office, be a member of Council, Convocation, Academic Board, Welfare Board and any other Committee of the Institute.
6. It shall be the right and duty of the President to advise the Council and the Academic Board on all matters affecting policy, finance, governance and administration of the Institute.
7. S/He shall have unrestricted right of attendance and speech at all meetings of Council, Boards and Committees of the institute. Such speeches must first be discussed and agreed with the Founders.
8. The President shall, subject to the approval of Council, have the power to delegate any of the functions assigned to him by these Statutes to any Senior Member(s) of the Institute as he shall see to be appropriate;
9. The President shall be the Chief Public Relations Officer as well as the Chief Disciplinary Officer of the Institute.
10. The President shall be the Chair of the Institute's Management Committee.
11. The normal term of office of the President shall be four (4) years, and may be renewed for a further term of not more than 4 years.
12. The President may resign his office by a letter addressed to the Chairman of Council and OoF. Such notice must be given at least six months prior to the end of the academic year.
13. He shall have regular bi-monthly consultative meetings with the OoF.
14. In the event of any casual vacancy in the office of the President occurring by reason of resignation, incapacitation, death, or any other cause, the Chairman of Council shall appoint the Senior Vice President (to act as President until Council is able to make a formal appointment).

Powers and functions of the President

The powers and functions of the President of the Institute shall include the following:

1. Execute and administer policies formulated by Council within a framework to promote the function and development of the Institute;
2. Be responsible for the enforcement of the policies and regulations of the Institute, and for the operation and development of the Institute as a whole;
3. Advance the mission, vision and objectives of the Institute;

4. Promote and foster acceptance of the goals of the Institute by the Faculty, Staff, Students and the general public;
5. Oversee the development and sustenance of all programme of instruction, research and services suited to the needs of the Institute's stakeholders;
6. Oversee the selection and maintenance of a highly qualified instructional, research, administrative staff and faculty to receive reports on the same from the relevant Vice-Presidents, Officers of Faculties, Heads of Units, and Staff;
7. Review and approve recommendations of appointed committees with respect to the preparation of the annual academic budget and any special budget requests.
8. Develop a sound, efficient administrative and academic structure for the Institute such that all employees may be properly assigned and supervised;
9. Make such recommendations to Council on Faculty as may be deemed desirable for the best functioning and growth of the Institute and in harmony with its objectives;
10. Shall see to the preparation of the annual budget with the help and advice of the Vice-Presidents to present to Council for adoption. After the budget is adopted, the President shall ensure its implementation with the assistance of the Vice-President and Officer of Finance;
11. Ensure the regular preparation of financial and budgetary control statements for discussion by the management team and submission to the Finance Committee of Council;
12. Develop effective channels of communication among Faculty, Staff and Students of the Institute;
13. Plan for the regular dissemination of information about the Institute to the constituency, alumni, and the general public.
14. Prepare and present quarterly operational report to Council.
15. Oversee the preparation and submission of an annual report on the institute submitted to Council within six months after the end of each academic year for publication, taking into account reports from the various sections of the Institute.

Statute 11: Senior Vice President

There may be a Senior Vice President of the Institute who shall be appointed by Council upon the recommendation of the President and the Founders in accordance with these statutes.

He shall be the deputy to the President in all capacity.

Statute 12: Vice President Academic

There shall be a Vice President Academic of the Institute who shall be appointed by Council upon the recommendation of the President and the Founders in accordance with these statutes.

H/she is the Chief Academic/Compliance Officer of the Institute.

In the absence of the S/Vice President, the duties, responsibilities and powers of the S/Vice President shall be exercised by the Vice President Academic. The Vice President Academic works under the direction of the Senior Vice President.

The Vice President Academic, under the direction of the Senior Vice President, exercises the following responsibilities.

1. He may not be a voting member of Council;
2. The Vice President Academic shall relinquish any other positions such as - Head of Department, Officer, or any other statutory position previously held by him. As an interim arrangement, Council may, however, assign the Vice President Academic additional responsibilities;
3. In the event of any casual vacancy in the office of the Vice President Academic occurring by reason of resignation, incapacitation, death, or any other cause, the Chairman of Council, on the recommendation of the President, shall appoint the most senior Officer to act as Vice President Academic until the Council is able to make a formal appointment.
4. In the event of a temporary absence from campus, of the Vice President Academic, the most Senior Vice/Officer shall act for the Vice President Academic.
5. The Vice President Academic shall hold office for a term of two (2) academic years reckoned from the first day, following his appointment and may be eligible for re-appointment for another term of, not more than, two (2) years only. The maximum number of terms for any single Vice President Academic is two terms, to a maximum of six (6) years. The Vice President Academic may resign his office by letter addressed to the Chairman of Council through the President. Such notice must be given at least six months prior to the end of the academic year.

Duties and Responsibilities

1. Coordinate the Institute's instructional, research and public service programs, vis-à-vis conferences, workshops, academic journals, newsletters, and other publications, grant proposals and grants, local and international faculty affiliations, and similar research activities.
2. Develop and review academic policies, procedures, rules and regulations with input from faculty and the Academic Board.
3. Coordinate the development, implementation, assessment and modification of the Institute's instructional programs.
4. Coordinate the implementation of instructional delivery in classrooms/lecture halls, faculty performance and assessment, and faculty development.
5. Liaise with the Registrar for strategic planning of an effective long-range programmes for the Institute.
6. Review academic programmes and policies periodically to ensure academic standards.
7. Monitor the academic rules of the Institute, as the Institutional Compliance Officer, to ensure consistency with systems, policies and regulations.
8. Oversee academic planning, academic program review, and curriculum development.
9. Supervise budget preparation for the academic and academic-related programs, allocating and reallocating funds and resources to and from these programs.
10. Coordinate the Institute's instructional, research and public service programs, example organizing conferences, workshops, and handling DLIBT issues relating to academic journals, newsletters, and other publications.
11. Handle grant proposals and grants, local and international faculty affiliations, and similar research activities;
12. Review recommendations of component administrators with respect to academic rules and regulations;
13. Coordinate the development, implementation, assessment and modification of the Institute's instructional programs;
14. Coordinate the implementation of instructional delivery in classrooms, faculty performance and assessment, and faculty development;
15. Ensure that there are clear guidelines for the supervision of theses, submission of theses and the examination of theses thereof;

16. Coordinate with the Registrar for strategic planning of an effective long term direction for the Institute;
17. Administer personnel and budgets directly responsible to the office of the Vice President Academic.
18. Coordinate communications with appropriate external agencies regarding the Institute's academic programs.
19. Develop academic policies, procedures, rules and regulations with input from faculty and the Academic Board.
20. Monitor the academic rules of the Institute, as the institutional compliance officer, to ensure consistency with systems, policies and regulations.
21. Provide administrative oversight responsibility over the Admissions, Records and Examinations office.
22. Keep and provide accurate academic records on all students registered in the Institute and issue official transcripts and reports on such records when needed.
23. Be responsible for the preparation of student registration and admission materials.
24. Be responsible for the preparation of academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports.
25. Conduct Examination and registration of all students in the Institute.
26. Oversee the preparation of entrance test materials.
27. Prepare and publish the class and examination schedules.
28. Coordinate the release of results.
29. Administer faculty regulations relating to the removal of academic deficiencies and compliance with probation and re-admission requirements.
30. Ensure the organization of student's examination, compilation of marks and the declaration of results as well as proper records keeping.
31. Coordinate other administrative officers in the preparation of the institutional budgets and strategic plans.
32. Oversee all activities that deal with student academic life including course registration and management, examination and lecture schedules and implementation, examination results, transcripts, and other matters relating to students, in conjunction with the Officer of Students.
33. Oversee the enrolment of undergraduate, graduate, and research students meeting minimum entry requirements.
34. Implement a Total Quality Management programme for the assurance and compliance of all academic units to the Institute admission requirements.

35. Ensure that Institute's examination standards and requirements for the particular degree are adhered to.
36. Ensure that the Institute's administrative procedures assist students to complete their degree as expeditiously as possible.
37. The Officer may resign his position by a letter to the President through the Senior Vice President. Such notice must be given at least four (4) months prior to the end of the academic year.

Statute 13: Registrar

The Registrar is the Registrar of the Institute who shall be appointed by the president upon the recommendation of council chair. He shall be the Secretary to the Governing Council. The Registrar's Office is responsible, under the President, for the day-to-day administration and management of the Institute. The Registrar provides leadership across the Institute administration as a whole and ensuring that the Institute operates effectively within its legal frameworks and governance structure.

1. There shall be a Registrar who shall be appointed by, and act as a Secretary to Council. He shall be the Registrar of the Institute responsible to the President.
2. The Registrar's appointment shall be by tenure.
3. The Registrar shall be a Senior Member with a graduate degree and shall have experience in Institute, educational, business administration or other requisite experience and qualifications as Council shall deem sufficient.
4. The Registrar shall:
 - a. Act as Secretary to the Council, Academic Board, and, other Boards and Committees of the Institute;
 - b. be responsible for the general administration of the Institute, and provide guidance for the framework within which policies shall be made;
 - c. Be responsible for the custody of the Institute seal and for putting it on documents in accordance with the directions of Council;
 - d. Be responsible for the custody of all legal documents and records of the Institute.
 - e. Cause to be published in the Institute Bulletin and or Gazette at the end of each semester all policy decisions of Council, and Academic Board;
 - f. Have the right of audience in the meetings of all Institute bodies, whether he or she is a member or not;

- g. Except as otherwise provided in this Statutes, he or his representative shall serve as Secretary of all Boards and Committees of the Institute.
 - h. Delegate in writing to a Senior Member the performance of a function vested in the Registrar by this Statutes.
 - i. Ensure Officers, Heads, Officers and Chairpersons of Statutory Committees submit reports on the activities of their Faculties, Departments, Campuses, or Sections and Committees to the President for inclusion in the annual report.
 - j. Undertake any other duties assigned by the Council and Vice President or the President.
5. The Registrar may be relieved of his or her post by Council or by recommendation of the president or council chair on grounds of incapacity; persistent absence without justification; conviction of a criminal offence involving dishonesty, fraud or moral turpitude; or for gross misconduct.
 6. The Registrar may resign his or her office by writing to the Chairman of Council through the President
 7. When a vacancy occurs, or is about to occur in the office of the Registrar, a Search Committee shall be constituted by Council as follows:
 - a. Chairperson of the Committee to be appointed by Council, not necessarily from its membership;
 - b. Two members of Council;
 - c. One member of the Academic Board elected by the Academic Board;
 - d. A Registrar or a former Registrar of a recognized Institute.

The Search Committee shall advertise the vacancy.

The Search Committee after making such enquiries as it deems fit, including an interview, shall propose not more than three candidates to Council. The notification, application, selection and appointment processes shall commence at least six months before the expiration of the term of the incumbent.

Duties and Responsibilities of Registrar

a. General Administration

The Registrar shall support and advise the President on administrative, support services and other matters, as appropriate. The Registrar will manage general operations of the Institute, including preparation of reports, conduct analyses and provide appropriate internal controls;

1. Provide leadership and supervision on the daily operations of the Administration.
2. Develop new policies and reviewing of the existing to reflect the changing trends in Higher Education.
3. Organize Human Resources audit periodically and recruitment of new staff.
4. Review staff records on appointments, promotions, terminations, leaves of absence and salaries.
5. Supervise admission procedures for the intake of students into the Institute.
6. Ensure the effective running of faculty or committee conferences, meetings and similar activities.
7. Oversee Academic ceremonies: Matriculation, Graduation, orientation of freshmen as well as other academic functions.
8. Provide necessary information on students to Officers, lecturers and other school based bodies as required.
9. Oversee infrastructure development and facilities management.
10. Advise the President on Staff matters.
11. Oversee the Infrastructure development and facilities of the Institute.
12. Coordinate other administrative officers in the preparation of the institutional budgets and strategic plans;
13. Coordinate the physical plant operations, and planning, design, and construction of physical facilities of the Institute;
14. Coordinate the human resource programs of hiring and management of appointments, promotions, terminations, and all other employee matters, for all units of the Institute, as advised by Heads of Units and the Vice-President/President;
15. Coordinate the equal employment and employee relations programs;
16. Coordinate auxiliary operations, campuses, and service centers;
17. Coordinate safety and security programmes, vehicular and pedestrian traffic, and parking;
18. Coordinate media and computer support services;

19. Serve as a Liaison between the Institute & SRC.
20. Serve as a Liaison between the Institute & Alumni.
21. Serve as a Liaison between the Institute (International Students) and Immigration Service.

b. Student Affairs Administration

22. Coordinate the tracking of attendance and absences from school, reporting truancy or absentee problems according to school or education policy. Enhance student life and experience.
23. Oversee the production of Student ID Cards in collaboration with the Information Technology Services (ITS).
24. Ensure satisfactory arrangements are made for the guidance, assistance and supervision of students in relation to their academic work.
25. Ensure the availability of help and advice is made known to students who may seek it in connection with personal or academic difficulties and to be aware of the sources of such help and advice within the Institute.

c. Academic

26. Oversee the maintenance and provision of accurate academic records on all students registered in the Institute and issue official transcripts and reports on such records when needed.
27. Oversee the enrolment of undergraduate, graduate, and research students meeting minimum entry requirements;
28. Oversee the preparation of academic calendar, class schedules, time-tables, grade sheets and the distribution of semester reports.
29. Coordinate the release and publication of results.
30. Administer faculty regulations relating to the removal of academic deficiencies and compliance with probation and re-admission requirements.
31. Ensure the organization of student's examination and compilation of marks.

Statute 14: Librarian

There shall be an Institute Librarian who shall serve as the professional and administrative head of the Institute's Library system. S/He shall be appointed on such terms and conditions as Council may determine.

Duties and responsibilities of the Librarian

1. He shall report to the President.
2. He shall be responsible for the provision of adequate reading, listening, and viewing materials to support teaching, research, and extension functions of the Institute;
3. He shall ensure the maintenance of good environment for reading and learning in all libraries of the Institute;
4. He shall be responsible for the preparation and administration of library budget;
5. He shall be responsible for maintaining linkages with local and international organizations involved in library work;
6. He shall, in conjunction with the Library Committee, and subject to the approval of the Academic Board, formulate policies for the maximum development and utilization of all the libraries in the Institute;
7. He shall exercise professional and administrative supervision over the staff under him to ensure the efficient and effective functioning of the libraries in the Institute;
8. He shall perform any other function in relation to research and knowledge.
9. He may resign his office by letter addressed to the President. Such notice shall be given at least three months as stated in the appointment letter.

Statute 15: Officer of General Administration & Human Resource

1. There shall be an officer of General Administration & Human Resource who shall be responsible to the Registrar of the Institute.
2. The Officer of General Administration and Human Resource shall be appointed by the President on the recommendation of the Appointments and Promotions Committee.
3. The Officer of General Administration & Human Resource shall:
 - a. provide day-to-day leadership and management of staff in the department;

- b. institute, develop and administer various human resource policies, programmes and procedures for staff of the Institute;
- c. advise and support Management on all matters relating to strategic human resource management of the Institute;
- d. prepare and maintain handbooks for policies and procedures
- e. oversee recruitment process in close coordination with Heads of Departments;
- f. plan and ensure execution of staff orientation and career development training programmes;
- g. draw and maintain an effective succession plan;
- h. implement and maintain HR information systems and ensure effective records management and an effective Performance Management System;
- i. The Officer may resign his position by a letter to the President through the Vice-President (Administration). Such notice must be given as per the terms of letter of appointment.

Statute 16: Officer of Planning and Quality Assurance

1. There shall be established, in the President's office of the Institute, a Planning and Quality Assurance Unit. The Unit shall be headed by an officer who will be a Senior Member appointed by the President in consultation with the Academic Board;
2. The Planning and Quality Assurance Unit shall be responsible for total quality management including but not limited to strategic planning, management of quality assurance and the management of information systems of the Institute;
3. Without prejudice to the generality of the functions hereby assigned to the unit in clause (b) above, the unit shall in consultation with Officers, Heads of Department and the Institute Administration; Coordinate the activities of the Institute, Faculties and Department regarding the preparation, implementation, monitoring and evaluation of strategic planning , as well as quality service delivery in respect of teaching, research, administration and other services in order to ensure that the Institute attains academic and service excellence;
4. Prepare and maintain an up-to date data base on the staff and students as well as basic statistics on the Institute;

5. Collate and submit information on all departments (teaching, administrative and supporting units) of the Institute to management;
6. Collate information on all teaching departments of the Institute to external quality assurance bodies such as the National Accreditation Board (NAB) and the National Council for Tertiary Education (NCTE);
7. Monitor lecturing activities in the Institute;
8. Conduct Students' appraisal of Courses and Teaching;
9. Conduct evaluations and assessments to inform decision-making of management;
10. Ensure compliance with affiliation and statutory requirements/policies.
11. The Officer shall perform any other activities as shall be assigned by the Vice President.
12. Perform any other relevant functions as may be assigned to the Unit by the President.
13. The Officer may resign his position by a letter to the President through the Vice-President (Administration). Such notice must be given at least four months prior to the end of the academic year.

Statute 17: The Officer of Finance

1. The Council shall appoint an officer of Finance who shall, under the Vice-Chancellor, be responsible for the management of the finances of the Institute and who shall maintain the integrity of the finances of the Institute.
2. The Officer of Finance shall be appointed by the Council on the recommendation of its Appointments and Promotions Committee.
3. The Officer of Finance may resign from office by notice in writing to Council through the Registrar in accordance with the terms and conditions of his appointment.
4. The Council may also remove an officer of Finance from office for stated good cause, including in particular conduct that has compromised or threatened to compromise the financial integrity of the Institute.
5. The Officer of Finance may resign his office by letter addressed to the Chairman of Council through the President.

The Officer of Finance shall:

1. inform, update and advise the President on the finances of the Institute in a regular and timely manner;
2. prepare for the consideration of the Academic Board the statements, accounts and estimates required by the Council;
3. call for and receive moneys due to the Institute and make authorised payments on behalf of the Institute;
4. be responsible for the preparation of the annual budget of the Institute and shall present the same through the Academic Board to Council for review and approval;
5. ensure that the Institute books of accounts and records are kept in a manner and form required by the Council;
6. report to the Finance Committee a case of failure to maintain the financial and other records of the Institute in the form required by the Council;
7. prepare consolidated accounts of the units of the Institute;
8. afford every facility to both internal and external auditors in the performance of their functions;
9. advise on or source for funds for the Institute;
10. Discharge any other assignments that the Council or President shall deem necessary.

Statute 18: The Internal Auditor

There shall be an Internal Auditor of the Institute who shall be appointed by the Institute Council to serve as the Head of the Internal Audit Unit of the Institute on such terms and conditions as Council may determine. This office could be out sourced.

Duties and Responsibilities of the Internal Auditor

1. The Internal Auditor shall report to the Council.
2. He shall exercise professional and administrative supervision over the staff under him to ensure that the internal auditing system of the Institute is efficient and effective;
3. He shall evaluate and provide reasonable assurance that risk management, control, and governance systems are functioning as intended and will enable the Institute's objectives and goals to be met;

4. He shall report risk management issues and internal controls deficiencies identified directly to the audit committee and provide recommendations for improving the Institute's operations, in terms of both efficient and effective performance;
5. He shall keep abreast of Institute policies and procedures, current developments in accounting and auditing professions, and change in local, state, and federal laws, as applicable.
6. He shall ensure the maintenance of an adequate checks against fraud and misappropriation;
7. He shall ensure the verification of assets and liabilities at regular intervals;
8. He shall ensure the examination and constant scrutiny of all system of authorization of payment to ensure an adequate control of expenditure;
9. He shall be concerned with measuring and evaluating the continuous effectiveness of internal control system;
10. He shall guarantee that various policies as put in place by the management are strictly adhered to;
11. He shall review the accounting system and related internal controls; to ensure the highest possible standards of accuracy and efficiency;
12. He shall see to the examination of financial and operational information for management, including detailed testing of transactions and balances;
13. He shall guarantee the review of economy, efficiency and effectiveness of operations and the functioning of non-financial controls;
14. He shall review the implementation of Institute's polices, plans and procedures;
15. He shall develop long-range audit plan;
16. He shall follow-up on significant findings from previous audit;
17. He shall participate in manual and automated system design as an advisor on internal controls;
18. He shall investigate occurrences of fraud, embezzlement, theft, waste and recommends controls to prevent or detect such occurrences;
19. He shall provide monthly/quarterly reports to Vice President;
20. He shall coordinate activities of external auditors;
21. He shall facilitate Internal Audit Committee meeting;
22. The Internal Auditor shall, in accordance with these Statutes and in conformity with locally and internationally accepted standards and procedures, carry out periodic internal audit of the Institute, and shall submit reports thereof to the Finance Committee of the Council, through the President;

23. The Internal Auditor shall hold office for a term of four (4) years reckoned from the first day of the academic year following his appointment. He may, upon application by him, be eligible for re-appointment for another term of two (2) years only. No fixed term to be given. The Internal Auditor may resign his office by letter addressed to the Chairman of Council through the President.
24. This office may be outsourced.

Statute 19: Officer of Student Affairs

There shall be an Officer of Students Affairs who shall be appointed by President with the primarily responsible for the welfare of the Junior Members (students) of the Institute; He shall report to the Registrar.

Duties and Responsibilities of Officer of Student Affairs

He shall normally act in “loco parentis” for all Junior Members whilst they are in the Institute;

1. S/He shall liaise with the Registrar, Officers of Faculties, Hall Masters/Wardens, the Data Link Students Representative Council, and all other appropriate bodies in all matters affecting the welfare of Junior Members;
2. S/He shall ensure the usage of the Online Admission Application System and Admission of students in Consultation with Admissions Committee;
3. S/He shall liaise with Faculties, ITS and Management to organise Matriculation ceremonies and issuance of Identity Cards to Students and Staff;
4. S/He shall lead the processing of student data and management for the Records department;
5. S/He shall assist in the processing of academic transcripts, attestation and introduction letters, etc. for students on request;
6. S/He shall assist in the Preparing, keeping and releasing of Certificates to Graduates;
7. He shall liaise with Student Representative Council (SRC) and Alumni to promote the Institute;
8. He shall ensure that the welfare of all international and local students are adequately provided for;
9. He shall provide detailed information on policies and academic regulations to students and Management;

10. He shall verify, process and approve documents related to admissions, registration and student matters;
11. He shall coordinate activities related to admissions, registration and graduation;
12. He shall inform students and resolves problems in relation to their records;
13. He shall participate in the organization of admissions and registration;
14. He shall prepare, examine and verify admissions and registration session files;
15. He shall complete and approve forms concerning course or program changes, interdepartmental or inter-Institute registration, and residency and internship programs;
16. He shall assist academic advisors in relation to matters such as equivalencies and recognition of courses from other institutions;
17. He shall coordinate and schedule student interviews;
18. He shall assist in the implementation of academic regulations and deadlines of DLIBT;
19. He shall coordinate application process for awards, scholarships and fellowships;
20. He shall distribute application forms and provides information on procedures;
21. The Assistant Registrar (Students Affairs and Admissions) shall verify that student files are complete and, as required, ensures necessary linkage with admissions process;
22. He shall provide explanations related to academic regulations, student records, programs and calendars;
23. He shall participate in student enrolment in courses, compiles information, verifies and updates timetables and calendar entries;
24. He shall maintain detailed records of courses, calendars, programs, students and graduates;
25. He shall organize specific operations with regard to the start of the semester, student loan applications, course and residency evaluation, and exam scheduling and invigilation;
26. He shall assist in the preparation of timetables and schedule room bookings;
27. He shall ensure that tuition fees and other student fees are properly assessed;
28. He shall verify results of language/ matured students' tests and informs students of course of action in case of failure; follows up on these cases;
29. He shall identify and verify files of graduating students;
30. Prepares documents for convocation, attends and assists with this event;
31. Maintains up-to-date knowledge of current policies, procedures and regulations.

32. The Assistant Registrar (Students Affairs) may resign his office by letter addressed to the Registrar giving a two (2) months' notice.

Statute 20: Officer of Information Technology Service

1. There shall be an Officer of Information Technology Service, and appointed by the President on the recommendation of the Appointment and Promotion Committee. The Officer shall be the Team Lead on Information Technology policy and practices, and has the direct responsibility for managing the department of Information Technology Services.
2. The Officer of Information Service shall report to the President.\
3. The Officer of Information Technology Service has responsibility for ensuring the acquisition, application and integration of information technology systems and services that support the academic and administrative strategies of the Institute.
4. The Officer of Information Technology Service shall:
 - a. Develop and implement a strategic plan for the Unit that supports the strategic plan for the Institute, as well as the academic and administrative needs of the Institute, including computers, telecommunications and appropriate budget and staffing needs.
 - b. Manage all technology staff and oversee equipment and services, including classroom technology, audio/visual recording, online exam administration, web-based services and training.
 - c. Address concerns of faculty, students, staff and administrators in the Institute on the planning and the developing of services to meet the short and long-term technology needs of the Institute.
 - d. Advise the Librarian in areas relating to information technology.
 - e. The Officer may resign his position by a letter to the President through the Vice-President (Administration). Such notice must be given at least four months prior to the end of the academic year.

Statute 21: Officer of Facilities and Estate Management

1. The Officer of Facilities and Estate Management shall be responsible for providing and maintaining the physical infrastructure, including, buildings, plant, machinery, utilities, roads, byways, grounds and gardens of the Institute,

whether owned, leased or otherwise controlled or possessed by the Institute, wherever situated.

2. The Officer shall head shall be accountable to the Registrar /President.
3. The Officer of Facilities and Estate Management shall be appointed by the President on the recommendation of the Appointment and Promotion Committee.
4. The Officer of Facilities and Estate Management may possess a graduate degree, which may have been licensed by the relevant Professional body in Ghana for architects, engineers, planners, quantity surveyors, or land economists. He/she should possess at least ten years' post qualification Professional experience.
5. The Officer may resign his position by a letter to the President through the Vice-President (Administration). Such notice must be given at least four months prior to the end of the academic year.

Statute 22: Officer (Institutional Advancement, Effectiveness & Public Relations)

There shall be an officer (Institutional Advancement, Effectiveness & Public Relations), who shall be appointed by Council on such terms and conditions as Council may determine. The Officer (Institutional Advancement, Effectiveness & Public Relations) shall report to the President and exercise the following responsibilities:

International Collaborations

The Office of International Collaborations shall:

1. Forge and maintain external relations essential to the Institute's business; promoting the Institute to external bodies and organizations and enhancing its reputation.
2. Facilitate international and cross-national collaborations and partnerships;
3. Provide expert counsel to the President, Vice President (Academic), and other Institute leaders in matters that are international in character;
4. Build relationships and partnership with foreign universities for student exchange and handle all matters involving staff and student visits and exchange programmes in collaboration with Officer of Institutional Advancement, Effectiveness and Public Relations;
5. Regularly update the database on the Institute collaborators or partners in respect of international academic programmes collaborations.

6. Perform any other relevant cooperative activities as may be necessary to enhance the Institute's international collaborations.

Primary Function

The Officer shall act as the spokesperson of the Institute in consultation with the President and the Registrar. He leads and directs all fundraising, development of alumni and parent relations of the Institute. The Officer shall be responsible for cultivating, coordinating and maintaining the Institute's relations with its publics, including the media. He shall forge new relationships to build Data Link Institute's visibility, impact, and financial resources. The Officer designs and implements a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

Duties and Responsibilities

1. Oversee all Institute functions and events including congregation, matriculations and inaugural lectures, receiving guests and visitors of the Institute and providing the necessary courtesies;
2. Regulate and control the putting up of notices, posters and banners around Campus;
3. Leads the overall fundraising strategy, including annual fundraising activities, planned gift activities, and capital campaigns as set forth by the Institute's strategic plan;
4. Coordinate the production of the Institute's publications.
5. Leads and develops a highly effective team of people who shall make successful and lasting contributions to the Institute's mission and strategic plan;
6. Actively engages with and manages a portfolio of prospects including personal cultivation, solicitation, closing of gifts and stewardship;
7. Supports the President in his advancement activities, managing engagement of prospects for major college priorities, providing research, and conferring on strategies;
8. Supports Council members and other leading volunteers in advancement activities, managing engagements of prospects for major priorities of the institute, providing research and conferring on strategies;
9. Maintains effective relationships with other Vice-Presidents and faculty leadership;
10. Maintain the relationship with the alumni and other stakeholders;

11. Ensures the effective planning and execution of advancement activities, both on and off campus;
12. Establishes policies with regards to effective and appropriate management of the Institute's advancement database;
13. Monitors and reports regularly to Management on the progress of development programs;
14. Develops and implements a stewardship program aimed at cultivating deeper ties with donors. Monitors and reports regularly on the progress of the Institute's development programs;
15. Cultivating, coordinating and maintaining the University's relations with its publics, including the media.
16. The Officer may resign his position by a letter to the President through the Vice-President (Administration). Such notice must be given at least four months prior to the end of the academic year.

Statute 23: Officer of Integrated Marketing and Communications

There shall be an officer in charge of Integrated Marketing and Communications who shall direct and manage the marketing and communication plan of the Institute as well as manage the. The officer shall be appointed by the Institute Appointments and Promotions Committee, and must be knowledgeable in the area of Marketing and Communication, with current experience of the competition, target population, and market trend.

Duties and Responsibilities

1. To promote the sales of the Institute's academic programmes and other services that will most benefit the Institute's target market, and to establish credibility through communication in a manner that will optimize the Institute's market share and savings, improve the Institute's efficiency, help achieve the Institute's mission and goals, and result in outstanding customer service;
2. The Officer's responsibilities involve supervision, marketing, profitability and sales, reporting, purchasing, resale pricing, inventory, service, maintenance, and other duties as requested by the Management Board;
3. The Officer shall develop and maintain a positive attitude and promote teamwork culture among the personnel of the Institute;
4. The Officer shall be responsible to uphold all Institute policies and ensure that all facilities and equipment meet local and applicable international regulations;

5. The Officer shall be instrumental in coordinating and assisting Heads of Department, Officers of Faculty, and all other unit heads, in developing annual marketing plans for their respective units;
6. He shall coordinate all advertising for the Institute and negotiate with electronic, print and other media representatives to ensure efficient cost-management for Institute advertising;
7. The Officer's responsibilities will also include regular reviews of marketing activities with the Management Board. These activities can include: sales call recap, market share report, sales analysis and strategy review reports, sales promotional efforts and upcoming promotional plans;
8. Produce Business and Marketing Plan;
9. The Officer may resign his position by a letter to the President through the Vice-President (Administration). Such notice must be given at least four months prior to the end of the academic year.

CHAPTER FOUR ORGANIZATIONAL STRUCTURE OF THE INSTITUTE

Statute 24: Academic Division

Data Link Institute of Business and Technology may have the following Academic entities:
Schools, Faculties, Departments, and Specialized Units

Statute 25: Specialized Units

General Considerations

In addition to the Academic Units, there may be other units rendering technical or professional services in support of the overall functions of the Institute. The terms and conditions of service of staff of specialized units, designated as revenue-generating establishments, shall be defined from time to time when necessary under the statutes as determined by Council.

Consultancy Centre

1. There shall be established a Consultancy Centre for mainly revenue generation.
2. The Centre shall compete for consultancy services both within and outside Ghana.
3. The Centre shall coordinate and offer technical professional advice to other revenue generation entities of the Institute and in general offer administrative and academic support to the Institute as and when necessary or appropriate.
4. The Head of the Consultancy Centre shall be a senior member, or outsourced with a term of appointment and shall report to the President.

Centre for Collaboration, Professional and Pre-Degree Programmes (CAPP)

1. There shall be a centre for Collaboration, Professional and pre degree programmes whose sole objectives shall be;
2. To increase the total number of professional programmes in the Institute;
3. Promote DLIBT's image and presence through faculty and industrial collaborations;
4. Stay competitive and be the most preferred Institute in the Harbour city and beyond;

5. Become responsive to the needs of the community through community engagement and public service;
6. Initiate viable and vibrant collaborations and consultancy niche.

CHAPTER FIVE ADMINISTRATION OF THE INSTITUTE

Statute 26: Academic Board

There shall be an Academic Board of the Institute as provided for by these Statutes.

The membership of the Academic Board shall be as follows:

1. The President (Chairman)
2. The Senior Vice President / Vice President.
3. Registrar- Secretary
4. Librarian
5. Representative from the Affiliated Institute
6. Officers of Faculties/Schools/Institutes
7. Heads of Academic Departments
8. One member of Academic staff elected by Convocation.
9. Professors/Associate Professors including those on post-retirement contract
10. SRC in attendant

Powers and Functions of the Academic Board

Without prejudice to the generality of the powers of the Academic Board prescribed by these Statutes, the power and functions of the Academic Board shall be as follows:

1. To formulate and carry out the academic policies of the Institute and generally to regulate and approve the programme of studies and examinations held in the Institute.
2. To promote research within the Institute and request, at the end of every academic year, reports from Faculties, Departments on research being done;
3. To approve Internal and External Examiners on the recommendation of the Boards of Faculties, Schools and Departments concerned.
4. To suspend or remove examiners for negligence or inefficiency or other justifiable cause during their term of office and in the case of death, illness or resignation of an Examiner or in the case of his suspension or removal, to appoint a replacement.
5. To make regulations after receiving reports or proposals from the Board of Faculties, and Departments and other similar Boards relating to courses of study, degrees and other academic awards;

6. To approve, on the recommendation of the Faculty/Departmental Boards, the award of Degrees, Diplomas, Certificates, and other academic awards to persons who have pursued in the Institute programmes of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners;
7. To make reports and recommendations to Council, on any matter affecting the Institute and within the scope of policies approved by the Council, and to take such action(s) as it may deem necessary for the development, welfare and good governance of the Institute.
8. To recommend to Council the appointment of Professors including Honorary, Emeritus and Visiting Professors, Officers and Vice-Officers; Officers and Deputy Officers of Institutes and Heads of Department;
9. Subject to the formal approval of Council, to make appointment, re-appointments, acting appointments and promotions of Senior Members of the Institute;
10. To advise the Council on the appointment of academic staff, admission of students and the award of scholarships and bursaries;
11. The Academic Board may appoint such standing committees or other committees as it considers necessary and shall determine the composition and functions of the committees.
12. To make recommendations to Council on the establishment of new Faculties, the combination of existing Faculties, the abolition or change of the scope of any Faculty and the division of any College/Faculty into two or more Faculties;
13. To make recommendations to Council on the establishment or dissolution of Centers / Bureau and Departments;
14. To review annually, and after any enquiries which it may think fit to make, the academic organization and development of the Institute with special reference to the effectiveness of the Institute's work in relation to the provision of a Institute education responsive to the social, economic and technological needs of Ghana, and arising from such reviews, to report to Council;
15. To insist on the use of the National Accreditation Board's (NAB) Requirements as the prescribed entry requirements for the admission of persons to courses of study in the Institute;
16. To make regulations for the discipline of Junior Members of the Institute and to take such steps as it deems proper for controlling organizations of the student body;

17. To refer proposals on any matters to Convocation for consideration;
18. To exercise any other powers as are, or may be conferred on the Board;
19. To regulate the relationship between the Institute's College and associated institutions both nationally and internationally from the academic point of view.

Meetings of the Academic Board

1. The President shall convene an ordinary meeting of the Academic Board at least once in each semester, the first within six weeks of the commencement of the semester and another within the last six weeks of the semester.
2. A special meeting of the Academic Board shall be convened on the written request of at least two thirds of the total members of the Academic Board to the President with a statement of the matters to be discussed at the special meeting. In the event of such a request, the President shall convene a special meeting within five days of the request, specifying in the notice of the meeting the matters to be considered.
3. An emergency meeting of the Academic Board may be called by the President, or in his or her absence by the Vice President or the officer acting as President at any time by giving at least 12 hours' written notice to members and stating the emergency that has arisen and the business that shall be transacted in relation to the emergency.
4. The quorum for the transaction of the business of the Academic Board shall be half of the members.

Committees of Academic Board

1. There shall be such standing and ad hoc committees of the Academic Board as it shall determine from time to time.
2. The composition and functions of the committees of the Academic Board shall be as set out .
3. Each committee shall submit an annual report of its work to the Academic Board.

Statute 27: Convocation

There shall be Convocation of the Institute, which shall comprise of all categories of senior members. Convocation shall consist of the following members holding office in the Institute:

1. Council Chairman (Chairman)
2. President

3. Senior Vice /Vice-president
4. Registrar
5. Professors
6. Associated Professors
7. Officers
8. Deputy Registrars
9. Principal Assistant Registrars
10. Senior Lecturers
11. Senior Assistant Registrars
12. Lecturers
13. Assistant Registrars
14. Assistant Lecturers
15. Assistant Research Fellows
16. Junior Assistant Registrars and above
17. Any other person holding office in the Institute who is approved by the Academic Board for this purpose.

The Registrar shall be responsible for the maintenance of a register of members of convocation, which shall be published annually. The Registrar shall also serve as Secretary to Convocation.

Functions of Convocation

1. In addition to any other powers or functions granted by the Charter or these statutes to convocation, it shall be the function of convocation to express opinion on all matters affecting the Institute and to refer any matter to any Institute body for consideration;
2. Convocation shall appoint scrutinizers for any election the Academic Board may authorize;
3. Convocation shall receive an Annual report from the President on the state of the Institute;
4. Convocation shall elect representatives unto the Council of the Institute from among its members.

Meeting of Convocation

1. The Chairman of Convocation shall convene a regular meeting of convocation at least once each semester. At one of such meeting, the President shall present a report on the state of affairs of the Institute and its future plans.
2. The regular meeting of convocation shall take place at such time as the chairman shall determine.
3. Upon request in writing of not less than thirty members of convocation stating the purpose for which the meeting is to be called, the Chairman shall summon a special meeting of convocation. The notice summoning such a meeting shall specify the business to be considered.
4. No special meeting shall be called within three months of the last foregoing meeting if the purpose of the intended special meeting is the same or substantially the same as the last foregoing meeting.
5. If any question shall arise as to whether or not the purpose of the two meetings is the same or substantially the same, the decision of the Chairman thereon shall be final.
6. The quorum of convocation for the dispatch of business shall be not less than 50% of the total members.

Executive Committee of Convocation and its Composition

1. There shall be an Executive Committee of Convocation consisting of nine (9) members. The President of the Institute shall be the Chairman and the other members shall be elected by Convocation.
2. The Chairman of the Executive Committee of Convocation shall preside over all meetings of Convocation except where the Chairman of Executive Committee is absent. In his absence, The most senior ranking member shall be nominated.
3. Members of the Executive Committee of Convocation shall serve a term of one (1) year only. The maximum number of terms for any single Member of the Executive Committee of Convocation is one term. Elections shall be held not later than 15th July of the year preceding that in which the elected member is to begin his term of office.

Functions of Executive Committee of Convocation

1. The Executive Committee of Convocation shall be charged with the responsibility of protecting the interest of Convocation;
2. Without prejudice to the generality of the responsibility, the Executive Committee of Convocation shall fulfill the following specific functions:
 - a. to convene regular meetings of Convocation;
 - b. to ensure that decisions of Convocation are duly carried out or implemented;
 - c. to study all events of the Institute to ensure that matters of interest to Convocation are brought to its attention;
 - d. to safeguard the interests of individual members of Convocation; and to make proposals to Convocation for the improvement and proper functioning of the Institute;
3. The Chairman of the Executive Committee of convocation shall report to the council chair after every meeting.

Meetings of the Executive Committee of Convocation

1. The Executive Committee of Convocation shall meet at least once each semester;
2. The Registrar shall be the Secretary of the Executive Committee of Convocation;
3. Rules for the Executive Committee of Convocation shall be determined by Convocation.
4. The quorum for meetings of the Executive Committee of Convocation shall be four members including the Chairperson and/or the Secretary.

Elections of Convocation

The procedures for electing Executive Committee of Convocation members, Convocation representatives on Council and Academic Board are stipulated in Schedule F of these Statutes.

Statute 28: Faculties/Schools

There shall be in the Institute such Faculties and other academic units as the Governing Council will, on the recommendation of the Academic Board, establish.

The internal organization of the Institute into Faculties shall be in accordance with these Statutes.

1. Each Faculty/School shall be headed by an officer who shall be appointed by the Council on such terms and conditions as the Council may determine;
2. In the absence of the Officer, the most Senior Head of Department in terms of status shall act as Officer;
3. No person, while holding office as Officer, shall also be an officer of an Institute, Head of Department, or any other statutory position in the Institute;
4. An officer shall hold office for a period of two (2) years and shall be eligible, upon completion of his term of office, for reappointment for another term of one (1) year only;
5. If an officer is absent continuously for a period of one semester, he shall vacate the position and a new Officer shall be appointed except otherwise decided by the Council;
6. An officer may resign his office by letter addressed to the President through the Vice-President such notice must be given at least four months prior to the end of the academic year.

Statute 29: Faculty/School Boards

There shall be in each Faculty/School, a Faculty/School Board whose membership shall consist of the following:

1. The Officer of the Faculty/School as Chairman;
2. Heads of Department of the Faculty/School;
3. All Professors of the Faculty/School;
4. All Academic Board members of the Faculty/School;
5. One representative from each cognate Faculty appointed by the Officer of such cognate Faculty/School;
6. Librarian of the Faculty/School;
7. One other member of each Faculty/School elected by its Academic Senior Members;

8. One (1) student representative who is elected by the students of the Faculty/School;
9. The Secretary, the Faculty Officer, shall be appointed by the Registrar;
10. The Accountant of the Faculty/School shall be in attendance.

The term of office of the elected members shall be two (2) years, but they may be eligible for re-election for another term of one (1) year only and not part thereof;

1. Each Faculty Board shall meet at least twice each semester. Emergency meetings of a Faculty Board may be called by the Officer any time, by giving at least, a 24-hour notice to members;
2. A Special meeting of the Board shall be called by the Officer on the written request of, at least, one quarter (1/4) of the members of the Board submitted to him with a statement of the subject matter to be considered at that special meeting. The Officer shall then convene a special meeting of the Board within seven days of his receipt of the request;
3. The quorum for a meeting of a Faculty Board shall be one-half (1/2) of its total membership.

Powers and Functions of Faculty/School Boards

Subject to these Statutes, the Board of each Faculty/School shall have the following powers and functions:

1. To regulate, within the general policy approved by the Academic Board, all matters relating to the organization of education, teaching, research, and study of the courses assigned to the Faculty;
2. To deal with any matters referred or delegated to it by the Academic Board;
3. To recommend the provision of adequate facilities for instruction and research in the disciplines assigned to the Faculty;
4. To recommend Internal Examiners of the Faculty School for appointment by the Academic Board;
5. To liaise with External Examiners appointed by Institute (s) to which Data Link is affiliated;
6. To recommend to the Academic Board to suspend or remove Internal Examiners for negligence or inefficiency or for any other justifiable cause during their terms of office, and in the case of death, illness or resignation of an

Internal Examiner or in the case of his suspension or removal, to make new appointments;

7. To advise on regulations and syllabuses dealing with courses of study for degrees and other awards of the Faculty/School;
8. To consider and approve examination results and make recommendations to the Academic Board for the award of degrees (other than honorary degrees), diplomas, certificates, Institute fellowships, studentships and prizes within the Faculty/School;
9. To consider and administer the Faculty / School budget;
10. In collaboration with the Office of Admissions and Records, admit students;
11. To appoint such sub-committees as it may consider necessary for the discharge of its functions;
12. To deal with any other matters that may be referred or delegated to it by the Academic Board.

Statute 30: Power to Make Regulations

1. The Academic Board, Faculty Board, Convocation, and the Welfare Services Board may make regulations for their own procedures and for the exercise of their respective powers under these Statutes, subject to the approval of the Council and OoF.
2. The Academic Board, Faculty Board, Convocation or Welfare Service Board shall not make or ratify any regulations altering, revoking, or adding to its Regulations for the time being in force except at its ordinary meeting and provided that notice of the proposed regulations has been given on the agenda paper of such meeting.
3. Each Committee of the Academic Board and the Welfare Services Board may, from time to time, subject in each case to review by the Academic Board or the Welfare Services Board as the case may be, make regulations for its own procedures and for the exercise of the powers assigned to it by these Statutes or delegated to it by or under a regulation of the Academic Board, or the Welfare Services Board.
4. Each Committee of the Academic Board or the Welfare Services Board shall report to the Academic Board or the Welfare Services Board as the case may be at its next sitting any action or actions taken by it in accordance with its general

functions or any action specifically delegated to it by the Academic Board or the Welfare Services Board.

5. At the Institute Council, the Academic Board, Convocation and the Welfare Services Board shall, in providing, rectifying, making, altering or revoking regulations, observe the following conditions:
 - a. No regulation shall be repugnant to the laws of Ghana or the Statutes of the Institute currently in force.
 - b. No person shall be awarded a degree (other than an honorary and aggregate degrees), without the appropriate examinations or tests as laid down in the prescribed regulations.
6. If any doubt shall arise as to the validity of any regulation made by the Academic Board, the matter shall be referred to the Council and the Founders and their decision shall be final.

Statute 31: Officers of Faculties/Schools

A Faculty/School/College shall be headed by an officer who shall be appointed by the Council and shall hold office in accordance with the Statutes.

In the appointment of an officer, the President shall normally nominate two senior academic members of professorial rank to be voted on by the Faculty of the School. The name of the two persons with the highest number of votes shall be submitted to Council for consideration and appointment. Where there are no senior members of professorial rank, the President may nominate the two most senior members of the Faculty/School for appointment in acting capacity.

In consultation with the Academic Board, the President may through advertisement invite applicants to apply for the position. The Officer of a Faculty/School/College shall hold office for a term of three academic years and is eligible for re-election.

Powers and Functions of Officers

1. The Officer of a Faculty shall be responsible to the Vice-President (Academic) for providing leadership to the Faculty/School and maintaining and promoting the efficiency and good governance of the Faculty/School in accordance with policies and procedures prescribed by these Statutes or as may be determined from time to time by the Faculty Board, and or the Academic Board;
2. The Officer shall be the Chairman of the Faculty Board;

3. The Officer shall, in consultation with the Heads of Department, have the responsibility for the organization of postgraduate training as well as staff development in the Faculty/School;
4. He shall liaise with industry, professional institutions, associations and similar bodies and organize consultative meetings of Faculty/School members and industrial experts in the various professional fields within the Faculty/School;
5. He shall liaise with other Faculties and take responsibility for the organization of common courses;
6. He shall coordinate the work of the Departments within the Faculty/School;
7. He shall consult with, and be assisted by, the Heads of Department in the execution of his duties.

Statute 32: Departmental Committees

There shall be a Departmental Committee of each Department which shall:

1. Oversee the organization of courses of study, including syllabuses and the prescription of books.
2. Make appropriate recommendations to the Faculty Board for the development of courses.
3. Oversee the general organization of research within the Department.
4. Be responsible for recommending to the Faculty Board the appointment of an external examiner.
5. Consider examination results before they are placed before the Faculty/School Board.

Membership of a Departmental Committee:

1. The Head of Department, who shall be Chairman.
2. All full-time teaching members of the Academic staff of the Department.
3. Two student members elected by the students of the Department for a period of one academic year.
4. Part-time teaching members who may attend at the invitation of the Head of Department.
5. The quorum at Departmental Committee meeting shall be fifty percent (50%) plus one of the members of the Departmental Committee. The Departmental Committee shall hold at least two (2) meetings each semester.

Statute 33: The School of Graduate Studies

1. There shall be established a School of Graduate Studies which shall be headed by an officer / Officer, to be assisted by a Vice.
2. The Officer / Officer and the Vice shall be appointed by the Council on the recommendation of the Academic Board.
3. The Officer shall be of a Professorial rank (unless otherwise decided by the Governing Council) and shall have the status and Functions of an officer of Faculty.
4. The Officer shall hold office for a term of four (4) years and may be eligible for re-appointment for another term of four (4) years only and no more. The maximum number of terms for any Officer of the School of Graduate Studies is two terms, to the maximum total of eight (8) years as Officer of Graduate Studies.

The Board of Graduate Studies

There shall be established a Board of the School of Graduate Studies which shall be constituted as follows:

1. Officer of the School of Graduate Studies as Chairman
2. Officers of all Faculties
3. The Secretary to the School Board shall be the Registrar

The functions of the Board of the School of Graduate Studies shall be:

1. To give approval of candidature, supervisors, coursework, thesis topics, titles and synopses for higher qualifications based upon the recommendations from the Departmental Board;
2. To recommend the appointment of Internal Examiners in respect of written papers, dissertations or theses to the Academic Board based upon recommendations from the Departmental Boards;
3. To keep records of all graduate students;
4. To give provisional approval to graduate examination results upon recommendations from Departmental Boards;
5. To liaise with the Heads of Departments on matters relating to graduate studies in their various Departments;
6. To liaise with the International Programmes Office of the Institute, to establish and maintain links with graduate schools in other Universities or Institutions and

promote exchange of graduate students, faculty and staff engaged in graduate work between the Institute and other Institutions.

Executive Management Committee (EMC)

There shall be an Executive Management Committee who shall meet as the president directs. The EMC has the responsibility for directing the activities of the Institute, ensuring it is well run and delivering the outcomes for which it has been set up, they shall consider all matters forwarded to them by the unit leaders or the academic board

Composition:

1. The President (chairman)
2. Vice Presidents
3. Registrar
4. Finance Officer
5. Representative of Office of the Founders

Terms of reference:

1. To exercise a coordinating role across the whole of the Institute's business.
2. To take such actions and make decisions as are necessary to implement the general policy established by the Council and Academic Board in the day to day administration of the Institute.
3. To monitor the activities of the organization to ensure they are keeping up with the founding principles, objects and values.
4. To receive presentations from the stewardship of members and discuss pertinent issues that may arise.
5. To discuss and approve human resource needs, Leave of absence, secondment, resignations, renewal of Contracts/appointments, upgrade of staff, request for scholarships / sponsorship and other human resource matters. To deliberate on any other matter the President deems fit to brought to the attention of members for discussion.

Founders have the right ask the EMC to reconsider any decision taken – especially if the Founders believe that decision is not in the best interest of the Institute

Institute's Management Committee (IMC)

There shall be Institute's Management Committee which shall meet regularly.

They shall deliberate on issues bordering the administration of the Institute and shall prompt the President and the Executive Management Committee (EMC) about their findings.

Composition

1. Librarian
2. Officer of Planning and Quality Assurance
3. Officer of Academic Affairs
4. Officer of Finance representative
5. Officer of Internal Audit
6. Officer of General Administration and Human Resource (Secretary).
7. Officer of Institutional Advancement, Effectiveness and Public Relations.
8. Officer of Facilities and Estate Management
9. Officer of Student Affairs.
10. Representatives of committees under the academic board

CHAPTER SIX

STUDENT AFFAIRS

Statute 34: Admission

Subject to these Statutes, the admission of students to the Institute is the exclusive responsibility of the Admissions Committee in collaboration with all sectors of the institute.

Statute 35: Matriculation

1. A person enrolling in the Institute for the first time shall matriculate.
2. A person shall not be matriculated into the Institute unless that person has passed an examination approved by the Institute, or has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.

Subject to these statutes, the Academic Board shall determine the manner of matriculation into the Institute.

Statute 36: Examinations

1. The Academic Board shall prescribe the Institute's regulations governing all examinations for degrees, diplomas and certificates;
2. The Academic Board may, if it sees fit, approve the examinations for any degree or any part thereof and for other purposes, programmes of studies and syllabuses submitted by any Faculty Board of the Institute.
3. There shall be in each Faculty/ School and Department an Examination Board in accordance with rules formulated by the Academic Board.
4. The Boards of Examiners for all prescribed examinations shall be approved by the Academic Board upon recommendations of the respective Faculty / School Boards or the Board of the School of Graduate Studies.
5. The Officer of Faculty/School shall be the Chairman of the Faculty Board of Examiners.

Statute 37: Disciplinary Matters

It shall be the responsibility of the President, on the advice of, and in consultation with the Officer of Students, Hall Masters/ Warden and the Head of Department of the students concerned and subject to these Statutes and Regulations, to provide for the discipline of students of the Institute;

The President may delegate his authority, subject to such review procedures, as he considers appropriate;

Council or body responsible for the management of each Hall or Residential facility may be responsible for taking disciplinary action against the Student for any breach of discipline in the Hall provided that where the breach of discipline might result in dismissal or, is in the opinion of the Resident Hall Committee of Residential facility, a major breach of discipline the matter shall be referred to the Management Board for a decision. The Management Board decides on dismissal. All terminations of appointments shall be in accordance with the details in the letter of appointment.

Statute 38: Students' Representative Council (SRC)

The Students' Representative Council (SRC) shall be the official organ of the Junior Members of the Institute and shall be responsible for:

1. Promoting the general welfare and interests of students, coordinating the social, cultural, intellectual and recreational activities of the students in the Institute;
2. The presentation of the views of students of the Institute to the appropriate body or bodies;
3. Establishing links and maintaining cordial relationship with students of other universities, educational and voluntary institutions within and outside Ghana;
4. Subject to these Statutes, the nomination of student representatives to serve on appropriate Academic Committees and Ad-Hoc Committees to probe or manage the affairs of the students of the Institute.
5. Publishing a record of students' activities.
6. The Constitution of the SRC shall be formulated with the involvement of two representatives of the Institute (Officer of Student Services or his/her representative and the Officer of Quality Assurance or his/her representative).
7. SRC shall channel all suggested amendments to the President via the Officer of Student Services.

The membership of the SRC shall consist of:

1. The President;
2. The Vice President;
3. The General Secretary;
4. The Financial Secretary;
5. The Social Secretary
6. The Treasurer;
7. Chaplain.
8. The Women's Commissioner
9. The Editor

The quorum for the transaction of business of the SRC shall be fifty percent (50%) plus one of the memberships including the President or the General Secretary.

Students may establish Societies/Clubs subject for the approval of the Academic Board.

For a student to stand for election to any of the Executive positions in the Institute he should be cleared by the Registrar of being in a good financial and academic standing, having a minimum of 2nd class upper division at the time of seeking election.

Statute 39: Alumni of the Institute

There shall be an Alumni Association of the Institute representing the past students of the Institute.

1. Any past students of the Institute shall be eligible for membership of the Association
2. The Association shall have power to make its own provisional regulations relating to the running of the association but shall liaise with Council of DLIBT through the Management of the Institute for formal approval.
3. The Officer of Finance of DLIBT or his/her representative shall be mandatory signatory to the Accounts of the Alumni.
4. The Association shall submit to the Institute a yearly budget detailing the activities it shall undertake during the year.

5. One representative of the Alumni shall be elected by members to serve on the Governing Council for a one-year term only. Thereafter, the Alumni shall elect on yearly basis, new representatives to Council. No same person shall be the Alumni representative on council within six (6) years period of him being a member of council.
6. The Alumni President shall report to the Registrar.
7. The Officer of student Affairs shall sit in all alumni meetings but shall not be a voting member.
8. Alumni constitution must be approved by council.

CHAPTER SEVEN

STAFF MATTERS

Statute 40: Staff Categorization

Employees of the Institute shall be categorized by appointment into: Senior Members, Senior Staff and Junior Staff.

Senior Members shall consist of are:

1. **The Academic Staff of the Institute:** The President, the Vice Presidents, Professors, Senior Lecturers, Lecturers, Research Fellows, Assistant Lecturers, and any other faculty position that may be approved by the Academic Board;
 - a. The Librarian and such members of the Library staff as may be designated by the Academic Board; and
 - b. Senior Administrative staff of a rank not below Assistant Registrar and its equivalents or above, who are appointed as such by Council.
2. **Senior Staff** shall include all Administrative staff members of the Institute holding office not below Senior Administrative Assistant, and shall hold a minimum of master's degree or their equivalents and are appointed as such by Council.
3. **Junior Staff** shall consist of all other employees of the Institute who are below the rank of Administrative Assistant and have qualifications lower than masters or their equivalents and are appointed as such by the Institute.

The Council shall, by Regulations, approve job titles, specifications, descriptions and staff establishment from time to time, on the advice of the Academic Board.

Statute 41: Appointments by the President

1. The President shall be the appointing authority of all employees of the Institute other than the Senior Members. The procedures for such appointments shall be as specified in Schedule D of these Statutes;
2. The Conditions of Service of Staff of the Institute employed in accordance with clauses (a) and (b) of this statute shall be determined by the Governing Council;
3. The staff so employed shall be provided with a copy of the conditions of Service pertaining to his employment at the time of his appointment.

Statute 42: Appointments and Promotions

Subject to the Statutes, appointments to Senior Member positions shall be the responsibility of the President through the Appointments and Promotions Committee in accordance with procedures set out in Schedule D of these statutes. All the appointments made on its behalf shall be reported to Council which shall have the power to review them.

1. Subject to the Statutes, appointments made by the President shall be in accordance with any unified conditions of service or Collective Bargaining that may be in existence between the employer (Council) and the employees.
2. There shall be separate criteria for appointments and promotions of Academic and Administrative Staff as defined in Schedule D of these Statutes.
3. Appointment of expatriate employees shall be on local terms.
4. Appointments and duties of the Academic and Administrative Staff.
5. The President shall assign a member of the Academic or Administrative staff to a Faculty, the Library or to the Administrative organization on the advice of the Appointments and Promotions Committee.
6. A member of the Academic staff shall hold office under the terms and conditions of these Statutes, any Regulation of Council and upon such further terms and conditions as may be specified in his/her letter of appointment.
7. The emoluments on which any Senior Member is appointed include the remuneration and payments for all services and duties performed and rendered within or on behalf of the Institute by the Senior Member.
8. The President may, from time to time, appoint part-time Lecturers on the recommendation of the Head of Department and may recommend the appointment of visiting Academic staff.
9. The Officer of a Centre, which is a constituent part of a Faculty shall be responsible to the Officer for the work of the Centre and shall co-operate with him in the co-ordination and development of the work of the Faculty.
10. The Officer of an entity which is not a constituent part of a Faculty shall be responsible to the President for the general organization and activities of the entity.
11. A member of the Academic staff who is a member of an academic department shall be responsible to the Head of Department and thereafter to the Officer and to the President.

12. A member of the Academic staff of an entity which is a constituent part of a Faculty shall be responsible to the Officer of the entity and thereafter to the Officer and to the President.
13. A member of the Library staff shall be responsible to the Librarian and thereafter to the President.
14. A member of the Administrative staff shall be responsible to the Head of Department concerned and thereafter to the President.
15. Each member of the Academic and Administrative staff shall be ultimately responsible through the President to Council.
16. A member of the Academic staff shall carry out such teaching, research, examining, invigilation and such other duties as may be determined by the Academic Board, Officer of the Faculty or Head of the Academic Department as the case may be, and shall also attend Faculty or Department Committee meetings.
17. Each Senior Member shall give to the work of the Department to which he is attached and to its extension and development and to the general interests of the Institute such time and labour as shall be considered sufficient by the President or the Head of Department.
18. Private work and consultancy services may be allowed provided that:
 - a. There is no conflict between the private interests of a Senior Member and his official duties;
 - b. The Senior Member has obtained written permission of the President through the Head of Department before engaging in private work;
 - c. Where an abuse of this facility is proved, the President shall take appropriate disciplinary action, including possible barring of the Senior Member from the use of these facilities;
 - d. Whether the services referred to in the clause above are undertaken by individuals or groups, the Institute will determine the percentage which shall be paid to it.
19. Except where the President, in writing, may otherwise determine, every member of the Academic and Administrative staff shall reside within reasonable distance of the Institute to enable him to devote his full time and attention to the diligent performance of the duties required of him by the Institute.
20. Members of staff shall be expected to be at their place of work during all working hours.

21. No member of the Academic and Administrative staff shall engage in the conduct of any profession, trade or business which conflicts with his normal duties without the written permission of the President.
22. No member of the Academic staff may undertake academic duties outside his own Faculty, Department etc., without the President's express written consent.
23. No member of the Academic and Administrative staff may leave the country without permission from the President.
24. Council may make Regulations with respect to the terms, conditions of service and manner of appointment of the members of the Academic and Administrative staff and may from time to time vary or revoke any such Regulations.
25. No appointment shall be made to any vacant post in the institute unless the vacancy for that post has been publicly advertised for a reasonable period in such a manner as the Council may determine.
26. A Senior Member wishing to have his appointment renewed shall notify the Chief Administrative Officer in writing at least three months before the expiry of his contract.
27. Every appointment or offer of appointment to a person who is not a citizen of Ghana is subject to his obtaining a residence and work permit. Should the residence permit be refused or withdrawn, the appointment shall lapse.
28. Except as may otherwise be provided in special cases by Council, a Senior Member appointed to a full time post in the Institute on a renewable contract, or till retirement, shall retire from his appointment and all other offices held by him in the Institute by virtue of his appointment at the end of the academic year in which he attains the compulsory retiring age of sixty (60) years.
29. Except as may be otherwise provided by Council, a Senior Member may resign his appointment and may thereby terminate his engagement with the Institute on giving, in writing under his signature to the President, at least three calendar months' notice. As far as possible the effective date of resignation should be at the end of the academic year.
30. Council may terminate the appointment of any Senior Member of the Institute by giving notice of termination as specified in the appointment letter.
31. Where a person appeals against a notice of termination of his appointment, Council shall consider the appeal at least one month before the date on which

the termination is supposed to take effect and Council's decision guided by their appointment letter shall be final.

Statute 43: Conditions of Service

1. In the absence of a Collective Bargaining Agreement over conditions and terms of employment between the Institute and any particular category of staff these Statutes in as much as they cover terms and conditions of staff employment shall apply to all categories of staff mutatis mutandis.
2. Officers and Head of Departments shall once in the academic year review and appraise the performance of all staff who have participated in the work of their school/ faculties and departments and submit appropriate reports to the Chief Administrative Officer. The Assessment report shall be copied to the staff concerned.

A recognized staff union may exercise the right to resort to industrial action if, and only if, the processes laid down by law have been exhausted. The right to embark on Industrial action shall be exercised: -

- a. In a peaceful manner, in a responsible way and in accordance with the Ghana Labour Act 2003, (Act 651).
- b. Subject to respect for the rights and freedom of others and for the public interest, and shall not infringe on the rights of others to carry on with their lawful activities.
- c. No staff or students shall be threatened or placed under any form of duress to join any strike.
- d. There shall be no pay during the period of strike.

Statute 44: Resignation, Retirement and Termination of Appointment of Senior Members

1. Except as may otherwise be provided by Council a member may resign his appointment and thereby terminate his employment with the Institute on giving, in writing under his signature to the President notice of the number of months contained in his/her appointment letter or refunds to the Institute in lieu of notice a total amount covering the number of months he/she is expected to give notice.
2. Except as may otherwise be provided in special cases by Council, a Senior Member appointed to a full-time post in the Institute or on a renewable contract shall retire from his appointment and all other statutory offices held by him in the Institute by virtue of his appointment at the end of the academic year in which he attains the compulsory retirement age of sixty (60) years. For the

purpose of this clause, the academic year is presumed to end on the 30th day of June.

3. President or OoF may terminate the appointment of any Senior member by giving him notice or (as inscribed in his appointment letter) in written or default, pay to him salary less allowances in lieu of notice.
4. Where a person appeals against a notice of termination of his appointment, Council shall consider the appeal within one (1) months and the Council's decision thereon shall be final.

Statute 45: Common Retirement Date

All categories of staff shall retire at the end of the academic year to which they attain the compulsory retiring age of sixty (60) years and if of the rank of a Senior Lecturer thereafter may be offered a contract appointment renewable yearly subject to the approval of the Appointments and Promotion Committee.

Statute 46: Retirement on Medical Grounds

1. Where it appears that the removal of a member of the academic staff be on medical grounds would be justified, the President or any officer on his behalf:
 - a. Shall inform the member accordingly; and
 - b. Shall notify the member to indicate his/her consent.
2. If the member does not consent, the President shall refer the case in confidence, with any supporting medical and other evidence (including any medical evidence submitted by the member), to a Board comprising one medically qualified person nominated by the nominee and Council.
3. The Board may require the member concerned to undergo medical examination at the Institute's expenses.
4. If the Board determines that the member shall be required to retire on medical grounds, the Board shall direct the President to terminate the employment of the member concerned on those medical grounds.

Statute 47: Staff Discipline

1. The President shall be responsible for the discipline of Senior Members, Senior and junior staff within the Institute and in this connection, shall act in accordance with rules formulated by Council or the Collective Bargaining Agreement, if any.
2. The Office of the Founder have the power to discipline any staff in consultation with _____ the _____ President.

3. The President may refer the matter to a Committee to advise him on the exercise of his disciplinary authority.

Statute 48: Discipline of Senior Members

1. In furtherance of the President disciplinary authority, disciplinary proceedings may be instituted against Senior Members in compliance with the provisions that follow.
2. A Senior Member against whom disciplinary proceedings are instituted shall be informed in writing of the complaint or charges against him or her.
3. The President shall refer the complaint or charges to the Disciplinary Committee (Senior Members) to investigate and to report its findings and recommendations as soon as practicable to the President. The Disciplinary Committee shall be at liberty to co-opt up to two members to assist it with its work.

In the course of investigation proceedings, a Senior Member under investigation shall have the right to:

1. Be present when any complainant or witness is being interviewed by the Disciplinary Committee.
2. Ask such person any question as is relevant to the matters under investigation.
3. Inspect any document that will be tendered and comment on or object to it.
4. Bring and examine a witness.
5. Tender any document or evidence.
6. Make any submission or statement in support of one's case.

Upon receipt of the report of the Disciplinary Committee, the President, if satisfied that a case has been made for a Senior Member to be disciplined, may require the Senior Member concerned to show cause why he or she should not be disciplined. The hearing to show cause shall be presided over by the President or the Vice- President only. A decision by the President may be appealed against to Council or OoF, whose decision in the matter shall be final.

Statute 49: Discipline of Junior Members

Without prejudice to the Institute's right to take appropriate legal measures as it deems necessary or to lodge a criminal complaint culminating in the prosecution of any person, the following shall be major offences which shall attract the dismissal of a Junior Member:

1. Gaining admission into the Institute or a Hall of Residence or Hostel through falsified records, fraud, deceit or impersonation.
2. Examination malpractice.
3. Any individual or collective action which threatens to disrupt or disrupts the academic and/or normal life on campus or which brings the Institute into disrepute.

It shall be the responsibility of the President in consultation with the relevant Officer of Faculty or School, and Head of Department and the Head of Students' Affairs and subject to the Statutes and regulations to provide for the discipline of Junior Members of the Institute.

The Office of the Founders may delegate his or her authority, subject to such review procedures, as shall seem appropriate. In furtherance of the foregoing,

1. Each school shall be responsible for recommending to the President the necessary disciplinary action against a Junior Member of such school for any breach that might result in dismissal.
2. Where a breach other than those stated under 42(3) below might result in dismissal, such matter shall be referred to the President who shall refer same to the Academic Board for decision. The person concerned must be notified in writing of the grounds on which disciplinary action is being taken against him or her and must be given reasonable opportunity to defend himself or herself before a five-member Disciplinary Committee set up by the Academic Board.

Statute 50: Discipline and Penalties

1. The following are penalties that may be imposed for breaches of discipline on behalf of Council:
 - a. Reprimand
 - b. Warning
 - c. Deferment of increment, i.e. a postponement of date on which the next increment is due, with corresponding postponement in subsequent years.
 - d. Stoppage of increment, i.e. non-payment for a special period an increment is otherwise due.
 - e. Forfeiture of pay for a stated period.
 - f. Suspension for a stated period with or without pay.
 - g. Reduction in rank or grade.

- h. Termination of appointment.
 - i. Summary dismissal.
- 2. For the purpose of these statutes, penalties (g), (h) and (i) shall be treated as major penalties which shall be imposed by only the President in consultation with the OoF.
- 3. Any person affected by any decisions of the President or the person or body to whom he has delegated authority shall have the right of appeal as prescribed by the rules and regulations made from time to time by the Institute in the absence of any Collective Bargaining Agreement.

Statute 51: Discipline of Staff

Any Senior Staff or Junior Staff may be removed from office for good cause by the President provided that:

- 1. The President shall be advised by, or shall consult with, the relevant Officer, if any, and/or Head of Department concerned to provide for the discipline of staff other than Senior Members.
- 2. The President may delegate his or her authority, subject to such review procedures as shall seem appropriate.

Statute 52: Disciplinary procedures

1. Minor offences/faults shall be dealt with summarily
2. Where the matter is a major offence but falls short of constituting a cause for dismissal the following procedure shall be used:

a. Stage 1 - Oral Warning

If conduct or performance does not meet acceptable standards the member of the academic staff will normally be given a formal oral warning. The member will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of the right of appeal under this clause. A brief note of the oral warning will be kept but it will be spent after 12 months, subject to satisfactory conduct and performance.

b. Stage 2 - Written Warning

If the offence is a serious one, or if further offence occurs after an oral warning, a written warning will be given to the member of the academic staff by the Head of Department or equivalent. This will give details of the complaint, the improvement required and the timescale. It will warn that a complaint may be made to the Secretary seeking the institution of charges to be heard by a Tribunal appointed, if there is no satisfactory improvement and will advise of the right of appeal. A copy of this written warning will be kept by the Head of Department or equivalent but it will be disregarded for disciplinary purposes after 2 years subject to satisfactory conduct and performance.

c. Stage 3 - Appeals

- i. A member of staff who wishes to appeal against a disciplinary warning shall inform the Secretary to the Disciplinary Committee within two weeks.
- ii. The relevant Vice President and two other Officers appointed by the President shall hear all such appeals and recommend to President for Council's final conclusion.
- iii. Offences that may form the basis for dismissal shall be in the Administrative Manual.

Statute 52: Composition of the Disciplinary Committee

The Disciplinary Committee shall be composed of;

1. The Vice President (Academic), and four members elected by Convocation, one of whom shall be the Officer of a Faculty, two other persons of Senior Member status and the Head of Department of the concerned / affected Senior Member.
2. The Secretary or his representative shall serve as Secretary of the Disciplinary Committee and the quorum for the transaction of business shall be four (4).
3. A person adversely affected by any decision of the President shall be entitled to appeal to Council against the Committee's decision within seven days after notification of the Committee's decision; Council's decision shall be final.
4. While such an appeal is pending, Council may, if it deems such an action appropriate, suspend the member from all Institute functions.

Statute 53: Preliminary Examination of Serious Disciplinary Matters

1. Where there has been no satisfactory improvement following a written warning, or in any other case where it is alleged that conduct or performance may constitute good cause for dismissal or removal from office, a complaint seeking the institution of charges to be heard by a Tribunal may be made to the Secretary who shall bring it to the attention of the President.
2. To enable the President to deal fairly with any complaint brought to his attention he shall institute such investigations or enquires (if any) as appear to him to be necessary.
3. He shall do that through a fact-finding Committee made up of at least (3) members of the Academic Board, one of whom shall belong to the academic status of the staff involved.
4. If it appears to the President that a complaint brought to his attention relates to conduct or performance which does not meet acceptable standards but for which no written warning has been given, or which relates to a particular alleged infringement of rules, regulations or by-laws for which a standard penalty is normally imposed in the Institute or within the Faculty, Department or other relevant area, or is trivial or invalid, he may dismiss it summarily, or decide not to proceed further.
5. Where the President proceeds further he shall write to the member of the academic staff concerned inviting comment in writing.

6. As soon as may be, following receipt of the comments (if any), the President shall consider the matter in the light of all the material then available.
7. In any case where the President has directed that a charge or charges be preferred, he shall request Council to appoint a Tribunal to hear the charge or charges and to determine whether the conduct or performance of the member of the academic staff concerned constitutes good cause for dismissal or otherwise constitutes a serious complaint relating to the member's appointment or employment.
8. Where Council had been requested to appoint a Tribunal, the Secretary or, if he is unable to act, another officer appointed by the President, shall take charge of the proceedings.
9. The Officer in charge of the proceedings shall formulate, or arrange for the formulation of, the charge or charges and shall present or arrange for presentation of, the charge or charges before the Tribunal.
10. A Tribunal appointed by Council shall comprise:
 - a. A Chairperson; and
 - b. One member of Council, not being a person employed by the Institute; and
 - c. One member of the academic staff nominated by the Academic Board.
 - d. One senior member appointed by Convocation but shall not be below the rank of the affected staff.
11. The charges for which the staff is invited shall be made known to him in writing at least two (2) weeks before the hearing of the charges.
12. The affected staff shall be allowed to appear before the Tribunal with a witness or counsel, provided the staff informs the Tribunal of his intention to do so at least forty-eight (48) hours before the hearing of the charges
13. The Tribunal shall send its decision on any charge referred to it (together with its findings of fact and the reasons for its decision regarding that charge and its recommendations, if any, as to the appropriate penalty) to the President and to each party to the proceedings.
14. The Tribunal shall draw attention to the period of time within which any appeal should be made in sending a copy of its decision to the party to proceedings.
15. If termination is by the terms of the appointment letter, then no appeals shall be entertained.

Statute 54: Appeals

The following shall be the procedures for hearing and determining appeals by members of the academic staff who are dismissed or under notice of dismissal or who are otherwise disciplined;

1. A member of the academic staff shall institute an appeal by serving on the Secretary within the time allowed, notice in writing setting out the grounds of the appeal.
2. The Secretary shall bring any notice of appeal received (and the date when it was served) to the attention of Council and shall inform the appellant that he has done so.
3. Where the notice of appeal was served on the Secretary outside the time allowed, the person appointed to hear it shall not permit the appeal to proceed unless he considers that justice and fairness so require in the circumstances of the case.
4. Where an appeal is instituted, Council shall appoint a person to hear that appeal.
5. Such a person or persons shall be persons not employed by the Institute holding, or having held, judicial office or being barristers or solicitors of at least ten year's standing.
6. The person appointed shall sit alone unless he considers justice and fairness will best be served by sitting with two other persons.
7. The person or persons hearing the appeal may allow or dismiss an appeal in whole or in part and may:
 - a. Remit an appeal from a decision to Council as the appropriate body for further consideration as the person or persons hearing the appeal may direct; or
 - b. Remit an appeal for rehearing by a differently constituted Tribunal; or
 - c. Remit an appeal from a decision of the appropriate Officer following the further consideration as the person or persons hearing the appeal may direct; or
 - d. Substitute any lesser alternative penalty that would have been open to the appropriate Officer following the finding by the tribunal which heard and pronounced upon the original charge or charges.
8. The person appointed shall send the reasoned decision, including any decision reached in the exercise of his powers on any appeal together with any findings of fact different from those arrived at by Council or by the Tribunal, as the case may be, to the President and to parties to the appeal.
9. The application of disciplinary sanctions to a senior or Members shall be the responsibility of a Disciplinary Committee who shall be appointed by the President.

10. The committee shall send their recommendations to the President who may apply the recommendation of the committee, if he so agrees or vary it.
11. The President shall be the Chief disciplinary officer of the Institute.

Statute 55: Grievances

Grievances are matters of concern relating to appointments or employment as they affect staff as individuals; or as they affect their personal dealings or relationships with other staff of the Institute.

1. It shall be the duty of the President or his representative to settle or redress individual grievances promptly, fairly and so far, as may be, within the Faculty, Department or other relevant area by method acceptable to all parties.
2. If other remedies within the Faculty/School, Department or other relevant area have been exhausted the member of the academic staff may raise the matter with the Head of Faculty/School, Department or other relevant area.
3. If the member of the academic staff is dissatisfied with the results of an approach or if the grievance directly concerns the Head of the Faculty/School, Department or other relevant area, the member may apply in writing to the President for redress of the grievance.
4. If it appears to the President that the matter has been finally determined or the grievance is trivial or invalid, he may dismiss it summarily, or take no action upon it. If it so appears to the President, he shall inform the member and the Grievance Committee accordingly.
5. If the President is satisfied that the subject matter of the grievance, it could properly be considered with (or forms the whole or any part of):
 - a. a complaint under disciplinary issue
 - b. a determination of medical issue
 - c. an appeal - he shall defer action upon it until the relevant complaint determination or appeal has been heard or the time of instituting it has passed and he shall notify the member and the Grievance Committee accordingly.
6. If the President does not reject the complaint or if he does not defer action upon it, he shall decide whether it would be appropriate, having regard to the interest of justice and fairness, and fairness, for him to seek to dispose of it informally. If he so decides, he shall notify the member and proceed accordingly.
7. If the grievance has not been disposed of informally, the President shall refer the matter to the Grievance Committee for consideration.

8. The Grievance Committee to be appointed by the Council shall comprise:
 - a. A chairperson;
 - b. One member of Council not being a person employed by the Institute; and
 - c. One member of the academic staff nominated by the Academic Board.
9. The procedure in connection with the consideration and determination of grievances shall be in such a way as to ensure that the aggrieved person and any person against whom the grievance lies shall have the right to be heard and at a hearing to be accompanied by a friend or representative.
10. The Committee shall inform Council whether the grievance is or is not well-founded and if it is well – founded the committee shall make such proposals for the redress of the grievance as it sees fit.
11. In all cases, the contract in the appointment letter shall be the final determining factor for termination of all appointments.

Statute 56: Grievances against the President

1. Grievances and complaints against or involving the President shall be filed directly with the Chairperson of Council who shall bring the matter to the attention of Council.
2. In a matter brought against or involving the President, Council shall follow the procedures outlined in sub-clause 9 to 11 above.
3. Where any of the parties is dissatisfied with the decision of the Grievance Committee, the party may avail him/herself of the appeal procedures.

CHAPTER EIGHT

MISCELLANEOUS

Statute 57: Institute Representation on External Bodies

1. The Registrar shall submit to the Academic Board annually, a list of external bodies and organizations on which the Institute is represented.
2. In consultation with the Academic Board, the President shall appoint Senior Members of the Institute to represent the Institute on those bodies and organizations.
3. Such representatives shall serve for two (2) terms only and shall not be eligible for reappointment upon the completion unless after four (4) years. A term shall be two (2) years unless otherwise stipulated by the body or organization concerned.
4. No Senior Member shall serve on more than one external body or organization at any particular time.
5. The Institute's representative on an external body shall submit a written report to the Management Board annually through the President.

Statute 58: Congregation

1. There shall be a Congregation of the Institute which shall be composed of:
 - a. Chairman of Council (chairman)
 - b. President
 - c. Members of the Governing Council
 - d. Members of Convocation
 - e. All graduates, Diplomats, and former students of the Institute
 - f. All other persons associated with Data Link Institute of Business and Technology deemed eligible by the Academic Board for membership.
 - g. Members of Convocation who have retired
 - h. All Faculty shall rob
2. Congregation shall be summoned by the President or Chairman of Council for the purpose of receiving reports on the Institute and witnessing the ceremony of awarding Degrees, Diplomas and Certificates of the Institute.

Statute 59: Regulations

1. The Council, the Academic Board and the standing committees respectively may make regulations for their own procedures and for the exercise of their respective powers and the performance of their functions under these Statutes.
2. The Academic Board shall not make or ratify a regulation amending or repealing the Regulations for the time being in force except at an ordinary meeting of the Academic Board and unless notice of the Amendment or repeal has been placed on the agenda paper for the meeting.
3. Regulations made by a standing committee or any other subordinate body of the Institute pursuant to subsection (1) above are subject to the approval of the Academic Board and shall not come into effect unless approved by the Academic Board through council.
4. Council and the Academic Board respectively shall in approving ratifying, making, amending or repealing Regulations, observe the conditions specified in subsections (5) to (8) below.
5. The regulations shall not be inconsistent with, or repugnant to, a provision of the Constitution of the Republic of Ghana or the statutes of the Institute.
6. A regulation shall not be held invalid by reason only of the fact that it confers on female members, physically challenged individuals or others duly identified by the benefits which are not extended to any other persons.
7. Where a question arises as to the validity under these Statutes of a Regulation made by the Academic Board or standing committee or any other body authorized to make regulations within the Institute, the decision of Council on that question is subject to the operation of clause (3) of Article 125 of the Constitution of the Republic of Ghana.
8. For the purposes of the section, 'Regulations' include bye-Laws.

Statute 60: Meetings

1. Unless otherwise provided by the Statutes or bye-Laws of the Institute, or the Regulations or the Schedules, the quorum for the transactions of the business of the Institute shall be not less than one-half (1/2) plus one of the total membership, or if such half is not a whole number, then the next higher whole number.
2. Where a committee cannot raise a quorum for three successive meetings, the Chairman shall request Council for a variation in its quorum.

3. A decision reached at a meeting of the Institute body shall not have effect unless it has the approval of at least a simple majority of the members present and voting at that meeting; and if there is an equality of votes, the person presiding at the meeting shall have a second or casting vote.
4. Subject to these Statutes, and to the Regulations, a question as to the procedures to be observed in respect of a matter arising at a meeting of the Institute body shall be determined by the person presiding at the meeting.
5. A matter not expressly covered in the Statutes or in the Regulations shall be determined by the President subject to ratification by Council.
6. Votes taken at all Institute meetings shall show those in favor, those against and the abstentions.

Statute 61: Residential Facilities

1. There shall be such number of Halls of Residence of the Institute and such other residential facilities as the Governing Council may determine. Halls of Residence shall be managed by Resident Hall Committees headed by Hall Masters/ Wardens.
2. Each Hall of Residence or other residential facility shall consist of such number of students and staff as the residence Committee may determine. Every Senior Member shall be assigned to a Hall of Residence as a Fellow.
3. Each Hall of Residence or other residential facility shall, where conditions permit, be managed, subject to these Statutes, by a Residence Hall Committee consisting of elected Fellows and student representatives of that Hall or facility.
4. The Residence Hall Committee shall be responsible for the management of each Hall or residential facility and shall be responsible for taking disciplinary action against any Junior Member with respect to breach of discipline of results in dismissal or is, in the opinion of the Residence Hall Committee, a major breach of discipline, the matter shall be referred to the President for his decision. Hall Masters/Wardens shall serve for a term of two (2) years, and may be eligible for re-appointment or re-election for another term of two (2) years only or as the President may decide.

Statute 62: Enactment of a Statute

A statute shall be enacted in the following ways:

1. If it is initiated by the Academic Board, it should be submitted through the President to the Governing Council for consideration and approval by OoF.
2. If it is initiated by the Governing Council the matter shall be referred to either an ad-hoc Committee of Council or the appropriate Sub-committee of Council for consideration and recommendation and approval by OoF.
3. If initiated by the Funders, the matter shall be discussed with the Council chair and the President and then be approved.
4. In each case, the following procedures shall be followed:
 - a. A draft of the proposed Statute may be circulated to the members of the Institute Governing Council and the Founders for at least fourteen (14) days for their comments.
 - b. The final approval shall then be enacted by the Founders in consultation with the Council Chairman.

Statute 63: Transitional Provisions

1. Any Senior Member of the Institute who immediately before the coming into force of these Statutes, held any statutory position with or without a fixed term shall continue to hold such office as if he were appointed under these Statutes.
2. Any person to whom clause a above applies who shall have already served more than one term upon the coming into force of these Statutes, shall be deemed to be in his final term of office. Where the person did not have a fixed term of office he would be deemed to be in his first term of office.

Statute 64: Miscellaneous Provisions

1. Unless as otherwise provided by these Statutes or the regulations adopted pursuant thereto, or the Schedules appended, the quorum for the transaction of business of any Institute body shall be not less than one-half (1/2) of the total membership of that body, or if such half is not a whole number, then the next higher whole number;

2. If any committee is unable to raise a quorum for two (2) successive meetings, the Chairman of that Committee shall report to the Executive Management communities for decision.
3. No decision reached at a meeting of any Institute body shall be valid unless it received the approval of not less than one-half (1/2) of the members present and voting at that meeting. If there is an equality of votes in respect of any decision reached in any meeting of any Institute body, the Chairman of the meeting shall have, in addition to his original vote, a casting vote;
4. Subject to such regulations as may be made under these Statutes in that behalf, any questions as to the procedure to be observed in respect of any matter arising at a meeting of any Institute Body shall be determined by the Chairman of such meeting;
5. Proceedings of Council, Academic Board, Welfare Services Board, Convocation and Statutory Boards and Committees and all other Committees of the Institute (and documents relating to them) shall be regarded as confidential and restrictive and shall neither be made available nor disclosed to non-members of those bodies or outsiders unless by the orders of Council or a Court of competent jurisdiction;
6. Program of Studies (graduate and undergraduate) pursued by a student of the Institute in an institution or a place approved by the Academic Board on the recommendation of the Faculty Board may, with the approval of the Academic Board, be deemed part of a qualifying scheme for a degree in the Institute provided that a candidate for the award of such a degree should have been registered in this Institute as a student for a minimum of two (2) academic years including the final year;
7. No decision of any Institute body shall be invalid by reason of the existence of any vacancy among its members;
8. Any matters not expressly covered in these Statutes or in any regulation of the Institute may, pursuant thereto, be determined by the President in consultation with Council and subject to the approval of the Office of the Founders.

SCHEDULE A

VOTING PROCEDURE

Subject to the Statutes, elections or voting on issues at the Institute Council shall proceed as follows:

1. The election/voting shall be by secret ballot.
2. The Secretary shall be the Returning Officer.
3. Every voter shall cast his vote by indicating or marking on the ballot paper the name of the candidate of his choice or his preference in relation to the issues at stake.
4. A ballot paper shall be invalid when:
 - a. No name or none of the issues is indicated or marked or
 - b. More than one name or issue is indicated or marked.
5. At the end of the voting;
 - a. The returning officer shall arrange the ballot papers (other than the invalid ones) in accordance with the votes recorded for each candidate or issue at stake.
 - b. The Returning Officer shall credit each candidate or issue at stake with the total number of votes received in favour thereof.
 - c. The candidate or issue at stake that receives the highest number of votes shall be declared the winner.
 - d. In the event of the first two candidates obtaining an equal number of votes in an election, a second ballot or a third ballot shall be held as may be necessary.
 - e. In the event of the third ballot failing to produce a clear winner, the Returning Officer shall nullify the election and make a report thereof to the President.
 - f. The Returning Officer shall then nullify the said election and call for fresh nominations for another election within two (2) weeks.

SCHEDULE B

STANDING COMMITTEES OF COUNCIL

COMMITTEES

The Chairman shall be a member of all committees and may delegate any person to represent him/her.

1. Executive Committee

a. Composition

- i. Chairman of Council or designated Council member
- ii. President
- iii. Faculty Representative on Council
- iv. Senior Vice /Vice President
- v. Founders or their Representatives
- vi. Member of Council (Female)
- vii. Member of Council (Male)
- viii. Officer of Planning and Quality Assurance
- ix. Officer of Finance
- x. Registrar - Secretary.

In Attendance:

- i. Institute Legal Advisor

The Registrar shall act as the Secretary

- b. **Quorum:** one-half (1/2) of its total membership including the Chairman.

c. Function

- i. To act on all matters referred to it by the Council and also act on behalf of the Council in emergencies or when necessary.
- ii. Decisions of the Committee shall be subject to ratification by the Council.

2. Finance and Development Committee (FDC)

a. Membership:

- i. A member of Council with Accounting or Finance background- Chairperson
- ii. One other Council Member
- iii. One members elected by Academic Board
- iv. President
- v. Registrar– Secretary

By invitation

- Officer of Finance

b. Terms of Reference

- To formulate the financial and physical development policies of the Institute.
- To consider and recommend annual estimates of Income & Expenditure to carry out functions of the Institute.
- Ensure the satisfactory and timely audit of accounts of the Institute.
- Review audit report and review the implementation of the report.
- Review the recurrent and capital expenditure of the Institute and make provision for replacement of capital equipment.
- Recommend for approval by Council the financial regulations of the Institute and amendments thereof.
- To review detailed plans presented by architects.
- To advise and supervise the expenditure of the Institute development funds.

3. Academic Policy and Strategic Committee (APSC)**a. Membership**

- President (Chairperson)
- Vice Presidents
- Two members of Council
- One Officers appointed by Academic Board
- Registrar– Secretary

b. Terms of Reference

- To advise on planning and development of the Institute academic priorities, financial considerations and building needs.
- To regularly review the strategic plan of the Institute and give directions to positioning and policy implications.
- To report to Council.

4. Administration, Legal and Grievance Committee (ALGC)

a. Membership

- i. Three Council Members one of whom shall be Chairperson.
- ii. A member of the Academic staff nominated by the Academic Board.
- iii. President
- iv. Registrar - Secretary

b. Terms of Reference

- i. To promptly settle or redress individual grievances as they affect staff as individuals by methods acceptable to all parties.
- ii. Consider matters referred to it by Council in respect to administrative and legal matters as well as grievances emanating from staff.

5. Appointments and Promotions Committee (APC)

a. Membership

- i. President (Chairperson)
- ii. Vice Presidents
- iii. Council member
- iv. Vice Presidents
- v. Two members of council appointed by the President
- vi. Registrar - Secretary

On invitation

- i. Officer of Finance
- ii. Officer of General Administration and Human Resource

b. Terms of Reference

- i. Declare vacant position to be filled
- ii. Recommend to Council the appointment of members of the academic, administrative, library and other staff.
- iii. Recommend, at its discretion, the retention of such staff beyond the age of retirement as may be necessary.
- iv. Recommend the extension or non-renewal of contracts of members of staff.
- v. Determine the status and entry point on the salary of all staff recommended for appointment.
- vi. Determine where appropriate the status and salary increments of the academic staff on acquisition of additional qualifications.
- vii. Carry out an annual review of all members of the academic and administrative staff and make such recommendations as may be necessary.
- viii. Review, from time to time, the terms and conditions of service of the academic and administrative staff and make such recommendations as may be necessary.
- ix. Delegate where necessary any of its functions to sub-committee or person or body.
- x. The Chairperson of Council shall have the power to approve appointments on behalf of Council and shall report thereon to Council at the earliest opportunity.

6. Institute Tender Committee (ITC)

a. Membership:

- i. Chairperson (Nominated by Council)
- ii. Registrar– Secretary
- iii. President
- iv. Vice Presidents
- v. 1 Member of Council
- vi. 1 Member of Academic Board
- vii. Office of the founders

In attendance:

- i. Office of the Founders
- ii. Institute Legal Advisor

On invitation:

Resource persons as may be required may attend the meeting but shall have no vote.

b. **Quorum:** Five

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

d. **Terms of Reference**

The Committee shall;

- i. Review procurement plans in order to ensure that they support the objectives and operations of the Institute, Faculty, Department or Entity;
- ii. Confirm the range of acceptable costs of items to be procured and match these with the available funds in the approved budget.
- iii. Review the schedules of procurement and specifications and also ensure that the procurement procedures to be followed are in strict conformity with the provisions of Act, its operating regulations and guidelines.
- iv. Facilitate contract administration and ensure compliance with all reporting requirements under the Act; and
- v. Ensure that stores and equipment are disposed in compliance when necessary.

SCHEDULE C
ACADEMIC BOARD

a. Membership

- i. President (Chairman)
- ii. Senior Vice /Vice Presidents
- iii. Vice President
- iv. All academic heads
- v. Registrar– Secretary
- vi. Officer of Academic Affairs
- vii. Librarian

Any member of staff may be co-opted to attend meetings but may not vote.

b. Terms of Reference

- i. To meet at least twice in a semester. Special meetings can be called based on matters referred to the Committee.
- ii. Shall report to council
- iii. To take such actions and make such decisions as may be necessary to implement the general policy established by the Academic Board, and to carry out such other functions as may from time to time be delegated to it by the Academic Board.
- iv. To take such actions and make decisions as are necessary to implement the general policy established by the Council and Academic Board.
- v. To receive from the Registrar annually, reports as to whether all Committees of the Academic Board have functioned properly throughout the year.
- vi. To carry out any other functions delegated to it by the Council and the Academic Board.
- vii. To report to the Academic Board and Council on actions or decisions taken on their behalf.
- viii. To advise the Academic Board on Institutes Scholarship policy and to award such Institutes Scholarships as may be approved from time to time.

1. Scholarships, Research, and Publications Committee (SRPC)

a. Membership

- a. The Vice President (Chairman)
- b. Other Vice Presidents
- c. All academic Officers
- d. The Librarian
- e. Registrar– Secretary
- f. One elected representative from each Faculty/School
- g. Editor of the Institute’s Journal

b. Terms of Reference

- i. To encourage scholarly research and publications by academic staff
- ii. Develop a research policy for the Institute
- iii. Recommend for funding proposals for research
- iv. Develop a scholarship policy
- v. Receive, appraise and recommend applications for scholarships
- vi. Administer the funds made available to the Committee by recognizing and rewarding merit to undertake undergraduate and postgraduate studies and by doing so to promote the Institute’s student recruitment activity in accordance with the strategy approved by the Academic Board.
- vii. To advise the Academic Board on Data Link scholarship and faculty education policies and to award the approved Data Link scholarship and sponsorship.
- viii. To determine general policy on research and publications and co-ordinate research activities in Data Link as a whole in order to respond to the needs of business and contribute to regional economic growth.
- ix. To advise on the allocation and disbursement of funds for research and to receive reports at periodic intervals on the expenditure of funds on the progress of prosecution of the research projects.
- x. To report annually to Academic Board on the work of the Committee.
- xi. To examine and take appropriate action on all applications for grants chargeable to Research and Conferences Fund.

2. General Services Committee (GSC)

a. Membership

- i. President (Chairman)
- ii. Officer, Physical Plant
- iii. 1 member elected by Academic Board
- iv. Registrar– Secretary
- v. 1 SRC Representative
- vi. Estate Manager
- vii. Internal Auditor

b. Terms of Reference

- i. To advise the Academic Board on institutional policies in relation to maintenance of physical infrastructure and inventory of stores, assets and properties of the Institute.
- ii. To monitor and evaluate the work of all entities performing the above duties and other municipal support services.
- iii. To perform other functions as the Academic Board may assign from time to time.

3. Students Affairs Committee (SAC)

a. Membership

- i. President (Chairman)
- ii. Registrar
- iii. 1 member elected by Academic Board
- iv. 1 member appointed by Schools/Faculties on yearly rotation from among their Senior Members.
- v. Officer of Students Affairs (Secretary)
- vi. 2 SRC Representatives

b. Terms of Reference

- i. To advise the Academic Board on student support services in the Institute.
- ii. To monitor and evaluate implementation of programme/activities and services instituted to promote student academic and social wellness in the Institute.

4. Appointments and Promotions Committee (APC)

I. Faculty Appointments and Promotions sub-committee

a. Membership

- i. President, Chairman
- ii. Registrar
- iii. Senior Vice / Vice President
- iv. Two Assessors and (their alternates) of professional rank elected by the Academic Board
- v. The Head of entity in which appointment is being made.
- vi. Officer of the Faculty in which appointment is being made
- vii. Officer of a cognate Faculty
- viii. One external assessor
- ix. Officer of General Administration and Human Resource (Secretary)

II. Administration Appointments and Promotions Sub-Committee

a. Membership

- i Vice-President (Administration), Chairman
- ii Librarian
- iii Officer of Finance
- iv Officer of Internal Auditor
- v Officer of General Administration and Human Resource – Secretary
- vi The Sub-Committee may co-opt any other members as appropriate to assist in its work, but who shall be non-voting members

b. Terms of Reference

To assess and make recommendation on the appointments and promotions of Professors, Associate Professors, Senior Lecturers, Lecturers and analogous staff, and make any other appointments that may be delegated by Council.

5. Disciplinary Committee (DC)

I. Faculty Disciplinary Committee (For Senior Members)

a. Membership

- i President–Chairman
- ii Senior Vice /Vice President
- iii Officers
- iv Officer of General Administration and Human Resource (Secretary)

II. Staff Disciplinary Committee (For Senior and Junior Staff)

a. Membership

- i President – Chairman
- ii Registrar
- iii Officer of General Administration and Human Resource (Secretary)
- iv Head of Department/Unit of affected staff

b. Terms of Reference

To impose disciplinary actions on a senior member or Senior and Junior Staff in accordance with the statutes.

6. Planning Quality Assurance and Accreditation Committee (PQAAC)

a. Membership

- i The President (Chairman)
- ii The Vice Presidents
- iii All Officers
- iv Officer of Institutional Advancement, Effectiveness and Public Relations
- v Officer of Planning and Quality Assurance
- vi Officer of Students Affairs
- vii Registrar– Secretary
- viii Officer of ITSS
- ix Librarian
- x 1 SRC Representative

b. Terms of Reference

- i To consider and approve new course proposals
- ii To give policy support for work of the Quality Assurance Unit
- iii To advise the Academic Board on implementation and updating of the Institutes learning and teaching strategy.
- iv To administer any funds which the Institute makes available for the support of teaching and curriculum development.
- v To provide a framework for greater emphasis on staff training
- vi To promote and encourage learning and teaching in the Institute
- vii To advise the Academic Board on all matters relating to teaching (including academic standards, admissions and academic practice) with particular regard to issues concerning resource.

7. Academic Resource Allocation Committee (ARAC)

a. Membership

- i President (Chairman)
- ii Vice Presidents
- iii One (1) Academic Board Representatives
- iv One (1) Officer (appointed in rotation)
- v Registrar– Registrar
- vi Librarian
- vii Officer of Academic Affairs

b. Terms of Reference

- i To advise the Academic Board on academic development/strategy.
- ii To determine annual tuition and other related fees charged by the Institute and to formulate policy on the application of such charges.
- iii To require from Officers reports on achievement of targets in teaching and research.
- iv To receive and consider academic and business plans from Officers.
- v To be responsible for the academic sector plan within the overall guidance and resources provided.
- vi To allocate the budget for each budget centre with the advice of the relevant Officer.

8. Library Committee (LC)

a. Membership

- i Vice Presidents
- ii Registrar
- iii One(1) Academic Board Representatives
- iv Officers (appointed in rotation of Faculties)
- v Librarian
- vi Officer of ITSS
- vii SRC Representative
- viii Officer of Academic Affairs

b. Terms of Reference

- i To be responsible to the Academic Resource Allocation Committee for the strategic development and expansion of facilities and resources of library services of the Institute on systematic basis in accordance with the requirements on the Institute's agreed academic and institutional plans and allocation of resources provided by the Academic Resource Allocation Committee.
- ii Formulate policies for management and monitor rules and regulations for proper and efficient use of the library.

9. Information Technology Committee (ITC)

a. Membership

- i President (Chairman)
- ii Registrar
- iii One(1) Academic Board Representatives
- iv Officers (appointed in rotation of Faculties)
- v Officer of Information Systems and Services (ITSS)
- vi Librarian
- vii Officer of General Administration and Human Resource – Secretary

In attendance

- i One(1) SRC Representative

b. Terms of Reference

- i To be responsible to the Academic Resource Allocation Committee for the formulation and implementation of appropriate policies and strategies for IT in the Institute agreed academic and institutional plans.
- ii The allocation of resources provided by the Academic Resource Allocation Committee.
- iii Ensure the efficient management of the IT services and the monitoring of performance, both in relation to budget and service provision.

10. Admissions Committee

a. Membership

- i The Vice President (Academic) or his representative – Chairman
- ii Officers of Faculties/Schools or their representatives
- iii Heads of Department
- iv Registrar
- v Officer of Academic Affairs– Secretary
- vi Officer of Student Affairs

b. Terms of Reference

- i Review the applications of applicants seeking admission to the Institute
- ii Determine the number of applicants to be offered admission to the various Faculties/Schools.
- iii Recommend successful applicants using the admission requirement determined by the Regulatory Authorities.
- iv Any other responsibility that the Academic Board may prescribe

c. Quorum: One –half (1/2) of members including the Executive Chairman.

SCHEDULE D

APPOINTMENT AND PROMOTION OF SENIOR MEMBERS

Section 1: General Procedure for the appointments may be announced by internal or external advertisement as appropriate.

Vacancies may be filled through the following:

1. Vacancies

- a. Secondment from other institutions under a scheme of staff exchange;
- b. Technical assistance;
- c. A recommendation to the President by the Officer of Officers as appropriate; or
- d. Application by individuals on their own initiative.

2. Appointment by Promotion

- a. Promotion shall normally proceed from one rank to the immediate next rank.
- b. The normal progression as stated in subsection 'A' a senior member of the Institute may apply at any time to be promoted to a rank for which that member feels qualified subject to vacancy and completion of probation, if any is required in the current appointment he is holding.

3. Submission of Application by Faculty

- a. Applications for appointment and for promotion indicating the position sought shall be made through the Registrar.
- b. The Registrar shall forward the application to the appropriate Officer or Head of Department / Entity within seven (7) days of receipt
- c. The application shall be referred to the Faculty Appointments Review Committee or the Administrative Appointments Review Committee as the case may be for consideration within one month. No application for appointment or promotion shall be withheld from the Committee's considerations.

- d. Assessment of applications for appointment and promotion of senior members shall be referred to Assessors outside the Institute.
- e. To conduct the necessary due diligence and references the appropriate Review Committee or External Assessors for each application/candidate shall propose. For appointment or promotion to the grade of Senior Lecturer and above as in other analogous category of staff, not less than two (2) External and one (1) Internal Assessors (if necessary) are required.
- f. The appropriate Review Committee shall consider all applications for appointments and promotions and shall forward the list of all applicants with its comments and recommendations to the Vice President (Academic) for further action.
- g. The Vice President shall request each External Assessor to comment on each application.
- h. The request for an assessment shall be accompanied by:
 - i. A copy of the candidate's curriculum vitae;
 - ii. Copies of the applicant's publications and other written work since last promotion / current Appointment and
 - iii. The criteria assessment of an application.
 - 1. An External Assessor shall be a person of standing in the applicant's field, normally of the status of Professor or equivalent but not employed or in any way connected with or associated with the candidate.
 - 2. All correspondence between the Vice President (Academic) and the external assessors' shall be copied to the Chairman of the Faculty, Appointment Review Committee and the Registrar.
 - 3. The Vice President (Academic) shall prepare the applicant's dossier to include the external assessors' reports and the reports and recommendations of the Faculty Appointments Review Committee for the President to submit it to Council's Appointment and Promotion Committee.
 - 4. In each case of promotion or appointment, the Vice President (Academic) shall provide the Appointments and Promotions Committee with the following;

- i. The approved establishment of the level;
- ii. The approved criteria for promotion;
- iii. The reports of the Faculty Promotions Sub-Committee;
- iv. The report of External Assessor in the case of promotions to Senior Lecturer, and Above;
- v. The report of the Internal Assessor (if any);
- vi. The salary scale of the position and the recommended step or entry point
- vii. Whether an application fails or passes, the Officer and Head of Department shall provide the applicant with the strength and weakness of the application.
- viii. Without prejudice to any other provisions in these guidelines, all Faculty/School Officers and Heads of Departments shall once a year, review/appraise the performance of each Senior Member who has practiced in the work of the Department and submit appropriate reports to the Registrar. The assessment report shall be copied to the Senior Member involved and made available to the Faculty Appointments Review Committee and the Administrative Appointment, Review Committee as appropriate.

4. Contract / Renewal

All senior staff and senior members shall be on a four (4) year contract.

A member of staff whose contract is coming to an end shall be notified in writing by the Senior Assistant Registrar (HRM) through the Head of Department. It is equally incumbent on a member of staff to take steps to have his contract renewed.

For renewal of contract, the following documents shall be required:

- a. Letter expressing desire to have contract renewed;
- b. Head of Department's assessment report
- c. Annual reports on staff member since last renewal;
- d. For faculty members, summary report of classroom evaluations of staff member by students.
- e. Information from the member of staff obtained under subsection b (i) above and comments by the Head of Department shall be reviewed by the Faculty Appointments Review Committee or the Administrative

Appointments Review committee which may recommend renewal, indicating the duration.

- f. All senior members and senior staff must have at least two (2) publication in every year.
- g. Renewal of contract can be refused without giving any reason.

Except renewal of contract beyond the compulsory retiring age which shall require the approval of Council, renewal of other contracts shall devolve on the Faculty Appointments Review Committees.

- a. The Faculty Appointments and Review Committees shall submit summary reports to the Appointments and Promotions Committee on each renewal application approved.
- b. The Faculty Appointments Review Committees shall refer all unsuccessful applications for renewal of contract to the Appointments and Promotions Committee for final determination.
- c. Re-engagement of contract beyond the compulsory retiring age may be recommended by the Faculty Appointments Review Committee with the permission from the OoF on evidence of:
 - i. Continuing good professional activity which may be ascertained from information provided under subsection b (1) above.
 - ii. Continuing good health;
 - iii. Unavailability of staff in critical area of specialization, there being no prospect of specialization, or immediate recruitment.
- d. The recommendations of the Faculty Appointments Review Committee and the Administrative Appointments Review Committee in respect of renewal beyond the compulsory retiring age shall refer specifically to each of the criteria indicated in section “g”.

Section II: Criteria for Appointment and Promotions of Academic Staff

1. Appointment to teaching research and consultancy grades;

Shall consider the following factors quantified on the basis of a predetermined scoring scheme published from time to time by the Academic Board with the approval of the Council;

- a. Appropriate academic credentials;
- b. Relevant work experience
- c. Research/contribution to knowledge;
- d. Teaching credentials;
- e. Professional and community services; and
- f. National/international recognition
- g. An application shall be supported by publications, including books, refereed articles in journals or manuscript, (or evidence of acceptance for publication in such journals), papers from published proceedings, systematized teaching materials and creative work, evidenced by patent, etc.

2. Faculty Appointment, Review Committee

- a. There shall be a faculty Appointments Review Committee appointed by the Academic Board for each faculty for a two year term with an officer as the Chairperson to review all applications for appointment, renewal of appointment or promotion to a higher position.
- b. A faculty Appointments Review Committee shall comprise confirmed staff, and where possible, it shall include a majority of professors including a professor from a cognate faculty, and a representative each from other grades.
- c. The Committee may co-opt as appropriate to assist its work.
- d. The Faculty Appointments Review Committee shall meet at least once a semester.
- e. On receipt of an application the Registrar or the appropriate Officer shall refer it to the Faculty Appointments Review Committee for consideration.

- f. The Head of Department and the faculty in the Department concerned shall hold a professional interaction with the applicant as part of the review process and submit a report on the assessment of the applicant, to the Faculty Appointments Review Committee indicating the suitability or otherwise of the applicant.
- g. No application shall be withheld from the consideration of the Faculty Appointments Review Committee.
- h. The committee shall review any application against the staff establishment of the Department involved.
- i. The Committee shall consider the applications and forward the list of the applicants with its comments and recommendations to the Vice President (Academic).

3. Lecturer or Research Fellow

- a. For the appointment of a Lecturer or Research Fellow, advanced academic training and research preferably evidenced by a doctorate degree or its equivalent or higher professional qualification shall be required from a recognized accredited Institute. Exceptions to this requirement may be recommended to the President by the Faculty Appointments Review Committee through the Officer.
- b. Appointment shall normally be for a fixed period of four (4) years subject to satisfactory performance; the first one year shall be regarded as a period of probation. The appointment may be renewed for no longer than two more years.
- c. At the end of the sixth year the appointment shall terminate unless the lecturer or research fellow can be promoted to a grade above that of a lecturer.
- d. In exceptional circumstances, the Appointment and Promotions Committee may on the recommendation of the Faculty Appointments Review Committee, extend the appointment for a further period not exceeding two more years, at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a Lecturer.

4. Senior Lecturer or Senior Research Fellow

- a. Appointment to the grade of Associate Professor shall be on the basis of:
 - i. Scholarship as exemplified through research or contribution to knowledge through publications.
 - ii. Teaching and professional and community service
- b. The Head of Department, Officer or other appropriate unit head shall provide an assessment on teaching taking into account the academic credentials, experience, student assessment, external examiners' comments (if any) and three annual staff appraisal reports preceding the date of the application.
- c. The application shall be supported by a self-assessment report covering the Professional engagement of the applicant since the last appointment or promotion.
- d. Professional and community service shall include contributions to governance activities, committee work and local, national and international community service.
- e. Applications for promotion based solely on teaching and extension work service, or any other contributions that do not normally result in publications, shall not be considered during the first regular six-year contract.
- f. Two External Assessors shall be required.
- g. Retention in the grade of Senior Lecturer is subject to continuous satisfactory performance evidenced by annual Council staff appraisal exercises.
- h. The appointment shall be reviewed before the end of the sixth year and may normally be renewed for no longer than two more years. At the end of the eighth year the appointment shall terminate unless the person can be promoted to a grade above that of a Senior Lecturer. Provided that in exceptional circumstances the Appointment and Promotion Committee may, on the recommendation of the Faculty Appointment Committee, extend the appointment for a further period not exceeding two more years, at the end of which the appointment shall terminate unless the person can be promoted to a grade above that of a Senior Lecturer.

5. Associate Professor

- a. Appointment to the grade of Associate Professor shall be on the basis of:
 - i. Outstanding scholarship in the candidate's field of teaching and research;
 - ii. Contribution to the intellectual life of the Institute and the Development of the country;
 - iii. Professional and community service.
- b. The application shall be supported by a self-assessment report covering professional engagement of the applicant since the last appointment or promotion.
- c. Three external Assessors shall be required
- d. Appointment is tenured subject to continuous satisfactory performance evidenced by annual Council staff appraisal exercises.

6. Professor

- a. Appointment to the grade of Professor shall be on the basis:
 - i. Internationally acknowledged scholarship in the candidate's field of teaching and research.
 - ii. Contribution to the intellectual life of the Institute and the development of the country, professional and community service.
- b. Three external Assessors shall be required.
- c. Appointment is tenured subject to continuous satisfactory performance evidenced by annual Council staff appraisal exercises.

7. Visiting Scholar and Scholars on Sabbatical Leave

In consultation with the Officer concerned, the President may approve a temporary appointment for a period of one year of a visiting scholar, or a scholar on sabbatical leave except that in cases where such appointment is more than one calendar year it should require the approval of Academic Board.

8. Part-Time or Adjunct Lecturers

- a. Persons or practitioners who have achieved distinction in the fields relevant to the programme of the Institute may be considered for part-time or adjunct appointments.
- b. Nominations for part-time or adjunct appointments shall be reviewed by the relevant faculty Board, through the Faculty Appointments and Promotions Review Committee, which shall submit a recommendation, supported by the curriculum vitae of the candidate to the President to proceed to appoint the nominee.
- c. Appointment of Part-time or Adjunct or Retainer Lecturer shall be on contract basis for a period up to one year renewable.

9. Data Link Fellowship Appointments

- a. Honorary appointments as Fellow of the Institute may be considered for Persons who have achieved distinction as Chief Executives of private or public organizations or in areas of interest to the Institute.
- b. Nominations shall be reviewed by the Appointment and Promotion Committee, which shall submit a recommendation including curriculum vitae to the Academic Board for recommendation to Council.

10. Emeritus Professorship

- a. The candidate for the position of Emeritus Professor shall have achieved Excellence in his field.
- b. The title of Emeritus Professor shall on application be conferred only on a Candidate who was a full professor before he retired from the services of the Institute.
- c. The application shall be reviewed from the Department through the Faculty Boards to the Appointments and Promotions Committee and approved by Council.

No stipend is attached to the position of Emeritus Professor, but the appointee shall have access to facilities of the Institute such as the library and secretarial support and may assist the work of a Department/Faculty/School, etc for which only reimbursable expenses shall be paid to him.

11. Honorary Appointments

- a. Honorary appointment may be conferred on persons who have achieved distinction in their fields.
- b. Nominations shall be reviewed by the Faculty Appointments Review Committee which shall submit a recommendation including curriculum vitae to the Appointment and Promotions Committee of Council.
- c. Nominations for honorary appointments shall be subject to Council's approval.

Section III: Criteria for Appointments to Administrative Professional Grades

1. All first appointments to non-teaching positions shall begin with open advertisement and end in an interview by the statutory body.
2. For the appointment or promotion to the administrative or professional grades, demonstrated evidence promise of continuing performance in respect of the following abilities and conditions shall be fulfilled:
 - a. Grasp of administrative procedures or regulations and organizational ability.
 - b. Leadership
 - c. Initiative and reliability
 - d. A sense of responsibility
 - e. Availability of vacancy
3. For the purposes of assessment in respect of subsection 2 (a)-(d) the applicant shall furnish evidence of his contribution to the work of the Institute or any other institution, to which may be attached memoranda, other than a confidential material, to be reviewed as appropriate by the President, Vice President, Officer, Registrar, the Administrative Appointment Review Committee or any other person in a supervisory administrative capacity.

4. Administrative Appointments Review Committee

- a. There shall be an Administrative Appointments Review Committee appointed by the President for two years in consultation with the Registrar, membership of which shall reflect the various grades not below the grade of Assistant Register.
- b. The Registrar shall be the Chairman of the Administrative Review Committee, membership of which shall not exceed five, but the Committee may co-opt others as appropriate to assist in its work.
- c. The Committee shall consider the applications for appointment or promotion and forward the list of applicants with its comments and recommendations to the Academic Board for onward transmission to the Appointment and Promotions Committee.
- d. The Administrative Appointments Review Committee shall meet at least twice a semester.

5. Administrative Officers and Deputy Officers

Appointment to the position of Officer or Deputy Officer shall proceed with open advertisement. Assessment shall be based on relevant experience as well as evidence of competence and leadership.

SCHEDULE E

REGULATIONS GOVERNING INSTITUTE EXAMINATION

1. Institute Examinations

An Institute examination shall be -

- a. Set to curricula and syllabi approved previously by the Academic Board;
- b. Taken at the times prescribed previously by the Academic Board, normally December for the First Semester and May for the Second Semester Examinations.
- c. Assessed by examiners approved previously by the Academic Board.
- d. A programme indicating period of examination and arrangement for the examination shall be indicated at the beginning of each Semester.

2. Appointment of Examiners

- a. Institute examinations shall be conducted by Institute Examiners comprising Internal Examiners and by External Examiners where appropriate.
- b. An Internal Examiner must be an academic staff of Senior Member status appointed by the Appointments Board of the Institute.
- c. An External Examiner must be an experienced academic staff member of a recognized academic institution, which is not part of the Institute.
- d. An experienced professional or consultant may also be engaged as an External Examiner.
- e. Lists of Internal and External Examiners shall be presented to the Academic Board for approval on recommendation from a Faculty Board before the main semester examinations.
- f. In nominating an External Examiner for the first time, a brief indication of the background of the Examiner shall be provided to the Faculty Board.
- g. An External Examiner may serve for three consecutive years after which the Examiner shall not be engaged again till a period of three years has lapsed.
- h. A person who has retired or resigned from the Institute may not be appointed External Examiner until a period of three years has elapsed since leaving the service of the Institute.

3. The setting of Examination Papers

- a. The draft examination questions may be handwritten, or if typed, to be done by the Examiner personally or done in the presence of the Examiner.
- b. The drafts shall be reviewed and approved by the Department, and the Head of Department shall countersign each question paper to signify endorsement by the Department.
- c. The drafts, where applicable, shall be delivered by the Head of Department or the representative who is a member or the Assistant Officer of Examinations or the designated representative for transmission to the External Examiner.
- d. The External Examiner shall review the draft questions submitted, providing comments as appropriate and the Internal Examiner shall be invited through the Head of Department to review the External Examiner's comments and approve the draft.
- e. Each Department shall designate one Senior Member as the Examination Officer for the Department and his duty shall be to assist the Head of Department in examination matters.
- f. Every lecturer is to set two sets of difference exams questions in case of a leakage.
- g. All exams questions must be submitted to the appropriate officer with the appropriate marking scheme attached. The software must be password protected and given to the Vice president.

4. Venue of Institute examinations

- a. Institute examinations shall be taken only at approved premises. A larger hall (WAEC HALL) be acquired outside campus for examinations purposes. Practical or oral examination will normally be conducted in the Departments concerned.
- b. Approval by the Academic Board may be given for Institute examinations to be taken outside the Institute for the benefit of a student in hospital or others who cannot report at the Institute.

5. Examination Timetables

- a. The draft Examination Time -Tables shall be put up on Institute Notice Boards not later than the seventh week of every Semester.
- b. Suggestions for amendment may be made through the Head of Department.
- c. The Final Time Tables indicating day and hour of each examination shall be posted on the Institute Notice Boards normally at least four weeks before the commencement of the End of Semester Examinations.
- d. For the duration of the examinations, a Daily Time Table indicating day, hour and venue of each examination will be issued at least twenty-four hours in advance.
- e. Notice of at least forty-eight hours shall be given if the time and hour given on the general timetable have to be changed on the daily timetable.

6. Invigilation

- a. Institute examinations shall be held under the supervision of Appointed Invigilators.
- b. A Chief Invigilator, who is a Senior Member with considerable experience of the administration of Institute examinations, shall be appointed for each Examination Centre.
- c. The Chief Invigilator is expected to submit a daily report to the Office of the Vice-President (Academic) on the examinations written at the Examination Centre under the charge of the Chief Invigilator. There shall be CCTV and other Security devices to enhance Security. Biometric device shall also be used.
- d. An Invigilator, who is a Senior Member, shall be appointed for each examination room and shall be required to:
 - i. Ensure that candidates are properly seated;
 - ii. Ensure that candidates have the materials required for each examination including the correct question papers and answer books;
 - iii. Invite candidates to start work allowing a 15 minute preview of the questions: but in objective structured questions no time shall be allowed for preview;
 - iv. Check the attendance register indicating those absent;
 - v. See to it that candidates stop work at the appointed time;

- vi. See to it that answer books are collected back, and the total agrees with the number that took the examination;
- e. The Invigilator is responsible for ensuring that a candidate does not have unfair advantage in the course of the examination, for which purpose, the Invigilator:
 - i. Will need to walk round the examination hall periodically;
 - ii. Should be personally satisfied that a candidate who needs to leave the examination room temporarily does not carry any notes to which the candidate can refer while outside the hall;
 - iii. Will designate an Invigilating Assistant to accompany a candidate who has permission to leave the examination room temporarily;
 - iv. Without stopping a suspect from completing the examination, shall submit a report on an instance of cheating to the Vice President (Academic) through the Chief Invigilator;
 - v. Shall report any other unusual incidents that come to attention.
- f. An Invigilating Assistant who may be a National Service Personnel or Teaching Assistant or any other person approved by the Officer shall be appointed to assist the Invigilator.

7. Handling of DLIBT Examination Scripts

- a. The Head of Department shall ensure Faculty members collect their scripts same day from the Examinations and Records office for marking.
- b. The scripts collected for marking shall be kept under security.

8. Marking and return of Examination script.

- a. There shall be a compulsory examination conference marking after every examination of the Institute.
- b. Each lecturer is to submit his marked script within three (3) weeks from the completion of those particular exams.
- c. Any lecturers who do not submit their marked script within the stipulated period will have their salaries, allowances and all other remunerations withheld for three months and shall not be eligible for promotion for one year. Regardless, all scripts must be submitted to the appropriate office.

9. Lecture notes

All lectures are expected to upload all their full and complete lecture notes on line to be accessible to all students at all times before the commencement of each semester. No lecturer shall be paid till they have submitted their lecture note through their HOD's and the Vice President academic.

10. Assessment

- a. Assessment of candidates' work in an Institute Examination shall include continuous or interim-assessment wherever provided for.
- b. Marks from Continuous or Interim assessment shall be submitted to the Head of Department before the commencement of the main end of Semester Examinations.
- c. The overall assessment reflecting marks earned from Continuous or Interim Assessment and from the Main Examination, paper by paper, shall be approved by the Department and signed by the Examiners before they are entered on the Consolidated Mark Sheet for submission together with the Individual Mark Sheet to the Office of the Vice President (Academic).
- d. A printout of details of candidates' performance indicating averages, appropriately weighted, the grade point average and provisional classification wherever applicable shall be made available to each Department at least twenty -four hours before the meeting of the Board of Examiners, the details of which shall be kept under the strictest confidentiality.

11. Board of Examiners

- a. The Academic Board shall publish a time-table for Examiners' Board meetings.
- b. There shall be a Board of Examiners consisting of all examiners chaired by the Officer of the Faculty.
- c. The Board is responsible for determining the results of Institute Examinations in accordance with the Regulations passed by the Academic Board.
- d. Internal Examiners may be in attendance. If present the External Examiner may also attend.
- e. While retaining the final word, the Board of Examiners shall give due right to the views of an External Examiner.

- f. The quorum of a Board of Examiners shall be one-half of the membership of the Board. If however all departments are represented business may proceed.
- g. A report of the proceedings of the Board shall be submitted to the Academic Board for approval.

12. Instructions to Candidates

- a. A candidate for an Institute Examination must have followed the approved course as a regular student over the required period, and must have registered for the examination.
- b. Entry to the examination shall be by registration on a form on which the papers to be written shall be indicated by title, and the registration form duly endorsed by the Head of Department shall be submitted to the Vice President (Academic) not later than six (6) weeks before the commencement of the Semester Examination.
- c. The modalities of endorsement to be advised by a Committee shall include an officer, two Heads of Department and the Vice -President of Academic Affairs.
- d. A Candidate shall not be admitted to a Institute Examination if (a) the candidate has not been entered for it as is required under subsection (2), (b) the subject of the examination has merely been audited, unless the course had been followed previously, (c) the Candidate owes fees to the Institute or Hall, or (d) the candidate is under suspension or has been dismissed from the Institute.
- e. It is the duty of the candidate to consult the Daily Time -Table (to be made available at least twenty-four (24) hours ahead of time) to ascertain the papers to be written each day and to be present at the appointed place at least 30 minutes before the examination.
- f. A Candidate may be refused admission to a Institute Examination if the candidate reports to the examination more than half (1/2) an hour after its commencement.
- g. It is the responsibility of the Candidate to provide a pen, pencil and an eraser etc. as needed, and to ensure that the right question paper and any other material needed for the examination are given to the candidate.
- h. A Candidate attending an examination shall sign his name in the Register

of Candidates for the examination.

- i. A candidate shall not bring to the Examination Centre or to the washroom of the Examination Centre any notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material.
- j. The material shall not be deposited at the entrance to the Examination Room or the washroom.
- k. A Candidate shall not enter the Examination Room until the Candidate is invited or called or requested to enter the Examination Room.
- l. A Candidate who is seen with notes, books, cellular or mobile phones, unauthorized electronic devices or any other unauthorized material in the examination centre shall be banned from the examination and awarded a grade X.
- m. A Candidate who is suspected of hiding unauthorized material on the Candidate's person may be asked by the Invigilator to submit to a body search. Refusal to submit to a body search is tantamount to misconduct.
- n. A candidate shall, for the purpose of identification by the Invigilator, place the student Identity Card on the examination table to enable the Invigilator ascertain the identity of the person writing the examination.
- o. Communication between candidates is not permitted in the examination hall; and (a) a Candidate from one to another shall not pass or attempt to pass information or an instrument during an examination; (b) a candidate shall not copy or attempt to copy from another candidate or engage in any similar activity; (c) a candidate shall not disturb or distract any other Candidate during an examination; and (d) a Candidate may attract the attention of the Invigilator by raising his hand.
- p. Smoking or drinking of alcoholic beverages is not allowed in the examination room.
- q. Candidates may leave the Examination Room temporarily, and only with the express permission of the Invigilator, in which case the Invigilator shall be satisfied personally that a candidate does not carry on his or person unauthorized material(s).
- r. A Candidate who is allowed to leave the Examination Room temporarily will be accompanied while outside the Examination Room by an attendant designated by the Invigilator.
- s. A candidate who finishes an examination ahead of time may leave the Examination Room after surrendering his or her Answer Books. But the

Candidate shall not be allowed to return to the Examination Room.

- t. At the end of each examination, Candidates should ensure that they do not take away any Answer Books, whether used or unused, from the hall.
- u. Candidates should not in any way interfere with the stapling of the Answer Books. Any complaints about the Answer Books should be brought to the attention of the Invigilator.
- v. A candidate who fails to be present at an examination without satisfactory reason shall be awarded a grade X
- w. The award of grade X in a required paper means a failure not just in that paper but in the examination as a whole.
- x. The following shall normally not be accepted as reasons for being absent from any paper at an Institute Examination:
 - i. misreading the timetable;
 - ii. forgetting the date or time of examination;
 - iii. inability to locate the examination hall;
 - iv. inability to rouse oneself from sleep in time for the examination;
 - v. failure to find transport;
 - vi. loss of a relation
 - vii. Pregnancy.
- y. A breach of a provision of the Regulations made for the conduct of Institute examinations may attract one or more of the following sanctions:
 - i. a reprimand;
 - ii. loss of marks;
 - iii. cancellation of a paper in which case zero shall be substituted for the mark earned;
 - iv. withholding of results for a period;
- z. In a case of a breach, the particulars and the sanction shall be entered on the student's Transcript of Academic Record.
- aa. Further to subsection (25) a grade leading to failure in a Institute Examination, shall be awarded wherever it is established that a candidate

had attempted to gain an unfair advantage in an examination whether in a Principal Subject or in an Ancillary or any other paper.

- bb. Further sanctions may include;
 - i. being barred from a Institute Examination for a stated period,
 - ii. being barred from a Institute Examination indefinitely,
 - iii. suspension from the Institute, or
 - iv. Expulsion from the Institute.
- cc. The results of Institute Examinations shall be posted on the Institute Notice Board, and it is the responsibility of the candidate to consult the Institute Notice Board for the result of an examination taken; but, alternatively, the Candidate may write to the Vice - President (Academic) to enquire about the results or request details of the results for which purpose the Candidate may provide a stamped addressed envelope.
- dd. A candidate who is not satisfied with the results of a Institute Examination affecting the Candidate may request a review by submission of an application to the Registrar and on payment of a Review Fee which shall be determined at not less than three times the normal Examination Fee.
- ee. An application for a review shall be submitted to the Officer of Records and Admissions not later than twenty-one (21) days after release of the results and shall state the grounds for review.
- ff. The Vice - President (Academic) shall convene a meeting of the Officer and the Examiner and the Student/appellant to explain the procedures undertaken in the marking of the examination scripts.
- gg. If the Student/appellant still feels unsatisfied with the explanation given, and insists on remarking of his scripts, he shall make a second application to reach the Vice - President (Academic) within two (2) days of the meeting mentioned above and pays a Non-Refundable Fee.
- hh. An application entered on a candidate's behalf by a person other than the aggrieved candidate shall not be entertained.
- ii. An action shall not be taken on an application which is submitted outside the time stipulated in subsection (31), and a review shall not proceed unless the Review Fee is fully paid.
- jj. The Board of Examiners may authorize the Officer of Records and Admissions Registrar to amend the results as released in the light of the

review.

- kk. Where it emerges that a complaint is frivolous or ill motivated, the Board may prescribe further sanctions which may include barring the Complainant from taking an Institute examination for a stated period or an indefinite period.
- ll. Candidates who arrive late at an examination will not be allowed extra time to complete the examination.

13. Examination Malpractices or Offences

- a. Examination offences include an attempt on the part of a Candidate to gain an unfair advantage and a breach of the Examination Regulations and Instructions to candidates including refusal on the part of a candidate to occupy an assigned place in an examination room, any form of communication with another candidate, possession of a book, paper or written information of any kind except as required by the rules of a particular examination, smoking, leaving an examination room without permission of the Invigilator, or refusal to follow instructions.
- b. The Chief Invigilator or an Examiner shall report to the Registrar as soon as practicable an instance of a breach of Examination Regulations, and in respect of offences occurring outside the precincts of an Examination Room, the Officer shall cause an enquiry to be made into the reports that reach the Officer who shall submit the findings on the report to the Registrar.
- c. The Board of Examiners shall review the reports received in connection with an examination malpractice or an offence.
- d. On the basis of its review, the Board of Examiners may impose a sanction involving loss of marks in a particular paper.
- e. A grade of shall be awarded where it is established that a Candidate had attempted to gain an unfair advantage in an examination whether in a Principal subject or in an Ancillary or any other paper and the Candidate may be debarred from taking a Institute Examination for a stated period or indefinitely or expelled from the Institute.
- f. In all instances of examination malpractices or offences, a Formal Report shall be made to the Academic Board as soon as practicable.
- g. The Academic Board may review all the reported cases and may vary the sanctions as it deems fit.

SCHEDULE F

COMPOSITION OF CONVOCATION

1. Members of Convocation are the following persons holding office in the Institute:
 - a. The Chairman of Council, who shall preside over Convocation when present.
 - b. The President who shall preside over Convocation
 - c. The Vice Presidents
 - d. The Secretary, Professor, the Librarian, the Managing Consultant, Officer and the Registrar.
 - e. Officers, Associate Professors, Principal Lecturers and Principal Consultants.
 - f. Senior Lecturers, Senior Research Fellows, Senior Resident Tutors, Senior Consultants, Senior Assistant Registrars, Senior Administrative Managers and analogous professional grades.
 - g. Lecturers, Research Fellows, Research Associates, Resident Tutors, Consultants, Assistant Senior Assistant Officer of Administration and Records, Assistant Librarians, Assistant Accountants and analogue professional grades.
 - h. Assistant Lecturers, Assistant Research Fellows, Assistant Consultants and analogous professional grades provided they are of not less than two years' standing from their degrees or equivalent professional qualifications, and
 - i. Any other person holding office in the Institute who is approved by the Academic Board for this purpose.

CONVOCATION ELECTIONS PROCEDURES

1. Election of Executive Committee of Convocation

The president shall be the chairman

- a. Convocation shall elect from its members Nine (9) persons to form the Executive Committee of Convocation.
- b. A member of Convocation may vote by proxy in which case he/she shall inform the Registrar in writing the name of such proxy not later than forty-eight hours prior to the election.
- c. The Registrar shall be the Returning Officer and shall conduct the election by secret ballot.
- d. The Registrar shall be assisted by three scrutineers appointed by Convocation.
- e. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
- f. A candidate for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation.
- g. The candidate must indicate in writing his/her willingness to contest the elections.
- h. The election shall be held in July for the winners to assume office on 1st August.
- i. It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the Executive Committee of Convocation, and shall at the same time call for nominations allowing two weeks for these to be received.
- j. The Registrar shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.
- k. The election shall be conducted in two divisions with separate lists of candidates and separate ballot papers for each division. All members of Convocation shall be entitled to vote in each division.
- l. If a vacancy occurs on the Board of Convocation during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a by-election.
- m. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he/she replaces was elected and start his own term provided that the remaining term is less than half of the full term.

2. Election of Convocation Representatives on Council

- a. Convocation shall elect from its members one person to serve on Council.
- b. The term of office of a Convocation Representative on Council shall be two academic years but such a person shall be eligible for a further term only. The term of office shall take effect from 1st August.
- c. A member of Convocation may vote by proxy in which case he/she shall inform the Registrar in writing the name of such proxy not later than forty-eight hours prior to the election.
- d. The Registrar shall be the Returning Officer and shall conduct the election by secret ballot.
- e. The Registrar shall be assisted by three scrutineers appointed by Convocation.
- f. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
- g. A candidate for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation. The candidate must indicate in writing his/her willingness to contest the elections.
- h. Election of convocation representative on Council shall be held in July for the winner to assume office on 1st August.
- i. It shall be the duty of the Registrar in consultation with the president to notify all members of Convocation of the existence of vacancies on the Institute Council, and shall at the same time call for nominations allowing two weeks for these to be received.
- j. The Registrar shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.
- k. Of the two Convocation members of Council, one shall be teaching, and the other non-teaching member.
- l. The election shall be conducted in two divisions with separate lists of candidates and separate ballot papers for each division. All members of Convocation shall be entitled to vote in each division.
- m. If a vacancy occurs in the Convocation representation on Council during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a
by-election.

- n. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he/she replaces was elected and start his own term provided that the remaining term is less than half of the full term.

3. Election of Convocation Representatives on Academic Board and its sub-committees

- a. Convocation shall elect from its members one person to serve on Academic Board.
- b. The term of office of a Convocation Representative on Academic Board shall be one academic year only. The term of office shall take effect from 1st August.
- c. Representation on Academic Board sub-committees shall be elected by convocation for a one-year only.
- d. A member of Convocation may vote by proxy in which case he/she shall inform the Registrar in writing the name of such proxy not later than forty-eight hours prior to the election.
- e. The Registrar shall be the Returning Officer and shall conduct the election by secret ballot.
- f. The Registrar shall be assisted by three scrutineers appointed by Convocation.
- g. No election shall be valid unless and until the scrutineers have unanimously certified in writing to the Academic Board that the counting of the votes and the declaration of the candidates elected have been correctly carried out.
- h. A candidate for election must be proposed by a member of Convocation, and seconded in writing to the Registrar by two other members of Convocation. The candidate must indicate in writing his/her willingness to contest the elections.
- i. Election of convocation representative on Council shall be held in July for the winner to assume office on 1st August.
- j. It shall be the duty of the Registrar to notify all members of Convocation of the existence of vacancies on the Institute Council, and shall at the same time call for nominations allowing two weeks for these to be received.
- k. The Registrar shall then notify all members of Convocation of the date of the election which shall not be later than two weeks after the date on which nominations closed.

- l. Of the two Convocation members, one shall be teaching, and the other non-teaching member.
- m. The election shall be conducted in two divisions with separate lists of candidates and separate ballot papers for each division. All members of Convocation shall be entitled to vote in each division.
- n. If a vacancy occurs in the Convocation representation on Academic Board during the year through death, resignation, or any other cause, the Registrar shall immediately notify members of Convocation of such vacancy and shall conduct a by-election.
- o. Such a by-election shall be conducted in the same way as regular elections, and the person so elected shall hold office for the residue of the term for which the member whom he/she replaces was elected and start his own term provided that the remaining term is less than half of the full term.

SIGNED, SEALED AND DELIVERED BY THE OFFICE OF THE FOUNDERS AND THE COUNCIL OF THE DATA LINK INSTITUTE OF BUSINESS AND TECHNOLOGY.



OFFICE OF THE FOUNDERS
ERNEST ANSAH & INGRID ANSAH
DATED 14TH SEPTEMBER, 2019