



UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

**Charter**

**For**

**Uganda Technology And Management University (UTAMU)**

**NOVEMBER 2022**

**UGANDA TECHNOLOGY AND MANAGEMENT UNIVERSITY (UTAMU) CHARTER, 2022**

*A Charter to provide for the establishment, control, governance and administration of Uganda Technology And Management University (UTAMU) and for other related purposes, in accordance with the Universities and Other Tertiary Institutions Act, 2001 as amended.*

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Recommended by the University Council at its 24<sup>th</sup> Meeting Held on 19<sup>th</sup> February 2021 and  
Approved by the Board of Directors on 25<sup>th</sup> February 2021.

Approved by the Chairperson on behalf of the General Meeting of UTAMU Ltd on 2<sup>nd</sup> March 2021.

Ratified and Adopted by the Annual General Meeting of UTAMU Ltd at its Meeting held on 14<sup>th</sup>  
December 2021.

Recommended in Revised Form by the University Council at its 31<sup>st</sup> Meeting Held on 14<sup>th</sup>  
October 2022 and Approved by the Board of Directors on 4<sup>th</sup> November 2022.

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Adopted by the Annual General Meeting of UTAMU Ltd at its Meeting held on 14<sup>th</sup> November 2022.

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## PART I: PRELIMINARY MATTERS.

1. Short Title.
  - a. This Charter shall be cited as Uganda Technology and Management University (UTAMU) Charter 2022.
  - b. Supremacy of the Charter.
    - i. This Charter is the supreme legal document of UTAMU and shall have binding force on all organs and officers of the University.
    - ii. If any Statute, policy, rule or regulation of the University is inconsistent with any of the provisions of this Charter, the Charter shall prevail, and that other statute, policy, rule or regulation shall, to the extent of the inconsistency, be void.

2. Interpretation.
  - a. The interpretation of this Charter shall rest with the Board of Directors and the decision on any interpretation shall be final.
  - b. In this Charter, unless otherwise stated:

<b>Academic staff</b>	means persons employed by the university to carry out academic functions, activities and duties of the University.
<b>Academic year</b>	means such period of twelve calendar months as the Board of Directors may from time to time prescribe.
<b>Accounts</b>	means the accounts prescribed to be kept as per Section 40 of this Charter.
<b>Act</b>	means the Universities and other Tertiary Institutions Act, 2001 of the Republic of Uganda and subsequent amendments.
<b>Affiliated college</b>	means a college established as such under Section 111 of “The University and Other Tertiary Institutions Act, 2001 as amended.
<b>Alumni</b>	means a person upon whom the University, under Section 55, has conferred upon a degree or awarded any other qualification.
<b>Alumni association</b>	means an organization of the graduates of the University whose main role is to contribute to the achievement of the vision of the University
<b>An officer of the university</b>	means a duly authorized member of staff involved in keeping operational activities of the University flowing smoothly. He has administrative and managerial responsibilities for specific functions of the University.
<b>Auditor</b>	means the representative of the auditing firm appointed by the Board of Directors to audit the accounts under Section 41.
<b>Board</b>	Means Board of Directors of the University established under Section 31.1.
<b>Campus</b>	means the main University campus or other campuses designated by the Board of Directors under Sections 13 and 15.
<b>Chancellor</b>	means the person appointed under Section 16 who is the titular head of the University.

<b>Charter</b>	means a Charter granted by the President of the Republic of Uganda to Uganda Technology and Management University (UTAMU) under Section 102 (2) of the Universities and Other Tertiary Institutions Act, 2001 as amended.
<b>Constituent College</b>	means a Constituent College established under Section 13.
<b>Convocation</b>	means a ceremony held in the University when students receive degrees, diplomas and certificates or a large formal meeting of graduates of the University and members of the academic staff and such other persons as may be provided in the rules made by Council
<b>Council</b>	means the University Council established under Section 31.2.
<b>Course of study</b>	means the structure for a certificate, diploma, degree or other academic qualifications and the subjects of study in that course.
<b>Dean</b>	means a person appointed as head of a school or other academic body under Section 28.
<b>Deputy Vice-Chancellor</b>	means the person appointed to be the Deputy Vice Chancellor of the University under Section 18.
<b>Director</b>	means a person appointed as head of an institute or centre under Section 28 or a member of the Board of Directors under Section 31.1 or head of an administrative unit under sections 23-26.
<b>Faculty</b>	means the members of the academic staff of the University.
<b>Fiscal Year</b>	means the fiscal year of Uganda Technology and Management University (UTAMU) determined under Section 37.
<b>Graduate</b>	means a person upon whom a degree has been conferred or a diploma or certificate has been awarded by Uganda Technology and Management University (UTAMU).
<b>He/his/him</b>	means a person of either gender.
<b>Inability</b>	means absence from Uganda or incapability for any other reason to perform the functions of the office concerned.
<b>Management</b>	means University Management, which is responsible for the daily administrative work of the University in Section 32.
<b>National Council</b>	means the National Council for Higher Education.
<b>Principal</b>	means the person appointed as head of a Constituent College or Campus College under Section 27.
<b>Professor</b>	means a professor of the University but does not include associate professor or other level faculty.
<b>Senate</b>	means the University Senate as established under Section 31.3
<b>Staff</b>	means non-academic, administrative, support, and maintenance personnel of the University.
<b>Statutes</b>	means the Statutes of Uganda Technology and Management University (UTAMU) made by the Board of Directors under Section 54.

<b>Student</b>	means a person who is registered or enrolled in a course of study or program of the University or any other person who is determined by the Senate to be a student.
<b>Student Guild</b>	means the students' association recognized by the Board of Directors as being an organization representative of the students of Uganda Technology and Management University (UTAMU) under Section 44.
<b>University</b>	means Uganda Technology and Management University (UTAMU).
<b>University authority</b>	includes the Board of Directors, the University Council, the Senate, the University Management and any other Committee thereof, the Chancellor, the Vice-Chancellor, the Deputy Vice-Chancellor(s), Board Secretary, the University Secretary, University Controller, Academic Registrar, University Librarian and any organ or official of the University upon whom authority may, in respect of a stated purpose, be conferred under Statutes from time to time.
<b>UTAMU</b>	means Universal/Uganda Technology and Management University
<b>UTAMU Ltd</b>	means the holding company of UniversalTechnology and Management University (UTAMU)
<b>Vice Chancellor</b>	means the Chief Executive Officer of the University appointed under Section 17.

## **PART II: ESTABLISHMENT AND POWERS OF THE UNIVERSITY.**

### **3. Establishment and Incorporation of the University.**

- a. There is hereby established a University to be known as, “Uganda Technology and Management University (UTAMU)”.
- b. Uganda Technology and Management University (UTAMU), herein referred to as “the University”, shall be constituted and governed in accordance with this Charter or any other law in force in the Republic of Uganda.
- c. The University shall be a body corporate with perpetual succession and a common seal and may sue or be sued in its corporate name.
- d. The University is a privately owned educational institution situated in the Republic of Uganda to provide quality higher education, training, research, innovation, consultancy and community engagement.
- e. In its corporate name, the University shall have powers to;
  - i. Purchase, receive, own, or otherwise acquire, hold, charge, lease, license land or real property including the use of or hiring out and disposing of or alternating any movable and immovable property;
  - ii. Borrow from any person or institution such sums of money as it may require for its purposes from time to time;
  - iii. Enter into contracts with Government, other institutions and individuals;
  - iv. Invest its assets; and
  - v. Perform all such other acts or functions, as may be necessary, expedient, or appropriate and reasonable for the proper or better carrying out of its mission and objectives under this Charter and which may lawfully be done or performed by a body corporate.
- f. The Board of Directors shall hold the university in trust and on behalf of the proprietors / shareholders.
- g. The University may, with the approval of the National Council, establish other Campuses or Colleges in any other parts of the Republic of Uganda, as the Board of Directors on recommendation of the University Council may deem fit.

### **4. Powers of the University.**

The University shall have the following powers:

- i. To confer degrees and award other academic distinctions onto persons who shall have pursued an approved course of study and fulfilled all the requirements as laid down in the rules and regulations by the relevant organs of the University.
- ii. To confer honorary degrees or other distinctions on persons nominated by any organ of the University under the rules and regulations made and approved by the University Council and University Senate.
- iii. To deprive persons, on good cause, of any degrees, diplomas, certificates or distinctions awarded to or conferred upon them.
- iv. To provide a conducive environment for learning, education, research, innovation, consultancy and community engagement of a quality required and expected of a university.

- v. To create and maintain an environment of high standard of academic discourse, respect for scholarship and academic freedom.
- vi. To prepare students through regular and professional courses for degrees, diplomas, certificates and other awards of the University or its Constituent Colleges.
- vii. To contribute to the cognitive, psychomotor and effective development of faculty, staff, students and the wider community and act as a focal point for economic, social, cultural and political development; and also act as a centre for research, innovation, consultancy, community engagement, wealth creation and other services particularly in matters pertaining to the interests and changing demands of the people of East Africa in particular and the world in general.
- viii. To contribute to the intellectual development of humanity and act as change agent.
- ix. To provide accessible physical facilities to the users of the University.

### PART III: IDENTITY OF THE UNIVERSITY.

#### 5. Vision.

A global educational institution of excellence in management, science, technology and innovation.

#### 6. Mission.

To provide global quality Education, Research and Innovation critical to economic and human development.

#### 7. Core Values.

- Professionalism: making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility of all their actions
- Creativity: committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience
- Integrity: adhering to ethical and moral principles in all the educational, research and innovation processes
- Transparency: seeking to provide accountability and value for money to UTAMU's stakeholders
- 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
- Community Engagement: working with the community to solve the real-world problems as a focal point towards economic development

#### 8. Philosophy.

##### Our Graduates.

Uganda Technology and Management University (UTAMU) Motto is 'For an Open Mind'. During the course of their studies, we open our students to a world of challenges and opportunities and convert them into lifelong learners. Our core goal is to meet the needs of all qualifying students including working and underserved students by giving them a chance to earn a University degree, diploma or certificate.

Flexible scheduling; effective curriculum design; online learning and faculty comprising of academic, research and practice staff makes quality higher education accessible to everyone. UTAMU strives for equal opportunities and therefore treats all students the same irrespective of their nationality.

Through the well-articulated values of Professionalism, Creativity, Integrity, Transparency, Empowerment and Community Engagement, UTAMU anticipates to scholarly practice teaching methodologies that shall produce graduates who are job creators, innovators and

entrepreneurs.

### Accessibility to Higher Education.

We require each student to take what he has learned and put it to good use. Thus, in addition to fulfilling the minimum admission requirements set by the National Council and the University admission requirements we ask that each student be employed or have access to a working environment where he can apply the theories and methods learnt in either class or online.

UTAMU will continue to explore all opportunities that engage both national and international students in the same equal opportunities. We also adhere to international standards of people with disability and cultural norms.

### Flexible Scheduling.

We offer flexible triannual class schedules and students can begin class in January, May and September of every year. A prospective student can apply at any time of the year and have his application considered for admission.

### Practice Staff.

We bridge the gap between theory and practice by hiring faculty members who bring more than an advanced degree to the classroom. We engage practice staff from the rank of Practice Lecturer to Practice Professor who are working professionals outside the University environment and who are encouraged to stay involved in academic and scholarly activities.

### Curriculum Development.

Our certificate, diploma and degree programs are designed and periodically reviewed to provide quality education based on relevant and effective learning. Our College Principals, School Deans, Heads of Academic Departments and select faculty including Practice Staff collaborate to create each program based on specific objectives for desired student outcomes.

### Engagement.

Our focus on reaching out to the community is specifically knowledge formation, acquisition and transfer that proactively allow societal and public participation.

Our partnerships and networking community play key functions that contribute to the knowledge economy. UTAMU educational experience focuses on building national and international engagements that integrate private and public sectors, government and funding bodies in order to achieve the scholarly practice.

9. Common Seal.

The use of the Common Seal of the University shall be as follows -

- i. The Common Seal shall be kept in custody by the University Secretary and shall be used upon the order and direction of the Board.
- ii. The Common Seal shall be authenticated by the signature of the Chairperson of the Board, the Chairperson of the Council, the Vice Chancellor or any other person specifically appointed by either the Board or the Council and duly authorized by either the Board or the Council in that behalf.
- iii. The Common Seal of the University, when affixed to any document and duly authenticated under this section, shall be judicially and officially noticed; and unless and until the contrary is proven, any necessary order or authorization of either the Board or the Council under this section shall be presumed to have been duly given.
- iv. For purpose of the awards of the university, the common seal shall be authenticated by the signatures of the Vice Chancellor and the Academic Registrar.

## **PART IV: OBJECTS AND FUNCTIONS OF THE UNIVERSITY.**

### 10. Objects of the University.

The objects of the University are:

- i. To educate independent-minded, skilful and competent graduates that can contribute to the development of a just society for present and future generations;
- ii. To become a premier global university that provides needs-based, consumer-driven and good quality academic programs;
- iii. To supplement public efforts in the provision of mass university education;
- iv. To integrate the principles, values and practices of sustainable development into all aspects of university education and learning;
- v. To develop an entrepreneurial culture in which the concept of a student as a client, stakeholder involvement, increased accountability, and quality assurance procedures, are all part;
- vi. To pursue excellence in teaching and scholarship in accordance with the Vision and Mission of the University;
- vii. To offer carefully designed programs as well as extensive co-curricular, cultural and community service activities designed to create an atmosphere conducive to a well-rounded educational experience, including high academic achievement, personal development, the building of lasting bonds of friendship among the University community and a growing awareness of community responsibility;
- viii. To prepare and mould men and women of integrity, dedication, commitment and accountability and who are exemplary in self-conduct and act as role models to others;
- ix. To cooperate with the Government of the Republic of Uganda, the East African Community, the African Union and other relevant institutions in the development and promotion of education, research, innovation and contribute towards the satisfaction of the demand for experts by society;
- x. To be a centre of excellence in its respective fields of study by promoting excellent academic policies and emphasizing on superior academic courses of international standing and providing its alumni with a competitive advantage;
- xi. To develop and promote innovative leadership with an open mind and instil among its learners a sense of concern and responsibility for all.

### 11. Functions of the University.

For the achievement of its objects, the University shall, subject to the provisions of the University Charter and the Rules, Regulations, Policies and Statutes, have the following functions:

- i. Promote and maintain an institution of higher learning offering high quality education through courses of instruction, studies, research, innovation and services to individuals, groups, and communities;
- ii. Participate in discovery, collection, processing, and dissemination of knowledge for the betterment of humankind and provide opportunity for the development of intellectual activities, academic freedom, and scholarly acumen;

- iii. To provide courses of study leading to degrees, diplomas, certificate and other academic awards in the name of the University, including short-term training symposia, colloquia and / or conferences in various academic fields;
- iv. To conduct examinations for the conferment of degrees and the award of diplomas, certificates and other awards in the name of the University upon persons who have followed courses of study and have satisfied the requirements approved and / or determined by the Senate;
- v. To be a centre for advancement of knowledge and continuing education in the relevant academic fields and to pursue original research and scholarship innovation and consultancy and take such other steps as may appear necessary for the advancement and dissemination of knowledge;
- vi. To erect, equip and maintain laboratories, workshops, factories, offices, halls or residences, lecture halls, libraries and other buildings and structures required for the promotion of its objects;
- vii. To collaborate with the Government, development partners, foundations, financial institutions, industry and other institutions of higher learning, in the promotion of quality education, research and services for the better well-being of the community it serves;
- viii. To enter into various types of academic linkages or affiliations, consistent with the Charter, for the purpose of advancement of the mission, aims and objectives of the University;
- ix. To acquire any property, movable or immovable, and to take, accept and hold property which may become vested in it by way of purchase, exchange, grant, gift, endowment, donation, lease, or testamentary disposition;
- x. To sell, mortgage, let or hire, exchange, donate or otherwise dispose of any property held by it;
- xi. To invest in land and / or securities such funds as may be vested in it, whether for general or specific purposes, or such other funds as may not be immediately required for current expenditure;
- xii. To borrow or lend money for any purpose;
- xiii. To advise the Senate, the Council and the Board on persons who have distinguished themselves either through scholarship, research or public service for award of honorary degrees in various fields;
- xiv. Establish colleges, schools, campuses, institutes, departments, centres, sections, directorates or any other administrative and academic units and provide facilities and equipment to support academic programs, research, innovation and services;
- xv. To demand and receive such fees as may from time to time be prescribed by the Board on recommendation of the Council;
- xvi. To do all such acts and things as are incidental or conducive to the proper exercise of its functions or achievement of its objects, provided that they do not infringe the laws of Uganda and the provisions of the University Charter and the Rules, Regulations, Policies and Statutes made there under.

## 12. Admission to the University.

University admission shall:

- i. Be open to all persons who meet the minimum admission requirements set by the national council and are qualified under the University rules, regulations, policies and Statutes on admissions;
- ii. Use diverse criteria for determining merit in admission, but there shall be no discrimination on grounds of sex, ethnic origin, race, colour, political opinion or physical disability, and no person shall be excluded solely on grounds of creed or religion;
- iii. Take into consideration, persons with special talents in research, innovation, business development / entrepreneurship, sports, music and other social activities for their enhancement.

## 13. Colleges and Constituent Colleges.

(1) The University by decision of the Board with the recommendation of the Council and Senate, may establish a college of the University.

(2) The University by decision of the Board with the recommendation of the Council and Senate and the approval of the National Council, may:

- a. Establish any college or institution as a constituent college of the University;
- b. Declare a tertiary institution as a constituent college of the University;
- c. Where the Board establishes or declares a College or Tertiary Institution to be a Constituent College of the University the following guidelines shall apply:
  - i. A Constituent College shall have a college governing council that is responsible to the university council;
  - ii. A Constituent College shall have an academic board that is responsible to the university senate;
  - iii. A Constituent College shall have its academic programs, teaching staff, examinations and related academic regulations, approved by the university senate;
  - iv. The standards in a Constituent College shall be maintained at the same level as those of the University, and in line with the National Council standards;
  - v. The Board of Directors shall appoint a Principal and a Deputy Principal from two candidates for each position recommended by the University Council;
  - vi. The University Council shall appoint members of the academic and administrative staff and other employees of the Constituent College;
- d. For the avoidance of doubt, a College or Tertiary Institution declared to be a Constituent College under subsections 13 (2)(a-b) above shall cease to be a body corporate and all rights, assets and liabilities of the Governing Council of that institution shall be vested in the Board to which it is a Constituent College to the same extent and for the same estate and interest as they were previously vested in the Governing Council of the College or Tertiary Institution and shall be held and enjoyed in trust and for the benefit of the Constituent College.
- e. Where the Board declares a Tertiary Institution to be a Constituent College of the University, it shall make provision for the transfer to the University of the staff and employees of the institution whose services are required.

- f. All continuing students of an institution declared to be a Constituent College of the University shall transfer to the Constituent College for their studies without any further assurance; and all subsequent recruitment of students to, and the conduct of courses of study in the College shall be made in accordance with procedures and standards set by the University.
- g. The Board with the recommendation of the Council and Senate and the approval of the National Council, shall disestablish a Constituent College. The University will provide for all continuing students of the Constituent College to complete their academic program of study at the time of disestablishment.

#### 14. Affiliated Institutions.

- a. A college or Tertiary Institution may, for the purpose of promoting its academic programs, and with the approval of the National Council on the recommendation of the Board, Council and Senate, affiliate with the University if;
  - i. Its institutional standards of performance, operations and conduct are acceptable to the Board;
  - ii. Its institutional standards conform to the standards set by the National Council;
  - iii. It formally undertakes to respect the Instruments of Identity of the University.
- b. An affiliated college or Tertiary Institution shall remain a Tertiary Institution and as such, for all intents and purposes shall:
  - i. Retain its status, administration and organizational structure as they were before affiliation; and
  - ii. Be independent of the University to which it is affiliated and only depend on the University to the extent agreed upon.
- c. A College or Tertiary Institution affiliated to the University shall, as may be agreed to in relation to awards, conduct courses leading to conferment of degrees and award of diplomas, certificates and other awards of the University under standards provided by the Act and under Statutes and guidelines of the University, and shall in connection with the relevant awards, jointly conduct examinations leading to those awards.
- d. The University may enter into various types of academic linkages or affiliations with other recognized institutions.

#### 15. Alternative Academic Programs and Other Campuses.

- i. In addition to its regular academic programs, the University may conduct alternative academic programs leading to conferment of degrees, and award of diplomas or certificates at different times and places and by different modes of delivery, such as day, afternoon, evening, weekend, recess, extension, Open, Distance and e-Learning (ODeL). Such courses must be approved by the National Council on recommendation of the University Council and must offer instruction and facilities comparable with those courses offered to all other students of the University.

- ii. Any location where alternative programs are regularly offered may be designated a campus of the University by the Board on recommendation of Council and Senate and with the approval of the National Council.

## **PART V: PRINCIPAL OFFICERS OF THE UNIVERSITY.**

Subject to the provisions of the Charter, the principal officers of the University are provided in Part V of this Charter. The University may from time to time provide for additional principal officers in its Statutes.

### 16. Chancellor

- a. The Chancellor shall be a person of unquestionable integrity and international repute.
- b. The Chancellor shall meet the minimum academic requirements for a Member of Parliament of the Republic of Uganda as per the 1995 Uganda Constitution as amended.
- c. The Chancellor shall be appointed by the Board from among three (3) candidates recommended by the Chancellor Search Committee. A Chancellor Search Committee constituted by the Board shall identify suitable candidates for the post of Chancellor and recommend three (3) candidates to the Board.
- d. The Chancellor shall be appointed on terms and conditions determined by the Board 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.
- e. The Chancellor shall be installed by the Board at a ceremony arranged for this purpose.
- f. The Chancellor:
  - i. Shall be the titular head of the University;
  - ii. Shall in the name of the University confer degrees and award diplomas, certificates and other qualifications of the University;
  - iii. Shall promote the image of the University;
  - iv. May from time to time give advice to the University Council which the Chancellor considers necessary for the betterment and advancement of the University's scientific, technological, cultural and social progress; and
  - v. In pursuant to the objects and functions of the University shall, *mutatis mutandis*, exercise similar functions, powers and privileges as are, set out in the Charter.
- g. The Board shall remove the Chancellor from office on any of 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.

### 17. Vice-Chancellor.

- a. The Vice-Chancellor shall: -

- i. Be responsible for the academic, administrative and financial affairs of the University.
  - ii. Without prejudice to the generality of clause (i) above:
    - (1) Be responsible for research, innovation and enterprise development in the University.
    - (2) Be the Chief academic and administrative officer of the University as well as the Accounting Officer of the University.
  - iii. 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);
  - iv. Enjoy such privileges and carry out such functions as may be provided for by this Charter and Statutes;
  - v. Be the Chairperson of the Senate and an ex-officio member of the Council.
  - vi. Give academic leadership by providing a coherent academic vision and by inspiring the highest standards in research, innovation and teaching of the University;
  - vii. Identify, promote and contribute resources to developing the University's strengths, managing its portfolio and this will include identifying and supporting opportunities for research and teaching programs development internally, externally and internationally;
  - viii. Encourage, support and facilitate entrepreneurial activity, identifying and pursuing external funding and income-generating activities for the University, ensuring the achievement of targets;
  - ix. Enhance the quality of the undergraduate and postgraduate student experience, ensuring students are engaged fully as partners in the learning experience and are appropriately supported;
  - x. Lead and manage the University with clear and effective delegation lines as appropriate while maintaining overall responsibility;
  - xi. Forge and maintain external relations essential to the University's business, promoting the University as required to external bodies and organisations, and enhancing its reputation, profile and influence in Uganda and international forums;
  - xii. Make an annual comprehensive report on the state of the University to the Council; and
  - xiii. Perform such other functions that may be delegated to him by the University Council.
- b. The Vice-Chancellor may delegate any of his powers or functions to any officer or committee of the University Management, as he may deem necessary, provided that power delegated shall not include power to sub-delegate.
  - c. The Vice Chancellor shall be a person of integrity and outstanding academic and administrative experience and capability.

- d. The Vice Chancellor shall possess a PhD or equivalent, be at the rank of 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.
- e. The Vice Chancellor shall be appointed by the Board from among three candidates recommended by the Council. A search committee constituted by the Council shall identify three (3) to five (5) suitable candidates for the post of Vice Chancellor and forward them to the Council to nominate three (3) candidates for recommendation to the Board.
- f. The Vice Chancellor shall be appointed on terms and conditions as stipulated in the Statutes.
- g. The Vice Chancellor shall be responsible to the Council.
- h. The Vice Chancellor shall be installed by the Board at a ceremony arranged and closest to the date of his appointment;
- i. Any of the following grounds shall lead to the removal of the Vice Chancellor from office:
  - (i) The contract of the Vice Chancellor shall be deemed to have been terminated when the Appointing Authority revokes the appointment; or
  - (ii) The contract of the Vice Chancellor shall be terminated by the Appointing Authority:
    - (a) If two thirds of the Council are satisfied that the 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
    - (b) Upon being adjudged Bankrupt; or
    - (c) Upon being adjudged of unsound mind; or
    - (d) Upon being convicted of a crime.

18. Deputy Vice-Chancellor(s).

- a. There shall be Deputy Vice-Chancellor(s) of the University. The Deputy Vice Chancellor shall be appointed by the Board from among two (2) candidates recommended by the Council. A search committee constituted by the Council shall identify two (2) to four (4) suitable candidates for the post of Deputy Vice Chancellor and forward them to the Council to nominate two (2) candidates for recommendation to the Board.
- b. The Deputy Vice Chancellor shall be a person of integrity and outstanding academic and administrative experience and capability.
- c. The Deputy Vice Chancellor shall possess a PhD or equivalent, be at the rank of at least Associate Professor 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.
- d. The Deputy Vice-Chancellor shall be appointed on terms and conditions as stipulated in the Statutes.
- e. There shall be at least one Deputy Vice Chancellor and not more than five (5) Deputy Vice Chancellors.

- f. A Deputy Vice-Chancellor shall: -
  - i. Assist the Vice-Chancellor in the performance of his functions;
  - ii. Perform the functions of Vice Chancellor in the temporary absence of the Vice Chancellor. If there is more than one Deputy Vice Chancellor, the Deputy Vice Chancellor responsible for Academic Affairs shall perform the functions of the Vice chancellor in the absence of the Vice Chancellor.
  - iii. Perform any such other functions as may be assigned by the Vice-Chancellor or as provided for by the Statutes.
  - iv. Have such other powers, functions and duties and enjoy such other rights and privileges as are conferred upon him by the Charter or Statutes or any other written law or as may be conferred or delegated to him by the Vice Chancellor or as may be prescribed.
- g. The Deputy Vice Chancellor shall be responsible to the Vice Chancellor.
- j. Any of the following grounds shall lead to the removal of the Deputy Vice Chancellor from office:
  - (i) The contract of the Deputy Vice Chancellor shall be deemed to have been terminated when the Appointing Authority revokes the appointment; or
  - (ii) The contract of the Deputy Vice Chancellor shall be terminated by the Appointing Authority:
    - (a) If two thirds of the Council are satisfied that the Deputy Vice Chancellor should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Deputy Vice Chancellor; or
    - (b) Upon being adjudged Bankrupt; or
    - (c) Upon being adjudged of unsound mind; or
    - (d) Upon being convicted of a crime.

## 19. Board Secretary and University Secretary.

### 19.1. Board Secretary.

- a. There shall be a Board Secretary appointed by the Board on terms and conditions as stipulated in the Statutes.
- b. The Board Secretary shall be a holder of a master's degree in a relevant discipline and a Bachelor of Laws degree from a recognised Institution. He 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.
- c. The Board Secretary shall possess a minimum of six (6) years of relevant managerial experience from a reputable organisation.
- d. The Board Secretary among other duties as spelt out in the Statutes shall: -
  - i. Be the Secretary to the Board;
  - ii. Be Secretary of General Meetings of Uganda Technology and Management University (UTAMU) Ltd;
  - iii. Be responsible for communicating Board decisions, monitoring the implementation of Board decisions and preparing progress and action reports

- for the Board;
  - iv. 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 Board and transmitting them to the University Council;
  - v. Be responsible for the operation and conduct of the Board business and in ensuring that appropriate rules of procedure are followed;
  - vi. Serve as the Custodian of the University Records under the mandate of the Board;
  - vii. Perform any such other functions as may be assigned by the Board Chairperson or Board or as provided for by the Statutes.
- e. The contract of the Board Secretary shall be terminated by the Appointing Authority:
- i. If at least two thirds of the Board pass a resolution that the Board Secretary should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Board Secretary; or
  - ii. Upon being adjudged Bankrupt; or
  - iii. Upon being adjudged of unsound mind; or
  - iv. Upon being convicted of a crime.

#### 19.2. University Secretary.

- a. There shall be a University Secretary appointed by the Council on terms and conditions as stipulated in the Statutes.
- b. The University Secretary shall be a holder of a master's degree in a relevant discipline and a Bachelor of Laws degree from a recognised Institution. He 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.
- c. The University Secretary shall possess a minimum of six (6) years of relevant managerial experience from a reputable organisation.
- d. The University Secretary among other duties as spelt out in the Statutes shall: -
  - i. Be Secretary to the 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 he may have within the University, when dealing with the University Council business 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 human resources and general administration of the university;
  - x. Be responsible for Estates and Security in the University;
  - xi. 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
  - xii. Perform any other duties assigned by either the Chairperson of the University Council or the Vice Chancellor.
  - xiii. Shall be responsible to the Vice Chancellor.
- e. The contract of the University Secretary shall be terminated by the Appointing Authority:
- (i) If at least two thirds of the Council pass a resolution that the University Secretary should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the University Secretary; or
  - (ii) Upon being adjudged Bankrupt; or
  - (iii) Upon being adjudged of unsound mind; or
  - (iv) Upon being convicted of a crime.

#### 20. Academic Registrar.

- a. There shall be an Academic Registrar appointed by the Council on terms and conditions as stipulated in the Statutes.
- b. 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 / Institute / Centre, Deputy Academic Registrar or equivalent in a reputable higher education institution.
- c. The Academic Registrar shall be an accomplished academic and planner with a sound knowledge of laws, statutes, policies, rules and regulations relating to higher education.
- d. The Academic Registrar shall be responsible to the Deputy Vice Chancellor responsible for Academic Affairs.
- e. 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.
- f. The Academic Registrar among other duties as spelt out in the Statutes 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 programs including accreditation of the academic programs 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 programs 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.
- g. The contract of the Academic Registrar shall be terminated by the Appointing Authority:
- (i) If at least two thirds of the Council pass a resolution that the Academic Registrar should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Academic Registrar; or
  - (ii) Upon being adjudged Bankrupt; or
  - (iii) Upon being adjudged of unsound mind; or
  - (iv) Upon being convicted of a crime.

## 21. University Controller.

- a. There shall be a University Controller appointed by Council on terms and conditions as stipulated in the Statutes.
- b. 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, or management. He shall be a holder of a bachelor's degree from a recognised institution, as stipulated in the Statutes.
- c. The University Controller shall possess a minimum of six (6) years of relevant managerial experience from a reputable organisation.
- d. The University Controller shall be responsible to the Vice Chancellor as provided in the Statutes.

- e. 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. Undertake any other duties assigned by the Vice Chancellor.
- f. The contract of the University Controller shall be terminated by the Appointing Authority:
  - i. If at least two thirds of the Council pass a resolution that the University Controller should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the University Controller; or
  - ii. Upon being adjudged Bankrupt; or
  - iii. Upon being adjudged of unsound mind; or
  - iv. Upon being convicted of a crime.

## 22. University Librarian.

- a. There shall be a University Librarian appointed by Council on terms and conditions as stipulated in the Statutes.
- (b) 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.
- (c) The University Librarian shall be responsible for library services in the University.
- (d) The University Librarian among other duties as spelt out in the Statutes 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 campus;
  - 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. Perform any other duties as assigned by the Deputy Vice Chancellor responsible for Academic Affairs.
  - xiii. Be responsible to the Deputy Vice Chancellor responsible for Academic Affairs;
- (e) The contract of the University Librarian shall be terminated by the Appointing Authority:
- (i) If at least two thirds of the Council pass a resolution that the University Librarian should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the University Librarian; or
  - (ii) Upon being adjudged Bankrupt; or
  - (iii) Upon being adjudged of unsound mind; or
  - (iv) Upon being convicted of a crime.

### 23. Director for Human Resources.

- a. There shall be a Director for Human Resources appointed by Council on terms and conditions as stipulated in the Statutes.
- b. The Director shall be a holder of at least a master's degree in in human resources management and other qualifications from recognised institutions, as stipulated in the Statutes.
- c. The Director shall possess a minimum of five (5) years of relevant managerial experience from a reputable organisation.
- d. The Director for Human Resources shall be responsible to the immediate supervisor as provided in the Statutes.
- e. The Director among other duties as spelt out in the Statutes shall:
  - i. Be responsible for all matters pertaining to human resources of the University;
  - ii. Deploy staff to various units in conjunction with the immediate supervisor;
  - iii. Be responsible for staff development issues; and
  - iv. Any other functions that may be assigned to him by the immediate supervisor.
- f. The contract of the Director for Human Resources shall be terminated by the Appointing Authority:
  - i. If at least two thirds of the Council pass a resolution that the Director for Human Resources should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Director for Human Resources; or
  - ii. Upon being adjudged Bankrupt; or
  - iii. Upon being adjudged of unsound mind; or
  - iv. Upon being convicted of a crime.

#### 24. Director for Internal Audit and Risk.

The Internal Audit is an independent, assurance and consulting activity designed to add value and improve the University's operations.

- a. There shall be a Director for Internal Audit and Risk appointed by Council on terms and conditions as stipulated in the Statutes.
- g. The Director shall be a member of the Institute of Certified Public Accountants of Uganda (ICPAU) and a holder of at least a master's degree in a relevant discipline from a recognised Institution, as stipulated in the Statutes. He shall be a holder of a bachelor's degree from a recognised institution, as stipulated in the Statutes.
- b. The Director shall possess a minimum of five (5) years of relevant managerial experience from a reputable organisation.
- c. The Director shall be responsible to the Audit and Risk Committee of Council for the performance of his duties and administratively responsible to the Vice Chancellor.
- d. The Director for Internal Audit and Risk among other duties as spelt out in the Statutes shall:
  - i. Be responsible for the internal audit planning and administration in the University and shall maintain the internal audits in a form determined by the Council;
  - ii. Supervise the daily, monthly, quarterly and annual audit reporting and submit reports to the Council;
  - iii. Evaluate and improve the effectiveness of risk management, control and governance processes by performing independent reviews, and reports on the effectiveness of management controls and operational performance throughout the University;
  - iv. Determine whether acceptable policies and procedures are followed;
  - v. Establish whether the legislative requirements, policies and established standards are met;
  - vi. Establish whether the resources are used efficiently and effectively;
  - vii. Find out whether planned activities are being accomplished as scheduled;
  - viii. Verify whether the objectives of the University are being achieved;
  - ix. Assess and integrate professional judgments about probable adverse conditions and/or events;
  - x. Perform such other duties as may be assigned to him by the Audit and Risk Committee of Council.
- e. The contract of the Director for Audit and Risk shall be terminated by the Appointing Authority:
  - i. If at least two thirds of the Council pass a resolution that the Director for Audit and Risk should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Director for Audit and Risk; or
  - ii. Upon being adjudged Bankrupt; or
  - iii. Upon being adjudged of unsound mind; or
  - iv. Upon being convicted of a crime.

#### 25. Director for Students' Affairs.

- (a) There shall be a Director for Students' Affairs who shall be appointed by Council on terms and conditions as stipulated in the Statutes.

- (b) The Director for Students' Affairs shall be a holder of at least a master's degree in a relevant discipline from a recognised Institution, as stipulated in the Statutes.
- (c) The Director for Students' Affairs shall possess a minimum of five (5) years of relevant managerial experience from a reputable organisation.
- (d) The Director for Students' Affairs shall be responsible to the immediate supervisor as provided in the Statutes.
- (e) The Director for students' affairs among other duties as spelt out in the Statutes shall be responsible for:
  - i. The welfare of students;
  - ii. The affairs of Students Guild;
  - iii. Games and co-curricular activities;
  - iv. Guidance and counseling;
  - v. The general discipline of the students; and
  - vi. Any other duties assigned by the immediate supervisor.
- (f) The contract of the Director for Students' Affairs shall be terminated by the Appointing Authority:
  - i. If at least two thirds of the Council pass a resolution that the Director for Students' Affairs should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Director for Students' Affairs; or
  - ii. Upon being adjudged Bankrupt; or
  - iii. Upon being adjudged of unsound mind; or
  - iv. Upon being convicted of a crime.

#### 26. Director for Quality Assurance.

- a. There shall be a Director for Quality Assurance appointed by the Council on terms and conditions as stipulated in the Statutes.
- b. The Director for Quality Assurance shall possess a PhD or equivalent, be at the rank of at least Senior Lecturer and possess at least five (5) 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 or equivalent in a reputable higher education institution.
- c. The Director of Quality Assurance shall be responsible to the immediate supervisor as provided in the Statutes.
- d. The Director for Quality Assurance among other duties as spelt out in the Statutes shall:
  - i. Develop or review the quality assurance framework, plans, tools, and strategies for approval by Council or other relevant decision-making organs of the University;
  - ii. Oversee the University's response to and implementation of Senate and Council policies and decisions and decisions of the Board of Directors, quality standards

- and any other policy or quality requirements as set by the Sector Ministry, National Council or other relevant quality assurance bodies;
- iii. Advise on and monitor quality assurance requirements for teaching, learning, research, innovation, consultancy and community outreach programs;
  - iv. Provide technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University;
  - v. Supervise the Quality Assurance teams in their undertakings and oversee the quality assurance and quality enhancement activities of the University;
  - vi. Plan, implement and continually improve the quality management systems of the University in conformity with universally accepted standards;
  - vii. Evaluate quality assurance or inspection reports from the various units of the University;
  - viii. Oversee the provision of support to University units in eliminating impediments to implementation of quality programs in their internal operations;
  - ix. Coordinate the conduct of quality management system audits and conformity assessments by External Advisors, Assessors and auditing, certification, accreditation or pre-qualification bodies.
  - x. Oversee and participate in the sensitization, education and training of both staff and other relevant Stakeholders in Quality Management Systems;
  - xi. Prepare and submit to the immediate supervisor periodic reports on quality assurance audits in accordance with the University quality assurance policies;
  - xii. Communicate quality management targets, shortfalls, remedial measures and improved processes and procedures;
  - xiii. Any other duties assigned by the immediate supervisor.
- e. The contract of the Director for Quality Assurance shall be terminated by the Appointing Authority:
- i. If at least two thirds of the Council pass a resolution that the Director for Quality Assurance should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Director for Quality Assurance; or
  - ii. Upon being adjudged Bankrupt; or
  - iii. Upon being adjudged of unsound mind; or
  - iv. Upon being convicted of a crime.

## 27. Principals of Constituent and Campus Colleges.

### 27.1. Principals of Constituent Colleges.

- i. The Board of Directors shall appoint the Principal of a Constituent College of the University 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 Principal and forward them to the University Council to nominate two (2) candidates for recommendation to the Board.
- ii. The Principal shall be a person of integrity and outstanding academic and administrative experience and capability.
- iii. The Principal shall be a person with exemplary record of scholarship, teaching, research, innovation and consultancy services and with extensive knowledge and experience of university systems.
- iv. The Principal shall possess a PhD or equivalent in one of the disciplines offered in the college, be at the rank of at least Associate Professor 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.
- v. The Principal shall be appointed on terms and conditions as stipulated in the Statutes.
- vi. The Principal shall be responsible for the academic, administrative and financial affairs of the College.
- vii. The Principal shall be the College Accounting Officer.
- viii. The Principal shall have direct oversight of the faculty, curricula and quality of academic programs within the college.
- ix. The Principal shall take on any other duties from either the University Council or College Council or the Vice Chancellor.
- x. The Principal shall be responsible to the College Governing Council.
- xi. Any of the following grounds shall lead to the removal of the Principal from office:
  - a. The contract of the Principal shall be deemed to have been terminated when the Appointing Authority revokes the appointment; or
  - b. The contract of the Principal shall be terminated by the Appointing Authority:
    - (i) If two thirds of the University Council, on recommendation of the College Governing Council, are satisfied that the Principal should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Principal; or
    - (ii) Upon being adjudged Bankrupt; or
    - (iii) Upon being adjudged of unsound mind; or
    - (iv) Upon being convicted of a crime.
- xii. The Deputy Principal shall deputise and be responsible to the Principal. The rest of the above provisions in regard to qualifications, appointment and removal from office for Principal shall apply to the Deputy Principal as well.

## 27.2. Principals of Campus Colleges.

- i. The Board of Directors shall appoint the Principal of a Campus College of the University 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 Principal and forward them to the University Council to nominate two (2) candidates for recommendation to the Board.
- ii. The Principal shall be a person of integrity and outstanding academic and administrative experience and capability.
- iii. The Principal shall be a person with exemplary record of scholarship, teaching, research, innovation and consultancy services and with extensive knowledge and experience of university systems.
- iv. The Principal shall possess a PhD or equivalent in one of the disciplines offered in the college, be at the rank of at least Associate Professor 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.
- v. The Principal shall be appointed on terms and conditions as stipulated in the Statutes.
- vi. The Principal shall be responsible to the Vice Chancellor for the academic, administrative and financial affairs of the College.
- vii. The Principal shall have direct oversight of the faculty, curricula and quality of academic programs within the college.
- viii. The Principal shall take on any other duties as assigned by the Vice Chancellor.
- ix. The Principal shall be responsible to the Vice Chancellor.
- x. Any of the following grounds shall lead to the removal of the Principal from office:
  - a. The contract of the Principal shall be deemed to have been terminated when the Appointing Authority revokes the appointment; or
  - b. The contract of the Principal shall be terminated by the Appointing Authority:
    - (i) If two thirds of the University Council are satisfied that the Principal should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Principal; or
    - (ii) Upon being adjudged Bankrupt; or
    - (iii) Upon being adjudged of unsound mind; or
    - (iv) Upon being convicted of a crime.
- xi. The Deputy Principal shall deputise and be responsible to the Principal. The rest of the above provisions in regard to qualifications, appointment and removal from office for Principal shall apply to the Deputy Principal as well.

## 28. Deans and Directors of Academic Units.

### 28.1. Dean of 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 a person of integrity and outstanding academic and administrative experience and capability.
- c. 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.
- d. The Dean shall be a holder of PhD in a discipline offered in the University, be at the level of at least Associate Professor 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.
- e. The Dean of the Graduate School shall be responsible to the Deputy Vice Chancellor responsible for Research, Innovation and Enterprise.
- f. 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 programs;
- xvii. Evaluate the effectiveness of existing and proposed systems and processes in support of graduate programs (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 Research, Innovation and Enterprise;
- g. The contract of the Dean of Graduate School shall be terminated by the Appointing Authority:
- h. If at least two thirds of the Council pass a resolution that the Dean of Graduate School should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Dean; or
- i. Upon being adjudged Bankrupt; or
- j. Upon being adjudged of unsound mind; or
- k. Upon being convicted of a crime.
- l. The Deputy Dean shall deputise and be responsible to the Dean. The rest of the above provisions in regard to qualifications, appointment and removal from office for Dean of the Graduate School shall apply to the Deputy Dean of the Graduate School as well.

## 28.2. Deans of Schools and Directors of Institutes or Centres.

- a. There shall be a Dean for every School, a Director for every Institute or Centre who shall be appointed by Council on terms and conditions as stipulated in the Statutes.
- b. The Dean or Director shall be a person of integrity and outstanding academic and administrative experience and capability.
- c. The Dean or Director shall be a person with exemplary record of scholarship, teaching, research, innovation and consultancy services and with extensive knowledge and experience of university systems.
- d. The Dean or Director shall be a holder of PhD in a discipline related to the respective School, Institute or Centre and be at the level of at least senior lecturer in a reputable institution.
- e. The Dean or Director shall be responsible to the immediate supervisor as provided in the Statutes.
- f. The Dean of the School or the Director of the Institute or Centre among other duties as spelt out in the Statutes shall:

- (i) Be responsible for the academic, administrative and financial affairs in the school, institute or centre;
  - (ii) Promote research and innovation within the school, institute or centre;
  - (iii) Define a compelling, cohesive and ambitious vision for the School, institute or Centre with a shared purpose aligned to the broader corporate goals of the University, that will inspire its staff;
  - (iv) Set the strategic agenda in order to achieve this, ensuring that this is embedded across the School, Institute or Centre and implemented in terms of its operational delivery;
  - (v) Manage effectively the resources (human, physical and financial) of the School, Institute or Centre in order to maximize its contribution to the University's strategic development and operational delivery;
  - (vi) Encourage, support and facilitate entrepreneurial activity across the School, Institute or Center;
  - (vii) Be the Chairperson of the Board of his School or Institute or Centre and be responsible for the duties as provided under this Charter;
  - (viii) Perform such other functions as are assigned by the immediate supervisor.
- g. The contract of the Dean or Director shall be terminated by the Appointing Authority;
  - h. If at least two thirds of the Council pass a resolution that the Dean of a School or the Director of an Institute or Centre should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Dean or Director; or
    - i. Upon being adjudged Bankrupt; or
    - j. Upon being adjudged of unsound mind; or
    - k. Upon being convicted of a crime.
  - l. The Deputy Dean and Deputy Director shall deputise and be responsible to the Dean and Director respectively. The rest of the above provisions in regard to qualifications, appointment and removal from office for Dean for School, the Director for the Institute or Centre shall apply to the Deputy Dean for the School, the Deputy Director for the Institute or Centre as well.

## 29. Heads of Departments.

- a. There shall be a Head of Department for each Department of a School, Institute or Centre who shall be appointed by Council on terms and conditions as stipulated in the Statutes.
- b. The process of appointment of the Head of Department shall be as per the guidelines approved by the Council on recommendation of the Senate.
- c. The Head of Department shall: -
  - i. Be a senior academic member of staff at the academic rank of at least senior lecturer with exemplary record of scholarship, teaching, research and consultancy services.
  - ii. Be responsible to the Dean of the school or Director of the Institute or Centre; as the case may be, in respect of all matters concerning the department.
  - iii. Provide academic leadership to the Department, embracing the range of subjects and disciplines represented in the Department, by providing a coherent academic vision and by inspiring the highest standards of teaching, research and innovation in the Department;

- iv. Manage the Department's portfolio through identification, development, and promotion of the Department's strengths including supporting cross Departmental activities and allocating resources accordingly;
  - v. Encourage, support and facilitate entrepreneurial activities, identifying and pursuing external funding and income-generating activities for the Department;
  - vi. Enhance the quality of the student experience at undergraduate and postgraduate levels, ensuring that students are engaged fully as partners in developing the learning experience and are appropriately supported; and
  - vii. Perform any other duties as assigned by the Dean or Director.
- d. The contract of the Head of Department shall be terminated by the Appointing Authority:
- (i) If at least two thirds of the Council pass a resolution that the Head of Department should be removed from office on the grounds of misconduct or inability to perform the duties of the Office of the Head of Department; or
  - (ii) Upon being adjudged Bankrupt; or
  - (iii) Upon being adjudged of unsound mind; or
  - (iv) Upon being convicted of a crime.

## **PART VI: MEMBERSHIP AND GOVERNANCE OF THE UNIVERSITY.**

### **30. Membership of the University.**

The Members of the University shall be:

- i. The Board of Directors.
- ii. The Chancellor.
- iii. The members of the University Council.
- iv. The Vice Chancellor.
- v. The Deputy Vice-Chancellor (s).
- vi. Board Secretary.
- vii. University secretary.
- viii. University Controller.
- ix. University Librarian.
- x. Academic Registrar.
- xi. Director for Students' Affairs.
- xii. Director of Quality Assurance.
- xiii. Director for Human Resources.
- xiv. Director for Internal Audit and Risk.
- xv. Principals, Deans, Directors and Heads of Departments.
- xvi. The members of the University Senate.
- xvii. The faculty.
- xviii. The staff.
- xix. The students.
- xx. The alumni.
- xxi. Such other members of staff of the University or of any other body formally admitted into association with the University as the Board of Directors may from time to time approve.

### **31. Governing Organs.**

The governance of the university shall be vested in the following organs:

- i. The Board of Directors.
- ii. The University Council.
- iii. The University Senate.
- iv. College Board.
- v. School, Institute and Centre Boards.
- vi. Departmental Boards and Other Academic Boards.

#### **31.1. Board of Directors.**

The University shall have a Board of Directors as the supreme organ of the University, which shall hold the university in trust on behalf of the shareholders of Universal Technology and Management University (UTAMU) Ltd, the holding company.

##### **31.1.1. Functions of the Board of Directors.**

- a. The Board shall be responsible for conducting oversight function over both university activities and governance structures within it, oversee the University Council and

- receive periodic reports from the University Council.
- b. The Board may, subject to the provisions of this Charter, delegate any aspect of its authority to any other authority of the University.
  - c. Without loss of generality of the foregoing provisions the functions of the Board of Directors shall: -
    - i. Be responsible for overall oversight of the objects and functions of the University including providing overall oversight over university activities and governance structures;
    - ii. Determine a balance between governance constraints and entrepreneurial performance;
    - iii. Direct external or internal inspections and visitations or inquiries into teaching, research, general administration and organization of any activity or matter;
    - iv. Mobilise financial resources for the University;
    - v. Review major plans of action and provide strategic direction;
    - vi. Monitor and evaluate key risk and key performance areas and non-financial aspects;
    - vii. Review and guide annual budget and business plans of the University;
    - viii. Monitor and evaluate the integrity of the University's accounting and financial reporting systems;
    - ix. Oversee major capital expenditures, acquisitions and divestiture;
    - x. Approve quarterly reports and annual university report submitted by the University Council;
    - xi. Advise and/ or direct the University on policy matters and managerial affairs of the University through the University Council from time to time;
    - xii. Promote the image of the university;
    - xiii. Provide for the safe custody of the University Seal; and
    - xiv. Perform any other function and take all necessary decisions in good faith and conducive to the fulfillment of the objects and functions of the University.

#### 31.1.2. Powers of the Board of Directors.

The Board of Directors in relation to its functions shall:

- i. Elect such number of independent members on the University Council from the public with knowledge, competencies and experience in key areas of higher education governance who are both non-students and non-employees of UTAMU, as the Board shall determine from time to time;
- ii. Appoint the Chairperson and Vice Chairperson of the University Council;
- iii. Issue appointment instruments to the Chairpersons of Council Committees and members of the University Council;
- iv. Approve and/ or revise the University Charter and recommend it to the National Council;
- v. Approve the University Statutes on recommendation of the Council;

- vi. Approve the University budget proposals and the final accounts submitted by the Council;
- vii. Approve the scales of fees and boarding charges on recommendation of Council;
- viii. Approve the remuneration of the members of the Board of Directors including the Chairperson of the Board;
- ix. Approve the remuneration of Chairperson, Vice Chairperson and members of Council and Senate on the recommendation of Council;
- x. Approve the remuneration of all members of the University Management and the University Salary Structure;
- xi. Approve the establishment of colleges, schools, institutes and departments and administrative units on recommendation of Council;
- xii. Represent the University in all legal suits by and against the University;
- xiii. Appoint the Chancellor on the recommendation of the Chancellor Search Committee constituted by the Board;
- xiv. Appoint the Vice Chancellor, the Deputy Vice Chancellor (s), and Principal (s) and Deputy Principal (s) of both constituent and campus colleges of the University on the recommendation of the Council;
- xv. Appoint three (3) persons on the Senate from the public who are capable of contributing to the academic and socio- economic development of the University;
- xvi. Issue appointment instruments to all members of the Senate.
- xvii. Appoint external auditors;
- xviii. 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 the University for such purposes and with such power, authority and discretion not exceeding those vested in or exercisable by the directors; and
- xix. Exercise any other powers in good faith and conducive to the fulfillment of the objects and functions of the University.

#### 31.1.3. Composition of the Board of Directors.

- (a) The Board of Directors shall comprise of a minimum of two (2) Directors and a maximum of five (5) Directors elected at a General Meeting of UTAMU Ltd and at least one of whom shall hold at least 10% shareholding in UTAMU Ltd, the holding company for UTAMU;
- (b) The Board Secretary shall be the Secretariat to the Board and its committees;
- (c) The Chairperson of the University Council and Vice Chancellor may be in attendance.

#### 30.1.4 The Person Specifications of the Board of Directors.

A member of the Board shall:

- a. Have at least five (5) years of proven senior managerial experience; and
- b. Have at least three years proven experience as a member or chairperson of a board/council of a reputable company, agency or institution.

31.1.4. Chairperson of the Board of Directors.

- a. The Board Members shall appoint from among themselves a Director with at least 10% shareholding in UTAMU Ltd who shall neither be a student nor an employee of UTAMU to be Chairperson of the Board.
- b. The Chairperson of the Board shall be a holder of at least a master's degree from a recognised institution.
- c. The Chairperson of the Board shall chair Board Meetings and in his absence the members present shall elect a chairperson from among themselves who shall neither be a student nor an employee of the University.
- d. When it is not practical or feasible to call a special or emergency meeting of the Board, the Chairperson may perform the functions and exercise the powers of the Board with exception of approval of the University annual report, budget proposals and the final accounts. The decisions and actions by the Chairperson of the Board shall be subject to ratification by the Board at the next meeting.

31.1.5. Meetings of the Board of Directors.

- i. The Board of Directors shall meet at least four (4) times in each calendar year at times and at places that it may determine for the transaction of its business.
- ii. The Chairperson may at any time call a meeting of the Board and shall call a meeting if requested in writing by at least one half of all the members of the Board.
- iii. Two (2) members of the Board shall constitute a quorum at any meeting of the Board.
- iv. Any matter for decision by the Board shall be determined by a majority of the members of the Board 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 budget is being approved, final accounts are being approved or where an annual report is being approved the decision shall be determined by a majority of two thirds of the members present.
- v. The validity of the proceedings, act or decision of the Board shall not be affected by any vacancy in the membership of the Board 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 Board shall be paid such allowances and retainer fees as the Board may determine, taking into account other allowances in similar Boards.
- vii. The Board shall regulate its own procedure, and the procedure of any of its committees.
- viii. The Board may put in place any committee as it deems fit.

31.1.6. Term of Office of the Board of Directors.

A Director shall hold office for three (3) years and shall be eligible for re-appointment. The office of a member of the Board of Directors shall become vacant: (a) upon death; (b) Upon resignation of a member; (c) Upon being adjudged Bankrupt or of unsound mind; or and (e) Upon being convicted of a crime; and (d) Failure attend three consecutive Board of Directors meetings without apology.

### 31.2. 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.

#### 31.2.1. Membership of the University Council.

The University Council shall comprise of:

- (a) Such number of elected independent members by the Board from the public with knowledge, competencies and experience in key areas of higher education governance who are both non-students and non-employees of UTAMU, as provided for in the Statute;
- (b) A Representative of the University Senate who is not a member of the University Management, elected by the University Senate;
- (c) A Representative of the University academic staff at the rank of at least senior lecturer who is neither a member of University Senate nor University Management elected by the academic staff;
- (d) A Representative of the University non-academic staff who is neither a member of University Senate nor University Management elected by the non-academic staff;
- (e) A Representative of the University Convocation who is both non-student and non-employee of the University elected by the University Convocation;
- (f) A Representative of the University Students elected by the University Students;
- (g) 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 who are neither employees nor students of the University;
- (h) The Vice-Chancellor of the University shall be an Ex-Officio Member of the University Council;
- (i) The Board of Directors may appoint additional ex-officio member (s) on the University Council whenever it deems it appropriate;
- (j) The University Secretary shall be the Secretary to the University Council.

#### 31.2.2. 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) Give general guidelines to the University Management on matters relating to the operations of the University;
- (iv) Prepare Statutes and recommend them to the Board of Directors for Approval;
- (v) Formulate the general policies (including academic policies) of the University;
- (vi) Approve all policy documents of the university in accordance with the Statutes of the University and always notify the Board of Directors;
- (vii) Determine the requirements (including academic qualifications and experience) for the various academic, administrative and support staff positions in the University except where provided otherwise under this Charter;

- (viii) Appoint academic, administrative and support staff of the University except where provided otherwise under this Charter;
- (ix) Ensure the integrity of the University's accounting and financial reporting systems;
- (x) Ensure that accurate records are kept on the University;
- (xi) Record facts and assumptions which lead it to conclude that the [SEP] business will be a going concern in the next financial year and [SEP] if not state what steps it is taking; [SEP]
- (xii) Submit the Annual Report and quarterly University reports (including quarterly financial and audit reports) to the Board of Directors for approval;
- (xiii) Submit quarterly reports on all (money) accounts of the University to the Board of Directors;
- (xiv) Consider periodic University Senate reports on the academic affairs of the University;
- (xv) Consider the Quarterly Report of the Vice Chancellor on the affairs of the University; and
- (xvi) Undertake any other functions as delegated in writing by the Board of Directors.

### 31.2.3. Powers of the University Council.

The University Council shall, in relation to its functions:

- (i) Approve the establishment of academic programs 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) Cause proper books of account to be kept with respect to— (1) all sums of money received and expended by the University and the matters in respect of which the receipt and expenditure takes place, (2) all sales and purchases of goods by the University, and the assets and liabilities of the University;
- (vii) Submit the University budget proposals and the final accounts to the Board of Directors for approval;
- (viii) 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;
- (ix) Recommend to the Board of Directors three (3) suitable candidates for the position of Vice Chancellor, from among whom, the Board of Directors shall appoint the Vice Chancellor;
- (x) Recommend to the Board of Directors two (2) suitable candidates for the position of Deputy Vice Chancellor, from among whom, the Board of Directors shall appoint the Deputy Vice Chancellor;
- (xi) Recommend to the Board of Directors two (2) suitable candidates for the position of Principal, from among whom, the Board of Directors shall appoint the Principal of a College;

- (xii) Recommend to the Board of Directors two (2) suitable candidates for the position of Deputy Principal, from among whom, the Board of Directors shall appoint the Deputy Principal of a College;
- (xiii) Recommend to the board of directors the scales of fees and boarding charges for approval;
- (xiv) Recommend to the board of directors the establishment of constituent and / or campus colleges, schools, directorates, centres, and departments and administrative units for approval; and
- (xv) Exercise any other powers as delegated in writing by the Board of Directors.

#### 31.2.4. 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 organization. Other (professional) qualifications will be an added advantage.

#### 31.2.5. Term of Office of the Members of the 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 may be eligible for re-appointment. 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.

#### 31.2.6. Chairperson of the University Council.

- (i) The Chairperson of the University Council shall chair University Council Meetings and in his 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 the University.
- (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 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 may require on any particular matter relating to the affairs of the University.

### 31.2.7. Meetings of the University Council.

- (iv) 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 (4) 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 forty percent of all the members of the University Council.
- (v) Forty percent of the members of the University Council shall constitute a quorum at any meeting of the University Council.
- (vi) 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.
- (vii) 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.
- (viii) 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.
- (ix) The University Council may regulate its own procedure, and the procedure of any of its committees.

### 31.2.8. Committees of the University Council.

The standing committees of Council shall comprise of the Appointments and Disciplinary Committee; the Finance, Administration and General Purpose Committee; The Audit and Risk Committee; The Quality Assurance Committee and any other committee (s) the Board of Directors may establish. The University Council may establish temporary adhoc committees to serve a specific purpose within a period of not more than six (6) months. 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 the membership of the quality assurance committee and how they are appointed shall be provided for under the audit and risk committee and the quality assurance committee respectively. 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.

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#### 31.2.8.1. Meetings of a Committee of Council

- i. The committee shall meet at times and at places that it may determine for the transaction of its business but at least once in each calendar year.
- ii. The Chairperson may at any time call a meeting of the committee and shall call a meeting if requested in writing by at least one forty percent of all the members of the committee.
- iii. Forty percent of the members of the committee shall constitute a quorum at any meeting of the committee.

- iv. Any matter for decision by the committee shall be determined by a majority of the members of the committee 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 committee shall not be affected by any vacancy in the membership of the committee 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.

#### 31.2.8.2. Appointments and Disciplinary Committee.

- (a) 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 Charter;
  - (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 programs of the University;
  - (v) To be responsible to the University Council for staff affairs in the University;
  - (vi) To be responsible to the University Council for student affairs in the University; and
  - (vii) To perform any other duties assigned by the University Council.
- (b) The Appointments and Disciplinary Committee in the discharge of its functions may invite any person to give technical advice in any meeting of the Committee.

#### 31.2.8.3. Finance, Administration and General Purpose Committee

Terms of Reference shall include:

- (i) To consider a salary structure for academic, administrative and support/ technical staff of the University and make recommendations to the University Council;
- (ii) To conduct a periodic review of establishments considering all recommendations for changes in staff establishments and to make recommendations thereof to the University Council;
- (iii) To receive the proposed budget estimates from the University Management and make recommendation to the University Council;
- (iv) To control the banking and investment operations of the University and to make provision for the examination of all the bills and accounts and for the discharge of liabilities incurred by the University;
- (v) To control all the expenditure of the University under approved Annual Estimates;
- (vi) To receive and consider all requests for authorization of expenditure more than the

- approved Annual Estimates and make recommendations to the University Council;
- (vii) To receive proposed University Development plans from the University Management for an approved period and make recommendations to the University Council;
  - (viii) To keep under review approved development programs and to ascertain that the objectives of the University are being achieved and to make recommendations thereof to the University Council;
  - (ix) To prepare and keep up to date an accurate comprehensive inventory of University property;
  - (x) To consider and propose tuition fees and other student fees to the University Council;
  - (xi) To report to the University Council all matters related to finance, planning, investment, development, establishment and administration; and
  - (xii) To exercise such powers as the University Council may from time-to-time delegate to it.

#### 31.2.8.4. 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 representative of Council elected by the University Council from among its members and who shall not serve on any other committee of the University council and shall as well be a member of the Institute of Certified Public Accountants of Uganda (ICPAU) with relevant audit experience; 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 internal audit reports on the 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.

#### 31.2.8.5. Quality Assurance Committee.

The quality assurance committee of Council shall assure and control quality in all the affairs of university.

Membership of the Quality Assurance Committee:

The quality assurance committee shall comprise of the following five (5) members:

- i. The Chairperson, who shall be a representative of Council elected by the University Council from among its members and who shall not serve on any other committee of the University council;
- ii. Two experts on quality assurance appointed by the Board of Directors from the public;
- iii. A representative of the University Senate elected by the University Senate from among its members and who shall not be a member of the University Management;
- iv. A representative of Non-academic Staff elected by the Non-academic staff from among themselves and who shall not be a member of the University Management, Senate or Council.

Terms of Reference of the Quality Assurance Committee:

The specific terms of reference for the Quality Assurance Committee shall be as follows:

- i. To formulate policies and standards that will enable quality assurance in all the processes and units of the university both academic and non-academic;
- ii. To promote and ensure a culture of quality service delivery in the University;
- iii. With the assistance of management, to carry out periodic internal quality audits on the processes and activities of the University;
- iv. To effectively monitor quality in the principle activities of the University i.e. teaching, research, innovation and community engagement;
- v. To review quality aspects in policies, and other documentation originating from other committees of council that have a bearing on the image of the University, for example curricula;
- vi. To establish systems and processes that ensure quality control in the services offered by the university;
- vii. To attend to any specific recommendations by Council and Senate on issues to do with quality assurance and control in the University; and
- viii. To exercise such powers and or undertake any other duties as the University Council may from time-to-time delegate to it.

#### 31.3. University Senate.

The Senate shall be the academic organ of the University and shall be responsible to the University Council.

##### 31.3.1. Membership of the University Senate.

- a. There shall be a University Senate whose maximum number of members shall be determined by the Board of Directors on the recommendation of the University Council from time to time.
- b. The Senate shall consist of the following members:

- i. The Vice-Chancellor, as chairperson.
- ii. The Deputy Vice-Chancellor(s).
- iii. Principals of Constituent Colleges and Campus Colleges.
- iv. Deans of Schools and Directors of Institutes or Centers of the University.
- v. The University Secretary.
- vi. The University Controller.
- vii. The University Librarian.
- viii. Three persons capable of contributing to the academic and socio- economic development of the University appointed by the Board of Directors.
- ix. One member at the rank of at least senior lecturer from each School, Institute or other academic body elected by academic staff of the School, Institute or other academic body.
- x. One postgraduate student representative elected by the postgraduate students.
- xi. One undergraduate student representative elected by the undergraduate students.
- xii. The Academic Registrar who shall be secretary to Senate but shall not vote on any matter at any meeting of the Senate.

#### 31.3.2. Functions and Powers of Senate.

- a. Subject to the provisions of this Charter, the University Senate shall be responsible to the University Council 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, innovation and general standards of education, research and innovation and their assessment in the University.
- b. Subject to the provisions of this Charter, the Senate shall exercise the following powers and functions:
  - 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 program 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 degrees and award of diplomas, certificates or other awards 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 conferment of any degree or award of any diploma, certificate or other awards of the University and determine their titles and abbreviations;
  - vii. Advise the University Council on the promotion, coordination, control and general direction of research and innovation 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 proposals for establishment of Constituent Colleges and Campus Colleges, Schools, Institutes, Centres and other academic bodies;
- x. Recommend to the University Council the proposals for new academic programs and revised academic programs;
- xi. 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 dishonourable or scandalous conduct and a person deprived of an award by the Senate may appeal to the University Council against the decision of the Senate;
- xii. Organize, control and direct the academic work of the University in teaching, research and publication;
- xiii. Control and provide general direction of assessment, research and innovation within the University;
- xiv. Regulate and determine the requirements for admission of persons to the University and to courses of study in the University and their continuance or discontinuance in any such course;
- xv. Make rules and regulations with regard to all University examinations and the standard of proficiency to be attained in such examinations, and the appointment of examiners, including external examiners;
- xvi. Recommend the award of honorary degrees to persons who have excelled in any sector of life as it may deem fit on the recommendation of an honorary degree committee established jointly by Senate and the University Council;
- xvii. Propose to the Council the financial needs of the academic, training and research programs of the University;
- xviii. Promote and supervise the development of the library and the archives;
- xix. Advise the Council on standards of conduct for academic staff and students and to act on matters related to mass indiscipline or unrest;
- xx. Constitute the final court of appeal in cases of academic discipline of students;
- xxi. Make regulations governing such matters as are within its powers; and
- xxii. The Senate may delegate any of its powers or functions to a Senate Committee or a College, School, Institute, Centre or any other academic Board as the Senate may consider fit for the efficient discharge of its functions and duties.

### 31.3.3. 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 may be eligible for re-appointment 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.

#### 31.3.4. 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 is present. In the absence of the Vice Chancellor, the Deputy Vice Chancellor shall preside and in the absence of both the Vice Chancellor and the Deputy Vice Chancellor (s) the members present shall elect a chairperson from among themselves who is neither a student nor an employee of the University.

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.

#### 31.3.5. 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 three times 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 forty percent of all the members of the University Senate;
- (iii) Forty percent 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 Universities; and
- (vii) The University Senate may regulate its own procedure, and the procedure of any of its committees.

#### 31.3.6. Committees of Senate.

A Senate Committee shall comprise of 5 members including the Chairperson. Forty percent of the members of the Senate Committee shall constitute a quorum at any meeting of the Senate Committee. The Chairperson of a Senate Committee shall be a Deputy Vice Chancellor or any other member of Senate elected by the Senate. 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 on recommendation of the University Senate. The University Senate shall appoint the

members of senate committees from among the members of senate and/ or non-members.

- a. To support the conduct of its statutory functions, the university Senate shall, unless otherwise decided by the University Council on the recommendation of the University Senate, have the following committees:
  - i. Admissions Board;
  - ii. Graduate Studies Board;
  - iii. Research and Innovation Board;
  - iv. Academic Policy and Appeals Committee;
  - v. ICT and Library Services Committee; and
  - vi. Other Committees as the University Council on the recommendation of Senate, may establish to enable proper functioning of the University Senate.

#### 31.4. College Board.

The College shall be made up of schools, institutes, centres and other academic bodies. Each College Board shall comprise of: (i) The Principal and Deputy Principal (s); (ii) Deans and Directors; (iii) Deputy Dean (s) and Deputy Director (s); (iv) One representative of each school, institute, centre or directorate; (v) One representative of the University Students' Guild and (vi) one representative of the University Senate.

- i. The College Board may make recommendations or presentations to Senate on any matter pertaining to its own academic or professional activities.
- ii. The College Board may establish committees with approval of Senate and delegate thereto such of its respective powers and functions as it may determine.
- iii. The College Board shall meet at least twice every semester for the discharge of business emanating from within and outside the College.
- iv. The quorum for a meeting of the Board shall be half of its membership.
- v. A decision of the College Board on any matter shall be by a majority of the members present and in the case of equality the person presiding at the meeting shall have a casting vote.
- vi. The College Board may exclude from its meetings any member, if it is considering any matter, which in the opinion of the College Board is considered confidential.
- vii. The Principal shall send or cause to be sent minutes and all other documents connected there to, of every meeting of the College Board to the Academic Registrar for action or information of Senate.

The College Board may, with the approval of Senate, determine its own procedure and fix the times and places of its meetings.

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#### 31.5. School, Institute, Centre or Other Academic Body Board.

- (1) Each school, institute, centre and other academic body shall have a board consisting of the following –
  - (a) the Dean or Director who shall be Chairperson;
  - (b) Heads of Departments within the school, institute, centre or other academic body;
  - (c) representatives of the teaching staff as determined by the Senate;

- (d) Two student representatives: one graduate and the other undergraduate;
  - (e) One representative of the College Board.
  - (f) such other persons as the University Senate may decide;
  - (g) A Representative of the Academic Registrar shall be the Secretary.
- (2) The School, Institute or Other Academic Body Board shall recommend for adoption by the Senate in relation to the School, Institute, Centre or other academic body, proposals –
- (a) regulating the attendance of students, the system of courses and lectures and the admission of students in the school, institute, Centre or other academic body;
  - (b) on the methodology and curricula to be followed taking into account the policy guidelines given by the University Council;
  - (c) regulating the procedure and dates of examinations; and
  - (d) relating to the promotion of teaching, research and writing of papers in the school, institute or other academic body.
- (3) Without loss of generality, the terms of reference for a school, institute, centre or other academic body board shall include:
- (a) Direct and regulate the instruction and teaching within a School, institute, centre or other academic body and comply with the regulations of University in the examination of candidates for degrees and other awards;
  - (b) Conduct examinations for the conferment of degrees and award of diplomas, certificates and other awards of the school, institute, centre or other academic body;
  - (c) Process and approve examinations results;
  - (d) Make recommendations for award of degrees, diplomas, certificates and any other awards;
  - (e) Make regulations governing the admission of persons to courses of study at the school, institute, centre or other academic body that are preparatory for examinations for a degree, diploma, certificate or other award of the University;
  - (f) Promote research and require reports from time to time on such research from principal investigators;
  - (g) 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, institute, centre or other academic body;
  - (h) Make recommendations to the Senate on the establishment, organization and functions of Departments, Centres, or any other units of the School, institute, centre or other academic body;
  - (i) Establish committees of the Board with approval of the University Senate for the better functioning of the school, institute, centre or other academic body; and
  - (j) Hold any additional powers as may be conferred by the University Council and Senate.

- (4) The School, Institute, Centre or Other Academic Body Board may establish committees with approval of the University Senate and delegate thereto such of its respective powers and functions as it may determine.
- (5) The School, Institute, Centre or Other Academic Body Board shall meet at least twice every semester for the discharge of business emanating from within and outside the Faculty/School/Institute/Centre/College.
- (6) The quorum for a meeting of the School, Institute, Centre or Other Academic Body Board shall be 40% of its membership.
- (7) A decision of the School, Institute, Centre or Other Academic Body Board on any matter shall be by a majority of the members present and in the case of equality the person presiding at the meeting shall have a casting vote.
- (8) The School, Institute, Centre or Other Academic Body Board may exclude from its meetings any member, if it is considering any matter, which in the opinion of the Board is considered confidential.
- (9) The Dean or Director shall send or cause to be sent minutes and all other documents connected there to, of every meeting of the School, Institute, Centre or Other Academic Body Board to the Academic Registrar or Principal of the College for action or information of Senate.
- (10) The School, Institute, Centre or Other Academic Body Board may, with the approval of Senate, determine its own procedure and fix the times and places of its meetings.

31.6. Departmental Board.

- (1) Each College, School, Institute, Centre and other academic body may have departments for the various courses of study covered the college, school, institute, centre or other academic body as the Board of Directors on the recommendation of the University Council may determine.
- (2) Each department shall have a Departmental Board consisting of the following –
  - (a) the Head of Department, who shall be Chairperson;
  - (b) academic staff members in that department; and
  - (c) Two student representatives: one graduate and the other undergraduate.
  - (d) A Representative of the Academic Registrar as the Secretary
- (3) Each Departmental Board, subject to the direction of the University Senate and the college, school, institute, centre or other academic body, shall –
  - (a) deal with its own academic and administrative matters;
  - (b) propose study plans and academic decisions to the Dean or Director for approval;
  - (c) assign its members to particular courses, lectures, seminars and workshops.
- (4) The organization of each department shall be such as is regulated by the Senate.
- (5) The Departmental Board may, with the approval of the Board of the School, Institute, Centre or Other Academic Body determine its own procedure.

## PART VII: MANAGEMENT OF THE UNIVERSITY.

### 32. University Management

- (1) There shall be a University Management consisting of:
  - i. The Vice-Chancellor, who shall be the chairperson;
  - ii. The Deputy Vice-Chancellor (s);
  - iii. The University Secretary;
  - iv. University Controller;
  - v. The Academic Registrar;
  - vi. University Librarian;
  - vii. Principals of Colleges; and
  - viii. Any other persons as the Board of Directors may approve from time to time.
  - ix. The University Management shall appoint one administrative staff to serve as Secretary.
- (2) The functions of the University Management shall be to oversee the implementation of policies, administration, and management of the University and in particular but not limited to matters relating to:
  - i. Financial operations;
  - ii. Preparation of budget;
  - iii. Personnel management;
  - iv. Capital development;
  - v. Student and staff welfare; and
  - vi. Daily operations of the University.
- (3) Without loss of generality to 32(2) the functions of the University Management shall include:
  - (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.
  - (vii) Discuss other matters of interest to the university and make appropriate recommendations through the relevant committees to the university Senate and council.
- (4) The University Management shall determine its own procedure.
- (5) 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 40% of all the members of the University Management;
  - (iii) Forty percent (40%) 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.

## **PART VIII - STAFF OF THE UNIVERSITY, TERMS OF EMPLOYMENT AND DISCIPLINE.**

### **33. Staff of the University.**

- a. The Academic Staff, known as Faculty, of the University shall consist of the Principals of Colleges, Deans of Schools, Directors of Institutes and Centres, Professors, Associate Professors, Senior Lecturers, Lecturers, Assistant Lecturers and other teaching staff, University Librarian and any other staff engaged in academic activities as the Board of Directors may, from time to time, determine.
- b. The Administrative Staff, known as Staff, of the University shall consist of the Vice Chancellor, Deputy Vice Chancellor (s), University Secretary, University Controller, Academic Registrar, Director for Quality Assurance, Director for Human Resources, Director for Internal Audit and Risk, Director for Students' Affairs, and such other members of staff not engaged in teaching as the Board of Directors may, from time to time, determine.
- c. The Technical Staff, known as Support Staff, of the University shall consist of persons employed by the university who are not members of the academic staff or the administrative staff but enables both the administrative staff and academic staff to fulfill their duties.
- d. The Council shall appoint the faculty and staff of the University unless where provided otherwise in this Charter.
- e. All members of the University Management, faculty and staff of the University shall:
  - i. Be subject to the general authority of the Council;
  - ii. Be deemed to be employed on a full-time basis except as otherwise specifically provided by the Statutes or by the terms of a particular appointment.

### **34. Performance of Duties During Incapacity of an Office Holder.**

- i. In the event of the inability of the Vice-Chancellor, the Deputy Vice-Chancellor responsible for Academics may perform the duties of the Vice-Chancellor and in his absence any other Deputy Vice Chancellor shall perform the duties of the Vice Chancellor and in the absence of all the Deputy Vice Chancellors, a Principal, Dean or Director appointed by the Board of Directors shall perform the duties of the Vice Chancellor.
- ii. In the event of the inability of the Deputy Vice Chancellor, a Principal, Dean or Director appointed by the Board of Directors shall perform the duties of the Deputy Vice Chancellor.
- iii. In the event of the inability of the Principal, a Deputy Principal shall perform the duties of the Principal and in the absence of the Deputy Principal, a Dean or Director or a Head of Department appointed by the Board of Directors shall perform the duties of the Principal.
- iv. In the event of the inability of a Dean or Director, the University Council shall appoint a suitable person to perform the functions of the Dean or Director during the incapacity.
- v. In the event of the inability of a faculty or staff member of the University, the University Management may appoint a suitable person to perform the functions of the member during the incapacity.

### 35. Appointment, Terms and Conditions of Employment.

- a. Subject to the provisions of the Charter and of any written law of the country the appointment, terms and conditions of employment for each category of staff employed by the University including the Vice Chancellor and the Deputy Vice Chancellor (s) shall be such as may be prescribed by the Statute made by the Board of Directors upon the recommendation of the Council and in accordance with their respective appointment letters or contracts of employment.
- b. The University authorities may appoint:
  - i. On a contractual basis for a probationary period as determined by Statutes all members of the academic, administrative and support staff.
  - ii. Such other persons as may be deemed necessary for any work connected with the University in an honorary, associate, part-time, or other teaching or research capacity.
- c. The procedure of appointment shall be as prescribed in the Statutes.
- d. The University Statutes, policies, rules and regulations governing discipline and disciplinary proceedings shall apply to the members of staff of the University.
- e. Where a member of staff of the University is convicted by a competent court of law within or outside Uganda of a criminal offence, and sentenced to imprisonment, such a member of staff shall receive no emoluments in respect of the period of detention in prison in execution of that sentence unless the Board of Directors on recommendation of the University Council otherwise directs. In addition, to the foregoing such conviction shall render the member of staff liable for immediate termination in respect thereof.

## PART IX: FINANCIAL PROVISIONS.

### 36. Oversight of Property and Funds.

- i. All the funds, assets and property movable and immovable of the University shall be managed and utilised by the University Council under the overall oversight of the Board of Directors in accordance with this Charter in such a manner and for such purposes as shall promote the best interest of the University.
- ii. The Board of Directors on recommendation of the University Council may dispose of the movable and immovable property of the University.

### 37. University Fiscal Year.

- i. The fiscal year of the University shall be the period of twelve months as determined from time to time by the Board of Directors.
- ii. In the event of any change in the fiscal year and for the transition from the old fiscal year to the new fiscal year consequent upon the changes, the transitional period, whether more or less than twelve months, shall be deemed, for the purposes of this Charter, to be a fiscal year.

### 38. Sources of Funds.

- a. The sources of the funds of the University shall be:
  - i. Tuition fees, functional fees, application fees, boarding and catering charges and other fees charged by the University;
  - ii. Income from the University's auxiliary enterprises and investments;
  - iii. Grants from government mainly for Infrastructure, Research and innovation
  - iv. Grants from Development Partners
  - v. Donations, grants, gifts, subsidies and legacies;
  - vi. Endowments;
  - vii. Interest from investments/ Investment Return;
  - viii. Services e.g. consultancy services and hospitals services
  - ix. Such other sources as the Board of Directors may from time to time determine.
- b. The University Council with the approval of the Board of Directors may, from time to time, invite, and with or without such invitation, may receive contributions or funds by way of donations or otherwise for the support and for the benefit or purpose of the University.

### 39. Investment of Funds.

- i. The Council may after approval of the Board of Directors invest any of the funds of the University in securities, bonds etc., in which for the time being the Council may by law invest trust funds or in any other securities which the Board of Directors may from time to time approve for the purpose.
- ii. The Council may place on deposit with such a bank or banks as it may determine any moneys not immediately required for the purposes of the University.
- iii. The Board of Directors may create or appoint other corporate bodies to manage the University investments, pensions, provident funds, properties, etc.

- iv. The Board of Directors may borrow, by way of overdraft or otherwise, funds required for meeting the obligations and functions of the University.
- v. The Board of Directors may contribute funds to any society or agency whose purpose is to enhance the mission of the University.

#### 40. Annual Estimates.

- a. At the beginning of each financial year, the University Council shall cause to be prepared estimates of the revenue and expenditure of the University for that year.
- b. The annual estimates shall make provision for all estimated expenditure of the University for the financial year concerned, and in particular shall provide for:
  - i. The payment of salaries, allowances, and other charges in respect of the staff of the University;
  - ii. The payment of the pensions, gratuities and other charges in respect of retirement benefits which are payable out of the funds of the University;
  - iii. The proper maintenance of the buildings and grounds of the University;
  - iv. The proper maintenance, repairs and replacement of the equipment and other movable property of the University;
  - v. The proper funding of the cost of teaching and research activities of and in the University;
  - vi. The creation of such reserve funds to meet future or contingent liabilities in respect of retiring benefits, insurance, or replacement of buildings or equipment, or in respect of such other matters as the Council may deem fit.
- c. The Board of Directors on the recommendation of the University Council shall approve the Annual Estimates before the beginning of the financial year to which it relates.
- d. Except with the approval of the Board of Directors communicated through the University Council to the University Management, no expenditure shall be incurred except in strict adherence to the approved annual estimates.

#### 41. Accounts and Audits.

- a. Accounts:
  - 1. The Council shall cause to be kept all proper books and records of account of the income, expenditure, assets and liabilities of the University.
  - 2. All the funds of the University shall be deposited in the name of the University at a bank or banks approved by the Board of Directors on recommendation of the University Council.
  - 3. The funds of the University shall be deposited in:
    - i. Collection Accounts and thereafter transferred to:
      - (a) A capital funds account designated for the development of movable or immovable property; and
      - (b) An operational funds account and such other accounts as may be established for the day-to-day management and administration of the University.
      - (c) The funds in the above accounts shall not be combined without the written approval of the Board of Directors.
  - 4. The Board of Directors on the recommendation of the University Council shall appoint the signatories for each of the accounts of the University in such manner as may be stipulated in the Statutes.
- b. Audits:

- i. A qualified independent external auditor appointed by the Board of Directors shall audit all funds of the University annually, within a period of three months from the end of each financial year.
- ii. Within a period of three months after the end of the financial year, the external auditor shall report on the examination and audit of the account of the University to the Council.
- iii. The Council shall submit the audited financial statements to the Board of Directors.

#### 42. University Assets.

- i. All funds, assets and other property, movable and immovable of the University shall be managed and utilized by the University Council under the overall oversight of the Board of Directors in accordance with the provisions of this Charter.
- ii. The University Council may, with the prior approval of the Board of Directors and subject to such conditions, as the Board of Directors may deem appropriate, charge or dispose of, or lease property of the University.

## **PART X: ADMINISTRATION AND WELFARE OF STUDENTS.**

### **43. Administration and Welfare of Students.**

- a. Subject to the provisions of the Charter there shall be a Director for Students' Affairs in the University. The Director for Students' Affairs, who shall be responsible for student affairs for the proper, efficient and effective administration of the affairs of the students of the University in accordance with the provisions of the by-law prescribed in that behalf and any lawful written instructions and/or directives of any competent authority issued to him from time to time.
- b. Without prejudice to the provisions of subsection 43 (a), the administration of the affairs of the students of the University shall include establishment of and overseeing the machinery for monitoring, coordinating, regulating, controlling, facilitating, etc. the general conduct of students on the campus or campuses of the University and any other place or places where the affairs of the University in which students are involved may take place, be conducted or extended or where the residence of students is established, provided, organized, overseen, etc. by the University.
- c. Without prejudice to the generality of the provisions of this section, the general welfare of the students of the University shall include: -
  - i. Arrangements for their residence, accommodation, general counseling and advice, recreation, physical fitness, medical and related matters, dispute mediation and/or resolution, leisure trips, non-academic meetings on campus and off campus during semester time, etc., as may be provided for under by-laws or otherwise lawfully prescribed in writing by a competent authority; and
  - ii. Overseeing the smooth, proper, effective and efficient implementation of the provisions of the Charter.

### **44. The University Students' Organization.**

- a. There shall be a University Students' Organization which shall be known by such name as may be agreed upon by its members and approved by the Board of Directors by way of a Statute on recommendation of the Council on advice of the Senate.
- b. Subject to the provisions of this Charter, the affairs of the University Students' Organization, including membership, shall be governed by its constitution.
- c. The constitution of the University Students' Organization, including amendments thereto, shall be subject to approval by the Council on recommendation of the University Senate.
- d. The purpose of the Student Organization shall be:
  - i. To oversee and plan student activities that promote spiritual and social well-being among all students,
  - ii. To promote harmonious community life, and to make suggestions to the Senate or Council that are felt to be in the interest of the student body.

### **45. Students By-Laws.**

- i. Subject to the provisions of this Charter, the University may make by-laws for the administration and general welfare of the students, which shall have approval or endorsement of the Council.

- ii. By-laws made under this section may provide that the contravention of any such by-laws shall constitute a disciplinary offence or misconduct and may further provide the punishment that may be imposed for such disciplinary offence.
- iii. The University Council shall publish by-laws made under this article by order in the administrative circulars or any other University media and every such by-law shall be brought to the notice of students in such manner as the University may determine.

## **PART XI: STAFF ASSOCIATIONS.**

### **46. Academic Staff Association.**

- i. There shall be established an Academic Staff Association whose membership shall consist of all academic staff.
- ii. The Academic Staff Association shall be organized by the academic staff in accordance with the University Statutes and its constitution shall be approved by the University Council.
- iii. The Academic Staff Association shall deal with all matters affecting the welfare of its members.

### **47. Administrative Staff Association.**

- i. There shall be established an Administrative Staff Association whose membership shall consist of all administrative staff in the University.
- ii. The Administrative Staff Association shall be organized by the administrative staff in accordance with the University Statutes and its constitution shall be approved by the University Council.
- iii. The Administrative Staff Association shall deal with all matters affecting the welfare of its members.

### **48. Support Staff Association.**

- i. There shall be established a Support Staff Association composed of support staff members of the University.
- ii. The Support Staff Association shall be organized by the Support staff in accordance with the University Statutes and its constitution shall be approved by the University Council.
- iii. The Support Staff Association shall deal with all matters affecting the welfare of its members.

### **49. Right to Make Representations.**

A Staff Association established and governed in accordance with the provisions of this Charter may have a right to make representation(s) to the organs of governance of the University in accordance with the laid down procedure and/or regulations.

## **PART XII: CONVOCATION OF THE UNIVERSITY.**

### **50. Establishment and Membership of the Convocation.**

- i. There shall be Convocation of the University, which shall consist of graduates of the University, and members of the academic staff and such other persons as may be provided in the policy/constitution made by the University Council.
- ii. The main function of the Convocation will be the formal conferment of degrees and other academic awards on deserving persons as approved by the Senate.
- iii. The Convocation shall have the right to meet and discuss any matter relating to the University and to transmit resolutions thereon to the Council and the Senate, and may exercise such other functions as the statutes may prescribe.
- iv. The Convocation shall exercise such powers and perform such functions as may be conferred on it by Statutes and policies of the University.

### **PART XIII: MISCELLANEOUS PROVISIONS.**

#### **51. Service of Documents on the University.**

Any documents to be served on the University shall be served on the University by serving it to or his designated officer.

#### **52. Instruments of Authority and Signification of Documents.**

- i. The Common Seal shall be the instrument of authority for the University. The Common Seal shall be kept in such safe custody as the Board of Directors may direct and shall not be used except upon the order of the Board of Directors.
- ii. The Common Seal of the University shall be authenticated by the signature of the Chairperson Board of Directors, the Chancellor, the Chairperson of Council, the Vice-Chancellor, the University Secretary or Academic Registrar or such other authorized officer (s) of the University.
- iii. The Common Seal of the University when affixed to any document and duly executed in accordance with this Charter shall have the legal validity and unless otherwise proved, shall be deemed to have been authorized by the Board of Directors.

#### **53. Contracts.**

- a. Contracts on behalf of the university shall be made in the following manner:
  - i. A contract which, if made between private persons, would be by law required to be made in writing and if made according to any law for the time being in force in Uganda is required to be under seal, may be made on behalf of the university under the common seal.
  - ii. A contract made according to and under subsection 53(a(i)) shall be effective in law and shall bind the university and its successors and all other parties of the contract.
  - iii. A contract made in accordance with this section may be varied or discharged in the same manner in which it was authorized to be made under this section.

#### **54. Statutes, Policies, Rules and Regulations.**

- a. In the performance of its functions, the University Council, where appropriate, on the advice of the University Senate or committee of the University Council, make statutes for approval by the Board of Directors, policies, rules and regulations for the governance, control and administration of the university and for putting in to effect the purpose of this Charter and in particular for:
  - i. The procedures of conduct and regulations of the affairs of the university council;
  - ii. The description of degrees;
  - iii. The conduct of examinations;
  - iv. The regulations for the award of degrees, diplomas, certificates and other awards;
  - v. Prescribing fees and boarding charges;
  - vi. Determining the terms and conditions of service, including the appointment, dismissal and remuneration and retirement benefit of the staff of the university;

- vii. The constitution and the procedures of the meeting of the Board of Directors, the University Council, the University Senate and committees of the university;
  - viii. Prescribing the rules and regulations for university staff, students and the students guild;
  - ix. The composition and procedures of the meeting of the academic staff, administrative staff, support staff and the convocation associations; and
  - x. Providing for or prescribing anything which under this Charter may be provided for or prescribed in the statutes.
- b. Statutes under this Charter shall be recommended by the University Council and made by a resolution passed at one meeting of the Board of Directors, supported by a majority of not less than one-half of the members present and voting at that meeting, provided that such statutes shall not be in contravention of any provision of this Charter.
  - c. Policies, rules and regulations under this Charter shall be made by a resolution passed at one meeting of the University Council, supported by a majority of not less than one-half of the members present and voting at that meeting, provided that such rules and regulations shall not be contravention of any provision of this Charter.
  - d. The University Council shall approve policies, rules and regulations made under this section and notify the Board of Directors.

55. Conferment of Degrees, Diplomas, Certificates and other Tittles.

- a. The University in compliance with institutional standards set by the National Council shall have powers to determine minimum entry requirements to various courses offered in the university.
- b. The University shall have powers to confer degrees and award diplomas certificates and other qualifications as may be provided for in the statutes of the university.
- c. The University may, in accordance with such conditions as may be prescribed, confer any degree or honorary degree or grant any academic distinction or award to a person who has made outstanding contribution to the advancement of any branch of learning or who has otherwise, in the opinion of the University Senate and University Council, rendered himself worthy of the degree or academic distinction.
- d. The university may, under conditions, which it may prescribe, award fellowships, scholarships, bursaries and prizes and make other awards, as it may consider necessary or desirable.

56. Award of Scholarships.

Subject to this Charter, the University shall have power to award fellowships, scholarships, bursaries, and prizes, which it is authorized by the statutes of the University to confer or award.

57. Alumni Association.

- a. There shall be an alumni association of the university, which shall consist of the graduates of the university, including the graduates of its predecessor's college and such other persons as may be provided for in the statutes.

- b. The alumni association shall have the right to meet and discuss any matter relating to the university and to transmit solutions thereof to the university senate and university council.
- c. The purpose of the Alumni Association shall be:
  - i. To communicate with its members in order to provide such services that would contribute to their academic and spiritual well-being;
  - ii. To encourage its members to promote and further the mission and aims of the University, and to provide suggestions to the University's leadership regarding the development of the University's programs.
  - iii. The alumni association shall exercise such powers and functions as may be provided for in the statutes

#### 58. Graduation Ceremony.

There shall be a graduation ceremony at least once in each University academic year at which university degrees shall be conferred upon or certificates, diplomas and other qualifications of the University shall be awarded to graduands.

#### 59. Academic Year of the University.

The academic year of the University shall run from January to December of the following year or such other period as the Board of Directors on the recommendation of the University Council may determine.

#### 60. Protection of Name.

- i. Notwithstanding the provisions of any other written law, no public officer performing the functions relating to the registration of companies or business names, shall accept for such registration any name which includes together the words "Technology and Management" and the word "University" or "UTAMU" unless the application for such registration is accompanied by written consent of the Board of Directors.
- ii. The University shall have the right to institute legal proceedings and set the law into motion, against any person who, excepts with the written consent of the Board of Directors uses "Technology and Management" and the word "University" or "UTAMU" in concert with the word "Uganda" in furtherance of or in connection with any advertisement for trade, business, calling or profession or for any other purpose that may cause confusion to the public in relation to the name of the University.
- iii. Provided that nothing in this section shall be construed as preventing the bonafide use by any person of any title in pursuance of the grant to him of any degree, diploma or certificate of the University.

#### 61. Repeals and Savings.

- (a) For the avoidance of doubt, any other legal instrument establishing the University is hereby repealed.
- (b) Notwithstanding subsection 61(a) any regulations, rules, statutes, actions, appointments or programs made under any legal instrument repealed under subsection (a) shall continue in force as if it were made under this Charter until revoked, replaced or expires under this Charter.

62. Power to Associate, Collaborate with Government or Other Institutions.

- (a) In the discharge of its functions under and subject to this Charter, the University may legally associate or collaborate with the Government of the Republic of Uganda, the East African Community, with other governments, with other Universities, any other Institutions or Organizations, national or international, regarding anything that the University is empowered to do under this Charter.
- (b) Where the University has associated or collaborated legally as provided for under sub-section 62(a), the University shall abide by the terms and conditions of any such legal association or collaboration as may be agreed between the Government or collaborating Institution and the University.

63. Provision Relating to Principles of Natural Justice.

- a. Notwithstanding the provisions of this Charter, the power to dismiss an officer or member of staff of the University or expel or rusticate a student from the University, as the case may be, by way of disciplinary action shall not be exercised unless:
  - i. A disciplinary charge has been made against such officer or member of staff or student, as the case may be; and
  - ii. The officer or member of staff or student, as the case may be, has had opportunity to answer such charge; and
  - iii. An inquiry has been held into the charge in accordance with the provisions of the Statutes made by the Board of Directors, in that behalf, or any applicable general law of the land, as the case may be; and
  - iv. The officer or member of staff or student concerned, as the case may be, has, after such inquiry and defence, been found to be guilty of the charge leveled against him or of a minor charge of the same category established on the basis of the findings made in the course of dealing with the said charge.

64. Rules Relating to Students Admission.

- i. The University shall offer a range of courses leading to awards to applicants who meet the requirements for admission.
- ii. Entry qualifications for admission of students shall be in accordance with By-laws approved by the Council upon the recommendation of the Senate, and in accordance with admission requirements set by the National Council.
- iii. Subject to the provisions of any applicable written law relating to immigration, students from countries other than Uganda may be admitted to the University and shall comply with and abide by the laws of the Republic of Uganda.

65. Prohibition against Discrimination.

- i. Subject to this Charter and the Rules made hereunder, no test of religious or political belief, race, ethnic origin, nationality or sex shall be imposed upon any person as a requirement for admission as a student or for appointment as a member of staff, for enjoying any privilege, as the case may be in the University.
- ii. Subject to this Charter, students and staff of the University shall be drawn from mainly Uganda in particular and other parts of the world generally.

66. Amendment of the Charter.

- i. Subject to the provisions of this Charter, the Board of Directors may recommend any amendments on any provision of this Charter to the National Council.
- ii. The amendment procedure of this Charter shall be as provided for in the Statutes and the applicable laws of Uganda.