



UNIVERSITY OF BOTSWANA STATUTES (2014 Edition)

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In Exercise of the powers conferred by Section 23 of the University of Botswana Act (Cap.57:01), the Council of the University of Botswana hereby makes the following Statutes:

PART I PRELIMINARY

1. These Statutes shall be cited as the University of Botswana Statutes, 1982, which came into operation on 7th October 1983; as revised from time to time.

2. In these Statutes, unless the context otherwise requires:

"Academic staff " means an employee of the University whose terms and conditions of service include the obligation to undertake teaching, research and service and/or holders of posts declared by Council on the advice of Senate to be academic;

"Act" means the University of Botswana Act (Cap.57:01);

"Chancellor" means the person holding the office of Chancellor in accordance with Section 7 of the Act;

"Council" means the University Council established under Section 9 of the Act;

"Department" means either an academic department of the University established under Statute 49 in which one or more programmes of study are offered, or an administrative department;

"Deputy Vice Chancellor" means a Deputy Vice Chancellor appointed under Part V hereof;

"Director" means the head of an institute, an academic centre or an administrative department;

"Graduate" means a graduate of the University or a graduate of the former universities, in accordance with the Act;

"Quorum" means the minimum number of members that must be present to constitute a valid meeting. Except where otherwise specified by the Statutes, the quorum of every committee shall be 50% (fifty percent) of the membership thereof;

"Senate" means the Senate established under Section 21 of the Act;

"Staff Development Fellow" means an employee of the University who is required to undertake programmes of study or training in order to become a member of the academic staff;

"Student" means any person currently registered for the receipt of instruction in the University;

"Support Staff" means an employee of the University whose terms and conditions of service do not include the primary obligation to undertake teaching and research;

"University" means the University of Botswana established under Section 3 of the Act;

"Vice Chancellor" means the Vice Chancellor appointed pursuant to Section 8 (1) of the Act.

3. Nothing in these Statutes shall be interpreted in such a manner as to conflict with the provisions of the Act and where such conflict occurs the provisions of the Act shall take precedence.

4. The members of the University shall be:

- (a) The members of the Council;
- (b) The members of the Senate;
- (c) The employees of the University;
- (d) The professors emeritus;
- (e) The graduates;
- (f) The students;
- (g) Such other persons as the Council may declare to be members.

5. The membership of students on Council, Senate, the Committees of Council and Senate, and any other Committees or Boards defined in these Statutes shall cease if they cease to be registered students of the University or when they are suspended, provided that during such period of suspension the Student

Representative Council may nominate replacement members from its membership.

6. Unless otherwise specified in these Statutes, the Secretary of every Committee or Board shall be appointed by the Chairperson of the Committee or Board.

7. The Secretary to Council, Senate, and any other Committee or Board defined in these Statutes shall also be the Secretary to the respective Executive Committee.

PART II MEETINGS OF COUNCIL

8. (i) The Council shall hold an annual meeting in each calendar year within six months after the end of each academic year, as shall be appointed by the Chairperson of Council.

(ii) At each annual meeting the Council will receive an annual report of the activities of the University, together with an audited Statement of Accounts, and the Council shall take such action as may be necessary and make such appointments as required to be made at an annual meeting.

(iii) Notice of the annual meeting shall be circulated by the Secretary of Council at least twenty-one days before the date thereof and a copy of the annual report and the audited Statement of Accounts shall be sent to every member of the Council at least fourteen days before the date of the annual meeting.

(iv) An agenda shall be circulated by the Secretary to Council at least fourteen days before any meeting of the Council.

(v) The Council shall exclude from its meetings the student members when it is considering the restricted agenda of Council.

(vi) Subject to these Statutes, Council shall regulate its own procedure.

9. The University's duly appointed Director of Legal Services shall act as Secretary to Council and shall be responsible for the management of the Council Committee structure.

10 (i) When a vacancy occurs in the membership of the Council the Secretary shall notify the appointing or electing person or body, as appropriate, requesting the appointment or election of a successor to the vacant office, in accordance with Section 9 of the Act and the schedule thereto.

(ii) The Secretary shall arrange the conduct of all elections to other bodies and offices by the Council, its committees, and such other groups of University staff as shall be determined from time to time by the Vice Chancellor.

(iii) Elections conducted under Statute 10 (ii) to membership of Council shall be conducted by secret ballot.

11. The Secretary shall be responsible for the signing and custody of notices and legal documents on behalf of the University and Council shall pass a resolution to such effect for the purpose of legal process.

PART III THE UNIVERSITY SEAL

12. (i) The Secretary to Council shall be responsible to the Council for the safe custody of the University Seal.

(ii) The University Seal shall be affixed to leases, contracts and agreements to which the University is a party, and to parchments issued in respect of any degree, diploma or certificate conferred by the authority of the Senate; provided however, that it is specifically recorded that any failure by the University to affix the University Seal shall not affect the enforceability of such lease, contract or agreement in any manner whatsoever.

(iii) Except as provided in Statute 12 (ii), the University Seal shall be used only on the specific authority of the Council.

(iv) The affixing of the University Seal to any certificates, diplomas, degrees or any awards shall be attested to by the Secretary to Council and witnessed by a Dean of Faculty or School.

(v) The affixing of the University Seal to any document, other than certificates, diplomas, degrees or awards, as authorised by Council shall be attested to by the Secretary to Council and by a witness who shall be a member of the Council.

PART IV APPOINTMENT OF THE VICE CHANCELLOR

13. (i) There shall be a Joint Committee of the Council and the Senate to recommend to the Council what advice it should give to the Minister, in terms of Section 8(1) of the Act, on the appointment of a Vice Chancellor.

(ii) The Joint Committee shall consist of the following members:

(a) A chairperson, who is not the chairperson of Council, appointed by Council from among those of its members who are not employees of the University;

(b) Three persons appointed by the Council from among those of its members who are not members of the Senate; and

(c) Three persons appointed by the Senate.

PART V APPOINTMENT OF DEPUTY VICE CHANCELLORS

14. (i) There shall be a Joint Committee of the Council and the Senate which shall make recommendations to the Council in respect of the appointment of Deputy Vice Chancellors.

(ii) The Joint Committee prescribed by the Statute shall be constituted as in Statute 13 (ii) except that the Vice Chancellor shall also be a member.

(iii) The Council shall appoint Deputy Vice Chancellors after considering recommendations from the Joint Committee of Council and Senate, and for such period and under such conditions as the Council shall determine.

PART VI AUDITOR

15. Unless otherwise directed under the provisions of Section 13 of the Act, the Council shall appoint an Auditor provided that:

(a) The person so appointed shall be, in the opinion of the Council, a qualified accountant actively practising his/her profession; and

(b) No person shall be so appointed who, or any of whose partners, is a member of the Council or staff of the University.

16. The Auditor appointed in accordance with Statute 15 may require:

(i) Any member, servant or agent of the University to produce such material information in regard to any transaction of the University or the management of its affairs as such member, servant or agent is reasonably able to provide; and

(ii) The production for inspection by the Auditor of any book or document relating to the affairs of or any cash or securities belonging to the University by the member, servant or agent of the University in possession of such book, document, cash or securities.

17. The Auditor appointed in accordance with Statute 15 shall report directly to the Council on whether proper books of account have been kept and whether the financial statements of the University:

(a) Were prepared on a basis consistent with the requirements of the Council and/or in agreement with the books of account;

(b) In the case of the income and expenditure statement gives a true and fair view of the income and expenditure of the University for the financial year; and

(c) In the case of the balance sheet gives a true and fair view of the University's state of affairs as at the end of the financial year.

PART VII EXECUTIVE COMMITTEE OF COUNCIL

- 18 (i) There shall be an Executive Committee of the Council (in this part referred to as "the Executive Committee") which shall consist of the following members:
- The Chairperson of Council;
 - The Vice -Chairperson of Council;
 - The Vice -Chancellor; and
 - Chairpersons of the Committees of Council.
- (ii) The Executive Management Team of the University shall attend meetings of the Executive Committee, but only the Vice Chancellor shall be a member of the Executive Committee.
- (iii) The quorum at any meeting of the Executive Committee shall be four (4) members.
- (iv) The Chairperson of the Council shall preside at any meeting of the Executive Committee, but in the absence of the Chairperson the Vice - Chairperson shall preside, and in the absence of both the Chairperson and Vice - Chairperson, the members present shall elect one of them, not being an employee of the University, to preside at that meeting.
- (v) The Executive Committee may invite any person whose presence it considers necessary, to attend and to participate in its deliberations, but such person shall have no vote.
- (vi) The Executive Committee may make other rules and regulations to govern its proceedings provided that the Chairperson of Council may summon meetings whenever the Chairperson may deem it necessary to do so.
19. The Executive Committee may:
- Act on behalf of the Council between meetings of the Council and deal with such matters as may be referred to it by the Council;
 - At the request of the Chairperson of the Council, act as an advisory body to the Chairperson of Council.
 - Deal with such other matters as may from time to time be referred to it by the Council.

PART VIII AUDIT COMMITTEE

20. (i) There shall be an Audit Committee of the Council (in this Part referred to as "the Committee"), which shall consist of the following members:
- A Chairperson appointed annually by Council from among those of its members who are not employees of the University;
 - Two members appointed annually by Council from among those of its members who are not employees of the University;
 - Two members appointed annually who are suitably qualified and experienced auditors;
 - Additional members appointed by Council for their expertise.
- (ii) Subject to any directions, which may be given by the Council, the Committee shall regulate its own procedure and may invite members of the Executive Management Team or any employee(s) of the University to its meetings.
21. Subject to such limitations as the Council may impose, the Committee shall meet at least twice a year and monitor financial and administrative controls, risk, fraud, reporting and advise the Council on internal and external audits of finances, accounts, investments, property, business, administrative procedures and generally, the financial and administrative affairs of the University; and recommend external auditors for appointment by the Council, Without prejudice to the generality of the foregoing, the Committee may:
- Recommend policies regarding the management and administration of the audit of the University to Council and ensure the carrying out and effectiveness of the annual statutory audit of the University accounts and

assets;

- Recommend external auditors for appointment by Council, verify the independence of the auditor; recommend the audit fee and the scope of the appointment of auditors, the nature and extent of non-audit services and the approval of contracts for non-audit services;
- Oversee internal audit processes, approve the internal audit plan, review internal financial controls and risks of fraud including from the use of information and communication technologies
- Review the management letter from external auditors and make recommendations to Council;
- Receive and review the audited annual statement of income and expenditure and make recommendations to Council;
- Recommend to Council the form in which the annual estimates of revenue and expenditure and financial statements shall be prepared;
- Recommend to Council rules and procedures for the control of expenditure and generally for the administration of financial affairs;
- Oversee systems of internal controls and their effectiveness within the University;
- Monitor and review the University's accounting policies and risk assessment procedures and make recommendations for amendment to Council;
- Make such recommendations as the Committee may deem appropriate to Council.

PART IX FINANCE COMMITTEE

22. (i) There shall be a Finance Committee of the Council (in this Part referred to as "the Committee") which shall consist of the following members:
- A Chairperson appointed annually by Council from among those of its members who are not employees of the University;
 - One member of Council appointed annually from among those of its members who are not employees of the University;
 - Vice Chancellor;
 - Deputy Vice Chancellors;
 - Permanent Secretary of the Ministry of Education & Skills Development or representative;
 - Permanent Secretary of the Ministry of Finance and Development Planning or representative;
 - Director of Financial Services;
 - One student appointed annually by the Students Representative Council of the University;
 - Additional members appointed by Council for their expertise.
- (ii) Subject to any directions, which may be given by the Council, the Committee shall regulate its own procedure.
23. Subject to such limitations as the Council may impose, the Committee may govern, manage, regulate and advise the Council on the finances, accounts, annual estimates of expenditure, investments, property business and generally, the financial affairs of the University. Without prejudice to the generality of the foregoing, the Committee may:
- Recommend policies regarding the management and administration of the finances of the University;
 - Receive the annual estimates of revenue and expenditure and act as an advisory committee to Council on such estimates;
 - Recommend to Council the form in which the annual estimates of revenue and expenditure and financial statements shall be prepared;

- Recommend to Council rules and procedures for the control of expenditure and generally for the administration of financial affairs; and
 - Recommend to Council the persons who shall be authorised to sign cheques, contracts and other financial orders and documents on behalf of the University, provided such persons shall include the Deputy Vice Chancellor (Finance and Administration).
24. (i) The Committee shall recommend to Council the establishment of a fund (in this Statute referred to as "the Fund").
- (ii) There shall be paid into the Fund:
- Monies representing any gift, donation, legacy or endowment received by the University without direction as to the purpose to which the same shall be applied;
 - Monies appropriated in terms of Statute 24 (iii); and/or
 - Monies accruing or realised from any investment or deposit made under Statutes 24 (iv) or (v).
- (iii) The annual estimates of the University shall make provision for the expenditure of any monies to be appropriated by the Committee for payment into the Fund, and shall specify the purposes for which those monies may be paid from the Fund.
- (iv) Pending payment from the Fund, monies of the Fund (including monies appropriated for payment into the Fund) shall, as far as is practicable, be invested.
- (v) Monies of the Fund which are not invested in accordance with Statute 24 (iv) shall be deposited in a University bank account specifically opened for that purpose.

- Subject to the supervision of the Committee, investments of the monies of the Fund may be released at any time.
 - Monies may be paid from the Fund either for the purposes specified under Statute 24 (iii) or for such other purposes as the Committee may determine.
25. (i) The Committee shall cause to be kept all proper books and records of account of the income, expenditure, assets and liabilities of the University.
- (ii) Within three months of the end of each financial year, the Committee shall cause to be submitted to the Auditor the account of the University together with:
- a statement of income and expenditure during such year; and
 - a statement of the assets and liabilities of the University on the last day of such year.
26. The financial year of the University shall be the period from 1st April in one year to 31st March in the following year.
27. (i) Subject to the approval of the Council, the Committee shall by regulation prescribe the level of fees payable, and the dates by which such fees shall be paid, in respect of tuition, maintenance and such other facilities and services of the University as the Council may from time to time determine.
- (ii) The Committee shall by regulation declare that no student shall be awarded a degree or other qualification of the University unless he/she shall have paid, or have had paid on his/her behalf, all fees including fines due to the University.
28. The Committee may exercise or perform any duty conferred or imposed on it with financial implications, subject to such limitations as the Council may specify.

PART X HUMAN RESOURCES COMMITTEE

29. (i) There shall be a Human Resources Committee of the Council (in this Part referred to as "the Committee") which shall consist of the following members:
- Vice Chancellor;

- (b) Deputy Vice Chancellors;
 - (c) Director of Human Resources;
 - (d) A person appointed by Senate;
 - (e) One Dean of Faculty elected by the Deans;
 - (f) One external member of Council appointed by Council;
 - (g) One member of the academic staff elected by the academic staff;
 - (h) One member of the support staff elected by the support staff;
 - (i) At the discretion of the chairperson, not more than two additional members with special competence from within or outside the University.
 - (ii) The Council shall appoint, on an annual basis, a chairperson from amongst the members of the Committee.
30. The Committee shall inter alia recommend to Council, for approval, policies regarding the human resource development and training needs, the terms and conditions of service, and benefits of the employees of the University.

PART XI PHYSICAL RESOURCES COMMITTEE

31. (i) There shall be a Physical Resources Committee (in this Part referred to as "the Committee") which shall consist of the following members:
- (a) Vice Chancellor;
 - (b) Deputy Vice Chancellor;
 - (c) Permanent Secretary of the Ministry of Education or representative;
 - (d) Permanent Secretary of the Ministry of Finance and Development Planning or representative;
 - (e) One member of Senate appointed by Senate;
 - (f) Director of Institutional Planning;
 - (g) Director of Campus Services;
 - (h) Director of Financial Services;
 - (i) Director of the Department of Architecture and Building Services in the Ministry of Works, Transport, and Communications or representative;
 - (j) A representative of a local authority as a co-opted member;
 - (k) The member of Council appointed to Council from Senate;
 - (l) One external member of Council appointed by Council.
- (ii) The Council shall appoint, on an annual basis, a chairperson from amongst the members of the Committee.
32. (i) The Committee shall, inter alia recommend to the Council policies on the physical development of the University and the overall management of construction, maintenance and security of buildings, grounds, campus properties, equipment and vehicles of the University.

PART XII STAFF APPOINTMENTS AND PROMOTIONS COMMITTEE

33. (i) There shall be a Staff Appointments and Promotions Committee of the Council (in this Part referred to as "the Committee") which shall consist of the following members:
- (a) Vice Chancellor;
 - (b) Deputy Vice Chancellors;
 - (c) Principal of the Botswana College of Agriculture;
 - (d) Two external members of Council appointed by Council;
 - (e) One Dean of Faculty elected by the Deans;

- (f) Director of Human Resources;
 - (g) Three professors from within the University, coming from different faculties, elected by Senate for a term of three years after which they shall be eligible for re-election for a second term only.
 - (ii) The Council shall appoint, on an annual basis, a chairperson from amongst the members of the Committee.
 - (iii) Deans of Faculties and Schools, Directors of Institutes and Centres, and Directors of Administrative Departments to or within which an appointment or promotion is to be made may be invited but only when the business of their Faculty, School, Institute, Centre, or Department is under consideration.
 - (iv) Subject to any directions which may be given by the Council, the Committee shall regulate its own procedure.
34. (i) Subject to such directions as may be given by the Council, the Committee shall make every appointment and every promotion of the academic staff of the University of the rank of associate professor and above, the appointment of Deans and Deputy Deans of Faculties, Directors of Institutes and Centres, and the appointment of support staff of the University of the rank of Director or equivalent.
- (ii) No appointment or promotion of such members of the academic and the support staff of the University as are specified in Statute 34 (i) shall be made by the Committee unless it has considered every recommendation made to it by an Appointments, Promotions and Review Committee in accordance with Part XXXV.

35. (i) Subject to such directions as may be given by the Council, every appointment and every promotion of the academic staff of the University below the rank of associate professor, and of the support staff of the University below the rank of director, shall be made by the Vice Chancellor or such persons as to whom such powers may be delegated by the Vice Chancellor.
- (ii) No appointment or promotion of such members of the academic and the support staff of the University as are specified in Statute 35 (i) shall be made by the Vice Chancellor or such persons as to whom such powers may be delegated until the Vice Chancellor has considered every recommendation made by the Appointments, Promotions and Review Committee in accordance with Part XXXV.
36. The Vice Chancellor may refer decisions in respect of University staff appointments or promotions to Council and defer their implementation until Council has taken a decision on them.

PART XIII STAFF APPEALS COMMITTEE

37. (i) There shall be a Staff Appeals Committee of Council (in this Part referred to as "the Committee") which shall consist of the following members
- (a) two external members of Council appointed by Council;
 - (b) one member of Senate appointed by Senate;
 - (c) additional members appointed by Council acting on the recommendation of the Committee.
- (ii) Council shall appoint, on an annual basis, a Chairperson from amongst the members of the Committee.
- (iii) Subject to any directions which may be given by Council, the Committee shall regulate its own procedures.
38. Subject to such directions as may be given by the Council, the Committee shall hear appeals by staff against decisions of Management and make appropriate recommendations to Council.

PART XIV VICE CHANCELLOR

39. Subject to the Act, the Vice Chancellor shall be the Chief Executive Officer of the University and shall have overall responsibility for academic and administrative leadership by directing policy formulation and institutional planning

and development; for the management and development of the University by ensuring implementation of University policy; and for the achievement of its mission through monitoring and evaluation of the performance of the University in realizing its goals and objectives.

40. The Vice Chancellor shall be responsible to the Council for maintaining and promoting the reputation and good order, efficient and effective processes and procedures of the University, and shall have all such powers as are necessary or expedient for the performance of these duties, and may establish such committees as the Vice Chancellor may deem necessary for the better carrying into effect of these functions.
41. The Vice Chancellor shall have overall direction and responsibility over the academic and administrative work of the University and the staff thereof, and the officers and servants employed in, or in connection with, such work, including (but without limitation by reason of such particularity) the Deputy Vice Chancellors, and has such other powers and shall perform such other duties as may be conferred upon or assigned to the Vice Chancellor by the Council; it being specifically recorded that any derogation of responsibility to such officers, servants and Deputy Vice Chancellors made in accordance with these Statutes shall be strictly without derogation to the authority of the Vice Chancellor as provided for by Section 8 (2) of the Act.
42. (i) Subject to such regulation as the Council may approve, the Vice-Chancellor may, in the performance of his/her duties under Statute 39, by order:
- (a) Prohibit the admission as a student of any person to the University;
 - (b) Prohibit, for such period as shall be specified, any student from attending classes or a particular class;
 - (c) Prohibit any student from entering or remaining on such part or parts of the University precinct as shall be specified;
 - (d) Dismiss or suspend for such period as shall be specified any student or group of students;
 - (e) Take any other action against any student as the Vice Chancellor may in the circumstances deem appropriate.
- (ii) The Vice Chancellor may appoint a disciplinary committee, with such membership as is deemed appropriate, to assist the Vice Chancellor in the performance of the Vice Chancellor's duties under this Statute.
43. Subject to the Act and to Statute 41, the Vice Chancellor may delegate such powers, duties or functions as is deemed fit and prescribe conditions governing the exercise of any delegated power, duty or function, provided that, in the absence of express provision made by him/her power delegated shall not include power to sub delegate.
44. The Vice Chancellor shall by virtue of office be a member of every Faculty and of every other entity of the University established by or under the Statutes and of every board or committee appointed by the Council, by the Senate, by any Faculty or by any other authority of the University established by or under these Statutes.

PART XV DEPUTY VICE CHANCELLORS

45. (i) The Deputy Vice Chancellors shall be responsible to the Vice Chancellor For providing leadership through policy formulation and planning, management and administration in their respective areas of responsibilities as may be defined in the Ordinances/Regulations provided for by Part XXXIX, if any.
- (ii) By virtue of office, a Deputy Vice Chancellor shall be a member of such other committees of Council and Senate as may from time to time be prescribed in these Statutes.

PART XVI SENATE

46. (i) The membership of the Senate shall consist of:
- (a) Vice Chancellor;
 - (b) Deputy Vice Chancellors;

- (c) Three representatives from each faculty elected by the Faculty Board, two of whom shall be professors or Associate professors and the other a senior lecturer or lecturer;
- (d) Deans of the Faculties, Schools of the University and the Deans of the Botswana College of Agriculture;
- (e) Three students one of whom should be a graduate student appointed annually by the Students Representative Council;
- (f) Director of Academic Development;
- (g) Two representatives of each Faculty, elected by the Faculty Board one of whom shall be a Professor or an Associate Professor;
- (h) Director of Library Services;
- (i) Director of Research and Development;
- (j) Deputy Director of Affiliated Institutions;
- (k) Director of Academic Services;
- (l) Director of Continuing Education.
- (ii) The Vice Chancellor shall be Chairperson of the Senate and in the Vice Chancellor's absence the Deputy Vice Chancellor (Academic Affairs) shall act as Chairperson of Senate.
- (iii) Where Senate is considering any matter where conflict of interest might arise when discussed in the presence of any member, such a member shall be required by the Senate to recuse themselves from any further consideration of the matter.
- (iv) The Senate shall exclude from its meetings the student members when it is considering the academic performance in examinations or otherwise, of individual students, or matters relating to a member or members of staff which the Senate in its discretion shall consider confidential.
- (v) Senate shall regulate its own procedures by the standing orders formulated by itself.
- (vi) The Senate may:
 - (a) Appoint any committee consisting of members of the Senate and such other persons as it deems appropriate;
 - (b) Authorise any committee appointed under this Statute to act jointly with any committee appointed by the Council; and
 - (c) Delegate any of its powers and functions to any committee appointed under this Statute.
- 47. Senate shall be the academic authority of the University and shall have overall responsibility for the academic policies, plans, and programmes of the University and shall have general control and direction under the Council of the teaching, research, examinations, conferment of degrees and the granting of other awards of the University. In addition, Senate shall be responsible for articulating the mission statement, goals and objectives of the University for approval by Council.
- 48. Subject to the provisions of the Act, the Senate shall have power to:
 - (a) Make regulations relating to teaching and instruction within the University including programmes of study and contents of courses, provided that the introduction of new programmes of study shall be subject to the approval of the Council;
 - (b) Make regulations governing the admission of persons to programmes of study in the University;
 - (c) Make regulations governing methods of assessing and examining the academic performance of students, and regulations for the conduct of examinations;
 - (d) Make regulations governing the award of such fellowships, scholarships, studentship, exhibitions and other prizes as the Council may establish, subject to any conditions made by the founders or donors thereof and accepted by the Council;

- (e) Authorise the conferment of degrees, diplomas, certificates and other awards and shall be determined their titles and abbreviations;
- (f) By regulation, define academic dress and prescribe the use thereof;
- (g) Recommend to Council the conferment of the title and status of Emeritus Professor on any Professor at or after his/her retirement in recognition of long and distinguished service to the University or to the former University of Botswana and Swaziland and their antecedents;
- (h) Initiate proposals relating to the conduct of the University generally, discuss matters relating to the University and make representations thereon to the Council; exercise all such other powers as are or may be conferred upon the Senate by the Act, by the Statutes, or by the Council, and make such regulations or rules as are necessary in the exercise of those powers.
- 49. The Senate shall recommend to the Council the establishment of academic Departments and determine which Departments and academic subjects shall form part of or be the responsibility of each Faculty or school and may determine that a Department or academic subject shall form part of or be the responsibility of more than one Faculty or School.
- 50. The Senate shall meet at least twice each semester.

PART XVII EXECUTIVE COMMITTEE OF SENATE

- 51. (i) There shall be an Executive Committee of the Senate (in this part referred to as "the Committee") which shall consist of the following members:
 - (a) Vice Chancellor;
 - (b) Deputy Vice Chancellors;
 - (c) The Deans of the Faculties and Schools of the University and the Deans of the Faculties of the Botswana College of Agriculture;
 - (d) Two persons who are members of the Senate, elected by the Senate, one of whom shall be a Professor or an Associate Professor;
 - (e) Director of Academic Services;
 - (f) Director of Continuing Education; and
 - (g) The Director of Research and Development.
- (ii) The Committee may make rules and regulations to govern its proceedings provided that the Vice Chancellor may summon meetings whenever the Vice Chancellor may deem it necessary to do so.
- (iii) The Vice Chancellor shall be Chairperson of the Executive Committee and in the Vice Chancellor's absence the Deputy Vice Chancellor (Academic Affairs) shall act as Chairperson.
- 52. The Executive Committee may:
 - (a) Act on behalf of the Senate between Senate meetings and deal with such matters as may be referred to it by Senate;
 - (b) At the request of the Vice Chancellor, act as an advisory body to the Vice Chancellor;
 - (c) Deal with such other matters as may from time to time be referred to it by Senate.

PART XVIII CONGREGATION

- 53. (i) There shall be a Congregation of the University for the purpose of Conferring degrees and honorary degrees and for granting diplomas, certificates and other awards of the University.
- (ii) All members of the University, as defined in Statute 2, shall be members of the congregation and it shall be open to the Senate to invite other persons to a Congregation.
- (iii) A Congregation shall be presided over by the Chancellor or in the Chancellor's absence by the Vice Chancellor.

- (iv) A Congregation shall be held at least once in each academic year and shall be called by the authority of the Senate.

PART XIX HONORARY DEGREES

- 54. (i) Any degree may be awarded honoris causa.
- (ii) Honorary degrees may from time to time be conferred upon any person who is not an employee of the University and who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself/herself worthy of such degree.
- (iii) At the invitation of the Vice Chancellor, members of the University may submit written nominations for the conferment of honorary degrees upon deserving persons.
- (iv) Each such nomination shall be accompanied by a statement of the degree recommended and the grounds for making the recommendation.
- (v) The Vice Chancellor shall be the sole authority to ask persons upon whom it is proposed to confer honorary degrees whether or not they wish to accept such award.
- (vi) Notwithstanding Statute 54 (i), an honorary degree shall be conferred only on the authority or a resolution of the Senate and the Council passed by not less than two thirds of the members of the Senate and the Council present, on the recommendation of an Academic Honours Committee.

PART XX ACADEMIC HONOURS COMMITTEE

- 55. (i) There shall be an Academic Honours Committee of Senate (in this part referred to as "the Committee") which shall consist of the following members:
 - (a) Deputy Vice Chancellor (Academic Affairs) who shall be chairperson;
 - (b) Three persons appointed by the Council; from among those of its members who are not members of the Senate; and
 - (c) Three professors appointed by the Senate.
- (ii) The Committee shall recommend to Senate the conferment of honorary degrees.
- (iii) Subject to any directions which may be given by the Council and the Senate, the Committee shall regulate its own procedure.

PART XXI PLANNING AND RESOURCES COMMITTEE

- 56. There shall be a Planning and Resources Committee of Senate (in this part referred to as "the Committee") which shall consist of the following members:
 - (a) Deputy Vice Chancellor (Finance and Administration) who shall be the chairperson;
 - (b) Deputy Vice Chancellor (Academic Affairs);
 - (c) Deputy Vice Chancellor (Student Affairs);
 - (d) The Deans of the Faculties and Schools;
 - (e) Two members of the academic staff appointed by Senate;
 - (f) Director of Academic Services;
 - (g) Director of Financial Services;
 - (h) Director of Campus Services;
 - (i) Director of Human Resources;
 - (j) The Directors of Institutes and Centres;
 - (k) Director of Library Services; and
 - (l) Director of Institutional Planning.
- 57. The Committee shall inter alia:
 - (a) Review the mission statement, goals, and objectives of the University and recommend to Senate accordingly;

- (b) Co-ordinate the University's planning and development strategy;
- (c) Co-ordinate the methodology of allocation and distribution of internal resources in support of the institutional planning and development strategy;
- (d) Review sectional planning submissions in order to ensure their appropriateness and consistency with the mission, strategy and objectives of the University, and advise Senate accordingly;
- (e) Evaluate sectional planning submissions and recommend funding priorities to Senate; and
- (f) Advise Senate on the integration of academic, financial and physical plans into the University's institutional plan.

PART XXII ACADEMIC POLICY REVIEW AND PLANNING COMMITTEE

58. There shall be an Academic Policy Review and Planning Committee of Senate (in this part referred to as the "Committee") which shall consist of the following members:

- (a) Deputy Vice Chancellor (Academic Affairs) who shall be the chairperson;
- (b) Principal of the Botswana College of Agriculture or representative;
- (c) Deans of the Faculties and Schools of the University and the Deans of the Faculties of the Botswana College of Agriculture;
- (d) Director of Library Services;
- (e) Director of Academic Services;
- (f) Director of Academic Development;
- (g) Two persons appointed by Senate, one of whom should be a Professor or an Associate Professor;
- (h) Director of Institutional Planning;
- (i) Director of Research and Development;
- (j) Director of Continuing Education.

59. The Committee shall:

- (i) Review the University's academic policies and advise Senate accordingly;
- (ii) Review proposals from the Faculties, Schools, Institutes and Centres and from the academic support service units for changes in academic policy, ensure their compliance with the academic policies of the University, and advise Senate accordingly;
- (iii) Review and advise Senate on the submissions from the Faculties, Schools, Institutes and Centres and from the academic support service units in which are outlined in the academic plans for the accomplishment of the University's mission, objectives, and strategies with a statement of the attendant human, financial, and physical resource requirements;
- (iv) Integrate and consolidate the academic planning submissions into the University's academic plan, setting out the resource implications of implementation, and advise Senate accordingly;
- (v) Review continually the needs which underpin the elements of the University's academic plan and, where necessary and appropriate, suggest changes and improvements to Senate.

PART XXIII BOARDS OF FACULTIES, SCHOOLS, INSTITUTES AND CENTRES

60. Each Faculty, School, Institute or Centre shall have a Board which shall meet at least twice each semester but otherwise shall regulate its own procedure by the standing orders formulated by it.

61. (i) There shall be a Faculty Board of each Faculty which shall consist of the following members:

- (a) The Dean of the Faculty, who shall be Chairperson;
- (b) The Deputy Dean of the Faculty;
- (c) Heads of Departments;
- (d) Such members of the academic staff of the Departments of the Faculty as the Board may determine;
- (e) One representative of each of the Faculties including the Faculties of Botswana College of Agriculture;
- (f) Director of Library Services or representative;
- (g) One representative of each of the Institutes and Centres of the University;
- (h) Such number of students as the Board may determine;
- (i) Such number of staff development fellows of the Departments of the Faculty as the Board may determine;
- (j) Such other persons as the Senate may determine.

(ii) The members of a Faculty Board referred to in Statute 61 (i), (e), (g) and (h) shall vacate their seats at the end of each academic year but shall be eligible for reappointment.

(iii) The quorum of a Faculty Board shall be one third of the membership thereof.

(iv) Part-time members of academic staff may attend meetings of the Faculty Board at the discretion of the Dean but shall have no vote.

(v) A Faculty Board shall exclude from its meeting the student members when it is considering the academic performance of individual students, or when it is discussing any other matter relating to a member or members of staff which a Faculty Board in its discretion shall consider confidential.

62. Subject to the Statutes and to such limitations as the Senate may impose, a Faculty Board or School may:

(i) Direct and regulate, within the general academic policy formulated by the Senate, all matters relating to teaching, instruction and research within each Faculty or School, including curricula and examinations, and advise the Senate on such matters;

(ii) Appoint internal and external examiners and recommend to the Finance Committee the fees payable to the examiners;

(iii) Make recommendations to the Senate in respect of the award of degrees, diplomas, certificates and other awards, academic titles and distinctions within the Faculty;

(iv) Discuss any matters relating to the work of the Faculty and submit recommendations thereon to the Senate;

(v) From time to time, consider the progress and conduct of the students of the Faculty and make regular reports to the Senate;

(vi) Consider all matters referred to it for its consideration by the Senate and report to the Senate;

(vii) Receive at each meeting oral and/or written reports from Heads of Departments and Faculty representatives on University committees and boards;

(viii) Appoint committees consisting of members of the Faculty and such other persons as it thinks fit and delegate any of its functions to the committees so appointed.

63. (i) There shall be a School of Graduate Studies, the Board of which ("the School Board") shall consist of the following members:

- (a) Dean of the School, who shall be Chairperson;
- (b) One person appointed by Senate;
- (c) One representative from each Faculty, School, Institute or Centre who shall be of the rank of at least senior lecturer or equivalent;
- (d) One representative of each of the Departments offering postgraduate programmes;

- (e) Director of Library Services or representative;
- (f) Two post graduate students elected for a period of one academic year by and from among the postgraduate students; and
- (g) Such other persons as the Senate may determine.
- (ii) The members of the School Board referred to in Statute 63 (i) (b) and (c) shall vacate their seats at the end of each academic year but shall be eligible for reappointment.

(iii) The quorum of the School Board shall be one third of the membership thereof.

(iv) The School Board shall exclude from its meeting the student members when it is considering the academic performance in examination or otherwise, of individual students, or when it is discussing any matters relating to a member or members of staff which the Board in its discretion shall consider confidential.

64. Subject to the Statutes to such limitations as the Senate may impose, the School Board shall:

(i) Promote the development of quality and relevance in the provision of graduate studies;

(ii) Approve admissions and progression for all graduate students;

(iii) Provide leadership in the co-ordination and development of graduate studies;

(iv) Maintain quality across all graduate programmes;

(v) Assist with fund-raising and marketing of graduate programmes;

(vi) Establish guidelines for supervision of graduate students (approval of supervisors and monitor the progress of graduate students);

(vii) Maintain clear lines of communication with each faculty and department offering graduate studies;

(viii) Work to enhance the facilities available to graduate students.

65. (i) There shall be a Board of each Institute or Centre which shall consist of the following members:

(a) The Director of the Institute or Centre who shall be the chairperson;

(b) Such members of the academic staff as the Board may from time to time determine;

(c) One member from each Faculty elected by the Faculty Board;

(d) One member of Senate elected by Senate;

(e) Such other persons as the Senate may determine; and

(f) Such number of staff development fellows of the Institute or Centre as the Board may determine.

(ii) The members of the Board referred to in Statute 65 (i) (c) and (d) shall vacate their seats at the end of each academic year but shall be eligible for reappointment.

(iii) Subject to the direction of Senate, the Board of an Institute or Centre may:

(a) Decide on matters of general policy regarding the work of the Institute or Centre, after consultation with the staff of the Institute or Centre;

(b) Establish advisory groups to give the Board and the Director advice on any academic work, research project, or consultancy being, or to be, undertaken by the Institute or Centre;

(c) Notwithstanding the generality of Statute 65 (i), advise the Director of the Institute or Centre on the priorities and emphasis of scholarship required for the benefit of the nation or of particular sectors of the nation;

(d) Approve the affiliation or attachment to an Institute or Centre of individual academics;

- (e) Generally direct and approve proposals for activities of the Institute or Centre in pursuance of its objectives;
- (f) Consider all matters referred to it by Senate and report thereon to the Senate.
- (iv) The quorum of the Board of an Institute or Centre shall be one third of the membership thereof.

PART XXIV EXECUTIVE COMMITTEES OF BOARDS, SCHOOLS, INSTITUTES OR CENTRES

- 66. (i) There shall be an Executive Committee of the Board of each Faculty, School, Institute or Centre.
- (ii) The Executive Committee shall:
 - (a) Act on behalf of the Board between Board meetings and deal with such matters as may be referred to it by the Board;
 - (b) Act at the request of the Dean of a Faculty or School, or the Director of an Institute or Centre as an advisory body to the Dean or Director.
- (iii) The Committee may make rules and regulations to govern its proceedings, provided that the Dean or the Director may summon meetings whenever the Dean or Director may deem it necessary to do so.

PART XXV EXECUTIVE COMMITTEES OF FACULTY BOARDS

- 67. (i) The Executive Committee of each Faculty Board (in this part referred to as "the Committee") shall consist of the following members:
 - (a) The Dean of the Faculty;
 - (b) The Deputy Dean of the Faculty;
 - (c) The Heads of Department of the Faculty;
 - (d) Two persons elected by the Faculty Board one of whom shall be a professor or an associate professor.
- (ii) The Dean of the Faculty shall be the Chairperson of the Executive Committee and in his/her absence the Deputy Dean shall act as Chairperson.

PART XXVI EXECUTIVE COMMITTEE OF THE SCHOOL OF GRADUATE STUDIES

- 68. The Executive Committee of the Board of the School of Graduate Studies (in this part referred to as "the Committee") shall consist of the following members:
 - (a) The Dean of the School, who shall be Chairperson;
 - (b) The Faculty representatives on the Board;
 - (c) One person appointed by the Senate;
 - (d) One person who is a member of the School Board, elected by the School Board.

PART XXVII EXECUTIVE COMMITTEES OF INSTITUTES OR CENTRES

- 69. The Executive Committee of the Board of an Institute or Centre (in this part referred to as "the Committee") shall consist of the following members:
 - (a) The Director of the Institute or Centre, who shall be the Chairperson;
 - (b) The Deputy Director of the Institute or Centre;
 - (c) The Heads of Departments or Units of the Institute or Centre; and
 - (d) One person who is a member of the Board of the Institute, elected by the Board of the Institute.

PART XXVIII DEANS OF FACULTIES AND SCHOOLS, AND DIRECTORS OF INSTITUTES AND CENTRES

- 70 (i) The Dean or Director shall be the chief executive

officer of the Faculty, Institute or Centre shall, subject to the Act and to these Statutes, be responsible for its general administration, the supervision of the academic and the support staff, the teaching and study of the subjects assigned to the Faculty, School, Institute, or Centre, the welfare and academic progress of the students, and shall have such other powers and duties as may be assigned to him/her by the Deputy Vice Chancellor (Academic Affairs) on behalf of, and as directed by, the Vice Chancellor.

- (ii) The Dean or Director shall participate in the formulation, implementation and evaluation of the academic policies of the University and shall promote academic excellence in the teaching, research and service programmes of the University. He/she shall provide academic leadership to the Faculty, School, Institute, or Centre by planning, directing, and co-ordinating the formulation and implementation of the academic plans and programmes of the departments of the Faculty, School, Institute, or Centre.
- (iii) The Dean or Director, subject to the approval of the Vice Chancellor may delegate any powers or duties under this Statute subject to such restrictions and conditions as may be imposed, provided that a power delegated shall not include power to sub delegate.
- (iv) By virtue of office, the Dean or Director shall be a member of all the boards and committees in the Faculty, School, Institute or Centre. In addition, he/she shall be a member of such committees of the Council and Senate as may from time to time be prescribed in these Statutes.

71. Where the Dean of a Faculty is unable, whether by reason of his/her absence from the University, or for any other reason, to carry out his/her functions as such, the Deputy Dean of the Faculty shall act as Dean of the Faculty. If the Deputy Dean is unable to act as Dean, the Deputy Vice Chancellor may, after consulting the Dean, if that is reasonably practicable, and the members of the Executive Committee of the Faculty Board appoint a person of or above the rank of senior lecturer from among those members of the Faculty Board referred to in Statute 61 (i) (c) to act as Dean of the Faculty.

72. Where the Dean of the School of Graduate Studies is unable, whether by reason of absence from the University, or for any other reason, to carry out functions as such, the Deputy Vice Chancellor (Academic Affairs) shall, after consulting the Dean, if that is reasonably practicable, and the members of the Executive Committee of the Board of the School of Graduate Studies, appoint a person of the rank of at least an associate professor from among members of the Faculty Boards to act as Dean of the School.

73. Where the Director of an Institute or a Centre is unable, whether by reason of absence from the University, or for any other reason, to carry out functions as such, the Deputy Vice Chancellor (Academic Affairs) shall appoint from among the academic staff of the Institute or Centre a person of or above the rank of senior lecturer to act as Director of the Institute or Centre.

PART XXIX DEPUTY DEANS OF FACULTIES

- 74. (i) The Deputy Dean of a Faculty shall assist the Dean in the formulation, planning and implementation of academic policy of the Faculty and shall have responsibility for ensuring the academic welfare of the students registered in the Faculty.
- (ii) By virtue of office, the Deputy Dean shall be a member of all the boards and committees in their Faculty. In addition, the Deputy Dean shall be a member of such committees of the Council and Senate as may from time to time be prescribed in these Statutes.

PART XXX APPOINTMENTS OF DEANS, DEPUTY DEANS AND DIRECTORS OF INSTITUTES OR CENTRES

75. (i) Each Faculty shall have a Dean and a Deputy Dean and each Institute or Centre shall have a Director who shall be appointed by the Academic and Administrative Staff Appointments and Promotions Committee taking into consideration the recommendation of the appropriate Appointments, Promotions and Review Committee.

- (ii) Where there is a vacancy in any of the offices referred to

under Statute 75 (i), the Deputy Vice Chancellor (Academic Affairs) shall cause the position to be advertised within the Faculty, Institute, or Centre.

- (iii) Candidates for the position of Dean, Deputy Dean, or Director shall make their candidacy known either through an application or through a nomination or by invitation of the University of Botswana.
- (iv) In the event of the establishment of a new Faculty, or where a vacancy of Dean of Faculty has been advertised in accordance with Statute 75 (ii) and it has been determined that there are no suitable internal candidates, the University shall, after consultation with the Faculty Appointments, Promotions and Review Committee, extend the search for a Dean internationally. In this event, the requirements shall be for a person holding the rank of associate professor or above.
- (v) A Dean appointed in accordance with Statute 75 (iv) above shall, upon successful completion of two three-year terms, have the option to apply to take up appointment at the appropriate rank in the relevant Department by filling a vacant position. Alternatively, the University may offer appointment on supernumerary basis for a period not exceeding three years.
- (vi) The file of candidates shall be reviewed by the appropriate Appointments, Promotions and Review Committee which shall recommend a short list of candidates to the Staff Appointments and Promotions Committee of persons for appointment as Deans and Deputy Deans of the Faculties and Directors of Institutes and Centres.

(vii) No person shall be eligible for appointment as Dean, Deputy Dean, or Director unless he/she has been, for the twelve months preceding appointment, of or above the rank of senior lecturer or equivalent.

(vi) The Dean, Deputy Dean or Director shall be subject to an annual performance appraisal and review undertaken by the Deputy Vice Chancellor (Academic Affairs) who shall provide a report to the appropriate Appointments, Promotions and Review Committee which shall recommend to the Staff Appointments and Promotions Committee.

(ix) Subject to these Statutes, the Dean, Deputy Dean, or Director shall hold the appointment as such for three years, and shall be eligible for re-appointment for a further term of three years provided that he/she shall not hold office for a continuous period exceeding six years.

(x) Before the completion of the initial three year term, the Dean, Deputy Dean, or Director shall inform the Deputy Vice Chancellor of his/her intentions regarding renewal of the term of office; which intention shall be recorded in writing at least 60 days prior to the completion of the said initial three year term.

(xi) If the Dean, Deputy Dean or Director does not intend to renew his/her term of office, the Deputy Vice Chancellor (Academic Affairs) shall initiate the process of appointment of a new Dean, Deputy Dean or Director.

(xii) If the Dean or Director intends to renew the term of office, the Deputy Vice Chancellor (Academic Affairs) shall submit an assessment of the performance of the incumbent to the appropriate Appointments, Promotions and Review Committee which shall make a recommendation to the Staff Appointments and Promotions Committee on re-appointment of the Dean or Director. In the case of a Deputy Dean or Deputy Director, the assessment shall be done by the Dean or Director, as the case may be. (xiii) On completion of two consecutive terms of office, a Dean, Deputy Dean or Director shall not be eligible for further appointment to the position of Dean, Deputy Dean or Director until a three year period has elapsed.

PART XXXI APPOINTMENT OF THE DEAN OF THE SCHOOL OF GRADUATE STUDIES

76. (i) The Dean of the School of Graduate Studies shall be appointed by the Staff Appointments and Promotions Committee taking into consideration the recommendation of a Special Selection Committee which shall consist of the following members:

- (a) Deputy Vice Chancellor (Academic Affairs) who shall be chairperson;

(b) The Deans of the Faculties and the Schools of the University and the Deans of the Faculties of the Botswana College of Agriculture;

(c) Two Professors appointed by the Senate;

(d) Director of Human Resources or representative.

(ii) Where there is a vacancy in the office of the Dean of the School of Graduate Studies, the Deputy Vice Chancellor (Academic Affairs) shall cause the position to be advertised within the University inviting applications from suitably qualified members of the University staff. No person shall be eligible for appointment as Dean unless he/she has been, for the twelve (12) months immediately preceding the appointment, of or above the rank of associate professor.

(iii) Candidates for the position of Dean shall make their candidacy known either through an application or through a nomination.

(iv) The file of candidates shall be reviewed by the Special Selection Committee which shall recommend a short list to the Staff Appointments and Promotions Committee of persons for appointment as Dean of the School.

(v) No person shall be eligible for appointment as Dean unless he/she has been, for the twelve months preceding the appointment, of or above the rank of associate professor.

(vi) The Dean shall be subject to an annual performance appraisal and review undertaken by the Deputy Vice Chancellor (Academic Affairs) who shall provide a report to the Staff Appointments and Promotions Committee.

(vii) Subject to these Statutes, the Dean of the School shall hold the initial appointment as such for three years, and shall be eligible for re-appointment for a further term of three years provided that he/she shall not hold office for a continuous period exceeding six years.

(viii) If the Dean intends to extend the term of office, the Deputy Vice Chancellor (Academic Affairs) shall submit an assessment of the performance of the incumbent to the Special Selection Committee which shall make a recommendation to the Staff Appointments and Promotions Committee on the reappointment of the Dean.

(ix) Before the completion of the initial three year term, the Dean shall inform the Deputy Vice Chancellor of his/her intentions regarding renewal of the term of office; which intention shall be recorded in writing at least 60 days prior to the completion of the said initial three year term.

(x) If the Dean does not intend to renew the term of office, the Deputy Vice Chancellor (Academic Affairs) shall initiate the process of appointment of a new Dean.

PART XXXII DEPARTMENTAL BOARDS

77. (i) Every Academic Department shall have a Departmental Board which shall consist of the following members:

(a) The Head of the Department, who shall be Chairperson;

(b) All the full-time members of the academic staff of the Department;

(c) Not more than three students elected annually by the students of the Department from among themselves;

(d) Staff Development Fellows of the Department;

(e) Such other persons as the Department may determine from time to time.

(ii) Part-time members of the academic staff may attend the meeting of the Departmental Board at the discretion of the Head of Department but shall have no vote.

(iii) A Departmental Board may co-opt representatives of Departments with related interests.

78. (i) The functions of a Departmental Board shall be to:

(a) Make recommendations for programmes and courses in the Department;

(b) Consider the general organisation of programmes and courses of study and research within the Department and make recommendations to the Faculty Board and the Board of the School of Graduate Studies;

(c) Make arrangements for the examination of each course in the Department and selection of external examiners for their academic programmes;

(d) Initiate recruitment and recommend candidates for appointment to posts within the Department;

(e) From time to time consider the progress and conduct of the students of the Department and make regular reports to the Faculty Board and to the Board of the School of Graduate Studies;

(f) Consider other academic matters as determined by the Department.

(ii) A Departmental Board shall exclude from its meetings the student members when it is considering the academic performance in examinations or otherwise, of individual students, or when it is discussing the appointment or promotion of a member of staff or any other matter relating to a member or members of staff which a Departmental Board in its discretion shall consider confidential.

79. Every Departmental Board shall meet at least twice each semester, but otherwise shall regulate its own procedure including the creation and establishment of committees.

PART XXXIII HEADS OF ACADEMIC DEPARTMENTS

80. (i) The Head of a Department shall participate in the formulation, implementation and evaluation of the academic policies of the University and shall promote academic excellence in the teaching, research and service programmes of the University. In addition, the Head of a Department shall provide academic leadership to the Department by planning, directing, and co-ordinating the formulation and implementation of the academic plans and programmes of the Department.

(ii) The Head of a Department shall be appointed by the Vice Chancellor after receiving a recommendation from the Dean of the Faculty concerned, who shall make such recommendation after consulting the full-time members of the academic staff of the Department and the Deputy Vice Chancellor (Academic Affairs).

(iii) No person shall be eligible for appointment as Head of Department unless he/she has been, for the twelve months preceding his/her appointment, of or above the rank of senior lecturer.

(iv) The Head of Department shall be subject to an annual performance appraisal and review undertaken by the Dean of the Faculty who shall provide a report to the Deputy Vice Chancellor (Academic Affairs).

(v) Subject to these Statutes, the Head of a Department shall hold the appointment as such for three years, and shall be eligible for reappointment for a further term of three years provided that he/she shall not hold office for a continuous period exceeding six years.

(vi) On completion of the second term of office, a Head of a Department shall not be eligible for further appointment to the position of Head of a Department until a three year period has elapsed.

(vii) If the Head of a Department intends to renew the term of office (which intention shall be recorded in writing at least 60 days prior to the completion of the said initial three year term), the Dean shall, after consultation with the full-time members of the academic staff and the Deputy Vice Chancellor (Academic Affairs), make a recommendation to the Vice Chancellor on re-appointment of the Head of Department.

(viii) If the Head of a Department does not intend to renew his/her term of office, the Dean shall initiate the process of appointment of a new Head of Department.

PART XXXIV AFFILIATED AND ASSOCIATE INSTITUTIONS

81. Affiliated Institutions

(i) The Council may, on the recommendation of the Senate, approve the affiliation with the University of any other institution of teaching or research situated within or outside Botswana and may designate it an Affiliated Institution of the University.

(ii) In respect of any Affiliated Institution the Senate shall:

(a) Advise on and assist in the preparation of programmes of instruction;

(b) Validate programmes of instruction, examinations and the granting of certificates and other awards of the Affiliated Institutions; and

(d) Have the right of visitation and inspection of each institution affiliated to the University to ensure observance of affiliation regulations.

(iii) The Senate shall establish a Board of Affiliation with the following functions:

(a) To consider recommendations concerning the growth and development of the Affiliated Institutions;

(b) To consider matters concerning regulations, syllabi, assessment procedures, and teaching methods and to make recommendations to Senate accordingly;

(c) To oversee assessment procedures and to appoint external examiners;

(d) To deal with any matter of affiliation that may be delegated by Senate from time to time;

(e) To receive reports on other matters concerning Affiliated Institutions;

(f) To encourage research initiatives in the areas of educational expertise of the Affiliated Institutions;

(g) To present periodic reports to Senate;

(h) To consider and recommend examination results and awards to Senate.

(iv) The membership of the Board of Affiliation shall be determined by Senate after consultation with the governing bodies of the Affiliated Institutions.

(v) The Director of Academic Development shall be chairperson of the Board.

82. ASSOCIATE INSTITUTIONS

(i) The Council may, on the recommendation of the Senate, designate any academic or research institution situated within Botswana and seeking to offer programmes leading to the award of degrees, diplomas and other awards of the University of Botswana, an Associate Institution of the University.

(ii) The award of degrees, diplomas and other awards of an Associate Institution shall be the responsibility of, and shall be made by, the University of Botswana.

(iii) In respect of degrees, diplomas or other awards to be granted by the University, the University Senate shall be entirely responsible for approving programmes and courses of study, regulating the conduct of examinations, the marking of examinations, and the granting of such degrees, diplomas, or awards.

(iv) The governing body of an Associate Institution shall obtain the approval of the University in respect of:

(a) The appointment, promotion and review of academic staff and of Deans and Heads of Departments who teach courses, or are responsible for programmes leading to the awards by the University of Botswana; and

(b) The establishment of Boards for each Faculty or Department which is responsible for programmes leading to the awards of the University of Botswana.

PART XXXV APPOINTMENTS, PROMOTIONS AND REVIEW COMMITTEES

83. (i) The appointment, promotion, and annual appraisal and performance review of every academic member of staff and of every member of the support staff of the University shall be made by an Appointments, Promotions, and Review Committee.
- (ii) Appointments, Promotions, and Review Committees shall make recommendations for the appointment or the promotion of staff in accordance with the provisions of Statutes 34 and 35.

84. FACULTY APPOINTMENTS, PROMOTIONS AND REVIEW COMMITTEES

- (i) There shall be a Faculty Appointments, Promotions and Review Committee of each Faculty (in this part referred to as "the Committee") which shall consist of the following members:
- (a) The Dean of the Faculty who shall be Chairperson; and where the Dean is under review, the Deputy Vice Chancellor (Academic Affairs) shall be the Chairperson;
- (b) The Deputy Dean;
- (c) Heads of Departments;
- (d) Two members elected by the Faculty Board;
- (e) One professor or associate professor from each Department, elected by the members of the Departmental Board; provided where the Department does not have positions of associate professor and professor, or the positions are vacant, the Department shall be represented by a senior member of the academic staff elected by members of the Departmental Board;
- (f) At the discretion of the chairperson, not more than two Professors with special competence from outside the Faculty; and
- (g) The Director of Human Resources or representative.
- (ii) Subject to such directions as may be given by the Staff Appointments and Promotions Committee, the Committee shall recommend the appointment, the promotion and review of the academic staff of the Faculty.

85. APPOINTMENT, PROMOTION AND REVIEW OF ACADEMIC STAFF IN INSTITUTES OR CENTRES

- (i) The appointment, promotion, or review of academic staff who are members of a Centre or Institute which is not part of a Faculty shall be considered by the Faculty Appointments, Promotions, and Review Committee of that Faculty which contains the discipline or academic subject area of the staff member under consideration.
- (ii) In such circumstances, the membership of the Faculty Appointments, Promotions and Review committee specified under Statute 84 (i) shall be extended to include the Director of the Institute or Centre concerned.
- (iii) When considering the appointment, promotion or review of professors of the University who are members of an Institute or Centre which is not part of a Faculty, the membership of the Committee specified under Statute 84 (i) shall be extended to include a professor or an associate professor of the Institute or Centre concerned provided where the Department does not have positions of associate professor and professor, or the positions are vacant, the Department shall be represented by a senior member of the Academic Staff elected by members of the Departmental Board.
- (iv) An Institute or a Centre which is not part of a Faculty shall have an Appointments, Promotions, and Review Selection Committee which shall consist of the following members:
- (a) The Director of the Institute or Centre who shall be the Chairperson;
- (b) Three members of the academic staff of the Institute or Centre elected by the academic staff of the Institute or Centre;

- (c) Two co-opted members with special competence, from outside the Institute or Centre.
- (v) No recommendation on the appointment, promotion or review of academic staff of the University who are members of an Institute or a Centre which is not part of a Faculty shall be made by a Faculty Appointments, Promotions, and Review Committee unless it has considered every recommendation made to it by an Appointments, Promotions, and Review Selection Committee in accordance with Statute 85 (iv).

86. SUPPORT STAFF APPOINTMENTS, PROMOTIONS AND REVIEW COMMITTEES

- (i) For the purposes of this Statute, the Library and any other group of staff which Council shall specify, shall be regarded as Departments and the term Head of Department shall be correspondingly interpreted.
- (ii) Where support staff consists of a cadre confined to a single Department, there shall be Departmental Appointments, Promotions, and Review Committees which shall consist of the following members:
- (a) The Head of Department, who shall be chairperson;
- (b) Director of Human Resources or representative;
- (c) Three members of the staff of the Department; and
- (d) At the discretion of the chairperson, not more than four additional members with special competence from within or outside the University.
- (iii) Where support staff consist of a common cadre which is not confined to a single Department, there shall be for each such cadre a Common Cadre Appointments, Promotions, and Review Committee which shall consist of the following members:
- (a) The Director, Human Resources, who shall be the Chairperson;
- (b) The Deputy Director (Appointments and Administration);
- (c) Two members of the staff belonging to the common cadre;
- (d) At the discretion of the chairperson, not more than four additional members with special competence from within or outside the University.
- (iv) Heads of Departments to, or within which, an appointment or a promotion of common cadre staff is to be made shall be invited but only when the business of their Department is under consideration.

87. SPECIAL APPOINTMENTS

- (i) Notwithstanding the provisions of Statutes 84, 85, and 86, the Vice Chancellor may, in the event that he/she is satisfied that exceptional circumstances so require, and on the recommendation of any academic, support or other unit of the University, appoint any person as a member of staff of the University for a period not exceeding twelve (12) months.
- (ii) Appointments made under this provision shall be reported periodically to the Staff Appointments and Promotions Committee.

88. MISCELLANEOUS

- (i) Where a spouse or relation of a member of Appointments, Promotions Review Committee, constituted under these Statutes is a candidate for appointment or promotion under consideration by the Committee, the member concerned shall recuse himself/ herself from any further consideration of the matter. Where the Chairperson is recused in accordance with the provisions hereof, another member shall be elected to preside. Heads of Departments, where recused, must be represented by a senior member of staff of the Department.
- (ii) Subject to Statute 87, no appointment shall be made to any vacant post within the approved establishment of any Department of the University unless the vacancy which

exists has been advertised publicly for a reasonable period in such a manner as the Council shall determine.

PART XXXVI TERMS AND CONDITIONS OF SERVICE OF MEMBERS OF UNIVERSITY STAFF

89. (i) Subject to these Statutes, an employee of the University shall hold his/ her appointment upon such terms and conditions of service as the Council shall in each case determine.
- (ii) The terms and conditions of service of every employee of the University shall be sent out in a written contract of service.
- (iii) Without prejudice to the foregoing, every member of staff of the University shall be subject to the general authority of the Council and of the Vice Chancellor.
90. Every contract of service between the University and an employee of the University shall contain or be deemed to contain a provision that the contract is subject to the Employment Act, University Act and Statutes, and to all regulations made hereunder.
91. Where an employee of the University is convicted by a court within or outside Botswana, of an offence which is a criminal offence under the laws of Botswana and in consequence thereof is sentenced to imprisonment, whether in respect of the nonpayment of a fine imposed for the offence or otherwise, such employee shall receive no emoluments in respect of the period of detention in prison in execution of that sentence unless the Council otherwise directs. In addition to the foregoing such conviction shall render the employee liable for immediate termination in respect thereof.

PART XXXVII STUDENTS REPRESENTATIVE COUNCIL

92. (i) The affairs of the students of the University shall be governed by a Students Representative Council.
- (ii) The constitution of the Students Representative Council shall be subject to review and/or amendment in such manner as the Constitution provides and/or as directed by Council should Council find it necessary or expedient in the interests of the student body.
- (iii) The function of the Students Representative Council shall be:
- (a) To represent the students in their relations with the authorities of the University and other relevant bodies;
- (b) To develop the intellectual, cultural, social and sporting life of the students; and
- (c) To foster the corporate spirit of the students.
93. Subject to the observance by them of the Statutes and of regulations prescribed under these Statutes, the students shall enjoy all the privileges and facilities available to them in the University.

PART XXXVIII SECURITY

94. The University reserves the right, through Ordinances and/or Regulations, to implement measures to control and to regulate access to, and movement within, its buildings and premises, and to promulgate such other regulations as may be required to establish and maintain good order, and to protect persons and property provided that such measures shall at all times be consistent with the preservation of individual rights of movement, association and privacy.

PART XXXIX ORDINANCES/REGULATIONS

95. (i) Subject to the Act and the Statutes, the Council may make Ordinances/ Regulations prescribing any matter which, in the opinion of Council, is appropriate to be prescribed for the better carrying out of the University's functions and in furtherance of these Statutes.
- (ii) Ordinances/Regulations may provide such information, activities or acts as, in the opinion of the Council, may be appropriate.

- (iii) The Council may at any time amend or repeal any Ordinance/ Regulation.
- (iv) Ordinances/Regulations need not be published in the Calendar, but the Council shall publish them in such a manner as the Council considers will best make them known to the persons to whom they apply.

PART XXXX AMENDMENTS TO STATUTES

- 96. Without prejudice to the provisions of Section 23 of the Act, the Council shall not amend, or revoke any Statute which, in the opinion of the Council, affects academic matters without first consulting the Senate and considering any representations the Senate may make upon such Statute, amendment, or revocation as the case may be.