



VICTORIA UNIVERSITY CHARTER

Approved by the University Council on 29th March, 2019

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TABLE OF CONTENT

PART 1	5
PRELIMINARIES.....	5
1.0 Attestation	5
3.0 Interpretation.....	6
PART II.....	11
ESTABLISHMENT OF THE UNIVERSITY.....	11
4.0 Establishment of Victoria University.....	11
5.0 The University as a Body Corporate	11
6.0 The Motto, Emblem and Flag of the University	12
7.0 Location of the University	12
8.0 Common Seal.....	13
9.0 Vision of the University.....	14
10.0 Mission of the University.....	14
11.0 Ownership of the University	14
12.0 Objectives of the University.....	14
13.0 Functions of the University	14
15.0 Admission to the University.....	16
16.0 Constituent Colleges and Affiliate Institutions	16
PART III	17
GOVERNANCE (1).....	17
17.0 Governance of the University	17
18.0 The Board of Directors of Victoria University Limited.....	17
19.0 Membership of the Board	17
20.0 Functions of the Board.....	18
21.0 The University Council.....	18
PART IV.....	20

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GOVERNANCE (2).....	20
22.0 The Senate.....	20
23.0 Boards of School/Faculty/Institute.....	20
24.0 Deans of School/Faculty/Directors of Institute/Heads of other Academic Bodies/ Any other such officer.....	21
25.0 Departments	21
PART V	22
OFFICERS OF THE UNIVERSITY	22
26. Officers of VU.....	22
27.0 Chancellor	22
29.0 Deputy Vice-Chancellors.....	22
30.0 University Secretary	22
31.0 Academic Registrar	23
32.0 University Librarian.....	23
33.0 Bursar.....	24
34.0 Dean of Students/ Any other such officer responsible for student affairs	24
35.0 Principal of Constituent/Affiliated College/ Any other such officer	24
36.0 Chief Internal Auditor/Any other such officer	25
37.0 Medical Officer/Any other such officer	25
38.0 Facility Manager/Any other such officer.....	26
39.0 Quality Assurance Officer/Any other such officer.....	26
PART VI.....	27
STAFF OF THE UNIVERSITY.....	27
40.0 Categories of Staff.....	27
41.0 Staff Associations	27
PART VII.....	28
FINANCIAL PROVISIONS	28
42.0 University Fund	28

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43.0 University Financial Year	28
44.0 Annual Budget	28
45.0 Audits	29
46.0 Donations.....	29
47.0 Scholarships and Bursaries.....	29
48.0 Investments of University Funds	30
49.0 Borrowing Powers.....	30
PART VIII.....	31
GENERAL PROVISIONS	31
50.0 Academic Year.....	31
51.0 Vacation of Office.....	31
52.0 Contracts	31
53.0 Students Guild and Other Student Associations	31
54.0 Alumni Association	31
55.0 University Lawyers	31
56.0 Language of Instruction.....	32
57.0 Statutes, Rules and Regulations.....	32
58. Graduation Ceremony	33
59.0 University Assets	34
60.0 Amendment of the Charter.....	34
61.0 Saving	34

PREAMBLE

A Charter to Establish Victoria University:

This document may be cited as Victoria University Charter, and shall come into operation on such a date, as the President of the Republic of Uganda shall determine in accordance with the Universities and Other Tertiary Institutions Act 2001 (as amended). This Charter is to provide for the establishment, control, governance and administration of Victoria University and for other related purposes.

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PART 1

PRELIMINARIES

1.0 Attestation

We, the Stakeholders of Victoria University having convened at Victoria Towers located on Plot 1/13 Jinja Road, Kampala from 1st October, 2013, resolved that a Charter be sought for Victoria University in order to enable the University to become not only one of the centres of academic excellence in the region, but internationally. This idea was arrived at after carefully assessing the current educational system visa-vie the economic needs in the country. It is argued that if Uganda through its vision of 2040, aims at becoming an industrialized nation, then the educational landscape ought to be realigned. To achieve the aforementioned aim, the Stakeholders of Victoria University strive to develop a University with a status of a Charter, as enshrined under Section 100(1) of the Universities and Other Tertiary Institutions Act 2001 (as amended), so the institution may ably impart knowledge and skills through high-level training, research and development. Regulations, which were considered while developing this charter, are:

- i. Universities and Other Tertiary Institutions Act 2001 (as amended in 2003 and in 2006)
- ii. Statutory Instruments No. 1 (2007) Naming of Universities, Other degree Awarding Institutions
- iii. Statutory Instruments No.63 (2007) Minimum Entry Requirements for Admissions to Universities or Other Tertiary Institutions
- iv. Statutory Instruments No.34 (2008) the Universities and Other Tertiary Institutions (Quality Assurance) Regulations
- v. Statutory Instruments No.35 (2008) The Universities and Other Tertiary Institutions (Basic Requirements and Minimum Standards for Procurement Education and Training)
- vi. Statutory Instruments No.61 (2007) Letters of Interim Authority for Private Universities and Provisional Licence for Private Other degree Awarding Institutions
- vii. Statutory Instruments No.62 (2007) Equating of Degrees, Diplomas and Certificates
- viii. Statutory Instruments No.80 A (2008) Establishing and Operations of Private Universities and Private Tertiary Institutions

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- ix. Statutory Instruments No.80 B Checklist of Quality and University Capacity Indicators for Assessment of Universities and Programmes
- x. Statutory Instruments No.80 C Application for Provisional Licence to Establish and Operate a Private University
- xi. Statutory Instruments No.85 (2005) Institutional Standards
- xii. Constitution of Uganda
- xiii. Constitution Amendment Act (2005)
- xiv. BVET-Act (2008)

2.0 Short Title

This Charter may be cited as the Victoria University Charter 2019, and shall commence on the date of signature by the President of the Republic of Uganda.

3.0 Interpretation

3.1 Academic Registrar: means an officer of the University who in conjunction with the Deputy Vice Chancellor Academic Affairs (DVCAA) coordinates all the academic affairs of the institution under Section 31.0 of this Charter. Academic Registrar takes care of all the responsibilities of a DVCAA if the DVCAA is not appointed.

3.2 Academic Year: means a specified period for an academic pursuance as prescribed in the Statutes, or such other period as the Council may determine;

3.3 Affiliated Institutions: means institutions, which have academic links with Victoria University for being able to offer programmes leading to the award of university degrees, diplomas and certificates of Victoria University.

3.4 Alumni/Convocation: means the Association of graduates of Victoria University provided for under Section 54.0 of this Charter.

3.5 Administrative, Appointments and Staff Welfare Committee: means the body, which is responsible for the appointment, confirmation, promotion, discipline and welfare of the University staff.

3.6 Associate Professor: An academic ranking below a Professor

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3.7 Board: means the Board of Directors as established under Section 18.0 of this Charter.

3.8 Chairperson of Council: means a person appointed by the Board of Directors of the University, as provided for in Section 20.5 of this Charter.

3.9 Chancellor: means the ceremonial head of Victoria University, appointed under Sections 27.0 of this Charter.

3.10 Charter: means Victoria University Charter.

3.11 Chief Internal Auditor: means a person holding the office of Chief Internal Auditor as provided for under Section 36.0 of this Charter.

3.12 Constituent College: means the Constituent College established under Section 16.0 of this Charter.

3.13 Council: means the University Council as established under Section 21.0 of this Charter.

3.14 Dean of Students: means a person who oversees the welfare of students, and as appointed under Section 34.0 of this Charter.

3.15 Deans, Directors and Heads: mean persons who lead established academic units, as appointed under Section 24.0 of this Charter.

3.16 Deputy Vice-Chancellor: means the person appointed to assist the Vice-Chancellor(s) under Section 29.0 of this Charter.

3.17 Deputy Vice-Chancellor Academic Affairs: means the officer of the University who assists the Vice-Chancellor in the management of academic matters under Section 29.0 of this Charter.

3.18 Deputy Vice-Chancellor Finance and Administration (DVCFA): means the officer of the University who assists the Vice-Chancellor in administration and financial matters.

3.19 Bursar: means a person in charge of the office of Finance department or directorate as provided for under Section 33.0 of this Charter.

3.20 Director of an Institute or a Directorate: means a person appointed to head an Institute or a Directorate under Section 24.0 of this Charter.

3.21 Facility Manager: means a person in charge of the office of the estates department, directorate or unit as established under Section 38.0 of this Charter.

3.22 Faculty/School/Institute Board: means the established organ that governs a Faculty/School/Institute of the University under Section 23.0 of this Charter.

3.23 Financial Year: means the period of twelve months beginning on a specified day and ending on a specified day, or as may be determined by Council for the purpose of financial control, established under Section 43.0 of this Charter.

3.24 Government: means the Government of the Republic of Uganda.

3.25 Graduate: means a person upon whom a degree has been conferred by Victoria University under the provision of this Charter.

3.26 Head of Department: means a person appointed to be in charge of a department under Section 24 of this Charter.

3.27 Human Resource Manager: means an officer who is in charge of the recruitment of the Victoria University staff on behalf of Council under the provision of this Charter.

3.28 Librarian: means a qualified person holding office of the Librarian of the University as provided for under Section 32.0 of this Charter.

3.29 Management Committee: means a body that consists of members of Top Management for making decisions regarding the day-to- day operations of the University as prescribed in the Statutes and in accordance with the provision of this Charter.

3.30 Medical Officer: means a qualified person holding the office of Medical Officer as provided for in Section 37.0 of this Charter.

3.31 National Council: means the National Council for Higher Education established under the Universities and Other Tertiary Institutions Act 2001 (as amended).

3.32 Principal: means the Head of a Constituent College of the University.

3.33 Professor: means the highest academic position at the University.

3.34 Quality Assurance Officer: means the officer in charge of Quality Assurance matters at Victoria University.

3.35 Regulations: mean the rules and guidelines of the University as prescribed in the Statutes and in accordance with Section 57.0 of this Charter.

3.36 Senate: means the highest organ of the University known as the ‘the University Senate’, with supreme powers on all academic matters as provided for under Section 22.0 of this Charter.

3.37 Support Staff: mean all persons employed by the University who are not members of the administrative staff or academic staff, as established in Section 40.0 of this Charter.

3.38 Statutes: mean the laws or the constitution of the University made in accordance with the provisions of this Charter.

3.49 Student: means a person registered by Victoria University for attaining knowledge and or academic qualification and determined by the Senate as prescribed in the Statutes and in accordance with the provision of this Charter.

3.40 Students' Guild: means the Students' association established under Section 53.0 of this Charter.

3.41 Top Management: means the Vice Chancellor, Deputy Vice Chancellors, Academic Registrar, University Secretary, Bursar, Quality Assurance Officer, Dean of Students, University Librarian and a Representative of the Deans.

3.42 Directors: mean members in the board of Directors to provide guidance and strategic oversight to the University Council in accordance with the provision of this Charter.

3.43 Un-earmarked University Funds: mean general tuition income less provision for staff emoluments, administrative costs and any surplus.

3.44 University Secretary: means the officer who is in charge of the day-to-day administration of the University as appointed under Section 30.0 of this Charter.

3.45 University: means Victoria University.

3.46 University College: means a College affiliated to Victoria University or a Constituent College of Victoria University.

3.47 University Staff Tribunal: means a body set up by Council to resolve internal disputes between the University Administration and staff as provided in the Statutes and in accordance with provisions of this Charter.

3.48 University Staff Association: means an Association of all members of Administrative, Academic, and Support Staff as provided in the Statutes and in accordance with provisions of this Charter.

3.49 Vice Chancellor: means the Chief Executive Officer of the University appointed to oversee the day- to-day running of the academic, administrative and financial affairs of the University under Section 28.0 of this Charter.

3.50 Victoria University: means the University established in accordance with the provisions of this Charter.

3.51 VU: means Victoria University.

PART II
ESTABLISHMENT OF THE UNIVERSITY

4.0 Establishment of Victoria University

4.1 Name of the University

There is hereby established a private University to be known as Victoria University.

4.2 The name shall be the monopoly of the University and no person or organization shall use the name for business or other related purposes without express written permission from the Vice Chancellor in consultation with the Council.

5.0 The University Autonomy

5.1 The University is owned by Victoria University Limited which is a body corporate with perpetual succession.

5.1.1 Victoria University Council shall operate autonomously and run the University affairs independent from Victoria University Limited through Powers of Attorney dated 20th March 2019 (Appendix I) with the absolute power and capability to;

5.1.2 Take, purchase or otherwise acquire, hold, charge and dispose of movable and immovable property.

5.1.3 Borrow or lend money.

5.1.4 Sue or be sued in the names of Victoria University as in accordance with the Power of Attorney.

5.1.5 Enter into contracts with any person, corporate or individual.

5.1.6 Receive bequests and gifts which shall be used for the purposes stated by the persons making such bequests and gifts, and

5.1.7 Do or perform all such other things or acts for the proper performance of its functions and for the furtherance of the provisions of this Charter, which may lawfully be done or performed by a body corporate.

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5.1.8 Victoria University is a for profit institution and has shares, dividends or other pecuniary benefits attributable to or as claimed by the owners or any other person in any proprietary capacity.

5.1.9 For the avoidance of any doubt, should the purposes for which Victoria University founded fail or cease, all the land and buildings donated to it shall revert to the original donors.

6.0 The Motto, Emblem and Flag of the University

6.1 VU shall have a motto, which reads: *come Prepared to Learn, Leave Prepared to Succeed.*

6.2 The motto talks about the University preparing focused students to succeed by constantly aligning itself with dynamic demand in the field.

6.3 The Emblem of the University is a registered trademark in Class 41 under No. 61379 indicated as a series of marks as shown below;



6.4 The acronym of Victoria University is 'VU'.

7.0 Location of the University

The current main Campus of Victoria University is located at **Victoria Towers on Plot 1/13 Jinja Road, Kampala from 1st October, 2013**, but may be situated in such other location as the University may determine with the approval of Council.

8.0 Common Seal

8.1 The University shall have a Common Seal as prescribed in the Statutes.

8.2 Except for the signing of academic transcripts, which may be signed and sealed only by the Academic Registrar, the use of the Common Seal of the University shall be authenticated by signatures of Vice Chancellor, University Secretary and Academic Registrar (for academic documents) or Bursar (for non-academic documents).

8.3 For purposes of the academic awards and authentication of the University, the signatures of the Vice-Chancellor and the Academic Registrar shall authenticate the Common Seal.

8.4 The signature(s) of the Vice Chancellor or of two members of the Council shall be independent of the signing by any other person as a witness.

8.5 A Certificate signed by a University official prescribed in Section 8.2 and any instrument purporting to be made or issued by the University shall be conclusive evidence of that fact.

8.6 Every document purporting to be;

8.6.1 an instrument made or issued by or on behalf of the University and sealed with the Seal of the University authenticated in the manner provided by Subsection (8.2) of this Charter shall be signed or executed by the designated officer of the University authorized by the Council to act on his or her behalf; or

8.6.2 An authenticated certificate of the University shall be conclusive evidence of what it purports to be, without further proof, unless the contrary is shown.

8.6.3 The Common Seal of the University shall be in the custody of the designated officer determined by Council and shall not be used or affixed to any instrument except in pursuance of a resolution duly adopted by the Council in accordance with the provisions of this Charter.

8.6.4 The University Secretary or any other designated officer determined by the Council shall maintain a register of all documents to which the University Seal has been affixed.

8.6.5 For the purposes of this Charter, all documents, transactions or dealings emanating from the University shall bear the name "**Victoria University**".

9.0 Vision of the University.

The vision of the University is, "To be a World Class University for Transformational Education."

10.0 Mission of the University

The mission of the University is, "To Provide a Dynamic Environment for Learning, Innovation, Research and Community Engagement."

11.0 Ownership of the University

11.1 VU is owned by the Victoria University Limited (Reg. No. 132698).

11.2 VU is a privately owned, for profit educational institution situated in the Central Region of Uganda established to provide Higher Education training, research and community services for local and international students.

12.0 Objectives of the University

12.1 The objectives of the University shall be to:

12.1.1 Provide teaching, learning and research and a well laid out academic activities, which allow learners to acquire knowledge in a holistic and conducive environment so they are able to grow and develop their skills personally, socially, academically, and professionally.

12.1.2 Identify and develop manpower with the capacity to cause change in societies.

13.0 Functions of the University

The functions of the University shall be to:

13.1 Provide an enabling teaching and learning environment to all those admitted to the University and to make provision for the advancement, transmission and preservation of knowledge;

13.2 Engage in solving real life problems through conducting applied research Conduct research;

13.3 Maintain standards and any other requirements set by the National Council for Higher Education or any other such agencies for the purpose of admission, teaching and assessment;

13.4 Conduct examinations leading to the award of degrees, diplomas certificates and other awards in the manner provided for by the Statutes, rules and regulations of the University;

13.5 Admit to the University candidates for degrees, diplomas, certificates or other awards of the University and to confer such awards on candidates who merit them;

13.6 Confer the degree of doctor honours causa and other honorary awards which the University may wish to confer upon any person who has rendered distinguished service in the advancement of any branch of learning or who has otherwise rendered himself/herself worthy of such an award;

13.7 Solicit funds and other resources for its sustenance.

13.8 Promote quality education in sciences, management, humanities and any other fields through the provision of instruction to those admitted to the University and to stimulate a spirit of vocationalization and entrepreneurship.

13.9 Promote and undertake the development and sustenance of research and publication in the above-mentioned fields.

13.10 Render community services as may be determined by the Council.

13.11 Carry out any other functions as may be permitted by the Council in consultation with the Board of Directors.

14.0 Membership of the University

The membership of the University shall comprise:

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14.1 The Board of Directors
14.2 The Chancellor;
14.3 The University Council;
14.4 The Vice-Chancellor;
14.5 The Deputy Vice-Chancellor(s);
14.6 The Academic Registrar
14.7 The University Secretary
14.8 The Senate;
14.9 The University Management;
14.10. The Academic Staff;
14.11 All other members of staff of the University;
14.12 The Students of the University;
14.13 The Alumni;
14.14 Such other members of the University formally admitted into association with the University as the Council may, from time to time, determine.

15.0 Admission to the University

Admission to the University shall be open to all persons who meet the standards of admission without discrimination. Admission shall be given in accordance with the available regulations.

16.0 Constituent Colleges and Affiliate Institutions

The Council may, by resolution and in consultation with the Board of Directors and approval of the National Council for Higher Education;

16.1 Establish Colleges or Institutions as Constituent bodies of the University.

16.2 Declare a Private Tertiary Institution as a Constituent College or Affiliated Institution of the University.

PART III
GOVERNANCE (1)

17.0 Governance of the University

The governance of the University shall be vested in the following:

- 17.1 The Board of Directors.
- 17.2 The Council.
- 17.3 The Senate.
- 17.4 University Management.
- 17.5 Students' Guild.
- 17.6 Academic Staff Association; and
- 17.8 Administrative and support staff.

18.0 The Board of Directors of Victoria University Limited

There shall be a body to be known as the Board of Directors appointed by the shareholders of Victoria University Limited and independent members, which shall perform its functions in accordance with the provisions of this Charter. The Board shall contain founders of the University or their designees.

19.0 Membership of the Board

19.1 The Board of Directors shall consist of such members and numbers, as may be determined by the founding body, to perform certain functions such as promoting and realizing funds for the University Council.

19.2 Members of the Board shall be persons of high integrity who possess the capacity and competence to serve on the Board.

19.3 The founding body shall appoint the Chairperson of the Board of Directors and the Board shall appoint from among its members, the Vice-Chairperson.

19.4 The Board shall have the powers to regulate its own procedure, which can be adjusted from time to time.

20.0 Functions of the Board

The functions of the Board shall be to:

- 20.1 Receive and consider reports of the University Council.
- 20.2 Act as custodian and owners of the University property.
- 20.3 Assist the University in acquisition of assets and finances.
- 20.4 On the recommendation of the University Council, to appoint the Chancellor;
- 20.5 Appoint the Chairman and members of the University Council; and
- 20.6 Any other function that may arise.

21.0 The University Council

21.1 There shall be a Council to be known as the University Council, which shall be in charge of strategic policy direction of the university and shall ensure due implementation of the objectives and functions of the university.

21.2 The University Council shall be responsible to the Board of Directors of Victoria University Limited.

21.3 The composition of the Council includes ex-officio, elected and appointed members, with a majority of independent persons who are not employees or students of the University.

21.4 There shall be a minimum of five (5) appointed members of Council by the Board of Directors.

21.5 The membership and Executives of Council shall be in accordance with the University Council Charter, policies, manuals and other Statutes of the University.

21.6 The term of office of Council shall be in accordance with the University Council Charter, policies, manuals and other Statutes of the University.

21.7 The powers and functions of Council shall be in accordance with the University Council Charter, policies, manuals and other Statutes of the University.

21.8 The meetings of Council shall be in accordance with the University Council Charter, policies, manuals and other Statutes of the University.

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21.9 The committees of Council shall function in accordance with the University Council Charter, policies, manuals and other Statutes of the University.

PART IV
GOVERNANCE (2)

22.0 The Senate

22.1 There shall be a University Senate, which shall be the supreme academic organ of the University.

22.2 The University Senate shall be responsible to the Council of Victoria University.

22.3 The composition of the Senate includes ex officio, elected and appointed members.

22.4 The membership and Executives of Senate shall be in accordance with the University Senate Handbook, policies, manuals and other Statutes of the University.

22.5 The term of office of Senate shall be in accordance with the University Senate Handbook, policies, manuals and other t of the University.

22.6 The powers and functions of Senate shall be in accordance with the University Senate Handbook, policies, manuals and other Statutes of the University.

22.7 The meetings of Senate shall be in accordance with the University Senate Handbook, policies, manuals and other t of the University.

22.8 The committees of Senate shall function in accordance with the University Senate Handbook, policies, manuals and other Statutes of the University.

23.0 Boards of School/Faculty/Institute

There shall be academic bodies to be known as Boards within each School/Faculty/Institute and whose functions and compositions shall be determined by the Senate in accordance with the University Senate Handbook, other Statutes of the Universities and approval of University Council.

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**24.0 Deans of School/Faculty/Directors of Institute/Heads of other Academic Bodies/
Any other such officer**

There shall be a Dean for each School/Faculty or Director for each Institute or Head for each other Academic Body, or any other such officer, whose appointment, term of office, roles, responsibilities etc. shall be in accordance with the Human Resource Policy, and Statutes of the University.

25.0 Departments

Each School/Faculty/Institute shall have Departments for the various disciplines of study covered by the School/Faculty/Institute or other academic body whose functions and compositions shall on the recommendation of Senate, be determined in University Senate Handbook and other Statutes of the Universities.

PART V
OFFICERS OF THE UNIVERSITY

26. Officers of VU

There shall be officers of the University as outlined in this Charter and in accordance with the organogram, Human Resource Policy, handbooks, manuals, other policies and Statutes of the University.

27.0 Chancellor

- 27.1 There shall be a Chancellor who will be the ceremonial or titular head of the University.
- 27.2 He/she shall be appointed on terms and conditions determined by the Board of Directors.

28.0 Vice-Chancellor

28.1 There shall be a Vice-Chancellor who shall be the Chief Executive Officer of the University in charge of all academic and administrative matters;

28.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

28.3 The job description may change from time to time as per requirements of the University.

29.0 Deputy Vice-Chancellors

29.1 There shall be a Deputy Vice-Chancellors of the University whose numbers, and functions, appointments, term of office, roles, responsibilities and any other requirement shall be determined by Council in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

29.2 The job description may change from time to time as per requirements of the University.

30.0 University Secretary

30.1 There shall be a University Secretary to be secretary of the University Council and shall assist the Vice-Chancellor in the administration of the University, including but not limited to

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the handling of policy and regulatory matters etc. in accordance with the University Statutes, rules and regulations made under the provisions of this Charter.

30.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

30.3 The job description may change from time to time as per requirements of the University.

31.0 Academic Registrar

31.1 There shall be an Academic Registrar who shall be the secretary of Senate, coordinate all academic matters and shall be custodian of all academic documents in the University as prescribed in the Human Resource Policy and Statutes;

31.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

31.3 The job description may change from time to time as per requirements of the University.

32.0 University Librarian

32.1 There shall be a University Librarian who shall be in charge of managing and controlling all the University Library and Information systems and services as prescribed in the Human Resource Policy and Statutes.

32.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, t and organogram of the University.

32.3 The job description may change from time to time as per requirements of the University.

33.0 Bursar

33.1 There shall be a Bursar who shall manage all the University finance records including budgeting and financial planning and reporting as prescribed in the Human Resource Policy and Statutes.

33.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

33.3 The job description may change from time to time as per requirements of the University.

34.0 Dean of Students/ Any other such officer responsible for student affairs

34.1. There shall be a Dean of Students or any other such officer responsible for student affairs who shall manage all the students' matters including welfare and disciplinary matters as prescribed in the Human Resource Policy and Statutes.

34.2. The Dean of Students or any such officer will be responsible to the Academic Registrar or any other delegated officer.

34.3 The term of appointment of the Dean or any such officer in that capacity, his/her roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

34.4 The job description may change from time to time as per requirements of the University.

35.0 Principal of Constituent/Affiliated College/ Any other such officer

35.1 There shall be a Principal or any other such officer for any Constituent/Affiliated College established by the National Council for Higher Education.

35.2. The Principal of a Constituent/Affiliated College/Campus, or any such officer appointed in that capacity will be responsible to the University Deputy Vice Chancellor Academic Affairs or any such delegated officer in that capacity and will represent the College/Campus

in University Senate, University Council or any other forum/ organ/ committee as decided by the Council from time to time.

35.3 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

35.4 The job description may change from time to time as per requirements of the University.

35.5 Any change in policy and manual, will affect the roles and responsibilities in the charter.

36.0 Chief Internal Auditor/Any other such officer

36.1 There shall be a Chief Internal Auditor or any other such officer acting in that capacity who shall be responsible for organizing and operating an efficient Internal Audit System for the University in accordance with international auditing standards and the Financial Guidelines of the University Council as prescribed in the Human Resource Policy and Statutes.

36.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

36.4 The job description may change from time to time as per requirements of the University.

37.0 Medical Officer/Any other such officer

37.1 There will be a Medical Officer or any other such officer in that capacity who shall be responsible for the organization, management and operation of the medical facilities, care services and all related public health activities of the University.

37.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

37.4 The job description may change from time to time as per requirements of the University.

38.0 Facility Manager/Any other such officer

38.1 There shall be a Facility Manager or any other such officer in that capacity who shall be responsible for managing and ensuring the provision of technical services in the planning and development of physical infrastructure of the University as prescribed in the Human Resource Policy and Statutes.

38.2 The Facility Manager shall report to the University Secretary.

38.3 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

38.4 The job description may change from time to time as per requirements of the University.

39.0 Quality Assurance Officer/Any other such officer

39.1 There shall be a Quality Assurance Officer or any other such officer who shall be responsible for managing and ensuring the provision of quality educational activities and shall be involved in the planning and operational services of the University as prescribed in the Human Resource Policy and Statutes.

39.2 The appointment, term of office, roles, responsibilities and any other requirement shall be in accordance with the Human Resource Policy, individual contract, handbooks, manuals, other policies, Statutes and organogram of the University.

39.3 The job description may change from time to time as per requirements of the University.

PART VI

STAFF OF THE UNIVERSITY

40.0 Categories of Staff

There shall be three categories of University staff, which will include academic, administrative and support staff as prescribed in the Human Resource Policy and Statutes.

41.0 Staff Associations

There shall be a VU Staff Association for academic, administrative and support staff in accordance with the Statutes.

PART VII

FINANCIAL PROVISIONS

42.0 University Fund

42.1 The Council, in consultation with the Board may raise funds by way of collection of fees from students, deposits, loans, grants, donations and investments in scientific and industrial projects, land and other investment projects.

42.2 All monies received under this section shall constitute the University Fund and shall be deposited to the credit of Victoria University in a bank proposed by Council and shall be managed in accordance with the provisions of this Charter and the financial regulations made there under.

42.3 In all cases, any financial implication, including but not limited to expenditures and investments shall be approved by the Council in consultation with the Board of Directors.

43.0 University Financial Year

43.1 The financial year of the University shall be the period of twelve months or such other period as the Council may determine.

43.2 In all cases, change in the financial period shall be approved by the Council in consultation with the Board of Directors.

44.0 Annual Budget

44.1 There shall be established an annual budget prepared six months before the end of each financial year caused by the Council to be prepared, estimates of income and expenditure of the University for the ensuing year.

44.2 The annual budget shall be approved by the Council in consultation with the Board of Directors least three month before the commencement of the Financial Year to which it relates.



44.3 In all cases, the annual budget shall be approved by the Council in consultation with the Board of Directors.

44.4 No expenditure shall be incurred for the purposes of the University, except in accordance with the approved Budget or in evidence of an authorization by Council.

44.5 An agreed percentage of the un-earmarked annual University funds shall be deposited into the Trust Fund determined by Council in consultation with the Board of Directors.

45.0 Audits

45.1 There shall be an audit of all University accounts, dealing and financial operations in respect of each financial year and in accordance with the University financial regulations made under the provisions of this Charter and the accounts and any such dealings, shall be subject to audit by external auditors who, shall be appointed by the Council.

45.2 The external auditors shall be appointed every three years or as determined by Council.

46.3 In all cases, the external auditors shall be approved by the Council in consultation with the Board of Directors.

46.0 Donations

46.1 The Council may, with approval of the Board, set aside a sum of money as deemed fit, out of which donations for charitable purposes may be made.

46.2 In all cases, any such donation shall be approved by the Council in consultation with the Board of Directors.

47.0 Scholarships and Bursaries

47.1 The University Council, may award a Scholarship or Bursary for the full or remaining period of the course of study to any such student with best results and or with exemplary character and behaviour, or people of outstanding talents in fields such as sports or to any disadvantaged person whose University entry performance was found to be outstanding.

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47.2 In all cases, any such scholarship or bursary shall be approved by the Council in consultation with the Board of Directors.

48.0 Investments of University Funds

48.1 The University Council may, in consultation with and in agreement with the Board of Directors, invest monies not immediately required for the purpose of the University activities in accordance with the laws of Uganda.

49.0 Borrowing Powers

49.1 The University Council may in consultation with and in agreement with the Board of Directors exercise all the powers of the University to borrow money and to mortgage or charge its undertaking or property or any part thereof.

49.2 In all cases, any such activity shall be approved by the Council in consultation with the Board of Directors.

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PART VIII

GENERAL PROVISIONS

50.0 Academic Year

The academic year of the University shall run for a period determined by the Council, in consultation with the Senate and Board, may determine.

51.0 Vacation of Office

The provisions dealing with vacation of office shall be in accordance with the Human Resource Policy, manuals, handbooks and Statutes of the University.

52.0 Contracts

There shall be Contracts made on behalf of the University and other parties in accordance with University policies, manuals, handbooks, other policies and the Statutes.

53.0 Students Guild and Other Student Associations

There shall be a Students' Guild through which students shall be organized to express their views and manage the Guild Council headed by an elected Guild President in accordance with the Guild Constitution and the University Statutes, policies, manuals, handbooks, rules and regulations.

54.0 Alumni Association

54.1 There shall be an Alumni Association of the University, which shall consist of all the former students who have graduated from the University, and members of staff and such other persons as may be authorized by the Council.

54.2 The Alumni Association shall be headed by an elected Alumni President in accordance with the Alumni Association's by-laws/constitution and the University Statutes, policies, manuals, handbooks, rules and regulations.

55.0 University Lawyers

55.1 There shall be a firm or firms of lawyers to represent the University, appointed by the Council in consultation with the Board of Directors

55.2 In all cases, such firm or firms of lawyers shall be finally approved by the Board of Directors.

56.0 Language of Instruction

English shall be the official language of the University, but there shall be authorization of the study of a specialized course in other languages as prescribed in the Statutes.

57.0 Statutes, Rules and Regulations

57.1 There are and there shall be Statutes, rules and regulations including but not limited to the following:

- i. Master Plan 2013-2038
- ii. Strategic Plan 2017-2022
- iii. Human Resource Manual 2018
- iv. Student Progression and Academic Performance Policy 2018
- v. Exemption and Credit Transfer Policy 2018
- vi. Undergraduate Admission Policy 2018
- vii. Tuition and Fees Collection Policy 2018
- viii. Code of Ethical Conduct Policy 2014
- ix. Students Internship Policy 2015
- x. Staff Promotion Policy 2018
- xi. Graduate Handbook 2018
- xii. Examination Guideline and Behaviour 2014
- xiii. Policy on Peer Review of Teaching 2014
- xiv. Students Handbook 2015
- xv. Standing orders for Council 2014
- xvi. Research and Intellectual Property Policy 2018
- xvii. University Council Manual 2018
- xviii. Procurement Policy 2018
- xix. Financial Policy 2018
- xx. Quality Assurance Policy 2018
- xxi. Research Guideline 2018
- xxii. University Governance Manual 2018
- xxiii. Coursework and Project Submission Policy 2018

xxiv. Community Outreach Policy 2018

xxv. Library Policy 2019

xxvi. Senate Manual 2019

57.2 The Council shall, with the approval of the Board, make Statutes, Rules and Regulations not inconsistent with this Charter.

57.3 Without prejudice to the generality of the foregoing, the Council shall make Statutes in respect of the following

57.3.1 Establishment of Constituent Colleges, Schools, Faculties, Institutes and Departments of the University

57.3.2 Management of University finances and academic matters.

57.3.3 Terms and conditions of service for staff.

57.3.4 Establishment, composition and terms of reference of Committee of the Council

57.3.5 Regulating the membership, powers and functions of the Alumni.

57.3.6 Students affairs.

57.3.7 Affiliation of Tertiary Institutions to the University.

57.3.8 Awards of honorary degrees and other awards.

57.3.9 Any other matters, which may require prescription by the Council.

58. Graduation Ceremony

58.1 There shall be a graduation ceremony or ceremonies organized by the University at a time arranged by the University Management in accordance with the Senate Manual and in consultation with the Council.

58.2 During graduation ceremony or ceremonies, degrees or any other qualifications or titles of the University shall be conferred upon or awarded to graduands.

58.3 At the graduation ceremony or ceremonies the Chancellor shall preside and address the congregation, and in his/her absence, the Vice-Chancellor or any other designated officer determined by Council shall preside.

59.0 University Assets

59.1 The Council shall cause to be maintained an up-to-date inventory of all University assets of whatever description under the custody of the University Secretary or any designated officer determined by Council.

60.0 Amendment of the Charter

60.1 After adoption of this Charter by the University Council, no amendment shall be effected to any provision of this Charter unless;

60.1.1 A notice of at least thirty days has been given to the members of both the Council and Board of Directors stating the subject matter being proposed for amendment; and

60.1.2 Any such proposed amendment has been debated and adopted by two thirds (2/3) of all members present at a special meeting of Council;

61.0 Saving

61.1 Upon the grant of a Charter under the Universities and Other Tertiary Institutions Act 2001 (as amended), the following provisions shall have effect:

61.1.1 All the rules, regulations, orders and decisions made under the Provisional License of Victoria University shall in so far as they are consistent with this Charter, continue in force until revoked or replaced by new ones under this Charter; and

61.1.2 All acts, agreements, contracts, appointments, or programmes made or started under the Provisional License shall, in so far as they are consistent with this Charter, continue in existence as if made under this Charter until their expiry.



Chairman

University Council



Ag. University Secretary/Secretary