



**KAMUZU UNIVERSITY**  
OF HEALTH SCIENCES

## Kamuzu University of Health Sciences Statutes

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**STATUTE I:  
INTERPRETATIONS**

Unless the context otherwise requires, in these Statutes, the following words and expressions shall have the meanings assigned to them hereunder:

“Academic Department” means a division of the University under a School or Institute that may have one or more programs as defined in Section 2 of the Act.

“Academic staff” means any person holding an academic position in the University involved in teaching, research, consultancies and outreach as per Section 2 of the Act.

“Academic Year” means the period not exceeding 12 consecutive months from the commencement of the first semester to the end of the second semester as determined by the Senate.

“Act” means the Kamuzu University of Health Sciences Act No.20 of 2019.

“Administrative staff” means any person holding an appointment in the administration of the University affairs as defined in Section 2 of the Act.

“Affiliates” means an entity at the level of Unit, Centre or Institute that has a formal collaborative agreement to carry out research, outreach, training or any other academic services, that draws its legal personality from the University.

“Centre” means an academic entity primarily committed to conducting and undertaking research, teaching, outreach or academic services in varying disciplines.

“Common seal” means a stamp to authenticate the University’s documents referred to in Section 17(1) of the Act.

“Congregation” means an assembly of such members of the University as are invited to and attend the award of degrees and other academic distinctions.

“Convocation” means the assembly of the University community as stipulated in Section 16(1) of the Act, which shall act as a consultative and advisory forum of the University.

“Council” means the legal entity of the University established and incorporated under Section 8 of the Act.

“Executive Management” means Vice Chancellor, Deputy Vice Chancellor, Registrar, Director of Finance and Investments, and Director of Student Affairs.

“Institute” means a semi-autonomous, middle level learning entity within the University with a clearly defined role focused on a broad teaching and/or research area.

“Management” means Vice Chancellor, Deputy Vice Chancellor, Executive Deans, Registrar, Director of Student Affairs, Director of Finance & Investments Librarian, and Director of Institute of Research and Postgraduate Studies.

“School” means an academic entity within a University which shall offer programs leading to certificates, diplomas, and degrees and comprises multiple departments and/or Institutes, Centres and Units that offer related disciplines as defined under Section 30 of the Act.

Senior academic member means any academic member of staff from the senior lecturer above

“Staff” means all members of the academic, administrative, technical and support staff of the University as defined in Section 2 of the Act

“Statutory Committee” means a committee that is mandated by the Act.

“Student” means a person who is at the material time registered for a programme of study at the University.

“Unit” means a functional section within a Department, School, Institute, Centre or Department focused on a distinct academic field or research theme. A unit may evolve into a centre or a department.

“University” means the Kamuzu University of Health Sciences established under Section 3 of the Act.

**STATUTE II:  
CONVOCATION**

1. There shall be a Convocation Executive Committee whose composition, structure, and functions shall be laid down in the Convocation’s Constitution and approved by the Council.
2. The Registrar shall keep a member’s list of the Convocation and it shall be the duty of each member to register with the Registrar and update contact details occasionally.
3. Every member of the Convocation shall hold one vote for any motion, and shall be entitled to attend, participate, and vote at any meeting called by the Vice Chancellor.

**STATUTE III:  
CONGREGATIONS**

1. The Chancellor shall determine the time, place, and procedure of the University’s congregations.
2. Degrees, Diplomas, Certificates, and other academic distinctions shall be conferred in the presence of the Congregation.

3. The Chancellor, or in his absence, the Vice Chancellor, or in the absence of both, the Deputy Vice Chancellor shall preside at all Congregations.

**STATUTE IV:  
COMMON SEAL**

1. The Common Seal shall be kept in the custody of the Registrar or another person directed by the Council and shall be used only as provided by this Statute.
2. The Common Seal may be affixed to:
  - a) A document authorised to be sealed by resolution of the Council or a document within a class of documents that have been approved by the Council to be sealed.
  - b) A document authorised by the Vice Chancellor to be sealed, where the Vice-Chancellor believes it is reasonable.
  - c) Where the Common Seal is to be affixed to a document, the form must be in the following words or words to the like effect:

‘The common seal of Kamuzu University of Health Sciences was affixed by resolution of the Council (*or by authority of the Vice-Chancellor as the case requires*).’
3. There shall be a register of all the documents on which the University Seal has been affixed. Such a register shall be open to inspection by members of the Council and Management and shall contain the following:
  - a) Particulars of the document;
  - b) Date of affixing the Common Seal;
  - c) Name and designation of the Officer affixing the Common Seal;
  - d) Authenticating Officer;

- e) Reference Code.

**STATUTE V:**

**MEETINGS OF THE COUNCIL**

1. There shall be meetings of the Council, as per Section 12(1) of the Act.
2. The Secretariat shall prepare and issue a Board pack for each meeting and deliver a copy to each member of the Council **7 days** before the scheduled date of the *ordinary* meeting.
3. Every Council Member shall be required to attend all meetings of the Council. Any apologies shall be minuted, and the Member shall provide a reasonable justification for the apology.
4. Two-thirds of the membership shall form a quorum for the meeting to proceed
5. Any Member with an interest in any matter tabled for discussion before the Council shall declare a conflict of interest at the commencement of the meeting. The Member will be excused from deliberations involving the subject for which the Member is conflicted, and must not be allowed to vote or participate in any decision regarding the subject.

**STATUTE VI:**

**VICE CHANCELLOR**

1. There shall be a Vice Chancellor of the University, as per Section 20 (1) of the Act.
2. The Council will call for applications from suitably qualified candidates to undergo an interview process before a panel set pursuant to Section 20(3) of the Act.
3. A candidate for the post of Vice Chancellor shall be considered eligible if the candidate has a minimum of a PhD certificate or equivalent from an accredited institution.

4. A successful candidate will be appointed by the Council based on the recommendation of the Committee established under Section 20(3) of the Act.
5. The Vice Chancellor shall be the Chief Executive Officer of the University.
6. The Vice Chancellor shall be a member of every Committee of the Council and the Senate but shall not be a member of the committee established under Section **20(3)** of the Act.
7. The Vice Chancellor shall exercise all other powers, as may be delegated to the Vice Chancellor by the Council.
8. The Vice-Chancellor shall submit annually to the Council for approval, a report of the academic, research, financial, and human resource requirements of the University. This report will be submitted to the Senate for information.
9. The Vice Chancellor shall advise the Council and the Senate on matters affecting the policy, finance, governance, and administration of the University.
10. The Vice-Chancellor may delegate in writing to a senior member of staff the performance of a function vested by the Act or these Statutes.
11. The Council shall on recommendations from the Vice Chancellor appoint a temporary delegate to execute any emergent matters in the absence of the Vice Chancellor and the Deputy Vice Chancellor(s).
12. The Vice Chancellor shall be the authorised signatory of all agreements signed by the University with external parties not withstanding the value or subject matter of the said agreement.
13. On the lapse of the Vice Chancellor's first five-year term in office, the Council, on the recommendation from the committee established in Section 20(3) of the Act, may re-appoint the Vice Chancellor for a further term subject to Section 20(6) of the Act.

14. In making this recommendation, the committee will review the Vice Chancellor's performance against deliverables achieved per the Vice Chancellor's contract of employment.
15. In the event of a negative recommendation, the Vice Chancellor will be informed three months prior to the lapse of the contract term and the contract will conclude on the last day of the first term. The Council will proceed with a selection process for a replacement Vice Chancellor within six months.

**STATUTE VII:**

**DEPUTY VICE CHANCELLOR**

1. The Deputy Vice Chancellor of the University shall be appointed by the Council pursuant to Section 21(1) of the Act.
2. A candidate for the post of Deputy Vice Chancellor shall be considered eligible if the candidate has a minimum of a PhD certificate or equivalent from an accredited institution.
3. A successful candidate will be appointed by the Council based on the recommendations of the Committee.
4. The Deputy Vice Chancellor will report to the Vice Chancellor and assists the Vice Chancellor in the performance of the Vice Chancellor's functions.
5. The Deputy Vice Chancellor shall deputise the Vice Chancellor and carry out any functions of the office of the Vice Chancellor in the absence of the Vice Chancellor.
6. The Deputy Vice Chancellor will have the primary duty to perform the following duties:
  - a) Lead in drafting for approval of the University's strategy;

- b) Provide management of all academic matters, including but not limited to academic administration, auditing, curriculum development, examinations, and admissions;
  - c) Oversee the implementation of the University's development plans;
  - d) Oversee effective and efficient academic staff development;
  - e) Ensure the implementation of quality academic development for students;
  - f) Receive petitions on all academic matters for appropriate action, either from students or academic staff;
  - g) Coordinate curriculum development through the Academic Standards Compliance Committee (ASCC);
  - h) Ensure all academic programmes in the University are accredited by the National Council for Higher Education (NCHE) and other relevant academic and professional bodies.
7. The Deputy Vice Chancellor will be the Chairperson of the Postgraduate Committee, the Research Committee, and any other committee delegated by the Vice Chancellor.
8. On the lapse of the Deputy Vice Chancellor's first five year term in office, the Council may, through the Committee of Council, re-appoint the Deputy Vice Chancellor for a further term subject to Section 21(4) with reference to Section 20(6) of the Act.

**STATUTE VIII:**

**THE EXECUTIVE DEAN**

1. There shall be an Executive Dean of each School, as per Section 31(1) of the Act.
2. The position of Executive Dean shall be advertised by the Council.

3. The Executive Dean shall report to the Deputy Vice Chancellor
4. A candidate shall be considered eligible if the candidate holds a PhD or equivalent professional qualification in a field relevant to the school and should be at least an associate professor.
5. The Executive Dean shall be interviewed by the Council Committee, whose membership shall be as follows;
  - a) The Vice Chancellor who shall be the Chairperson;
  - b) One Member of Council;
  - c) One Professor, from another Public University nominated by Council;
  - d) Two Senators, who are not Executive Deans;
  - e) One Executive Dean of another school, appointed by the Chair of the Committee of Deans;
  - f) Secretary for Human Resource Management and Development;
  - g) Secretary for Education;
  - h) Comptroller of Statutory Corporations;
  - i) The registrar shall be the Secretary.
6. Any shortlisted candidates will attend interviews, and the Committee will recommend the appointment of a successful candidate for appointment by the Council.
7. The Vice Chancellor shall recommend to the Council the appointment of an Acting Executive Dean, where the position falls vacant before the appointment of a substantive Dean.

8. The Acting Dean shall act in the position for a period not exceeding 12 months.
9. The Executive Dean may request the Vice Chancellor for the appointment of a Deputy Dean.
10. Duties of the Executive Dean:
  - a) Pursuant to Part II, Section 5 (i) of the Act, the Executive Dean shall position the school to attain the aim and objectives of the University through teaching and learning, research, consultancy, and community engagement;
  - b) Be responsible for the overall supervision, coordination, and control of the departments and conduct of teaching and research work in different Departments of the School;
  - c) The Executive Dean shall provide academic leadership and have overall responsibility and accountability for the academic programs offered by the school;
  - d) The Executive Dean shall provide direction for the development of research programmes and the identification of research opportunities and resources;
  - e) He/she shall provide governance and leadership of the School to ensure the establishment of structures and mechanisms for running the School including compliance with statutes, rules and policies;
  - f) The Executive Dean shall facilitate appropriate budgetary processes for the school and ensure appropriate financial allocation, as well as monitor expenditure against agreed allocations to the School, departments, and Centres;
  - g) The Executive Dean shall be responsible for representing the external community and establishing effective partnerships and collaborations with both internal and external stakeholders;

- h) Discharge such other functions as may be delegated to him/her.

**STATUTE IX:**

**REGISTRAR**

1. There shall be a Registrar of the University appointed by the Council as per Section 22(1) of the Act.
2. The Registrar, in the exercise of his/her duties, shall be responsible for the Vice Chancellor as per Section 22(3).
3. A candidate for the post of Registrar shall be considered eligible if the candidate has a minimum relevant Master's degree from an accredited institution.
4. The Registrar shall be the custodian of all University records and the Common Seal of the University.
5. The Registrar shall maintain a register of all members of the University under their respective qualifications, as specified in Section 4(3) of the Act.
6. The Registrar shall provide human resource management duties to members of Senior Management.
7. The Registrar shall act as Secretary to the Council and all Committees established thereby.
8. The Registrar shall exercise such powers and perform duties as assigned or delegated to the office, particularly as follows:
  - a) Be the advisor to the Vice Chancellor, line managers, and committees on governance, operational matters, and academic affairs;
  - b) Facilitate the appointment and orientation of members of staff for the University;

- c) Manage the review and updating of University founding documents, including but not limited to these statutes;
- d) Collect any information required by the University or an external party from any office of the University for the record or submit it to any lawful authority;
- e) Recommend to the Vice Chancellor to enter into agreements and authenticate records on behalf of the University.
- f) Be the sole Public Relations Office of the University.
- g) On the lapse of the Registrar's first five year term in office, the Council may, through the Committee of Council, re-appoint the Registrar for a further term subject to Section 22(5) of the Act.

**STATUTE X:**

**THE DIRECTOR OF FINANCE AND INVESTMENTS**

1. There shall be a Director of Finance and Investment appointed by the Council pursuant to Section 23(1) of the Act.
2. A candidate for the post of Director of Finance and Investment shall be considered eligible if the candidate has a minimum relevant master's degree and appropriate professional qualification from an accredited institution.
3. The Director of Finance and Investment reports directly to the Vice Chancellor and Council upon invitation.
4. The Director of Finance and Investment shall be the head of the Finance and Investment section and shall be the principal fiscal officer responsible for keeping all University accounts and inventories, as the Council may determine.
5. The Director of Finance and Investment shall oversee the implementation of the university's revenue, expenditure, and financial policy.

6. The Director of Finance and Investment shall facilitate and cooperate with the audit of the University's books of account by internal and external auditors and the preparation of any auditor's report.
7. The Director of Finance and Investment shall report annually to the Finance and Investment Committee on investment opportunities and recommend sound investments for University funds.
8. On the lapse of the Director of Finance and Investment's first five year term in office, the Council may, through the *ad hoc* Committee of the Council, re-appoint the Director of Finance and Investment for a further term subject to Section 23(5) of the Act.

**STATUTE XI:  
LIBRARIAN**

1. There shall be a Librarian of the University appointed by the Council pursuant to Section 24(1) of the Act.
2. In the exercise of duties, the Librarian shall be immediately responsible for the Deputy Vice Chancellor.
3. Eligibility to the post of Librarian shall be considered if the candidate has a minimum PhD from an accredited institution.
4. The Librarian shall hold office for a period of five years and shall be eligible for a further term of office following satisfactory performance.
5. The Librarian shall advise the University on all matters relating to plans for library and information services.
6. The Librarian shall prepare and submit an annual budget for the funds collected in the library account and implement controls on the expenditure of funds.

7. The Librarian shall coordinate Information Literacy (IL) courses, research, consultancies, and outreach for University staff and students.
8. The Librarian shall manage KUHeS libraries in accordance with set library rules and international standards.
9. The Librarian shall conduct teaching, research, and other academic duties as requested by the Executive Deans of Schools, Heads of Departments and or the Vice Chancellor within the Librarian's area of expertise.
10. The Librarian shall collect and manage academic publications and other works to serve as print and electronic institutional repositories.
11. On the lapse of the Librarian's first five year term in office, the Council may, through an *ad hoc* Committee of the Council, re-appoint the Librarian for a further term.

**STATUTE XII:**

**THE DIRECTOR OF STUDENT AFFAIRS**

1. There shall be a Director of Student Affairs appointed by the Council pursuant to Section 25(1) of the Act.
2. The Director of Student Affairs shall be under the direct supervision of the Vice Chancellor.
3. Eligibility to the post of Director of Student Affairs shall be considered eligible if the candidate has a minimum of a master's degree from an accredited institution.
4. The Director of Student Affairs shall coordinate activities and programs associated with students' welfare, orientation, internships, exchange programs, and career guidance.
5. The Director of Student Affairs shall advise the Vice Chancellor, other line managers, and committees on matters related to students' affairs.

6. The Director of Student Affairs shall facilitate student welfare policies, rules, and regulations in line with the overall University strategies and policies.
7. The Director of Student Affairs shall be a member of the student's disciplinary committee on conduct and academic matters, as the student advocate.
8. The Director of Student Affairs shall serve as a patron/matron of the Student Representative Council (SRC).
9. In consultation with the Director of Investment and Finance and the SRC, the Director of Student Affairs shall develop an annual report on student welfare services and receive reports on the implementation of the planned activities from Student Affairs Managers.
10. The Director of Student Affairs shall monitor the effectiveness of all student-related services to ensure excellence and quality in students' lives within the University.
11. The Director of Student Affairs shall facilitate the integration of international students.
12. The Director of Student Affairs shall provide strategic leadership for student affairs in the areas of psychosocial support, health, career guidance, scholarships, faith, special needs, accommodation, catering, sports, and recreation.
13. The Director of Student Affairs shall serve in various standing committees to represent students and promote their welfare within the University.
14. On the lapse of the Director of Student Affairs' first five year term in office, the Council may, through an *ad hoc* Committee of the Council, re-appoint the Director of Student Affairs for a further term subject to Section 25(9) of the Act.

**STATUTE XIII:**

**HEADS OF ACADEMIC DEPARTMENTS**

1. There shall be the Head of an Academic Department to provide academic and

administrative leadership to the department and to engage with external organisations on behalf of the Department, appointed by the University pursuant to Section 34 (2) of the Act.

2. The Heads of Academic Departments shall be selected from successful candidates following competitive interviews.
3. A candidate shall qualify to interview for the position of Head of Academic Department if the candidate holds a position as Senior Lecturer or any position above it and has a minimum PhD degree or equivalent professional qualification in a field relevant to the school.
4. The Heads of Academic Departments shall:
  - a) be responsible for their Executive Dean or Institute Director for the Management of staff and resources and the delivery of courses in programmes offered by the Department or Institute;
  - b) be responsible for the governance of the department and establishment and development of its strategic direction;
  - c) facilitate and development of teaching, learning and research;
  - d) convene and preside over the meetings of the department and maintain the minutes of the meetings;
  - e) Be responsible for conducting and supervision of examinations;
  - f) Be responsible for the development and management of academic staff;
  - g) shall manage finances and infrastructure through effective planning, revenue generation, budgeting, and expenditure controls;

5. The Heads of Academic Departments shall be expected to exercise appropriate leadership and management skills within the collegial culture of the University, ensuring that legitimate academic freedom is preserved and fostered;
6. The Heads of Academic Departments shall consult with their Executive Deans and agree on appropriate strategic priorities for the near and medium terms, and review these priorities in the annual review discussions.
7. Composition of Interview Panel:
  - a) Executive Dean, Chair of the panel;
  - b) Three Heads of Department from other Schools;
  - c) Two Senior members from the School;
  - d) Registrar as Secretariat.

**STATUTE XIV:  
INSTITUTES AND CENTRES**

1. Pursuant to Section 30 of the Act, the University shall establish University Centres and Institutes as follows:
  - a) University support centres and institutes, whose primary role is to support and enhance the quality of the core functions of the University pursuant to the aim of the University, as prescribed in Section 5 of the Act.
  - b) University research centres and institutes whose function is to conduct research, teaching, and outreach in various disciplines.
  - c) The University Centres and Institutes shall be led by a Director, as prescribed in Sections 4 and 27 of the Act.
2. The University shall establish school-wide centres whose role is to conduct research, teaching, and outreach in various disciplines within the school.

- a) The School wide centre will be led by a Head of the Centre.
- b) The Head of the Centre shall be responsible to their Executive Dean.
- c) The Head of the Centre shall consult with their Executive Deans and agree on appropriate strategic priorities for the near and medium terms, and to review these priorities in the annual review discussions.
- d) The Head of the Centre shall be responsible for the overall supervision, coordination, and control of the centre and the conduct of teaching and research work in the centre.
- e) The Head of the Centre shall convene and preside over the meetings of the institute/centre and keep the minutes of the meetings.

**STATUTE XV:**

**DIRECTORS OF UNIVERSITY INSTITUTES AND CENTRES**

1. There shall be appointed Directors of Institutes and Centres established under Sections 4 and 27 of the Act, whose primary role shall be to provide academic and administrative leadership to the Institute or Centre and to engage with external organisations on behalf of the Institute or Centre.
2. The Directors of Institutes and Centres shall be selected from successful candidates following competitive interviews.
3. The appointment will be made by the University Council on recommendations from the Vice Chancellor.
4. The Director of an Institute or Centre that is funded by the University shall hold office for five years, subject to renewal for a further term.
5. The Director of the Institute or Centre will report to the Deputy Vice Chancellor.

6. The Director of the Institute or Centre shall provide governance and be responsible for establishing and developing its strategic direction.
7. The Director of the Institute or Centre shall facilitate the development of teaching, learning, and research.
8. The Director of the Institute or Centre is responsible for the development and management of the staff.
9. The Director of the Institute or Centre shall be responsible for the management of finances and infrastructure through effective planning, revenue generation, budgeting, and expenditure control.
10. The Director of the Institute or Centre shall be expected to exercise appropriate leadership and management skills within the collegial culture of the University, ensuring that legitimate academic freedom is preserved and fostered.
11. The Director of the Institute or Centre shall be responsible for the overall supervision, coordination, and control of the institute/centre and the conduct of teaching and research work in the institute/centre
12. The Director of the Institute or Centre shall convene and preside over the meetings of the institute/centre and keep the minutes of the meetings.
13. The interview panel shall consist of:
  - a) Deputy Vice Chancellor, Chairperson;
  - b) Two Executive Deans;
  - c) One Head of the Academic Department;
  - d) One Senior Academic Staff from the Institute;
  - e) One member of the Council;

- f) The registrar shall be the Secretary.

**STATUTE XVI:  
INTERNAL AUDITOR**

1. There shall be an Internal Auditor appointed pursuant to Section 26(1) of the Act and Public Audit Act;
2. The person so appointed shall be, in the opinion of the Council, a qualified Internal Auditor actively practising audit professional, and no person shall be appointed who, or any of whose partners, is a member of the Council, or is a member of the staff of the University;
3. The Internal Auditor appointed in accordance with this Statute may require:
  - a) any member or agent of the University to produce such material information in regard to any transaction of the University or management of its affairs as such members or agents are reasonably able to provide; and
  - b) The auditor appointed in accordance with this Statute shall report directly to the Audit and Risk Committee of the Council.
4. The internal auditor shall be the principal officer in charge of the University's Internal Audit Department, and the following shall be the functions of the department:
  - a) Evaluate the overall University's compliance program;
  - b) Evaluate how well risk management is handled within a University to evaluate information security and risk exposure;
  - c) Report on risk management issues;
  - d) Perform an analysis of how the University will perform in case of business interruption;

- e) Provide continued education and advice to different business units and teams regarding compliance and risk assessment;
- f) Anticipate emerging issues through data and assessment.

**STATUTE XVII:**

**COMMITTEES OF THE COUNCIL**

1. Any committee of the Council shall make rules for the time, place, and procedures of their respective meetings.
2. The minutes of the preceding meetings shall be distributed to all members of the committees 5 days prior to the date of the next meeting.
3. The minutes of all statutory committee meetings shall be sent to the Council Members.
4. Committee members shall elect among its members, one appointed Council Member to serve as the Chairperson of the Committee, where one is not provided for by these Statutes or the Act. The Chairperson shall preside over committee meetings.
5. In the absence of the presiding Chairperson, the Members of the committee shall choose among the appointed Council Members present to preside over the meeting.
6. The Registrar shall be the Secretary of Council Committees unless specified by the relevant Act or Statute.
7. No Member of the Committee shall have any civil liability for any act or omission done in good faith while in service as a Committee Member.
8. One-third of the members of the Committee plus one shall be a quorum provided that an/are appointed Council Member(s).

9. In the event that appointed Council Members for that committee are not present, the Council shall send an appointed Council Member from another Council Committee to preside over the meeting.
10. The Committee shall have the authority to invite members to attend specific meetings, as deemed necessary.
11. The Committee shall have the authority to co-opt a member from time to time.
12. Members shall be co-opted into the committee for a period of two years.

**STATUTE XVIII:**

**FINANCE AND INVESTMENT COMMITTEE**

1. There shall be a Finance and Investment Committee mandated to advise the Council on all finance and investment matters at the University.
2. The Finance and Investment of Council shall comprise the following:
  - a) Three non-executives appointed members of the council, one of whom shall be the chairperson of the committee;
  - b) The Vice Chancellor, or in the absence of the Vice Chancellor, the Deputy Vice Chancellor;
  - c) The Director of Finance and Investments shall be the secretary;
  - d) One Executive Dean nominated by Senate;
  - e) One Senate representative, but not an Executive Dean and not from the same school as the Executive Dean;
  - f) Secretary to the Treasury or his nominee;
  - g) Secretary for Education or his nominee;

- h) Comptroller of Statutory Corporations or his nominee; and
  - i) Any other financially competent and qualified person(s) co-opted by the Council not exceeding 2;
  - j) Any member invited by the Committee from time to time, with consent from the Council.
3. The Committee shall provide the following functions:
- a) Provide oversight and direction for investment activities;
  - b) Review investment and Financial reports and recommend the same to the Council for approval;
  - c) Set up a Liquidity and Investment Committee to guide and manage the liquidity and investment activities of the University;
  - d) Review all finance and investment strategies and policies and make appropriate recommendations to the Council;
  - e) Approve the annual budget submitted by the Director of Finance and Investments.
  - f) The Finance and Investment Committee shall have the following sub-committees:
    - i. Development Endowment Fund;
    - ii. Estates and Development Committee.

**STATUTE XVIII-I:  
DEVELOPMENT ENDOWMENT FUND**

1. A Board of Trustees (Board) shall be established to manage the operations of the Development Endowment Fund set under Section 38(1)(a) of the Act.

2. Trustees for the Board shall be constituted as follows:
  - a) The Chairperson shall be appointed by the Finance and Investment Committee;
  - b) The Registrar;
  - c) One representative from the University's donor community;
  - d) One representative from members of the staff union;
  - e) One representative from the Student Representative Council (SRC);
  - f) Director of Students Affairs;
  - g) Three members of the alumni;
  - h) Two representatives from the industry
  - i) The Director of Finance and Investment who shall be the Secretary;
3. Appointed Trustees shall sit on the Board for a five year term, subject to renewal on expiry for one further term.
4. The Board shall be responsible for the administration of the Endowment Fund and for the investment and management of its assets, and shall carry out the following functions:
  - a) Manage stakeholder relations between the University and the donor community to build donations to the Development Endowment Fund;
  - b) Receive and consider for approval of proposals from the Director of Finance and Investment for financial support for University expenditure from the Fund;

- c) Approve financial and management reports on the accountability of the Fund resources and submit the reports to the Council for noting;
- d) Invest the capital of the Fund in the purchase of and/or earn interest in the security of stocks, funds, shares, securities, or other investments or property of whatever nature;
- e) Transfer such part of the income to form part of the capital of the Fund, as may be necessary to offset any depreciation in the value of the capital due to inflation or other factors and preserve the value of the capital of the fund;
- f) Employ such a person or persons to perform duties as the Board may consider necessary for the proper administration of the Fund at such salaries and on such terms as to notice and otherwise as the Board may think fit;
- g) The Board shall raise funds by appealing for and inviting contributions (whether periodic or otherwise) from any person by way of donation, covenant, grant, loan, legacy, or in any other manner;
- h) The Board may purchase, lease, sell, let, or mortgage any property to generate income for the Fund;
- i) Out of the income earned from the investments, the Board shall pay all expenses for administering the Fund, including any brokerage fees, commission, stamp duty, or other expenses incidental to the buying and selling of investments or the collection of dividends or interest in investments.

**STATUTE XVIII-II:**

**ESTATES AND DEVELOPMENT COMMITTEE**

1. There shall be an Estates and Development Committee, a sub-committee of the Finance Committee that shall be responsible for the development and

implementation of the University's Estate Strategy and the effective management of the University's real assets.

2. The Committee shall comprise of the following:
  - a) The Chairperson shall be appointed by the Finance and Investment Committee;
  - b) Two Senators appointed by Senate;
  - c) Director of Finance and Investments;
  - d) Assistant Registrar (Estates and Development), who shall act as Secretary to the Committee;
  - e) Director of Student Affairs;
  - f) Co-opted Members not more than 3 to be selected by the Committee.
3. The Committee shall have the following functions:
  - a) To approve the commercial property aspects of projects, including leases, capital projects, disposals, and any acquisitions delegated by the Council from time to time;
  - b) Propose the development and implementation of a strategic estate development plan for consideration by the Council, which supports the delivery of the University's overall strategic plan;
  - c) Ensure that any development plan incorporates prudent resource utilisation and environmental sustainability practices;
  - d) Recommend to Council estate requirements for research and knowledge exchange, education, and student experience;

- e) Develop policies to guide the implementation of plans by Estates and Buildings.

**STATUTE XVIII-III:  
ADVANCES COMMITTEE**

1. There shall be an Advances Committee of the University that shall be responsible for making recommendations to the authorities to approve and disapprove various types of loans for staff members.

2. Functions of the committee

The core functions of the Advances Committee shall be to manage the staff loans in the University with regard to the following:

- a) To ensure that it has obtained all relevant documentation concerning the advance applicant;
- b) To assess loan application forms to consider and approve the suitability of each applicant;
- c) Make loan modifications;
- d) To make recommendations to authorities on advances considered for approval;
- d) To review and recommend to authorities credit risks for staff leaving the University with outstanding loans for necessary action.

3. Composition of the committee

The Committee shall comprise the following members:

- a) Two Academic staff members;
- b) Two members of the Staff Union;

- c) Two Non-academic staff members;
- d) One Payroll Accountant;
- e) One member from the Human Resources Office (secretary);

The members will elect among themselves a member who will be the Chairperson.

**STATUTE XIX:**

**THE AUDIT AND RISK COMMITTEE**

1. There shall be an Audit and Risk Committee of the Council that shall advise the Council on all audit and risk matters of the University.
2. The Committee shall comprise of the following:
  - a) Three appointed non-executive members of the Council, one of whom shall be appointed as the chairperson by the Council;
  - b) Director of Finance of Investments;
  - c) Vice Chancellor;
  - d) One Executive Dean, nominated by Senate;
  - e) Secretary for Education or a nominee;
  - f) Comptroller of Statutory Corporations or a nominee;
  - g) Secretary to the Treasury or a nominee;
  - h) Secretary for Human Resource Management and Development or a nominee;
  - i) University Risk Officer;
  - j) The internal Auditor or his nominee shall act as Secretary of the committee

- k) A co-opted member not being an employee of the University, with the consent of the Council, no more than two.
3. The Committee shall have the following functions:
- a) Ensuring legal and regulatory compliance by the University with all financial reporting standards;
  - b) Approve for submission to the Council accurate financial statements;
  - c) Guarantees the independence of the University's external auditors and the efficient performance of the University's internal audit function;
  - d) Review the effectiveness of the University's internal control system, including information technology, security, and controls;
  - e) Review the scope of internal and External Auditors' reports on internal controls;
  - f) Consider audit reports' findings, recommendations and management responses;
  - g) Review with management and the internal auditor, the internal audit charter, plans, activities, staffing, and organisational structure of the internal audit function;
  - h) Review the performance of external auditors and recommend their appointment and discharge of the external auditors to the Council;
  - i) Consider risk management policies and plans submitted by the Internal Auditor for fitness purposes;
  - j) Monitor and review the risk register.

**STATUTE XX:  
HUMAN RESOURCE COMMITTEE**

1. There shall be a Human Resource Committee whose mandate shall be to oversee the development and implementation of the University's human resource strategy and related plans.
2. The Committee shall comprise of the following:
  - a) Three appointed non-executive Council members, one of whom shall be the Chairperson, provided he/she shall not be an alumnus, a student, or a co-opted member;
  - b) Deputy Vice Chancellor;
  - c) Registrar, who shall act as the secretary;
  - d) One Executive Dean nominated by Senate;
  - e) Director of Finance and Investments;
  - f) One representative from the Staff union;
  - g) One co-opted member;
  - h) Secretary for Education or their representatives
  - i) Comptroller of Statutory Corporations or their representatives;
  - j) Secretary for Human Resource Management and Development or their representatives.
3. The Committee shall undertake the following functions:
  - a) Implement monitoring and reporting procedures that demonstrate employee efficiency in delivering University goals for institutional performance and success;

- b) Implement policies to guarantee objectivity and fairness in recruitment, employee performance recognition, and awarding hard work to retain the best talent for the University;
- c) Oversee the implementation of staff training and development plans equitably in all schools without discrimination;
- d) Develop for the Council's approval, an internal dispute resolution policy, and procedures for grievance management;
- e) The Human Resource Committee shall have the following sub-committees:
  - i. Appointments;
  - ii. Performance Management;
  - iii. The Disciplinary;

**STATUTE XX-I:**

**APPOINTMENTS SUB-COMMITTEE**

1. The University shall have Appointments Sub-Committee to appoint, renew, or extend contracts of members of staff at the University at the following levels:
  - a) Council Appointments Committee (As per the Act)
  - b) University Appointments;
  - c) Academic staff Appointments;
  - d) Administrative Staff Appointments.
2. The Sub-Committee shall delegate some powers to the Deputy Vice Chancellor, its subcommittees, and *ad hoc* interview panels.

- a) The University Appointments Sub-Committee shall facilitate appointments of members of grades KU3 to KU5, excluding those appointed by the Council.
- b) The University Appointments Sub-Committee shall comprise the following:
  - i. Deputy Vice-Chancellor (Chairperson);
  - ii. One Executive Dean from the relevant School;
  - iii. One Professor;
  - iv. Librarian;
  - v. One head of the administrative department;
  - vi. The registrar shall serve as Secretary.
- c) The Academic Staff Appointments Sub-Committee shall facilitate appointments of academic staff members from KU6 and below and all School Administrative Staff and shall comprise the following:
  - i. Executive Dean (Chairperson);
  - ii. Two Heads of Departments;
  - iii. One senior administrative officer (from grade KU 5 and above);
  - iv. One co-opted member based on expertise;
  - v. The Assistant Registrar (Human Resources) shall serve as the secretary of the Sub-Committee.

- d) The Administrative Staff Appointments Sub-Committee shall be responsible for Administrative Staff that are not School specific (KU-6 and below) and shall comprise the following:
  - i. Head of Administrative Department concerned (Chairperson);
  - ii. One Head of any Administrative Department;
  - iii. Two Heads of academic departments;
  - iv. One co-opted member based on expertise;
  - v. Assistant Registrar (Human Resource Officer), who shall serve as secretary of the Sub-Committee.

**STATUTE XX-II:**

**SUB-COMMITTEE OF THE HUMAN RESOURCE COMMITTEE OF COUNCIL  
(PERFORMANCE MANAGEMENT COMMITTEE)**

- 1. The University shall have a Performance Management Sub-Committee of the Human Resource Sub-Committee, which shall ensure equity, fairness, and consistency in the Performance Management process, and protection of the integrity of the system at the following levels:
  - a) Council
  - b) University;
  - c) School;
  - d) Administration.
- 1. The purpose of the Performance Management Sub-Committee shall be to:
  - a) Moderate planning, contracting, final scores and evidence-based rating.

- b) Recommend/approve rewards and sanctions based on performance review results.
  - c) Resolve disputes from performance results.
2. The University Performance Management Sub-Committee shall facilitate the performance management of members of grades KU3 to KU5, excluding those appointed by the Council, and will comprise the following:
- a) The Deputy Vice-Chancellor or a delegated officer who shall be the Chairperson;
  - b) Executive Deans;
  - c) Directors of administrative departments;
  - d) Registrar or his representative shall be the Secretary.
3. The School Performance Management Sub-committee shall facilitate the performance management of academic staff members from KU6 and below, and shall comprise the following:
- a) Executive Dean (Chairperson);
  - b) Heads of Departments;
  - c) One senior administrative officer (from grade KU 5 and above);
  - d) One finance officer (from grade KU 5 and above);
  - e) One representative from recognised staff union/welfare;
  - f) The Assistant Registrar (Human Resources) shall serve as the secretary of the Sub-Committee.

4. The Administrative Staff Performance Management Sub-Committee shall be responsible for the performance management of common service members of staff from grade KU6 and below, and shall comprise the following:
  - a) Director of Administrative Department (Chairperson);
  - b) Heads of Administrative Departments;
  - c) One Head of the Academic Department;
  - d) One representative from recognised staff union/welfare;
  - e) The Assistant Registrar (Human Resources) shall serve as the Secretary of the Sub-Committee.

**STATUTE XX-III:**

**STAFF DISCIPLINARY SUB-COMMITTEE**

1. There shall be a Staff Disciplinary Sub-Committee that shall hear disciplinary matters for all staff members and makes a recommendation to the Vice Chancellor.
2. The Staff Disciplinary Sub-Committee shall hear disciplinary matters of staff members at the following levels:
  - a) Council Disciplinary Committee
  - b) University Disciplinary Committee;
  - c) Academic Staff Disciplinary Committee;
  - d) Administrative Staff Disciplinary Committee
3. The University Staff Disciplinary Sub-Committee shall hear disciplinary matters of members of grades KU3 to KU5, excluding those appointed by the Council.
4. The University Staff Disciplinary Sub-Committee shall comprise the following:

- a) Deputy Vice-Chancellor (Chairperson);
  - b) One Executive Dean;
  - c) One Professor;
  - d) One head of an administrative department
  - e) One Representative of Staff Union;
  - f) The registrar shall serve as Secretary.
5. The academic Staff Disciplinary Sub-Committee shall hear disciplinary matters of members of staff in the school, institutes, and centres, and shall comprise the following:
- a) Executive Dean (Chairperson);
  - b) Two Heads of Departments;
  - c) One senior administrative officer (from grade KU 5 and above);
  - d) One head of an administrative department
  - e) One staff Union Representative;
  - f) The Assistant Registrar (Human Resources) shall serve as the secretary of the Sub-Committee.
6. The Administrative Staff Disciplinary Sub-Committee shall hear disciplinary matters of administrative members of staff that are not under a particular school and shall comprise the following:
- a) Head of Administrative Department concerned (Chairperson);

- b) One Head of any Administrative Department;
  - c) Two Heads of academic departments;
  - d) One Union Representative;
  - e) Assistant Registrar (Human Resource Officer), who shall serve as secretary of the Sub-Committee.
7. Disciplinary matters of staff members in KU 2 and KU1 officers shall be constituted by the Human Resources Sub-Committee of Council.

**STATUTE XXI:**

**APPEALS COMMITTEE**

1. There shall be an Appeals Committee that shall receive, review, and make recommendations to the Council regarding the appeals.
2. The Composition of the Appeals Committee shall be as follows:
  - a) One retired Judge of the High Court who shall serve as a Chairperson of the Appeals Committee;
  - b) Two professors, one of whom shall be female, who were not part of the original decision;
  - c) One Executive Dean who was not involved in the matter was being appealed.
  - d) One head of the administrative directorate who was not part of the decision being appealed against;
  - e) One student representative who is not in the Student Representative Council, if matters concern students or one staff member representative who is not an executive member of the Staff Union if matters concern a staff member;

- f) The registrar shall serve as secretary of the Appeals Committee.

**STATUTE XXI-I:**

**ACADEMIC APPEALS COMMITTEES**

The University shall have academic appeals committees at School and University levels.

1. The Academic Appeals Committee shall receive, review, and make decisions regarding the implementation of the curriculum, including assessment regulations, results, and disciplinary matters.
2. The School Academic Appeals Committees shall comprise three members of the school, one of whom shall be a student and two senior academic members. The Executive shall appoint standing members at the beginning of each Academic Year to serve the committee. The Executive Dean shall report School Academic Committee activities to the Senate.
3. The University Academic Appeals Committee shall hear reports from the academic staff and students regarding academic policy, assessment regulations, and results. It shall serve as an appeals committee of the School Academic Appeals Committee.
4. The Composition and conduct of the University Academic Appeals Committee shall be guided by the following:
  - a) The composition of the University academic appeals committee shall include two professors from each school recommended to the Senate.
  - b) In the absence of professors, the school may recommend this to the Senate's senior academic members.

- c) At the beginning of each academic year, the University Appeals Committee shall elect a chair and vice-chair, and the Registrar shall serve as the Secretary.
- 5. Considering the urgent nature of the matters requiring decisions of the University Academic Appeals Committee no quorum shall be required, and it shall hear matters brought before it as long as a minimum of three members are present.
- 6. The University Appeals decision shall be final, and at the end of every Academic Year, the Chairperson will present a report on its decisions to the Senate.
- 7. The University Academic Appeals Committee (UAC) is responsible for the following:
  - a) hearing and determining appeals regarding academic progress and performance
  - b) hearing and determining appeals against decisions of a School Board not to accept an application for readmission after exclusion
  - c) hearing and determining appeals regarding breaches of academic and research integrity
  - d) hearing and determining appeals against the decisions of a single student or staff member regarding breaches of conduct in the Academic and Clinical Code of Conduct.
  - e) hearing and determining late appeal applications to the School Academic Appeals Committee
  - f) reporting and recommending trends and issues arising from appeal hearings to the Senate and School Boards.

**STATUTE XXII:**

**STAFF AND STUDENT AFFAIRS COMMITTEE**

1. There shall be a Staff and Student Affairs Committee whose mandate shall be to oversee matters related to staff and students' welfare. The Committee shall comprise the following:
  - a) Three appointed non-executive Council members, one of whom shall be the Chairperson, provided he/she shall not be an alumnus, a student, or co-opted member;
  - b) Director of Students Affairs;
  - c) One Executive Dean, nominated by Senate;
  - d) Two student representatives from the Student Representative Council (SRC), one being a postgraduate student and gender balance, will be adhered to;
  - e) Two staff representatives from the staff union (one male and one female);
  - f) The registrar who shall act as secretary;
  - g) Solicitor General and Secretary for Justice or their representatives;
  - h) Comptroller of Statutory Corporations or their representatives;
  - i) Secretary for Education or their representatives;
  - j) Secretary, Department of Human Resource Management and Development or their representatives.
2. The Committee shall have the following functions:
  - a) Advise the Council on all matters affecting the welfare of staff and students;

- b) Monitor the University's compliance with relevant legislation, regulations, standards, and codes of practice;
- c) Provide a forum for consultation between representatives of University management and representatives of staff and students;
- d) Develop, oversee, and review policies to reflect the best interests of staff and students;
- e) Handle grievances and disputes from staff and students.

**STATUTE XXII-I:**

**SUB-COMMITTEE OF THE STAFF AND STUDENT AFFAIRS COMMITTEE  
(HEALTH, SAFETY AND WELLNESS SUB-COMMITTEE)**

1. There shall be a Health, Safety and Wellness Sub-Committee with the mandate to ensure the effective management of the health and safety of people at the University.
2. The Health and Safety Sub-Committee shall comprise the following:
  - a) Chairperson shall be appointed by the Staff and Student Affairs Committee;
  - b) Health, Safety and Wellness Officer who shall be the Secretary;
  - c) Two Senate representatives;
  - d) Estates and Development Manager;
  - e) Director of Student Affairs;
  - f) Human Resource Manager;
  - g) One representative from the Staff Union;
  - h) One member from the Student Representative Council;

- i) Two members invited based on their expertise in health, safety and wellness.
3. The Sub-Committee shall have the following functions:
- a) Advise Council on all matters affecting the health safety and wellness of staff and students;
  - b) Develop, for the Council's approval, an environmental sustainability policy whose standard shall be included in all projects by the University;
  - c) Ensure compliance with relevant national and international legislation, regulation standards, and codes of practice on health safety and wellness;
  - d) Provide a forum for consultation on health and safety, wellness, and environmental sustainability matters for management, staff, and students.

**STATUTE XXII-II:  
SUB-COMMITTEE OF THE STAFF AND STUDENT AFFAIRS COMMITTEE  
(GRIEVANCES HANDLING SUB-COMMITTEE)**

1. There shall be a Grievances Handling Sub-Committee with the mandate to hear representations by the persons directly involved in grievances, to mediate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate.
2. The Grievances Handling Sub-Committee shall comprise the following:
- a) Chairperson shall be appointed by the Staff and Student Affairs Committee;
  - b) The Legal Affairs Manager shall be the Secretary;
  - c) Two Senate representatives;
  - d) Legal Affairs Manager;

- e) Director of Student Affairs;
  - f) Human Resource Manager;
  - g) One representative from the Staff Union;
  - h) One member from the Student Representative Council;
  - i) Two members invited based on their expertise in Grievances Handling.
3. The Sub-Committee shall have the following functions:
- a) Advise Council on all matters of complaints or grievances submitted by students, faculty, or staff members;
  - b) Develop the Council's approval policies, which shall be included in all projects of the University;
  - c) Ensure compliance with relevant national and international legislation, regulations standards, and codes of practice on grievance handling;
  - d) Provide a forum for consultation on matters pertaining to grievance handling for management, staff, and students.

**STATUTE XXIII:**

**THE STUDENT REPRESENTATIVE COUNCIL (SRC)**

1. There shall be a Student Representative Council responsible for representing students' needs and welfare.
2. The structure, composition, membership, roles, responsibilities, and tenure of office of the SRC shall be as laid out in the SRC Constitution developed by the student body.

3. The privileges associated with membership of the SRC shall be determined by the SRC from time to time, as detailed in the SRC Constitution.
4. The SRC shall act in the best interest of the students by:
  - a) Acting as a liaison committee between schools and students in dialogue and disputes;
  - b) Working with the University to build an environment of academic diligence and excellence among students;
  - c) Encouraging participation of the entire student body in the activities of the University.

**STATUTE XXIV:  
THE STAFF UNION**

1. There shall be a Staff Union responsible for representing staff needs and welfare.
2. The structure, composition, membership, roles, responsibilities, and tenure of office of the staff union shall be as laid out in the Staff Union Constitution developed by the staff.
3. The privileges associated with membership in the staff union shall be determined by the staff union from time to time, as detailed in their Constitution.
4. The staff union shall act in the best interest of the staff by:
  - a) Acting as liaison committee in dialogue and disputes;
  - b) Working with the University to build an environment of academic diligence and excellence;
  - c) Encouraging participation of the entire staff body in the activities of the University.

**STATUTE XXV:**

**POWERS AND FUNCTIONS OF THE SENATE**

1. The University Senate is established under Section 27 of the Act and any other power or function prescribed by the Statutes.
2. The powers of the Senate shall include:
  - a) To determine the programmes to be pursued in each School, Department, or other academic section of the University;
  - b) To assign each such scheme to one Unit, Institute or School and accordingly allocate each post on the academic staff of the University to one school. After consultation with the Executive Dean of that School, allocate each such post to one Department or School, and at any time change such assignments of schemes and allocations of posts on the same terms;
  - c) To review the academic organisation and development of the University with special reference to the effectiveness of the University's work in relation to the objects, principles, and powers of the University as set out in Sections 5, 6, and 7 of the Act;
  - d) To appoint consultative committees on subjects in which the University engages in teaching or research, consisting of members of the academic staff and persons outside the University with a special interest in and responsibility for the subject of concern;
  - e) The consultative committee shall, with regard to the subject concerned, advise the Senate on the relevance of the curricula to the national need, employment requirements, and aspects thereof in which further teaching or research is required;
  - f) Subject to the powers of the Council, to determine matters concerning academic staff, including the subjects in which academic staff appointments

are made and the conditions under which academic staff carry out teaching or research at the University;

- g) To control all matters relating to content and methods of teaching, and to content and methods of assessment by examination or otherwise for the award of Degrees, Diplomas, and other academic distinctions other than Honorary Degrees or distinctions;
- h) To appoint, with such duties and under such conditions as it may determine, external examiners and academic consultants for examinations for Degrees and Diplomas; to appoint internal examiners; and to terminate the appointment of any external or internal examiner;
- i) To call meetings of the academic and administrative staff or groups of such staff under such arrangements as it shall determine, in order to consider and report upon matters that it wishes to refer to such bodies;
- j) To review, amend, refer back, or disallow any act of a school or other academic body in the University, and to give guidance and direction to any such body;
- k) Within the available resources, to institute, control, regulate, award, or discontinue, under terms and conditions determined by it (but subject to any conditions acceptable to it that may be made by donors), fellowships, studentships, scholarships, exhibitions, bursaries, prizes, and other such awards to students for the encouragement of study and research.
- l) To determine general policy matters relating to library and laboratory facilities, teaching aid services, workshops, and other academic services that are necessary for furthering the academic objectives of the University;
- m) To determine and control the terms and conditions under which any research or any other activity may be conducted or carried out at the University by

members of the staff of the University, or under the sponsorship of or in collaboration with the University or with members of its staff;

- n) To determine the conditions under which, and the extent, if any, periods and courses of study followed and examinations passed at other institutions may be regarded as equivalent to periods and courses or modules of study, followed and examinations passed in the University face-to-face, ODeL, virtual or blended, or any other mode of teaching;
  - o) To enter into relations, subject to the powers of the Council, with other bodies, whether academic or otherwise, for the furtherance of the objects of the University, with special regard to the advancement of education or research in Malawi;
  - p) To approve new and reviewed curricula;
  - q) To approve assessment of examinations and recommend for the award of degrees and certificates;
3. Senate functions shall include the following:
- a) To discuss and express an opinion on any matter whatsoever relating to the University.
  - b) Subject to the Act and these Statutes, to take such steps as it thinks fit to give advice, guidance, and directions regarding the constitution, functions, and activities of any organisation of members of the University eligible to receive and expend University funds;
  - c) On what it deems to be a good cause, to recommend to the Council the deprivation of persons of any Degrees, Diplomas, or any other academic distinctions, or of any academic titles, conferred upon or awarded to them by the University;

- d) To make recommendations to the Council for the establishment and/or discontinuation of schools, centres, institutes, departments, units, or other such academic sections, for the establishment of additional or deletion of any posts on the academic staff and the provision of any other new academic development;
- e) To recommend to the Council the conferring of the title emeritus professor, emeritus registrar, honorary lecturer or professor, or other academic title, and with the consent of the Council, recommend to the Appointments Sub-Committee of the Appointments and recommendations as to the terms and conditions of such appointments.
- f) With the approval of the Council, to determine what formalities and conditions shall attach to the conferment of Degrees, Diplomas, and other academic distinctions, and to determine all matters relating to academic ceremonial, including academic dress.

**STATUTE XXVI:  
SENATE COMMITTEES  
(HONORARY DEGREES COMMITTEE)**

1. There shall be established an Honorary Degrees Committee to make recommendations to Senate for the award of Honorary Degrees pursuant to its powers under Section 28(g) of the Act.
2. The Honorary Degrees Committee shall be appointed by Senate.
3. The Honorary Degrees Committee shall be constituted as follows:
  - a) Deputy Vice-Chancellor (Chairperson)
  - b) Two Professors who are not members of the Senate
  - c) Executive Dean from the relevant discipline

- d) One member of the Senate,
  - e) One Council member
  - f) One invited member who is an expert in a relevant discipline.
  - g) Registrar as Secretary
4. The Honorary Degrees Committee shall have the following functions:
- a) The Honorary Degrees Committee shall receive and consider nominations to admit *honoris causa (HC)* to any honorary degree, any person distinguished by eminence in public service, cultural achievement, or in service to the University or its communities, whether or not the person has graduated from a university.
  - b) The Committee will consider only those nominations submitted in accordance with the nomination procedure approved by the Council and shall determine the title of the Honorary Degree to be awarded.
  - c) The Committee, having considered the nominations, shall submit to the Senate those persons with exceptional achievement in the relevant field, for the award of the Honorary Degree.
5. The Senate shall consider the recommendations of the Committee and determine to whom of those persons recommended by the Committee such as Honorary shall be awarded.
6. The Senate, having approved the recommendation, shall submit to the council those persons with exceptional achievement in the field related to health, for the award of Honorary Degrees.
7. The Council shall consider and endorse the recommendations of the Senate for the award of such Honorary Degrees.

8. No person shall be approached regarding the person's willingness to accept the conferment of an Honorary Degree until the Council has approved the proposed person(s).
9. The name(s) of the approved person(s) shall be published only when the person(s) has officially accepted the award in writing.
10. An Honorary Degree shall not be conferred in the absence of the person on whom such a degree is to be conferred.
11. Notwithstanding Section 10, an honorary degree may be conferred in the absence of the candidate or posthumously by a specific resolution of the Council.
12. Serving members of the Statutory Committee, members of staff and students of the University, current elected representatives in government in Malawi, or immediate family members shall not be eligible for the award of Honorary Degrees.
13. An honorary degree shall be conferred at a University ceremony, and no fees shall be paid for admission to any honorary degree.
14. An Honorary degree will only be awarded for the recognition and celebration of eminent achievement at the highest level.
15. An Honorary Degree is not an academic qualification, and no person awarded an Honorary Degree shall use it for employment or any academic office and shall append the letters HC on a salutation.
16. In the event that an honorary degree is abused, the University shall hold the right to withdraw the honorary degree.

**STATUTE XXVII:**

**THE LIBRARY COMMITTEE**

1. There shall be a University Library Committee of the Senate, which shall direct and implement university library policies.

2. The Committee shall comprise of the following:
  - a) Deputy Vice Chancellor who shall be the Chairperson;
  - b) Librarian who shall be the Secretary;
  - c) One academic member appointed by each School;
  - d) All Campus Librarians;
  - e) One undergraduate student representative;
  - f) One postgraduate student representative;
  - g) One representative from Registrar's office;
  - h) One representative from the ICT Department;
  - i) Director of Finance and Investments;
  - j) Director of Student Affairs;
  - k) One co-opted member based on expertise in finance or occupational health and safety.
  
3. The Committee shall have the following functions:
  - a) Approve proposals by the Librarian for internal distribution of the library budget;
  - b) Advise the Librarian on technology, books for collection, resource allocation, and other ancillary matters;
  - c) Act as liaison between the library, lecturers, and students regarding information and resources for continuous learning and development;
  - d) Review the Library's policies aligned with the University's strategic plan;

- e) Review the annual budget estimates submitted by the librarian before submission to the Finance Committee;
- f) To effectively carry out its mandate, the Committee may appoint appropriate working groups in schools to make recommendations on the purchase of subscriptions to books, journals, manuscripts, or other resources.
- g) The Committee may refer any matter to the Senate for resolution or information as necessary.

**STATUTE XXVIII:  
STUDENT SELECTION COMMITTEE**

1. There shall be an established Student Selection Committee mandated to oversee the selection of qualified students at the University.
2. The Committee shall comprise of the following:
  - a) Deputy Vice Chancellor who shall be the Chairperson;
  - b) Executive Deans;
  - c) Director of Institute of Postgraduate Studies and Research;
  - d) Director of Student Affairs;
  - e) The Registrar shall be the Secretary.
3. The Committee shall carry out the following functions:
  - a) Recommend criteria for selection as submitted by Schools;
  - b) Consider student eligibility for selection according to the criteria;
  - c) Recommend candidates to Senate for selection.

**STATUTE XXIX:  
THE POSTGRADUATE COMMITTEE**

1. There shall be an established Postgraduate Committee mandated to manage and oversee matters related to admission, welfare, and ensuring the academic excellence of postgraduate students.
2. The Committee shall comprise of the following:
  - a) Deputy Vice Chancellor who shall be the Chairperson;
  - b) Director of the Institute of Postgraduate Studies and Research;
  - c) Librarian;
  - d) One postgraduate student representative;
  - e) One Senior Academic member of Staff from each school;
  - f) The registrar who shall be the Secretary;
  - g) Director of Students Affairs;
3. The Committee shall carry out the following functions:
  - a) Admission of postgraduate students into programs.
  - b) Assessment of research to award postgraduate degrees, certificates and diplomas.
  - c) Evaluation of postgraduate students' performance.
  - d) Approve rules and regulations governing postgraduate programs.
  - e) Approve external examiners for postgraduate programs.

**STATUTE XXX:**

**RESEARCH, INNOVATION, CONSULTANCY & OUTREACH COMMITTEE**

1. There shall be a Research, Innovation, Consultancy, and Outreach Committee that shall oversee and operationalise the research and consultancy policy of the university.
2. The Committee shall comprise of the following members:
  - a) Deputy Vice Chancellor or his or her delegated nominee shall be the Chairperson;
  - b) One Executive Dean nominated by Senate;
  - c) One senior academic member of staff from each School, who is not a Senator;
  - d) Director of the Institute of Postgraduate Studies and Research;
  - e) Librarian;
  - f) Director of Finance and Investment;
  - g) Head of Research Ethics and Governance;
  - h) Head of Research and Innovation;
  - i) The registrar who shall be the Secretary;
3. The Committee shall carry out the following functions:
  - a) Promote research activities among the academic staff of the University;
  - b) Facilitate the payment of research and consultancy overheads;
  - c) Oversee the implementation of the University's research and consultancy policy;

- d) Keep a record of all research and consultancy assignments by staff members;
- e) Identify and source funding for research projects;
- f) Monitor progress of funded research projects;
- g) Facilitate dissemination of research results;
- h) Promote community outreach activities of the University;
- i) Facilitate training and promote upcoming Researchers;
- j) Ensure that the research agenda and research priorities are established by each School;
- k) Establish a merit based scheme for rewarding excellence in research;
- l) Establish linkages with industry, commerce, Government and other agencies in research;
- m) Safeguard intellectual property from research developed by researchers of the University.

**STATUTE XXXI:**

**ACADEMIC STANDARDS COMPLIANCE COMMITTEE**

1. There shall be an Academic Standards Compliance Committee whose mandate shall be to develop and oversee the implementation of the University's overall education strategy.
2. The Committee shall comprise of the following:
  - a) Deputy Vice Chancellor who shall be the Chairperson;
  - b) Registrar, who shall be the Secretary;

- c) Curriculum and Instruction Specialist;
  - d) Quality Assurance Officer;
  - e) Up to two Representatives per School;
  - f) Director of the Institute of Postgraduate Studies and Research;
  - g) Director of Student Affairs
  - h) One representative of the Library
  - i) One representative from the ICT Department.
3. The Committee shall carry out the following functions:
- a) Enforce academic standards and quality assurance;
  - b) Monitor and advise the Senate on the academic policies, qualifications, and regulatory frameworks of the University, taking into account both the internal and external contexts, as they apply to academic standards;
  - c) Examine progression data and make recommendations to Senate;
  - d) Report any issues and areas of good practice with regard to academic standards;
  - e) Assess and evaluate academic programs, including curriculum documents and annual performance reports from schools, institutes, centres, and units;
  - f) Recommend appointments of external examiners to Senate;
  - g) Receive annual reports from external examiners on academic assessments;
  - h) Review report of quality assurance.

**STATUTE XXXII:  
THE SCHOOL BOARD**

1. There shall be a School Board for each school, as defined in Section 33 (2) of the Act.
2. Each School Board shall consist of
  - a) the Executive Dean of the school, who shall be chairperson of the Board;
  - b) Heads of Academic Department in the School;
  - c) Two student representatives, one female and one male (one shall be an undergraduate student while the other shall be a postgraduate student), elected by students taking courses in the school.
  - d) Two members from relevant industries and professions related to courses offered in the school; and
  - e) Other members of the University's academic staff may be co-opted by the Board as associate members for such a period and on such terms as the Board may determine.
3. School Board shall have the following duties:
  - a) To plan, manage, and review programmes and activities of the school, including relations with the University, community, industry, and the general public.
  - b) To establish, from time to time, advisory committees assist the Board in the development of relevant programs.
  - c) To consider and make recommendations to the Senate on all matters relating to teaching, research, consultancy, and outreach in the modules and programmes of the school, including curricula and examinations.

- d) To consider and make recommendations to the Senate on all matters relating to the progress and conduct of students following schemes of study, research, consultancy, or outreach assigned to the school.
- e) To make recommendations to the Senate for making regulations for schemes of study, research, outreach, consultancy, and conduct and administration of examinations.
- f) To make recommendations to the Senate in a manner prescribed by the Senate for the award of Degrees, Diplomas, Certificates, and other academic distinctions in the School's programmes;
- g) To submit proposals to the Senate in a manner prescribed by the Senate for academic development.
- h) To lay before Senate any matter of concern to the School upon which the Senate is empowered to act;
- i) To deal with and, if requested, report on any matters referred to by the Senate.
- j) To review the content and operation of the programmes of study assigned in whole or in part to the school, including the regulatory framework pertaining thereto;
- k) To consider the allocation and management of physical and financial resources assigned to the school;
- l) To consider the allocation of duties among academic-related and other staff assigned to the school
- m) To consider the strategic development of the School.

**STATUTE XXXIII:**

**SCHOOL EXAMINATIONS BOARD**

1. There shall be an established School Examinations Board subject to the powers and procedures of the Senate.
2. The School Examinations Board shall be constituted as follows:
  - a) Executive Dean who shall be chair of the board
  - b) All Heads of Departments
  - c) All academic members of staff from the school
  - d) Registrar
3. The School Examinations Board shall have the following functions:
  - a) To receive students' examinations grades from departments
  - b) To review and approve students' examination grades received from the departments
  - c) To recommend for approval of students' examinations grades to the Senate
  - d) To review recommendations for the appointment of external examiners
  - e) To review verbal and written reports from external examiners

**STATUTE XXXIV:**

**GRADUATION COMMITTEE**

4. The University's Graduation Committee shall be established within the office of the Registrar.
5. The graduation committee shall be constituted as follows:
  - a) Registrar as Chairperson

- b) One Representative from Marketing
  - c) One Representative from the Finance Directorate
  - d) One Representative from each School
  - e) One Representative from the ICT
  - f) One Representative from the SRC
  - g) One Assistant Registrar Administration
  - h) One Assistant Registrar Academic
  - i) One Representative from the Alumni
  - j) One member from DSA
  - k) Assistant Registrar IPGSR
3. The graduation committee shall be reporting to the Vice Chancellor
4. The Graduation Committee shall have the following functions:
- a) Organise and manage the entire graduation ceremony
  - b) Establish and maintain student and staff ceremony registration systems
  - c) Compile documentation of the graduating candidates no later than six weeks before the graduation day
  - d) Identify and propose the ;
    - I. colours and designs of the gowns
    - II. hiring charges for the gowns and
    - III. the cost of replacing a lost or damaged certificate and the gowns

- e) Develop guidelines on the graduation process and award of certificates

5. Proposed Guidelines on the Graduation Process and Award of Certificates:

- a) The university shall have defined times for graduation ceremonies in a year, which shall be published in the University calendar of events.
  - b) The names of the graduands shall be read by the school executive deans
    - i. Where a person is unable to attend their designated graduation ceremony, that person shall graduate in absentia.
    - ii. Where a person has been unable to attend their designated graduation ceremony due to death, that person shall graduate posthumously.
  - c. Graduates will be issued with only one original certificate parchment per qualification.
  - d. In the event that the original certificate parchment is lost, damaged, or stolen, the application can be made to the Registrar for a replacement certificate at a fee.
  - e. The replacement certificate shall bear a watermark "Copy"
  - f. The graduation ceremony shall be presided over by the Chancellor, or in his absence, the Vice Chancellor.
5. Certificates, Degrees to be awarded will be presented at a graduation ceremony according to the following hierarchy:
- a. Honorary Doctorate
  - b. PhDs
  - c. Professional Doctorates

- d. Masters
  - e. Postgraduate Diplomas/Certificates
  - f. Bachelor's degrees/diplomas/undergraduate certificates
6. Music will be played for the following elements of the graduation:
- a. Procession
  - b. University Anthem
  - c. National Anthem
  - d. Recession
7. The order of procession shall be as follows:
- a. Students procession
  - b. Academic staff procession
  - c. Executive Deans procession
  - d. The University Councils procession
  - e. The Chancellors/Vice Chancellor's procession

**STATUTE XXXV:  
THE COMMITTEE OF DEANS**

1. A Committee of Deans herein referred to as the Committee of Deans shall be established.
2. The Committee of Deans shall be a sub-committee of management.
3. The committee of deans shall be constituted as follows:

- a) All Executive Deans
- 4. The Executive Deans shall elect the Chairperson and Deputy Chairperson of the Committee through a vote.
- 5. The Chairperson and the Deputy Chairperson of the committee shall serve for a period concurrent with the term of office of the Executive Dean.
- 6. The Committee of Deans shall meet once every month.
- 7. The Committee of Deans shall have an interface with management once every month.
- 8. Any member may call a Committee of Deans meeting by giving notice of the meeting to the Chair or Deputy Chair of Deans, or by authorising the Registrar to give such notice.
- 9. The Committee of Deans shall have the following functions:
  - a) To appraise the Vice Chancellor on all matters pertaining to schools;
  - b) To receive updates from the schools and make recommendations to the VC/senate on all matters mandated to the schools;
  - c) To receive and review monthly reports on subventions to schools;
  - d) To submit bi-annual reports to the Vice Chancellor/Senate on all matters pertaining to schools;
  - e) To perform such duties as imposed on it by any other statute or by any regulation or resolution of the Senate or Council

**STATUTE XXXVI:  
TRAINING COMMITTEE**

1. There shall be a Training Committee whose mandate shall provide technical and policy guidelines on training and staff development to ensure transparency and equity in providing all employees with training and staff development opportunities.
2. The Committee shall comprise of the following:
  - a) Senior officer nominated (or the Deputy Vice Chancellor) by reporting to the Vice Chancellor
  - b) Executive Deans
  - c) Registrar, who shall act as the secretary;
3. The Committee shall undertake the following functions:
  - a) Formulation, implementation, and updating of the University's strategy within the overall provisions of existing policies and guidelines
  - b) Ensure that training and staff development needs are effectively identified, prioritised, and fully responsive to and addressed, among others, gender issues, HIV/AIDS, Human rights, and disability issues.
  - c) Vet training and staff development proposals submitted by the Heads of Department/supervisors to ensure that the selection of employees to attend training and staff development programmes are based on objectively identified skills/performance gaps, and that the same employees are not repeatedly selected for training.
  - d) Ensure that a prioritised training plan for all staff categories is prepared, approved by top management, and fully implemented.

- e) Determine the extent of resources available for training (finance, accommodation, and others) and their optimum use.
- f) Coordinate the mobilisation, allocation, and utilisation of financial resources and ensure that funds allocated for training and staff development are only used for that purpose.
- g) Determine training programmes and course content at training institutions in which the University has an interest, and where necessary, initiate the review of the curriculum.
- h) Undertake evaluation and validation of training programmes
- i) Ensure that the Training Needs Assessments (TNA) reports and a prioritised training plan for postgraduate sponsorship are submitted to the Vice Chancellor by the date specified by the government.
- j) Monitor progress on implementing all training and staff development interventions in the University.