



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY (UTAMU) GOVERNANCE AND MANAGEMENT MANUAL

DECEMBER 2020

Recommended to Board of Directors by the University Council at its Meeting held on 2nd October 2019 and approved in Revised form by the Board of Directors at its Meeting held on 6th November 2019. Approved on 18th November 2019 by the Chairperson of the General Meeting on behalf of the General Meeting of UTAMU Ltd.

The effective date of this manual is 18th November 2019. The coming into effect of this manual forthwith repeals the UTAMU Governance and Management Manual (2015). Where any UTAMU manual, UTAMU policy or any other UTAMU legal framework contradicts this UTAMU governance and management manual, it shall be null and void to the extent it contradicts this manual.

Revised by the Board of Directors on 29th January 2020, 8th October 2020 and 11th December 2020. Approved on 28th December 2020 in revised form by the Chairperson of the General Meeting of UTAMU Ltd on behalf of the General Meeting of UTAMU Ltd.

Signed this 28th day of December 2020 by:

Chairperson, Board of Directors

Secretary, Board of Directors

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1. INTRODUCTION

1.1. Background

Uganda Technology And Management University (UTAMU) was first incorporated in the Republic of Uganda under the Companies Act (CAP.110) as a company limited by shares on 30th August 2012. In accordance with Section 96 of the Universities and Other Tertiary Institutions Act 2001 and subsequent amendments and in accordance with the National Council for Higher Education Statutory Instrument Number 80 of 2005, the National Council for Higher Education at its 27th meeting held on 11th March 2013 granted a University Licence, No. UIPL022, to Uganda Technology And Management University (UTAMU) to operate as a University in the Republic of Uganda. UTAMU was gazetted in Gazette Vol. CVI No. 14 of 22nd March 2013, Legal Notice No. 4 of 2013.

UTAMU Ltd is the private limited company (limited by shares) that owns UTAMU. Thus, in what follows, a company herein refers to UTAMU Ltd.

UTAMU was established with the purpose of making a difference in the training of Technology and Management Professionals within the region. Thus, Uganda Technology and Management University (UTAMU) has positioned itself as a high-quality education and research institution in the region. Furthermore, the University has positioned itself to undertake consultancy, knowledge and technology transfer partnerships and business incubation.

UTAMU is currently operating under a University Licence, No. UIPL022 issued by the National Council for Higher Education in accordance with Section 97 of the Universities and Other Tertiary Institutions Act 2001 as amended. When UTAMU is granted a Charter as per Sections 102 and 103 of the Universities and Other Tertiary Institutions Act 2001 as amended, it will operate in accordance with the provisions in the Charter. In the meantime, the UTAMU governance and management manual shall provide for powers and functions/ duties of the various organs of the University.

In line with Section 104(e) and Section 107 of the Universities and Other Tertiary Institutions Act 2001 as amended, the governance of UTAMU has been provided for under both a Board of Directors and a University Council where the University Council is responsible to the Board of Directors. The powers and duties of the Board of Directors and University Council have been specified in this manual. Section 108 (1) of the Universities and Other Tertiary Institutions Act 2001 as amended provides that a Private University shall have a supreme academic body, whose composition, functions and powers shall be specified in its Charter. This manual provides for the University Senate as the Academic Body of the University where the University Senate is responsible to the University Council.

In line with Section 108(2) of the Universities and Other Tertiary Institutions Act 2001 as amended, this manual provides for how schools and departments and other academic units shall be established.

1.2. UTAMU Vision, Mission, Core Functions and Values

- (i) UTAMU Vision. To be a global educational institution for management, science, technology and innovation.
- (ii) UTAMU Mission. To provide global quality Education, Research and Innovation critical to economic and human development.
- (iii) UTAMU Core Functions. The core functions of UTAMU are student centered teaching and learning, development-oriented research, innovations and business incubation, and community engagement.
- (iv) UTAMU Values. UTAMU is mindful of its strategic future plans and the historic perspective of education in the world that emphasises nurturing scientists, technologists and innovators who can transform and create new knowledge. Therefore, the values of UTAMU are:
 - (a) Professionalism: making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility of all their actions;
 - (b) Creativity: committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to our stakeholders through a rich and flexible educational experience;
 - (c) Integrity: adhering to ethical and moral principles in all the educational, research and innovation processes;
 - (d) Transparency: seeking to provide accountability and value for money to UTAMU's stakeholders;
 - (e) Empowerment: offering unsurpassed practical opportunities to UTAMU's stakeholders through industry oriented collaborations, research engagements and incubation clusters in order to transform the educational environment; and
 - (f) Community Engagement: working with the community to solve the real-world problems as a focal point towards economic development.

1.3. Membership of UTAMU

Section 106 of the Universities and Other Tertiary Institutions Act 2001 as amended provides that a Private University shall have the membership specified in its Charter.

The members of UTAMU shall be –

- (a) The Chairperson and Members of the Board of Board of Directors;
- (b) The Chancellor;
- (c) The Chairperson and Members of the University Council;
- (d) The Vice-Chancellor;
- (e) The Deputy Vice-Chancellor (s);
- (f) Members of the University Senate;
- (g) Professors, Associate professors, Senior lecturers, lecturers and Assistant lecturers of the University;
- (h) The University Secretary;
- (i) University Controller;
- (j) University Librarian;

- (k) The Academic Registrar;
- (l) Deans of Schools;
- (m) Directors of Directorates;
- (n) Administrative and support/ technical staff of the University;
- (o) The Students of the University;
- (p) Members of the Convocation; and
- (q) Such other members of the staff of the University or of anybody formally admitted into association with the University as the Board of Directors may, from time to time determine.

2. GENERAL MEETING

Section 47- 74 of Table 'A' of Companies Act Regulations shall apply.

2.1. Composition

The members of the general meeting (whether ordinary or extra ordinary) of UTAMU Ltd shall be the shareholders. As provided for in Sections 55-56 of Table 'A' of the Companies Act Regulations, the chairperson of the board of directors shall preside at every general meeting of the company and in his/her absence the directors present shall elect one of their members to be chairperson of the meeting and if no director is present within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their members to be chairperson of the meeting. The company Secretary of UTAMU Ltd shall be the Secretary of all general meetings

2.2. Powers and Duties of a General Meeting

The functions and powers as provided for in the Companies Act and Table 'A' of the Companies Act Regulations shall apply. Without loss of generality the following shall be functions and powers of the General Meeting of UTAMU Ltd:

- (i) To fix the shareholding qualification for directors;
- (ii) To elect directors in the place of those retiring;
- (iii) To determine the remuneration of the directors;
- (iv) To consider the annual report and other reports of the directors;
- (v) To appoint and fix the remuneration of the external auditors;
- (vi) To consider the accounts and the balance sheets;
- (vii) To consider audit reports; and
- (viii) To declare dividends and or bonus out of a profit, but no dividend shall exceed the amount recommended by the directors.

2.3. The Company Secretary

Section 110 - 112 of Table 'A' of Companies Act Regulations shall apply. The Company Secretary shall be the Secretary of the general meetings and Board of Directors (BOD). The BOD shall appoint the Company Secretary on terms and conditions determined by the BOD. He/she shall be a holder of a master's degree and a Bachelor of Laws degree from a recognised Institution. Being an advocate of the High Court and a member of the Institute of Chartered Public Accountants in Uganda or the Institute of Chartered Secretaries and Administrators shall be an added advantage. He/she shall possess a minimum of six (6) years of relevant managerial experience from a reputable organisation.

3. THE BOARD OF DIRECTORS

The Board of Directors shall be the supreme organ of Uganda Technology and Management University (UTAMU).

3.1. Responsibilities of the Board of Directors

The responsibilities shall include:

- (i) provide strategic direction;
- (ii) identify and monitor key risk and key performance areas;
- (iii) identify and monitor non-financial aspects;
- (iv) record facts and assumptions which lead it to conclude that the business will be a going concern in the next financial year and if not state what steps it is taking;
- (v) determine a balance between governance constraints and entrepreneurial performance;
- (vi) review major plans of action;
- (vii) review and guide annual budget and business plans of the University;
- (viii) oversee major capital expenditures, acquisitions and divestiture;
- (ix) ensure the integrity of the University's accounting and financial reporting systems; and
- (x) explain the effect of all proposed resolutions to be passed at shareholders' meetings.

3.2. Duties and Powers of the Board of Directors

3.2.1. Duties of the Board of Directors

- (i) To be responsible for overall oversight of the objects and functions of the University;
- (ii) To mobilise financial resources for the University;
- (iii) To promote the image of the university;
- (iv) To provide for the safe custody of the University Seal;
- (v) To present the annual report and other reports of the board of directors to the general meeting;
- (vi) To perform any other duties assigned by the general meeting and undertake any other duty/role and take all necessary decisions in good faith and conducive to the fulfillment of the objects and functions of the University.

3.2.2. Powers of the Board of Directors

- a) To elect utmost 80% of the members of the University Council from the Public who are both non-students and non-employees of UTAMU from different disciplines including (i) business and management; (ii) natural and applied sciences; (iii) technology, computing and engineering; (iv) and law, social sciences and humanities, and neither a member of the Board of Directors of UTAMU Ltd nor a shareholder of UTAMU Ltd shall be a member of the

- University Council;
- b) To appoint the Chairperson and Vice Chairperson of the University Council;
 - c) To issue appointment instruments to the Chairpersons of Council Committees and members of the University Council;
 - d) To approve the UTAMU Charter and UTAMU Statutes and present them to the shareholders for adoption;
 - e) To approve the University budget proposals and the final accounts submitted by the University Council;
 - f) To approve the scales of fees and boarding charges;
 - g) To approve the salary structure for academic, administrative and support / technical staff of the University on recommendation of the University Council;
 - h) To make recommendations to general meeting of shareholders on the determination of remuneration of directors;
 - i) To determine the remuneration for Chairperson, Vice Chairperson and Members of Council;
 - j) To determine the remuneration for Chairperson and Members of University Senate;
 - k) To determine the University Management remuneration;
 - l) To approve the establishment of schools, directorates and departments;
 - m) To represent UTAMU in all legal suits by and against UTAMU;
 - n) To appoint the Chancellor, the Vice Chancellor and the Deputy Vice Chancellor (s) of UTAMU;
 - o) To appoint by powers of attorney any company, firm or person or body of persons, whether nominated directly or indirectly by the directors, to be the attorney or attorneys of UTAMU for such purposes and with such powers, authorises and discretions not exceeding those vested in or exercisable by the directors; and
 - p) To exercise any other powers as assigned by the general meeting in good faith and conducive to the fulfillment of the objects and functions of the University.

3.3. Standing Committees of the Board of Directors

The board committees shall assist the board in the performance of its duties; but the directors shall remain responsible notwithstanding delegation to a committee. A formal procedure for delegation shall exist to discharge the board's duties and to facilitate decision making. The board committees' terms of reference or mandates shall state their lifespan. There shall be transparency and full disclosure of board committee matters. The Standing Committees of the Board of Directors shall include but not limited to the Remuneration, Statutes and General Purpose Committee.

3.3.1. Remuneration, Statutes and General Purpose Committee

Membership of the Remuneration, Statutes and General Purpose Committee:

The Remuneration, Statutes and General Purpose Committee shall comprise of the following five members:

- (i) An advocate of the High Court with experience in legal drafting appointed by the Board of Directors from the public as Chairperson;
- (ii) Two representatives of the Board of Directors elected from among the directors;
- (iii) A representative of the University Council elected from among the University Council members; and
- (iv) An experienced human resource expert appointed by the Board of Directors from the public.

Terms of Reference of the Remuneration, Statutes and General Purpose Committee:

- (i) To consider remuneration of directors and make recommendation to the Board of Directors that shall form a basis for the recommendation of the Board of Directors to the general meeting of shareholders on the determination of remuneration of directors;
- (ii) To consider remuneration for Chairperson, Vice Chairperson and Members of Council and make recommendations to the Board of Directors;
- (iii) To consider remuneration for Chairperson and Members of University Senate and make recommendations to the Board of Directors;
- (iv) To consider University Management remuneration and make recommendations to the Board of Directors;
- (v) To consider and/ or review university statutes and make recommendations to the Board of Directors;
- (vi) To consider and/ or review the UTAMU Charter, Board of Directors Charter and UTAMU Council Charter and make recommendations to the Board of Directors;
- (vii) To advise the Board of Directors on legal, statutory, regulatory and policy matters;
- (viii) To ensure that accurate records are kept on the University; and
- (ix) To exercise such powers as the Board of Directors may from time to time delegate to it.

4. OFFICERS OF THE UNIVERSITY

Section 105 of the Universities and Other Tertiary Institutions Act 2001 as amended provides that a Private University shall have persons designated officers of the University as may be specified in its Charter.

4.1. The Chancellor

The Chancellor shall be the titular head of the University and as such preside at all ceremonies of the University and, in the name of Uganda Technology And Management University (UTAMU) confer degrees and award diplomas, certificates, other academic titles and distinctions of Uganda Technology And Management University. The Chancellor shall promote the image of the University.

The Chancellor shall be appointed by the Board of Directors from among three (3) candidates recommended by the Chancellor Search Committee. A Chancellor Search Committee constituted by the Board of Directors shall identify suitable candidates for the post of Chancellor and recommend three (3) candidates to the Board of Directors.

The Chancellor shall be appointed on terms and conditions determined by the Board of Directors for a term of four (4) years and shall be eligible for re-appointment for one more term. The Chancellor shall be responsible to the Board of Directors.

4.2. The Vice Chancellor

The Vice Chancellor shall:

- (i) Be responsible for the academic, administrative and financial affairs of the University;
- (ii) Be the Chief academic and administrative officer of the University as well as the Accounting Officer of the University;
- (iii) Be the Chief Public Relations Officer of the University;
- (iv) In the absence of the Chancellor preside at all ceremonies of the University and in the name of Uganda Technology And Management University (UTAMU) confer degrees and award other academic titles and distinctions of Uganda Technology And Management University (UTAMU); and
- (v) Perform such other functions that may be delegated to him or her by the University Council.

The Vice Chancellor shall possess a PhD or equivalent, be at the rank of at least Associate Professor and possess at least eight (8) years of managerial experience at least four (4) of which shall be at the level of at least Dean of a Faculty/ School or equivalent in a reputable higher education institution, corporate or public institution.

The Vice Chancellor shall be appointed by the Board of Directors from among three candidates recommended by the University Council. A search committee constituted by the University Council shall identify three (3) to five (5) suitable candidates for the post of Vice Chancellor and forward them to the University Council to nominate three (3) candidates for recommendation to the Board of Directors.

The Vice-Chancellor shall be appointed on terms and conditions determined by the University Council for a term of three (3) years and shall be eligible for re-appointment for a maximum of two more terms of three years each. The Vice Chancellor shall be responsible to the University Council.

The Vice Chancellor shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.3. The Deputy Vice Chancellor

The Deputy Vice Chancellor shall:

- a) Deputise the Vice Chancellor and be responsible to the Vice Chancellor for the academic affairs, research and innovation of the University. [SEP]
- b) In the absence of the Vice-Chancellor perform the functions of the Vice Chancellor.
- c) Perform such other functions that may be [SEP]delegated to him/her by the Vice Chancellor.

The Deputy Vice Chancellor shall possess a PhD or equivalent, be at the rank of at least Senior Lecturer and possess at least six (6) years of managerial experience at least two (2) of which shall be at the level of at least Dean of a Faculty/ School or equivalent in a reputable higher education institution, corporate or public institution.

The Deputy Vice Chancellor shall be appointed by the Board of Directors from among two (2) candidates recommended by the University Council. A search committee constituted by the University Council shall identify two (2) to four (4) suitable candidates for the post of Deputy Vice Chancellor and forward them to the University Council to nominate two (2) candidates for recommendation to the Board of Directors.

The Deputy Vice-Chancellor shall be appointed on terms and conditions determined by the University Council for a term of three (3) years and shall be eligible for re-appointment for a maximum of two more terms of three years each. The Deputy Vice Chancellor shall be responsible to the Vice Chancellor.

The Deputy Vice Chancellor shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.4. The University Secretary

The University Secretary shall:

- (i) Be the Secretary to the University Council and its committees;
- (ii) Be the custodian of the University Seal, legal documents and other University records and University assets;
- (iii) Be responsible for the steward of the constitutional and business rules of procedure, coordinating the flow of business in terms of both timing and content, recording of discussions or decisions of the University Council and transmitting them to relevant University organs or officers through the University system;
- (iv) Without loss of generality to (iii) above, be responsible for transmitting to Board of Directors the business from the University Council;
- (v) Be responsible for receiving the decisions of the Board of Directors and transmitting them

- to relevant University organs or officers through the University system;
- (vi) Monitor and report to the University Council, the status of implementation of the decisions of both the Board of Directors and the University Council;
- (vii) Be responsible for the operation and conduct of the University Council business and in ensuring that appropriate rules of procedure are followed and, irrespective of any other functions that s/he may have within the University, when dealing with the University Council business s/he shall act on the instruction of the University Council itself;
- (viii) Be the Chief Legal Officer of the University i.e. be responsible for Legal Services in the University;
- (ix) Be responsible for Estates and Security in the University;
- (x) Ensure that the University publications such as the Headed paper, diaries, statutes, policies, University calendar, University prospectus, staff handbook, University gazette, handbook on (administrative) procedures are updated and released regularly; and
- (xi) Undertake any other duties assigned by either the Chairperson of the University Council or the Vice Chancellor.

The University Secretary shall be a holder of master's degree in a relevant discipline and a Bachelor of Laws degree from a recognised Institution. He/she shall be an advocate of the High Court. Being a member of the Institute of Chartered Secretaries and Administrators or Institute of Chartered Public Accountants of Uganda shall be an added advantage.

The University Secretary shall possess a minimum of six (6) years of relevant managerial experience from a reputable organisation.

The University Secretary shall be appointed by the University Council on recommendation of the University Appointments Committee.

The University Secretary shall be appointed on terms and conditions determined by the University Council for a term of four (4) years and shall be eligible for re-appointment for one more term.

The University Secretary shall be responsible to the Chairperson of the University Council. The University Secretary will be administratively responsible to the Vice Chancellor.

The University Secretary shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.5. University Controller

The University Controller shall be responsible to the Vice Chancellor for the University's Controllership functions and as such shall:

- (i) Be the Chief Financial Officer as well as the Chief Reporting Officer of the University;
- (ii) Direct, coordinate and oversee the University's financial, accounting, treasury operations, financial systems management and payroll of the University;
- (iii) Be responsible for the financial planning and administration of the University and shall maintain the accounts in a form determined by the University Council;

- (iv) Supervise the daily, monthly, quarterly and annual financial reporting and submit reports to the University Council;
- (v) Be responsible for general administration of the university;
- (vi) Undertake any other duties assigned by the Vice Chancellor.

The University Controller shall be a member of the Institute of Certified Public Accountants of Uganda (ICPAU) and a holder of at least a master's degree from a recognised Institution in a relevant discipline such as business administration, finance and accounting, economics, statistics, human resources or management. S/he shall hold a bachelor's degree from a recognised institution.

The University Controller shall possess a minimum of six (6) years of relevant managerial experience from a reputable organisation.

The University Controller shall be appointed by the University Council on recommendation of the University Appointments Committee.

The University Controller shall be appointed on terms and conditions determined by the University Council for a term of four (4) years and shall be eligible for re-appointment for one more term.

The University Controller shall be responsible to the Vice Chancellor.

The University Controller shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.6. Academic Registrar

The Academic Registrar in addition to being the Secretary to the University Senate shall be the custodian of academic records in the University and shall be responsible to the Deputy Vice Chancellor for coordination and management of academic affairs, student affairs, alumni affairs and convocation.

The Academic Registrar shall: -

- i. Assist the Deputy Vice Chancellor responsible for Academic Affairs in overseeing the academic affairs in the University;
- ii. Assist the Deputy Vice Chancellor responsible for Academic Affairs in the coordination and management of the student affairs;
- iii. Be responsible for the coordination and management of the academic programmes including accreditation of the academic programmes with the National Council and other professional bodies;
- iv. Be responsible for coordination, administration and organization of admission and registration of students and conduct of examinations in the University;
- v. Coordinate the preparation of the teaching and examination timetables in the University;
- vi. Serve as the Custodian of the University Academic Records;
- vii. Serve as the Secretary of the University Senate;
- viii. Be responsible for the affairs of the alumni association;
- ix. Be responsible for streamlining and harmonizing the academic guidelines of the University;

- x. Assist in the development and review of guidelines and criteria of the University's academic growth projections;
- xi. Collect, analyze and interpret data on trends in University activities such as enrolments, staffing, staff training, graduate output, etc. and make such data available for decision making;
- xii. Ensure that the University publications in relation to academic affairs such as the University academic calendar, student handbook, University handbook on academic procedures are updated and released regularly;
- xiii. Document and store information on all academic programmes and ensure that the University complies to and maintains minimum academic standards; and
- xiv. Perform any other duties assigned by the Deputy Vice Chancellor responsible for Academic Affairs.

The Academic Registrar shall possess a PhD or equivalent, be at the rank of at least Senior Lecturer and possess at least six (6) years of managerial experience at least two (2) of which shall be at the level of at least Head of a Department in a Faculty / School, Deputy Academic Registrar or equivalent in a reputable higher education institution.

The Academic Registrar shall be appointed by the University Council on recommendation of the University Appointments Committee.

The Academic Registrar shall be appointed on terms and conditions determined by the University Council for a term of four (4) years and shall be eligible for re-appointment for one more term.

The Academic Registrar shall be responsible to the Deputy Vice Chancellor responsible for academic affairs.

The Academic Registrar shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.7. University Librarian

The University Librarian shall be responsible for library services in the University.

The University Librarian shall;

- i. Be responsible for the development, control, management and co-ordination of all library and information services in the University;
- ii. Serve as the Executive Officer of UTAMU Libraries;
- iii. Maintain, and, enhance and improve, the Library's integrated learning environment, and the engagement of students, and staff in that environment;
- iv. Ensure equitable access to information resources, services, facilities and systems, in physical or virtual environments, both on campus and off campuses;
- v. Be innovative and proactive in the implementation of new technologies and library services;
- vi. Assure adequate library and research resources are available to meet staff and student needs, within assigned budget;
- vii. Plan for collection growth and technological change;
- viii. Support teaching and research by ensuring reliable library services;

- ix. Serve as an ambassador and advocate for the library by developing partnerships with other academic research libraries, and regional and national library associations;
- x. Develop a vision to ensure that the UTAMU Library embodies a model of modern librarianship;
- xi. Work closely with the university leadership and with principals/ deans/ directors and departmental heads to prioritize and focus future library developments;
- xii. Be under the direction of the Deputy Vice Chancellor responsible for Academic Affairs;
- xiii. Perform any other duties as assigned by the Deputy Vice Chancellor responsible for Academic Affairs.

The University Librarian shall possess a Bachelor's degree in Library Science and PhD or equivalent from a recognised institution, be at the rank of at least Senior Lecturer and possess at least six (6) years of managerial experience at least two (2) of which shall be library working experience in a reputable higher education institution.

The University Librarian shall be appointed by the University Council on recommendation of the University Appointments Committee.

The University Librarian shall be appointed on terms and conditions determined by the University Council for a term of four (4) years and shall be eligible for re-appointment for one more term.

The University Librarian shall be responsible to the Deputy Vice Chancellor responsible for Academic Affairs

The University Librarian shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.8. The Dean UTAMU Graduate School

- a. There shall be a Dean of the Graduate School who shall be appointed by Council on terms and conditions as stipulated in the Statutes.
- b. The Dean shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.
- c. The Dean shall be a person of integrity and outstanding academic and administrative experience and capability.
- d. The Dean shall be a person with exemplary record of scholarship, teaching, research, innovation and consultancy services and with extensive knowledge and experience of university systems.
- e. The Dean shall be a holder of PhD in a discipline offered in the University, be at the level of at least Senior Lecturer in a reputable institution and possess a minimum of four (4) years of managerial experience at the level of at least Head of Department in a Faculty / School / Institute / Centre.
- f. The Dean of the Graduate School shall be responsible to the Deputy Vice Chancellor responsible for Academic Affairs.
- g. The Dean of the Graduate School among other duties as spelt out in the Statutes shall:
 - i. Be responsible for the administrative and financial affairs in the Graduate School;
 - ii. Coordinate Graduate Education and Research in the University;

- iii. Be responsible for Research Management in the University;
- iv. Coordinate research and innovation activities of the University and manage the research and innovation output for both electronic and print in liaison with relevant University Units to increase its visibility;
- v. Monitor the registration status and the progress of Graduate students at different levels in the University;
- vi. Identify sources of and solicit for funds to support research and graduate training;
- vii. Strengthen links with other universities and research institutions /organizations in research activities;
- viii. Promote and periodically review the University research agenda to reflect the priorities of the University and other stakeholders;
- ix. Produce an annual update report on completed and on-going research and publications in the University;
- x. Provide support to conferences and organizes workshops, seminars, symposia on research activities;
- xi. Develop and nurture a culture of excellence in research in the University;
- xii. Develop and manage the digital Academic Records for research, graduate students, and related staff;
- xiii. Develop and maintain authors / researchers' intellectual property rights, copyrights, rights management, and other legal issues especially as they apply to primary research in various forms in liaison with the University Library as mandated by the Legal Deposit Act;
- xiv. Ensure faculty (academic staff), graduate students and academic units compliance with all academic policies set by the university;
- xv. Provide support in the identification, recruitment, and matriculation of prospective graduate students in the University;
- xvi. Support the University academic units in marketing and advertising graduate programmes;
- xvii. Evaluate the effectiveness of existing and proposed systems and processes in support of graduate programmes (enrollment, applications, curricular development and review) at UTAMU;
- xviii. Define a compelling, cohesive and ambitious vision for the Graduate School with a shared purpose aligned to the broader corporate goals of the University, that will inspire its staff;
- xix. Set the strategic agenda in order to achieve this, ensuring that this is embedded across the University and implemented in terms of its operational delivery;
- xx. Manage effectively the resources (human, physical and financial) of the Graduate School in order to maximize its contribution to the University's strategic development and operational delivery;
- xxi. Promote and facilitate entrepreneurial activity across the University;
- xxii. Perform such other functions as are assigned by the Deputy Vice Chancellor responsible for Academic Affairs;

4.9. The Dean of a School

The Dean of a School shall be responsible for the academic, administrative and financial affairs in the school. He or she shall promote research and innovation within the school.

The Dean shall be a holder of PhD in a relevant discipline and be at the level of at least senior lecturer in a reputable institution.

The Dean of a School shall be appointed by the University Council on recommendation of the University Appointments Committee.

The Dean shall be appointed on terms and conditions determined by the University Council for a term of four (4) years and shall be eligible for re-appointment for one more term. The Dean shall be responsible to the Vice Chancellor.

The Dean of a School shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.10. The Director of a Directorate

The Director of a Directorate shall pursuant to the mandate of the directorate be responsible for the efficient management and administration of the directorate.

The Director shall be a holder of at least a master's degree in a relevant discipline from a recognised Institution.

The Director shall possess a minimum of five (5) years of relevant managerial experience from a reputable organisation.

The Director of a Directorate shall be appointed by the University Council on recommendation of the University Appointments Committee.

The Director shall be appointed on terms and conditions determined by the University Council for a term of four (4) years and shall be eligible for re-appointment for one more term. The Director shall be responsible to the Vice Chancellor.

The Director of a directorate shall be neither a shareholder nor a director in Uganda Technology and Management University (UTAMU) Ltd.

4.11. Removal of Officers of the University from Office

4.11.1. Removal of the Chancellor from Office

The Board of Directors shall remove the Chancellor from office on any the following grounds:

- (i) Upon being adjudged Bankrupt; or
- (ii) Upon being adjudged of unsound mind; or
- (iii) Upon being convicted of a crime; or
- (iv) Gross misconduct.

4.11.2. Removal of the Vice Chancellor and Deputy Vice Chancellor from Office

Any of the following grounds shall lead to the removal of the Vice Chancellor or Deputy Vice Chancellor from office:

1. The contract of the Vice Chancellor or Deputy Vice Chancellor shall be deemed to have been terminated when the Appointing Authority revokes the appointment; or
2. The contract of the Vice Chancellor or Deputy Vice Chancellor shall be terminated by the Appointing Authority:
 - (i) If two thirds of the University Council are satisfied that the Vice-Chancellor or a Deputy Vice-Chancellor should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Vice Chancellor or Deputy Vice Chancellor; or
 - (ii) Upon being adjudged Bankrupt; or
 - (iii) Upon being adjudged of unsound mind; or
 - (iv) Upon being convicted of a crime.

4.11.3. Removal of the University Secretary, University Controller, University Librarian, Academic Registrar, the Dean of a School or the Director of a Directorate from Office

The contract of the University Secretary, University Controller, University Librarian, Academic Registrar, Dean of a School or Director of a Directorate shall be terminated by the Appointing Authority:

- (i) If at least two thirds of the University Council pass a resolution that the University Secretary, University Controller, University Librarian, Academic Registrar, the Dean of a School or the Director of a Directorate should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the University Secretary, University Controller, University Librarian, Academic Registrar, the Dean of a School or the Director of a Directorate; or
- (ii) Upon being adjudged Bankrupt; or
- (iii) Upon being adjudged of unsound mind; or
- (iv) Upon being convicted of a crime.

5. THE UNIVERSITY COUNCIL

The University Council shall be responsible to the Board of Directors. The University Council shall be responsible for policy formulation as well as direct the academic, administrative and financial affairs of the University.

5.1. Functions of the University Council

The University Council shall:

- (i) Be responsible for the direction of the academic, administrative and financial affairs of the University;
- (ii) Implement decisions of the Board of Directors on the affairs of the University;
- (iii) Prepare Statutes and recommend them to the Board of Directors for Approval;
- (iv) Formulate the general policies (including academic policies) of the University;
- (v) Approve all policy documents of the university in accordance with the Statutes of the University and always notify the Board of Directors;
- (vi) Determine the requirements (including academic qualifications and experience) for the various academic, administrative and support/ technical staff positions in the University except where provided otherwise under this manual;
- (vii) Appoint academic, administrative and support/ technical staff of the University except where provided otherwise;
- (viii) Submit the Annual Report and quarterly University reports (including quarterly financial reports) to the Board of Directors;
- (ix) Submit quarterly reports on all (money) accounts of the University to the Board of Directors;
- (x) Consider periodic University Senate reports on the academic affairs of the University;
- (xi) Consider the Report from the Vice Chancellor on the affairs of the University; and
- (xii) Undertake any other functions/ duties as delegated in writing by the board of directors.

5.2. Powers of the University Council

The University Council shall, in relation to its functions:

- (i) Approve the establishment of academic programmes and courses of study and recommend them to the National Council for Higher Education for accreditation;
- (ii) Provide for the welfare and discipline of staff and students;
- (iii) Keep custody of and manage all the (money) accounts of the University;
- (iv) Jointly control with the Board of Directors all the collection accounts of the University;
- (v) Receive gifts, donations, grants or other moneys and make disbursements as may be required in accordance with the statutes and policies of the University;
- (vi) To cause proper books of account to be kept with respect to— (1) all sums of money received and expended by UTAMU and the matters in respect of which the receipt and expenditure takes place, (2) all sales and purchases of goods by UTAMU, and the assets and liabilities of UTAMU;
- (vii) Award honorary degrees on the recommendation of a joint honorary awards committee comprised of three (3) members of university senate and two (2) members of university

council whose chairperson shall be appointed by the Board of Directors from among its members;

- (viii) To recommend to the Board of Directors three (3) suitable candidates for the position of Vice Chancellor
- (ix) To recommend to the Board of Directors two (2) suitable candidates for the position of Deputy Vice Chancellor
- (x) Recommend to the board of directors the scales of fees and boarding charges for approval;
- (xi) To recommend to the Board of Directors a salary structure for academic, administrative and support/ technical staff of the University for approval;
- (xii) Recommend to the board of directors the establishment of schools, directorates, and departments for approval; and
- (xiii) Exercise any other powers as delegated in writing by the board of directors.

5.3. Qualifications of the Members of the University Council

With exception of the student representative, a member of the University Council shall be a holder of at least a Master's Degree from a recognized institution and in addition possess a minimum of 5 years of managerial experience in a reputable institution/ organization. Other (professional) qualifications will be an added advantage.

5.4. Membership of The University Council

Neither a Member of the Board of Directors of UTAMU Ltd nor a shareholder of UTAMU Ltd shall be a member of the University Council. The University Council shall comprise of thirteen (13) members and the following shall constitute the UTAMU Council:

- 1) Nine (9) members elected by the Board of Directors from the Public who are both non-students and non-employees of UTAMU from different disciplines including (i) business and management; (ii) natural and applied sciences; (iii) technology, computing and engineering; (iv) and law, social sciences and humanities;
- 2) A Representative of the University Senate who is not a member of the University Management, elected by the University Senate;
- 3) A Representative of the University Academic Staff who is neither a member of University Senate nor University Management elected by the Academic Staff;
- 4) A Representative of the University Administrative Staff who is neither a member of University Senate nor University Management elected by the Administrative Staff;
- 5) The Guild President of UTAMU Students Guild;
- 6) The Chairperson and Vice Chairperson of the University Council shall be appointed by the Board of Directors from among the members of the University Council;
- 7) The Vice-Chancellor of UTAMU be an Ex-Officio Member of the University Council;
- 8) The University Secretary shall be the Secretary to the University Council.

5.5. Term of Office of the Members of University Council

With exception of the student representative and those who are members of the University Council by virtue of the positions they hold in the University, all the other members shall hold office for a term of three (3) years and are eligible for re-appointment for one more term. The office of a member of Council shall become vacant (a) upon death; (b) Upon ceasing to be a representative of the particular office or body or constituency by virtue of which that person became a member of the University Council; (c) Upon resignation of a member; (d) Upon being adjudged Bankrupt or of unsound mind; (e) Upon being convicted of a crime; upon the Board of Directors passing a vote of no confidence in the member of the University Council; and (f) Failure to attend three consecutive University council meetings without apology.

5.6. Chairperson of the University Council

- (i) The Chairperson of the University Council shall chair University Council Meetings and in his or her absence the Vice Chairperson shall chair and in the absence of both the Chairperson and the Vice Chairperson the members present shall elect a chairperson from among themselves who is neither a student nor an employee of UTAMU.
- (ii) When it is not practical or feasible to call a special or emergency meeting of the University Council, the Chairperson may perform the functions and exercise the powers of the University Council with exception of approval of the University annual report, budget proposals and the final accounts. The decisions and actions by the Chairperson of the University Council shall be subject to ratification by the University Council at its next meeting.
- (iii) The Chairperson of the University Council in consultation with the Vice Chancellor shall^[11]_[SEP] keep the Chancellor fully informed about the general conduct of the affairs of the University through submission of quarterly reports to the Chancellor and shall furnish the Chancellor with such other information as he or she may require on any particular matter relating to the affairs of the University.

5.7. Meetings of the University Council

- (i) The University Council shall meet at times and at places that it may determine for the transaction of its business but not less than four times in each calendar year. The Chairperson may at any time call a meeting of the University Council and shall call a meeting if requested in writing by at least one half of all the members of the University Council.
- (ii) Half of the members of the University Council shall constitute a quorum at any meeting of the University Council.
- (iii) Any matter for decision by the University Council shall be determined by a majority of the members of the University Council present and voting; and in the case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his or her deliberative vote but at any meeting where an annual report is being approved the decision shall be determined by a majority of two thirds of the members present.
- (iv) The validity of the proceedings, act or decision of the University Council shall not be affected by any vacancy in the membership of the University Council or by any defect in

the appointment of any member or by reason that any person not entitled to do so took part in the proceedings.

- (v) Members of the University Council shall be paid such allowances and retainer fees as the Board of Directors may determine, taking into account allowances and retainer fees of other University Councils.
- (vi) The University Council may regulate its own procedure, and the procedure of any of its committees.

5.8. Standing Committees of the University Council

A Council Committee shall comprise of 5 members only. The University Secretary shall be secretary of all council committees. The membership of the audit and risk committee and how they are appointed is provided for under the audit and risk committee. Unless otherwise expressly provided herein, the University Council shall appoint the members of the university council committees from among its members and/ or non-members.

5.8.1. Appointments Committee

The terms of reference shall include:

- (i) To be responsible to the University Council for the appointment, promotion, removal from service and discipline of all officers and staff of the academic, administrative and support/ technical service of the University, as may be determined by the University Council except where provided otherwise under this manual;
- (ii) To make recommendations to Council concerning Terms and conditions of Service or application for variation of Terms and conditions for special leave, study leave or training leave;
- (iii) To adjudicate any dispute concerning Terms and Conditions of service or application for variation of Terms and Conditions of service for special leave, study leave or training leave;
- (iv) To liaise with the School Staff Development Committees and co-ordinate the Staff Development programmes of the University;
- (v) To be responsible to the University Council for staff affairs in the University; and
- (vi) To perform any other duties assigned by the University Council.

The Appointments Committee in the discharge of its functions may invite any person to give technical advice in any meeting of the Committee.

5.8.2. Finance, Administration and General Purpose Committee

Terms of Reference of the Finance, Administration and General Purpose Committee:

- (ii) To consider a salary structure for academic, administrative and support/ technical staff of the University and make recommendations to the University Council;
- (iii) To conduct a periodic review of establishments considering all recommendations for changes

- in staff establishments and to make recommendations thereof to the University Council;
- (iv) To receive the proposed budget estimates from the University Management and make recommendation to the University Council;
 - (v) To control the banking and investment operations of UTAMU and to make provision for the examination of all the bills and accounts and for the discharge of liabilities incurred by the University;
 - (vi) To control all the expenditure of the University under approved Annual Estimates;
 - (vii) To receive and consider all requests for authorization of expenditure more than the approved Annual Estimates and make recommendations to the University Council;
 - (viii) To receive proposed University Development plans from the University Management for an approved period and make recommendations to the University Council;
 - (ix) To keep under review approved development programmes and to ascertain that the objectives of the University are being achieved and to make recommendations thereof to the University Council;
 - (x) To prepare and keep up to date an accurate comprehensive inventory of University property;
 - (xi) To consider and propose tuition fees and other student fees to the University Council;
 - (xii) To be responsible to the University Council for student affairs in the University;
 - (xiii) To report to the University Council all matters related to finance, planning, investment, development, establishment and administration; and
 - (xiv) To exercise such powers as the University Council may from time to time delegate to it.

5.8.3. Audit and Risk Committee

Membership of the Audit and Risk Committee:

The audit and risk committee shall comprise of the following five (5) members:

- (i) The Chairperson, who shall be a member of the University Council nominated by the University Council and who shall not serve on any other committee of the University council; and
- (ii) Four (4) persons appointed by the Board of Directors from the public that shall include at least two (2) members of the Institute of Certified Public Accounts of Uganda (ICPAU).

Terms of Reference of the Audit and Risk Committee:

- (i) To monitor and review the systems (internal control) in place used to safeguard University assets and to verify the existence of such assets as and when necessary;
- (ii) To monitor and review the internal audit programme and its effectiveness;
- (iii) To consider both external and internal audit investigations and recommendations thereof as well as Management's responses at university and unit level;
- (iv) To receive and consider reports in conformity with financial laws and policies and operational procedures laid down in any legislation and good accounting practice;
- (v) To discuss with the External Auditors issues such as compliance with accounting standards and proposals by the External Auditors regarding the internal audit process;

- (vi) To evolve any other relevant policies to strengthen the internal control systems of the University;
- (vii) To receive quarterly reports on the financial operations of the University and recommend solutions, set standards/ guidelines in relations there to the University Council;
- (viii) Consider and/ or review the risk management framework for UTAMU and make recommendations to the University Council; and
- (ix) To exercise such powers as the University Council may from time to time delegate to it.

6. THE UNIVERSITY SENATE

The University Senate shall be responsible to the University Council for the academic affairs of the University.

6.1. Membership of University Senate

The University Senate shall be constituted of the following membership:

- a. The Vice Chancellor as Chairperson;
- b. The Deputy Vice Chancellor (s);
- c. The University Secretary, University Controller and University Librarian;
- d. Deans of Schools as may be established within the University;
- e. Directors of Institutes as may be established within the University;
- f. One representative of senior academic staff from each School of the University elected by the academic staff of the school;
- g. One postgraduate student representative elected by the postgraduate students;
- h. The Representative of UTAMU Students' Guild elected by the Students Guild; and
- i. Three persons capable of contributing to the academic and socio- economic development of the University appointed by the Board of Directors.
- j. The Academic Registrar shall be the Secretary to the University Senate.

6.2. Term of Office of the Members of University Senate

With exception of those who are members of the University Senate by virtue of the positions they hold in the University, all the other members shall hold office for three (3) years and are eligible for re-appointment once with exception of the two (2) student representatives who shall hold office for one year. The office of a member of Senate shall become vacant (a) upon death; (b) Upon ceasing to be a representative of the particular office or body or constituency by virtue of which that person became a member of the University Senate; (c) Upon resignation of a member; (d) Upon being adjudged Bankrupt or of unsound mind; (e) Upon being convicted of a crime; and (f) Failure to attend three consecutive University Senate meetings without apology.

6.3. Chairperson of the University Senate

The Vice Chancellor shall be the Chairperson of the University Senate and shall preside at all meetings of the Senate at which he or she is present. In the absence of the Vice Chancellor, the Deputy Vice Chancellor shall preside.

When it is not practical or feasible to call a special or emergency meeting of the University Senate, the Chairperson may perform the functions and exercise the powers of the University Senate with exception of decisions in regard to which persons have reached the standard of proficiency and are fit for the award of any degree, diploma, certificate or other awards of the University; and deprivation of any person of a degree, diploma, certificate or other award of a

University. The decisions and actions by the Chairperson of the University Senate shall be subject to ratification by the University Senate at the next meeting.

6.4. Functions and Powers of the University Senate

The University Senate shall be responsible for the organization, control and direction of the academic matters of the University and as such the Senate shall be in charge of the teaching, research and the general standards of education and research and their assessment in the University.

The Senate shall:

- (i) Initiate the academic policy of the University and advise the University Council on the required facilities to implement the policy;
- (ii) Direct and regulate the instruction programme and the structure of any degree, diploma or certificate course within the University;
- (iii) Advise the University Council regarding the eligibility and qualifications of persons for admission to courses leading to the conferment of the degree or award of diploma, certificate or other award of the University;
- (iv) Make regulations regarding the content and academic standard of any course of study in respect of a degree, diploma, or certificate or other awards;
- (v) Make regulations regarding the standard of proficiency to be attained in each examination for a degree, diploma, certificate or other award by the University;
- (vi) Decide which persons have reached the standard of proficiency and are fit for the award of any degree, diploma, certificate or other awards of the University;
- (vii) Advise the University Council on the promotion, coordination, control and general direction of research in the University;
- (viii) Consider and report to the University Council on any matter relating to, or in connection with the academic work of the University;
- (ix) Recommend to the University Council the establishment of Schools and Departments or other academic units;
- (x) The Senate may deprive any person of a degree, diploma, certificate or other award of a University if after due inquiry it is found that the award was obtained through fraud or dishonorable or scandalous conduct. A person deprived of an award by the Senate may appeal to the University Council against the decision of the Senate; and
- (xi) The Senate may delegate any of its powers or functions to a school board or senate committee as the Senate may consider fit.

6.5. Meetings of the University Senate

- (i) The University Senate shall meet at times and at places that it may determine for the transaction of its business but not less than twice in each calendar year;
- (ii) The Chairperson may at any time call a meeting of the University Senate and shall call a meeting if requested in writing by at least one half of all the members of the University Senate;
- (iii) Half of the members of the University Senate shall constitute a quorum at any meeting of the University Senate;

- (iv) Any matter for decision by the University Senate shall be determined by a majority of the members of the University Senate present and voting and in the case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his or her deliberative vote;
- (v) The validity of the proceedings, act or decision of the University Senate shall not be affected by any vacancy in the membership of the University Senate or by any defect in the appointment of any member or by reason that any person not entitled to do so took part in the proceedings;
- (vi) Members of the University Senate shall be paid such allowances and retainer fees as the Board of Directors may determine, taking into account allowances paid to members of University Senate in other University; and
- (vii) The University Senate may regulate its own procedure, and the procedure of any of its committees.

6.6. University Senate Committees

A Senate Committee shall comprise of 5 members including the Chairperson. The Chairperson of a Senate Committee shall be a Deputy Vice Chancellor. The Academic Registrar shall be secretary of all senate committees. The University Council shall approve the number of committees and terms of reference of senate committees. The University Senate shall appoint the members of senate committees from among its members and/ or non-members.

7. THE UNIVERSITY MANAGEMENT

The University management shall be responsible for the day to day management of the University. The business from management shall be considered by the University Council and the University Senate through the respective committees.

7.1. Functions of University Management

The University Management shall:

- (i) Advise the Vice Chancellor on the academic, administrative and financial affairs of the University;
- (ii) Initiate policy proposals for consideration by Senate and its committees and or council and its committees;
- (iii) Initiate and/ or generate business for both Senate and Council Committees;
- (iv) Keep the University organs updated on the affairs of the University;
- (v) Submit quarterly reports on university affairs to the University Council; and
- (vi) Implement University Senate, University Council and Board of Directors Decisions.

7.2. Membership of University Management

The University Management shall consist of the following members:

- (i) The Vice Chancellor as Chairperson;
- (ii) The Deputy Vice Chancellor (s);
- (iii) University Secretary;
- (iv) University Controller;
- (v) University Librarian;
- (vi) Academic Registrar;
- (vii) Deans of Schools; and
- (viii) Directors of Directorates.
- (ix) The Executive Secretary in the Office of The Vice Chancellor shall serve as Secretary of University Management.

7.3. Meetings of the University Management

- (i) The University Management shall meet at times and at places that it may determine for the transaction of its business at least once a month;
- (ii) The Chairperson may at any time call a meeting of the University Management and shall call a meeting if requested in writing by at least one half of all the members of the University Management;
- (iii) Half of the members of the University Management shall constitute a quorum at any meeting of the University Management;
- (iv) Any matter for decision by the University Management shall be determined by a majority of the members of the University Management present and voting, and in the case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his or her deliberative vote;

- (v) The validity of the proceedings, act or decision of the University Management shall not be affected by any vacancy in the membership of the University Management or by any defect in the appointment of any member or by reason that any person not entitled to do so took part in the proceedings; and
- (vi) The University Management may regulate its own procedure, and the procedure of any of its committees.

8. BOARDS OF SCHOOLS AND DEPARTMENTS

8.1. School Board

Each School shall have a Board consisting of the following members:

- (i) The Dean of the School who shall be the Chairperson;
- (ii) Heads of Departments in the School;
- (iii) One Senate representative;
- (iv) A Representative of the unit responsible for ICT services in the University;
- (v) All Academic Staff of the School; and
- (vi) Two student representatives: one graduate and the other undergraduate.
- (vii) A Representative of the Academic Registrar as the Secretary

The Board of a School shall recommend for adoption by the Senate in relation to the School, proposals –

- (i) regulating the attendance of students, the system of courses and lectures and the admission of students in the school;
- (ii) on the methodology and curricula to be followed taking into account the policy guidelines given by the University Council;
- (iii) regulating the procedure and dates of examinations; and
- (iv) relating to the promotion of teaching, research and writing of papers in the school.

Without loss of generality, the terms of reference for a school board shall include:

- (i) Direct and regulate the instruction and teaching within a School and comply with the regulations of Uganda Technology and Management University in the examination of candidates for degrees and other awards;
- (ii) Conduct examinations for the conferment of degrees and award of diplomas, certificates and other awards of the school;
- (iii) Process and approve examinations results;
- (iv) Make recommendations for award of degrees, diplomas, certificates and any other awards;
- (v) Make regulations governing the admission of persons to courses of study at the school that are preparatory for examinations for a degree, diploma, certificate or other award of Uganda Technology and Management University;
- (vi) Promote research and require reports from time to time on such research from principal investigators;
- (vii) Make recommendations to the University Senate on all regulations made subsequent to these regulations and on all rules and proposed changes in either regulations or rules of the school;
- (viii) Make recommendations to the Senate on the establishment, organization and functions of Departments, Centres, or any other units of the School;
- (ix) Establish committees of the School Board for the better functioning of the school; and
- (x) Hold any additional powers as may be conferred by the University Council and Senate.

The Board shall meet at least once every month for the discharge of its functions and a meeting shall be held on the request of the Dean of the School at a time and place determined by the Dean. A decision of the Board of a School on any matter shall be by a majority of the members present and voting and in the case of equality the person presiding shall have a second or casting vote. The Board may, with the approval of the Senate, determine its own procedure.

8.2. Departmental Board

Each School shall have departments for the various courses of study covered by the school as the Board of Directors on the recommendation of the University Council may determine.

Each Department shall have a Board consisting of the following members:

- (i) The Head of Department who shall be the Chairperson;
- (ii) All Academic Staff of the department; and
- (iii) Two student representatives: one graduate and the other undergraduate.
- (iv) A Representative of the Academic Registrar as the Secretary

The board of a department may, with the approval of the Board of the School determine its own procedure.

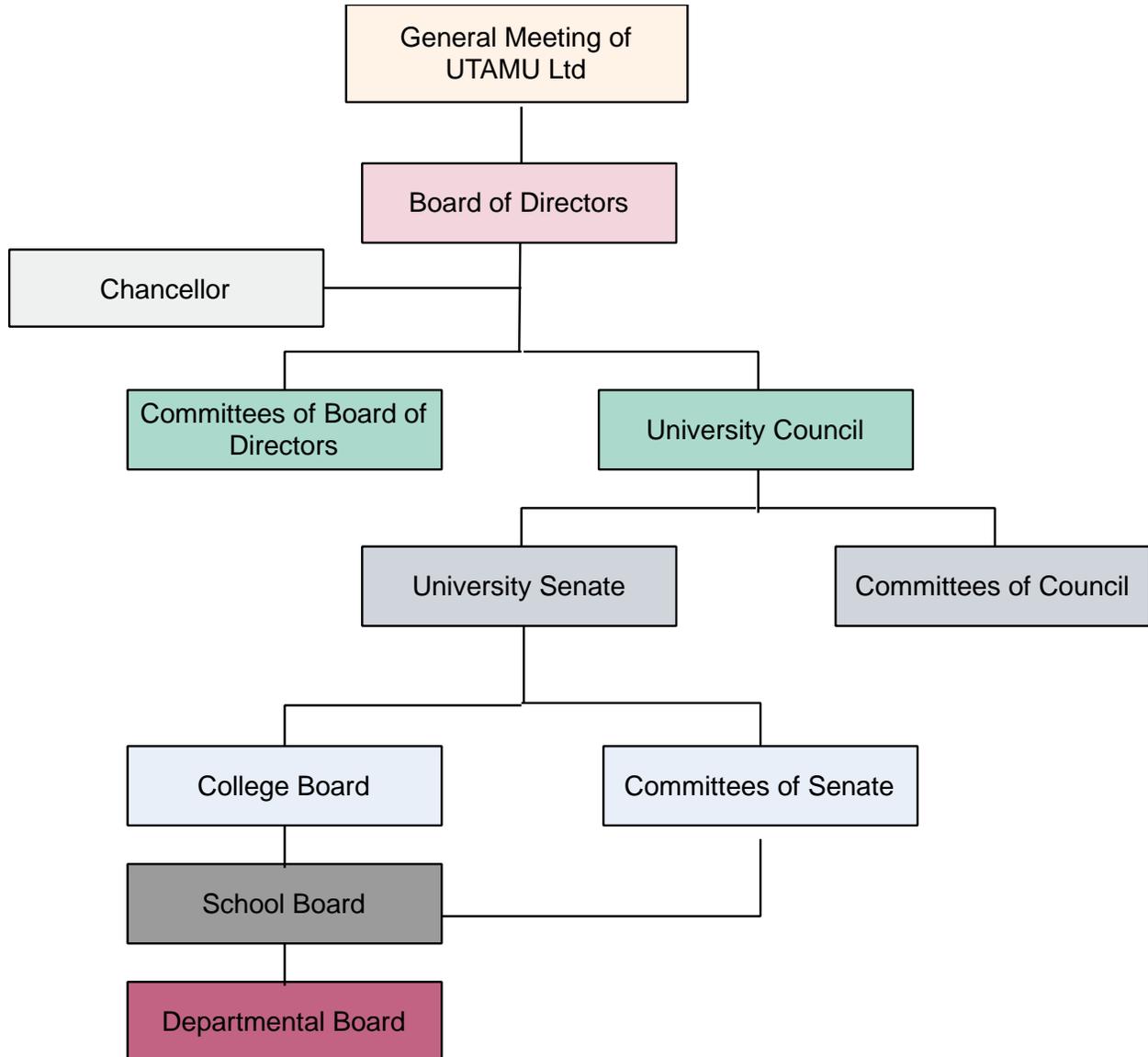
Each department shall, subject to the direction of the Senate and the school –

- (i) deal with its own academic and administrative matters;
- (ii) propose study plans and academic decisions to the Dean for approval; and
- (iii) assign its members to particular curricula courses, lectures, seminars and workshops.

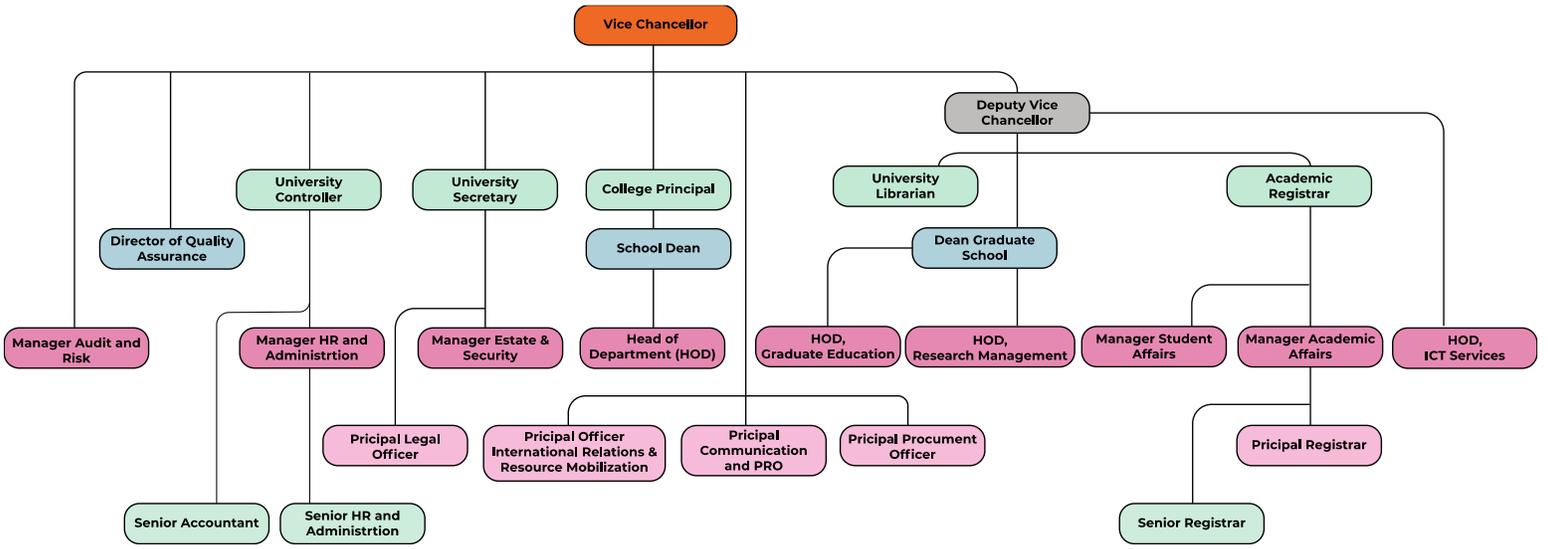
Uganda Technology and Management University (UTAMU) Organogram

Uganda Technology and Management University (UTAMU) being a private university for profit has the following governance and management organs: The Board of Directors, the University Council, the University Senate and the University Management. The Board of Directors is the supreme organ of the University. Thus, the University Governance and Management Manual is aimed at streamlining and specifying the reporting, powers and functions/duties of each organ among others. The UTAMU organogram is provided below:

UTAMU Governance Structure:



UTAMU Administrative Structure:



Signed this 28th day of December 2020 by:

Chairperson, Board of Directors



Secretary, Board of Directors