COLLECTION OF EBKUST POLICIES

ERNEST BAI KOROMA UNIVERSITY OF SCIENCE AND TECHNOLOGY

KNOWLEDGE FOR INNOVATION

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Introduction

This Handbook of University policies and regulations are designed to provide a framework of practice within which members of the Ernest Bai Koroma University of Science and Technology can pursue such objectives, and their interests, without interfering with those of other members, or of the general public. By accepting a place at University, staff and students agree to abide by the University Regulations and policies.

The EBKUST in Perspective

Upon Cabinet approval, a Bill was sent to Parliament in June 2014, amending the Universities Act 2005 to establish the Ernest Bai Koroma University of Science and Technology; and another (The Polytechnics (Amendment) Act, 2014) to "delete the Makeni Polytechnic and Port Loko Polytechnic from the Schedule of the Polytechnics Act 2001 because these institutions have been upgraded to University status under the Universities (Amendment) Act 2014".

On the 17th day of September 2014, this was signed into law the Universities (Amendment) Act 2014 establishing the Ernest Bai Koroma University of Science and Technology, comprising:

(1) "The Magburaka University College incorporating the Islamic College, Magburaka and the Government Technical Institute, Magburaka;

(2) The Makeni University College incorporating the Makeni Polytechnic and Teko Veterinary Institute; and

(3) Port Loko University College.

(4) Any other institution that may, on the advice of the Tertiary Education Commission, be constituted as a Campus by Statutory Instrument made by the Minister".

The Secretariat of the Ernest Bai Koroma University of Science and Technology, in the heart of the Tonkolili District, with campuses in the three northern-district-headquarter towns of Makeni (in Bombali), Port Loko (in Port Loko) and Magburaka (in Tonkolili).

The University does not have a long history, but the constituent institutions do have thriving history and purpose-built campuses to leverage; though with a huge need for rehabilitation and upscaling. The former Women's college and later Port Loko Teachers' College that now constitutes the Port Loko campus, was the only tertiary institution for women that trained and certified authentic and diligent female teachers who have stood the test of time in the teaching vocation.

The now Makeni Campus was first established as a Catholic College, the St. Augustine's College, and later became the Makeni Teachers, which then morphed into the Northern Polytechnic. Here morality was key for all graduates of the college. The impact created by teachers from this college was of no mean feat. The former Veterinary Institute at Teko, which is another location of the Makeni Campus, was headquarter for veterinary research in the sub-region. This now sadly stands in ruins.

The former Islamic College that now houses the Secretariat, and the former Government Technical Institute, otherwise referred to as the Trade Centre in Magburaka, now the Institute of Technical and Vocational Education and Training in the Faculty of Engineering were the pride for Islamic and Technical education in the northern region.

These were all established to provide a holistic education for *corpus, anima et spiritu* (body, mind, and spirit).

Though not limited to the following there are six strategic pillars that guide the operations of the University. These include:

1. Widening Access and Participation – providing for financially needy students from poor rural homes.
2. Provision of relevant and high-quality academic programmes
3. Intensifying performance in research and innovation

4. Strengthening capacity for excellence in delivery

5. Ensuring institutional efficiency and effectiveness

6. Strengthening engagement and global impact

Vision

The vision of **EBKUST** is to be a world-class African university dedicated to excellence in teaching, research and innovation, and service that result in the production of a critical mass of graduates that possesses the right mix of knowledge, skills, and competencies to be self-reliant and to transform their communities, the nation, and the world.

Mission

EBKUST is committed to:
- quality education, grounded in Science and Technology, that empowers self, community, nation and the world;
- opening windows of opportunity for all to accessing functional knowledge, skills, and competencies;
- research that transforms the lives of people;
- service to community, nation and the world at large;
- meaningful contribution to national development in all its ramifications.

EXAMINATIONS POLICY AND PROCEDURES

Preamble

Few years of Ernest Bai Koroma University of Science and Technology's existence the perception of it being a glorified secondary school has quickly changed, and today Ernest Bai Koroma University of Science and Technology as a force to reckon with amongst the Universities in Sierra Leone.

Policy Statement

Examinations at Ernest Bai Koroma University of Science and Technology are conducted to determine students' learning progress in attainment of their academic objectives relative to the educational service delivery designed and packaged in its curriculum. The University is committed to maintaining strategies that provide a conducive environment where a student's performance in the examination reflects his/her actual ability and the appropriateness of the curriculum.

Policy Objectives

The purpose of this Policy is to achieve coordinated and consistent examination practices across Ernest Bai Koroma University of Science and Technology. It is also meant to inform students and staff of their roles and responsibilities regarding the examination.

Definitions and Scope

Ernest Bai Koroma University of Science and Technology recognizes only three types of examinations for which grades are legitimate. These are:

End of semester examinations

Examinations are held at the end of each semester for all courses unless otherwise directed by the Dean.

Final/Comprehensive examinations

Final/Comprehensive examinations are conducted in the last year of the programme of study for the degree or certificate. Assessment of a student for graduation will be by a Board of Examiners. An External Examiner appointed by the School/Faculty Board and approved by the University Senate shall serve as the Chief Examiner.

Reference/Supplementary examinations

Reference/Supplementary examinations are conducted for students who have been referred in the subject(s), or students who were not able to take the official examinations at the scheduled time based on valid reason approved by the University.

This policy applies to all three forms of examinations.

Timing of Examinations

Study break

There shall be a one-week study break before the commencement of all University scheduled examinations to enable students to prepare for the examinations.

Examination duration

Normally, there shall be an official three-week examination period at the end of each semester for the conduct of examinations. The same applies to final year comprehensive examinations.

Non-standard study period examinations

Examinations for units offered in non-standard study programmes (e.g. Faculty of Basic Health Sciences) will be arranged and conducted by the relevant School.

Examinations sessions

Examinations may be held within the period from 9.00 a.m. to 6.00 p.m. Monday to Saturday.

Students to be Available for Examinations

Students shall be available to undertake examinations throughout the periods designated for examinations as outlined in the University examinations time-table.

Location of examinations

Students shall sit to examinations at the campus at which they attend classes for the unit or course being examined.

Distance, online and off-campus units

Students enrolled in a unit in distance or online mode or at a location other than Magburaka, Makeni or Port Loko will sit examinations at the established examination centre closest to their semester address. For students enrolled in online mode, examinations may also be conducted online. Students will be notified of the location of the examination venue in writing by the relevant School for distance and off-campus units.

Examination adjustments for students with disabilities or medical conditions

Permanent disability and/or chronic medical condition

Adjustments to the examination conditions for students with a permanent disability and/or chronic medical condition shall be adhered to following the University Equality and Inclusion Policy.

Unexpected temporary disability or medical condition

A student with a temporary disability who cannot take the examination at the scheduled time may seek approval to take the Reference/Supplementary examination scheduled for that semester.

Examination Room Procedures

Appointment of Invigilators

Academic staff shall be called upon by the Examination Officer to serve as invigilators. A minimum of two invigilators shall be allocated to each examination room, one of whom shall serve as supervisor. On no occasion should a student or junior staff be assigned to invigilate an examination.

Powers of Supervisors

Supervisors will have responsibility for the conduct of examinations. An invigilator has and may exercise such powers as are reasonably necessary to ensure the proper and efficient conduct of the examination. A supervisor needs not to enter into debate with a candidate for any direction given to the candidate. A supervisor may require any person present in the examination room to:

(a) provide an ID card or other evidence to confirm his/her identity and eligibility to be in the examination room;

(b) show that the person does not have in his/her possession any unauthorised material as specified in the Academic Invigilation Policy;

(c) answer any question relating to that person's behaviour while in the examination room;

(d) leave an examination room if a supervisor considers that a candidate's behaviour, dress or appearance is such as to disturb or distract any other candidate;

(e) surrender any material, which the supervisor considers to be unauthorised; and/or

(f) comply with any direction the supervisor deems necessary to ensure the proper and efficient conduct of the examination.

Entry to an examination room

A person other than a supervisor or other authorized person may not, except with the permission of a supervisor, enter or remain in an examination room during an examination or during 45 minutes immediately preceding or immediately following an examination session. A candidate, on entering an examination room, must proceed without delay to the place to which the candidate is directed by a supervisor or by notice or other means and will not leave that place except with the permission or by the direction of a supervisor. A person, whether a candidate or not, who is permitted to enter or leave an examination room must comply with all conditions on which such permission is given.

Conduct of candidates

A candidate must not in any way engage in examination malpractice. The following constitute examination malpractice:

i. Having foreknowledge of the examination questions before the examination scheduled date and time;

ii. Taking documents into the examination hall that have a direct bearing on the questions;

iii. Discussing with colleague examinees while in the examination hall with the examination in progress;

iv. Copying from the work of colleague examinees in the examination hall;

v. Acting in a way that distracts the concentration of colleague examinees during the process of the examination;

vi. Exchanging of notes or papers between the examinees while the examination is in progress;

vii.   Submitting a written assignment purporting to be the student's original work, which was wholly or partly created by another person;

viii. Communicating by any means with another person other than the invigilator;

ix.   Copying from materials such as textbook or notes or other devices not specifically authorized by the invigilator;

x.   Looking at another person's paper;

xi.   Violating the prescribed procedures to protect the integrity of an examination;

xii.   Co-operating (aiding and abetting) with another person in academic dishonesty; and

xiii. Impersonating is examination malpractice.

A student caught in examination malpractice shall be reported to the Head of Department (HOD) who would conduct an investigation. The result of this investigation is then forwarded to the School Dean, who, upon satisfaction that the student has a case to answer, shall forward the matter to the disciplinary committee through the Deputy Registrar for further investigation.

Penalties for Examination Malpractice
Infringement of any of the regulations of this Policy will attract any of the penalties below:

i.   A grade of F, and a repeat of the module for the paper concerned;

ii.   A grade of E, for final year comprehensive examination and project;

iii.   Rustication for one year depending on the gravity of the offence;

iv.   Expulsion for persistent violation of this rule; and

v.   Repetition of all modules for that semester.

Starting time

- The reading time available to candidates before the commencement of writing the examination will be ten minutes. Candidates must not commence writing until the supervisor has given permission.
- Writing on or marking examination materials are not permitted during reading time.

Late arrival

Candidates who arrive within the first 30 minutes after the examination start time will be permitted to undertake the examination but will not be allowed additional time. Candidates who arrive later than 30 minutes after the examination start time will not be permitted to undertake the examination.

Identification

Candidates will produce their Student Identification (ID) card on demand at each examination. It must be displayed prominently on the desk during the examination. If the student does not have an ID card in his or her possession, an alternative photographic identification such as a national identity card or a national voter's card may be used where the candidate met all the other requirements for admission into the examination hall. Failure to provide suitable identification during an examination may result in the suspension of access to the examination room.

Attendance form

Candidates will complete an attendance form at every examination and will adhere to the instructions for the collection of the form as provided by the supervisor.

Early departure from examination rooms

A candidate must not leave the examination room until 30 minutes after the commencement of writing time or during the final 30 minutes of an examination. Candidates who wish to leave the examination room before the scheduled finish time (and within the time specified above) will adhere to instructions provided by the supervisor.

Conclusion of examination

After the examination, all candidates must remain seated until their papers are collected by a supervisor or until the supervisor has permitted them to leave the examination room.

Permitted materials that may be taken into an Examination room

Where specified books or other materials (restricted open book examinations) are permitted to be taken into an examination, such materials will be limited to those specifically recommended by the Lecturer-in-Charge and such materials will be listed on the examination paper cover sheet. The supervisor or other authorised person will inspect any such material to ensure that they comply with the approval and do not contain any unauthorised material. Where an examination is designated 'open book', there will be no restrictions on the materials which may be taken into an examination.

Use of Personal Electronic Devices in Examinations

Personal electronic devices may not be brought into or used in an examination room except with the prior approval of the Lecturer-in-Charge. Such approval must identify the category of electronic devices acceptable in the specific examination. Where use of personal electronic devices is permitted in an examination, they must be hand-held and internally powered silent; and not capable of wireless communication with other electronic devices.

Mobile Telephones

Mobile telephones are not permitted in any examination room.

Illness during Examination

If a candidate becomes ill during an examination and temporarily leaves the examination venue, but remains under supervision, no extra time will be allowed for the student to complete the examination. If the candidate cannot continue with the examination, the supervisor will note this and report the matter to the campus Examination's Officer for further action.

The Registrar or nominee will determine, in consultation with the Head of School, whether the student is to be given a deferred examination, subject to provision of relevant supporting documentation.

Breach of Procedures

Expulsion from the Examination room

A supervisor may immediately expel from the examination room any candidate who infringes on this Policy and Procedures. Any candidate who is so expelled may be allowed to continue his or her examination in subsequent papers/examinations, subject to the provisions of section 2.10.2 of this Policy.

Report and Investigation

A supervisor will report any breach of this Policy to the Head of School responsible for the course unit. Any such allegation should be investigated and resolved following the Student Code of Conduct and Discipline Policy.

Materials Left Outside Examination Room

The University accepts no responsibility for the security of any materials left outside an examination room.

Failure to attend deferred Examination

A student who, through illness or other exceptional cause beyond the candidate's control, fails to attend a deferred examination may apply for alternative assessment. The application should

normally be lodged directly with the Course Co-ordinator no more than five working days after the day of the original deferred examination. Approval will only be granted in exceptional cases and should not be assumed to be automatic.

Limit on number of deferrals

An examination or an alternative assessment may be deferred no more than twice (after the originally scheduled examination). If the student is again unable to undertake the examination or assessment, the further deferral will not be granted and the Instructor/Course Co-ordinator will be required to provide a final result for the course. If the student can provide evidence of continuing exceptional circumstances, the Instructor/Course Co-ordinator, after consultation with the student, may recommend to the Head of School that:

(a) the student's enrolment in the relevant unit be cancelled without academic penalty (but with financial liability); or

(b) other assessment accommodation(s) be made, having regard to the circumstances of the case as may be defined in related Academic Policy and Procedure documents.

Responsibility for Coordination

The Directorate of Academic Affairs working in collaboration with the Campus Examination Officers is charged with the responsibility of managing and supervising all examinations in the University.

STUDENTS CODE OF CONDUCT AND DISCIPLINE POLICY

Preamble

Ernest Bai Koroma University of Science and Technology is mindful of the fact that the University's vision can only be achieved if the teaching, learning, research and service activities occur in environments that are safe and free of violence, harassment, fraud, theft, disruption and intimidation. Promoting such environments necessitates the need for a policy on students' code of conduct and discipline, which outlines the rights and responsibilities of all students toward creating these supportive learning environments and a shared statement of personal commitment to uphold these values.

Policy Statement

The University shall enhance students' right to live and learn in a safe environment with the necessary facilities to live and learn therein. The University, however, expects students to behave in a way that will protect the liberty of staff and fellow students on the one hand, and the safety and proper use of the property of the institution, on the other hand.

Policy Objectives

The Policy seeks to encourage responsible behaviour, to maintain social order and to protect the rights and liberties of others. Penalties for infractions are also intended to be corrective rather than punitive.

Scope

This Policy shall regulate the conduct of all registered students of the University and it covers the protection of all students, staff and property of the University.

Use of College Property

Students are required to exercise due care and caution on the use of University property. University property of any description may not be removed from its assigned place without the written consent of the Head of Department concerned.

A student or group of students shall be held responsible for any damage to University property resulting from misuse or willful destruction to such property by the student or group of students.

Any violation of this rule shall require the offender to repair or to replace or pay in kind for such damage, inclusive of any additional cost.

For a flagrant and persistent offender, the matter shall be referred to the Disciplinary Committee for appropriate action.

Keys to Student Rooms

Loss of keys should be immediately reported to the Dean of Students' Office. Any incidence of loss of key, the defaulter should bear the replacement of the key, the cost of which shall be determined by the Dean of Students on the advice of the Estate Officer.

Keys must be returned on leaving campus at the end of each semester, and failure to do so renders the defaulter liable to a fine of Le10, 000 (Ten Thousand Leones) for each day he/she retains the keys and the total sum of such fine shall be paid before the student is allowed to register in the semester following the period of the offence.

The **unauthorized duplication of keys** to any University building, laboratory facility or room is prohibited. Offenders shall be referred to the Disciplinary Committee for appropriate action.

Public Rooms: Except with the prior permission of the Dean of Students or representative, all public rooms shall be vacated by 11.30 p.m. from Sunday to Thursday and by 12.30 a.m. on

Fridays and Saturdays. Public rooms shall include the lounges in the dormitories, the common rooms and the students' canteen.

Lecture Rooms: All lecture rooms shall be closed by 6.30 p.m. daily from Monday to Saturday inclusive and shall remain closed on Sundays, except wherein it is so deemed by lecturers, or permission obtained from the administration, through the Assistant Estate Officer.

Fire–Fighting Appliances: It shall be a serious offence against the University to interfere with, damage or remove, other than for fire-fighting purpose, any fire-fighting appliances.

Allocation of Rooms

The Dean of Students or representative shall at the beginning of each session allocate rooms to students in residence for the whole year. A student shall not change his/her room without the prior permission of the Dean of Students. R**ooms will be allocated as follows:**

    i.   **Single rooms**– preference will be given to final year students;

    ii   **Double rooms**– preference will be given to third-year students and

    iii   **Quadruple rooms**– second and first fear students.

If the single and double rooms are not fully occupied by the above categories of students, students from other years can apply for them, and consideration will be given on a first-come-first-served basis.

Students' Rooms

Where available, students' rooms are furnished with a bed, mattress, pillow, table, and chair and in some cases bookshelves, wardrobes, and window curtains. Occupants are responsible for the proper care of all property in their rooms and any damage or loss will be charged to them. Private property should not be left in the rooms during vacations. Students are forbidden to remove any item of furniture or equipment from their rooms or premises within the University without the prior permission of the Dean of Students.

Under no circumstance should cooking be done in the students' rooms. All ironing must be done in the ironing rooms provided in the hostels.

Any student caught sleeping in rooms for which he or she has not paid will be fined. The student found harboring will also be fined a cost to be determined by the Dean of Students in consultation with the Deputy Vice-Chancellor.

Room Entry

The University respects the student's desire for privacy. In the interest of maintaining an environment which facilitates good relationship and provides for the health and safety of residents, the University must exercise the right of room entry. Therefore, the University reserves the right to make periodic health, safety and maintenance checks of rooms. **Any materials or modifications found in rooms and determined to be of a health and safety hazard will be removed. Damage cost shall be treated following Regulation 3.5.3.**

Visitation

Visitors are allowed in students' rooms only between the hours of 2.00 p.m. to 10.00 p.m. on weekdays (Mondays to Fridays inclusive) and between the hours of 9.00 a.m. and 12.00 midnights on Saturdays and Sundays and on public holidays. Male students visiting the female halls and female students visiting male halls will be regarded as visitors. **The responsibility for observing this rule rests on both guests and host/hostess. A breach of this regulation will be referred to the Discipline Committee for appropriate disciplinary action.**

Exeats

For absence overnight or longer period, students are required to obtain dully signed exeats from the Dean of Students or his/her designated representative.

Any absence involving absence from lectures, tutorials, seminars or practical classes requires the approval, through a duly signed clearance from the lecturer(s) and/or Head(s) of Department concerned before the exeat can be signed.

Violation of these rules above shall carry a very severe penalty to be determined by the Disciplinary Committee.

Vacation Residence

The University is not under any obligation to accommodate any student(s) on campus during vacations. If for any reason students are allowed to remain in residence during vacations, a fee to be determined by the Dean of Students on the advice of the Senior Assistant Finance Officer will be charged.

Students who are allowed to stay during vacation will be required to pay their vacation residence fees in advance and may not necessarily retain the room they have been occupying.

The Dean of Students in consultation with the Deputy Vice-Chancellor shall for good cause have the right to refuse vacation residence facility to any student.

Non–Resident Students

Students, who for whatever reason decide to stay off-campus during semester, are required to comply with the following:

i. Lodge an application with the Registrar and copy the Senior Assistant Finance Officer, the Dean of Students and the DVC;

ii. Obtain written permission from the Registrar;

iii. Obtain a clearance form, signed by the Dean of Students and lodged with the Registrar and Senior Assistant Finance Officer;

iv.   Such application should be made at least one semester in advance of the required time; and

v.   Application to return to halls of residence will also be lodged at least one semester in advance of the required time of residence as in (i) above.

Pregnant Women

When a female student is pregnant, she may be allowed to stay in residence as long as she can participate fully in the life of the University, provided that she does not deliver while in residence.

After delivery, she may return to the halls of residence provided that adequate external arrangements have been made for her child. Babies are not allowed to live in the halls of residence.

Noise

It shall be an offence against the University regulations to create unreasonable noise or to behave in unruly or rowdy manners that cause disturbance or annoyance to other occupants of University premises. Radios, tape-recorders and other musical instruments may be played but not in such a way as to disturb others.

The Dean of Students reserves the right to impound for a period of up to one semester any musical instrument used in violation of this rule or suspend from residence the violator(s) of this rule for a period of one or two weeks.

Stealing

Stealing is prohibited and it constitutes an unmannered behaviour of good citizens. Thus, any student caught stealing will be expelled.

Electrical Appliances

No appliance should, on any account, be connected to the lighting circuit. Student must not tamper with or alter in any way the electrical installations in their rooms or any other part of the hostels.

Alterations may only be made by the Estate Officer on the advice of the Dean of Students.

A breach of this rule renders the offender liable to suspension from residence for a period which may be up to one academic year.

Pets

No pets are permitted in the halls of residence.

Dining Hall

a) A cafeteria system exists in the dining hall with a variety of dishes sold at reasonable prices.

b) All students should adhere to dining hall ethics which include:

   i) queuing system to purchase food;

   ii) maintaining table etiquette; and

   iii) dressing up properly to go to the dining hall.

Academic Responsibilities

Students are required to attend all lectures, tutorials, seminars, practicals and such other scheduled courses of instructions. Students who are absent for 30% or more of total Lecture hours without the prior permission of their Lecturer/Head of Department, or without presenting a reasonable excuse, will not be allowed to take the examination set for the particular course.

Cheating at Examinations/Examinations Malpractice

Cheating at examinations constitutes academic dishonesty. This includes, but is not limited to the following:

i. Having foreknowledge of the examination questions before the examination scheduled date and time;

ii. Taking documents into the examination hall that have a direct bearing on the questions;

iii. Discussing with colleague examinees while in the examination hall with the examination in progress;

iv. Copying from the work of colleague examinees in the examination hall;

v. Acting in a way that distracts the concentration of colleague examinees during the process of the examination;

vi. Exchanging of notes or papers between the examinees while the examination is in progress;

vii. Submitting a written assignment purporting to be the student's original work, which was wholly or partly created by another person;

viii. Communicating, by any means, with another person other than the invigilator;

ix. Copying from material such as textbook or notes or other devices not specifically authorized by the invigilator;

x. Looking at another person's paper;

xi. Violating of prescribed procedures to protect the integrity of an examination;

xii. Co-operating (aiding and abetting) with another person in academic dishonesty; and

xiii. Impersonating.

Penalties for violation of this rule will include but not be limited to the following:

i. A grade of F, and a repeat of the module for the paper concerned;

ii. A grade of E, for final year comprehensive examination and project;

iii. Rustication for one year depending on the gravity of the offence;

iv. Expulsion for persistent violation of this rule; and

v. Repetition of modules or years.

3.22. The Students' Union Government

Ernest Bai Koroma University of Science and Technology recognizes the Students' Union Government, hereinafter referred to as the "Union'' to be generally responsible for the internal organization and running of students' affairs.

All students are bound by the rules and regulations of the Union, as provided for in the constitution of Ernest Bai Koroma University of Science and Technology Students' Union.

Insubordination to, or obstruction of, or interference with any Union Officer or any person with authority in the Union in the discharge of his/her lawful duties will be treated as a breach of University rules and regulations.

Any student aggrieved by the decision or action of a Union official may appeal in writing to the Dean of Students within seven days of the decision.

Associations, Clubs and Societies

All students' Associations/clubs and Societies must register with the Dean of Students' Office through the Students' Union Minister of Social Welfare for approval to operate in the University.

A students' organization selecting its memberships upon the basis of restrictive clauses dealing with race, religion, sex or national origin will be refused approval except where the reasons for such restrictive clauses are clearly stated in the constitution or by-laws and that such reasons appear to be reasonable and are following the University Policy on Equality and Inclusion.

Application for registration and approval shall contain the following:
  i.   Statement of objectives;
  ii.   Proposed constitution or bye-laws and/or any other outside organizations to which it is affiliated;
  iii. Membership requirements;
  iv.   Names of all officers, and
  v.   Name(s) of the adviser(s).

At the beginning of each session, or whenever fresh elections are held, all registered organizations are required to re-apply for registration, attaching to such applications the names of the new officers and any alteration or modifications of reference to (i-v) above.

The use of any University facility by an unregistered organization shall be construed as violation of University rules and regulations.

A student organization is said to be unregistered if:
  i.   it operates (as a new organization) for one semester without applying for registration, and
  ii.   if it fails to re-apply for registration for one academic year.

Student Publications

All students' publications must be registered with the Dean of Students through the Students' Union Minister of Information within 30 days of the beginning of each academic year or in the case of a new publication, one week before the issue of its first article(s).

Application for registration shall include the following information:

i. The objective of the publication, and

ii. Names and ID Nos. of members of the Editorial Board.

The editors of each publication will be held responsible for its content.

Advisers to Outside Bodies or Individuals

All students' organizations including the Students' Union Government must have one or at the most two advisers. Such advisers will be chosen solely by members of each organization and from among willing full-time members of staff of the University who may attend meetings of the organizations and offer relevant advice. In the case of the Students' Union Government, however, the Dean of Students or representative shall act as one of the advisers.

Invitations to Outside Bodies or Individuals

The issue of invitations to other students' bodies or organizations must first be approved by the Registrar on the recommendation of the Dean of Students in consultation with the Deputy Vice-Chancellor (DVC). The Dean of Students, the Matron, the Domestic Bursar and other relevant University officials must be given seven clear days' notice of the actual arrival of such visitors in the University.

Invitations to Government Ministries, representatives of foreign governments or other important persons to visit the University in their official capacity must first have the approval of the Registrar and the Dean of Students.

Guests of students' organizations are expected to comply with the rules and regulations of the University.

Dances and Other Social Activities

The organizers of students' dances shall comply with the following:

    a. Apply in writing, at least one week before the date of the dance, to the Dean of Students and the Domestic Bursar, if the dance is to be held in the Students' Dining Hall.

        OR

    b. Apply to the Estate Officer, if any of the Tennis Courts or the University facility is to be used.

Deposit against damage to University property, an amount to be determined from time to time by either the Domestic Bursar/Guest House Management or the Estate Officer as applicable.

Organizers of parties, plays and other social activities should first obtain the approval of the Dean of Students or representative through the Students' Union Minister of Social Welfare.

Caution Fees

All students are required, on first entering the University, to deposit Le100, 000 to be held as security against possible damage to or loss of University property. It must be renewed where necessary at the beginning of each session and the balance (or whole) will be refunded when the student finally leaves the University.

Identification Card

Each student must have an identity card with a passport size photograph of the holder, stamped and duly signed by the appropriate University authority.

Students must identify themselves by producing their identity cards when requested to do so by a security officer on duty or by any University official.

Any student who loses his/her ID card must report to the Senior Assistant Registrar immediately and obtain a new one at a cost to be determined by the Senior Assistant Registrar on the advice of the SAFO.

No student shall be allowed to an examination hall without a valid ID card.

Offensive Language and/or Behaviour

Use of offensive language and/or disorderly behaviour towards any member of the University or the public is a punishable offence. Language is offensive and behaviour is disorderly if either of them causes or is likely to cause any disturbance of good order or the normal relations among members of the University and or the public generally.

Fighting

Fighting or any combat between two or more students or any unilateral action on the part of any student on campus, which results in physical abuse of any person(s), or conduct, which threatens or endangers the health or safety of any such person(s), will be considered to be a serious breach of the University rules and regulations and will carry a penalty of immediate suspension followed by an investigation.

Demonstrations

Students may demonstrate peacefully on the University campus provided that not less than 24 hours written notice is given to the Deputy Registrar and the Dean of Students.

In special cases, the Vice-Chancellor & Principal may allow peaceful Demonstrations over issues of national interest, or permit demonstrations outside the University campus provided that not less than 24 hours written notice is given.

In all demonstrations, it will be the responsibility of the leader(s) of the participating students to see that all relevant University rules and regulations and the laws of Sierra Leone are complied with.

Drunkenness

Although the consumption of alcohol is not prohibited, any disturbance of students resulting from drunkenness shall constitute a breach of University regulations. **Repeated disturbance of room-mate and other occupants of University premises through drunkenness will result in suspension from residence for the current semester and the violator will be placed on a good behaviour bond.**

Drugs

The consumption and/or possession of, and trafficking in all abuseable drugs, narcotics, depressants, etc., except for established medical purposes determined by the prescription of a physician, are prohibited. Violation of this rule shall carry a penalty of suspension from University for a period of up to one year.

Misappropriation and/or Embezzlement of Public Funds

It is a serious offence for any student to embezzle and/or misappropriate money collected for and kept on behalf of the University or students' organization. **Penalties for violating this rule will include but not be limited to the following:**

    a. Refund of the misappropriated and embezzled money;

    b. A fine of up to Le, 100,000 in addition to (a) above; and

    c. Withholding a violator's degree, certificate, diploma and/or transcript for a minimum of one year in addition to (a&b) above.

Rituals and Ceremonies

No student shall engage in the performance of rituals/ceremonies that may result in the physical abuse of any person and damage or destruction of the property of any member of the University.

Cultism of any nature is prohibited.

Violators will be expelled from the institution.

Mechanically–Propelled Vehicles and Pedal cycles

Any student who possesses and wishes to drive a motor vehicle (including Scooters and motorcycles) on the University campus must first Register with and obtain the written permission of the Deputy Registrar. Such permission will not be given without proof of the following:

I   The possession of current driving and vehicle licenses as required by the laws of Sierra Leone;

II   The possession of a current certificate of insurance for the vehicle; and

III   All bicycles owned by students must be registered with the Deputy Registrar.

In consultation with the Dean of Students, the Deputy Registrar reserves the right to refuse or withdraw permission to own motor vehicles. Registration with the Deputy Registrar shall be renewed annually.

Change of Name

Students may change their names after submitting the necessary documentation relating to the matter of name change following the laws of Sierra Leone to the Registrar and the Dean of Students.

Firearms, Weapons and Explosives

Possession or use of any type of firearms or other weapons and explosives, including the use of weapons or inflammable fluids on campus by a student is prohibited; violators will be subjected to expulsion from the University.

Medical Services

Students who are sick may report to the campus health centre, where treatment (except for dental and optical cases) is free but drugs will be sold at cost recovery prices.

The University accepts no responsibility for students who receive treatment from or consult with other doctors unless referred to such doctors by the University Medical Officer.

On admission, each new student is required to undergo a medical examination at the University Health Centre for a minimum fee within at least one month of his/her arrival on campus.

Mental Illness

A student is said to be **mentally ill** if his/her behaviour pattern is symptomatic of psychotic disorder or his/her behaviour strongly poses a serious threat to his welfare and that of his colleagues. A mentally-ill student shall:

Be entitled to two consecutive periods of sick leave or absence while pursuing the same course, for psychiatric treatment.

Be admitted into the University after a third attack only on the advice of a Medical Board arranged by the Deputy Vice-Chancellor, which shall include at least a Psychiatrist and the College Medical Officer.

Be dropped from the University in the event of a fourth attack.

Discipline Organs of the University

The Students' Union Court

The powers of the Students' Union Court will be as provided for in the Students' Union Constitution and Bye-laws.

The Dean of Students

The Dean of Students will have powers to:

    a) mediate a case;

    b) reprimand–warn and caution;

    c) exact commensurate fine;

    d) demand an apology;

    e) require the student(s) to make good any loss or damage to University property for which the student is proved responsible;

f) impose gating;

g) in consultation with the Deputy Vice-Chancellor, suspend from the halls of residence for a specific period;

h) refer a case to the Discipline Committee with his/her recommendations; and

i) co-opt members of the University to assist him/her investigate a case.

Students' Discipline Committee Composition

a. The Discipline Committee shall compose of seven members of which four will be staff members of the University and three will be students. In October of each year, the Deputy Vice-Chancellor of the campus will appoint a Chairman and three other staff members to the Discipline Committee and the President of the Students' Union will appoint three student members to the Discipline Committee. Both staff and student members to the Discipline Committee will be eligible for reappointment without limitation.

b. Where a vacancy occurs in the Discipline Committee at any time it will be filled for the unexpired term by appointment as provided for in (a) above.

c. If for any reason a member of the Discipline Committee is unable to serve on any case, a substitute will be appointed (for as long as the substantive member is so incapacitated) as provided for in (a) above.

Powers of the Committee

The committee will have the power to investigate and make recommendation leading to any of the following actions:

a. Dismiss a case.

b. Reprimand– warn and caution.

c. Demand an apology.

d. Levy a fine.

e. Require the student(s) to make good any loss or damage to University property for which the student is proved responsible.

f. Impose gating.

g. Suspend the student from the halls of residence for a specified period provided that the Chairman informs the Deputy Vice-Chancellor in writing of the decision within 24 hours of the decision.

h. Suspend the student from attendance at lectures and/or other courses of instruction for a specified period provided that a student shall not be suspended from lectures and/or other courses of instruction unless the offence committed is a breach of an academic regulation. In any case, the decision to suspend a student from lectures and/or other courses of instruction should be communicated in writing to the Deputy Vice-Chancellor and the Dean of the School to which the student belongs within 24 hours of the decision.

i. Recommend to the Deputy Vice-Chancellor the expulsion of the student from the University.

3.42.5. **Service and Notice of Meeting**

a. Except as provided for in 3.42.2. (a) above, a written copy of the complaint must be served on the student by the Chairman within two days of the report being received by him.

b. The Chairman must normally call a meeting of the Discipline Committee within three days of the date on which the complaint is served on the student and will accordingly notify the student of the complaint in writing.

The Right to Appeal

There shall be a right of appeal against the decision of the Discipline Organs provided in 3.42.1 to 3.42.4 above as follows:

a. The decision of the Students' Court to the Dean of Students.

b. The decision of the Dean of Students to the Discipline Committee.

c. The decision of the Discipline Committee to the Deputy Vice-Chancellor.

Findings of the Discipline Organs

The findings of any disciplinary organ for cases other than suspension or expulsion from University must be communicated to the student within one week of the date of that conclusion of the meeting.

Saving Clauses

The provisions of these rules and regulations and any decision of the Discipline organs herein will not be entitled to bring an action or institute criminal proceedings for the same offence against a student in any court of law.

The Discipline Committee will hold an impartial inquiry but shall not be required to adhere to the rules of evidence or procedure as applied in a court of law.

Amendment

Amendments to this Policy shall be made on the recommendation of a special committee to be set up by the Deputy Vice-Chancellor in consultation with the Vice-Chancellor & Principal.

STAFF CODE OF CONDUCT AND DISCIPLINARY POLICY

A. **Staff Code of Conduct**

Preamble

Ernest Bai Koroma University of Science and Technology is committed to the highest ethical and professional standards of conduct as an integral part of its mission for the promotion of research, learning and community service. To achieve this goal, the University relies on each staff member's ethical behaviour, honesty, integrity and good judgment.

Policy Objectives:

This Policy is intended to:

i.   give guidance to all University staff on the standards of conduct required by the University.

ii.   define breaches of conduct.

iii. ensure that the University operates efficiently and effectively, and advances its mission as an institution of higher learning.

iv.   supersede all previous codes of conduct for the staff of Ernest Bai Koroma University of Science and Technology.

Scope

This Policy covers all Senior Academic and Administrative staff where applicable.

Policy statements

Ernest Bai Koroma University of Science and Technology, as a public institution, expects its staff members to act honestly, conscientiously, reasonably and in good faith at all times having due regard for their responsibilities, the interests of the University and the welfare of colleagues and

students. Staff members, particularly in their relations with students and members of the public, should at all times act with propriety and the highest degree of integrity.

Each staff member must carry out his/her responsibilities as set out in his/her letter of appointment.

Ernest Bai Koroma University of Science and Technology shall have the right to take such action and impose such penalties as appropriate in cases of any infringement of the code of conduct, general conditions of service, regulations or management instructions in force and against any contrary activity or misconduct or carelessness in the performance of duties which, in the judgment of the University Administration, are likely to bring discredit to the University.

While it is not the intention of the University to interfere with the private lives of its staff members, excesses or misconduct by staff members off duty could reflect on, or bring discredit to the University. If in the judgment of the University Administration, the conduct of a staff member while off duty is likely to bring discredit, the University reserves the right to take appropriate action in terms of the disciplinary procedures.

This staff Code of Conduct is a guide to the standard of behaviour and conduct the University expects of its staff members. It is not an exhaustive code, and the University Administration reserves the right to amend the code at any time and to take appropriate action against any behaviour or conduct, notwithstanding that such behaviour or conduct is not included in the code.

Teaching/Academic Obligations

In pursuance of this Policy, each academic staff member is expected to perform his/her duties in such a way that he/she

1. meets his/her classes at the scheduled times regularly and punctually.

2. makes adequate preparation for his/her classes and satisfactorily delivers his/her lectures.

3. carries out his/her grading duties in a satisfactory manner and against deadline dates set by the University.

4. bases all his/her academic evaluation upon good faith and professional judgment devoid of factors such as race, skin colour, religion, sex, age, natural or tribal origin, political, social or cultural affiliations and lifestyle behaviour outside the classroom unrelated to academic achievement.

5. makes himself or herself available at reasonable times for appointments with his/her students and to keep such appointments.

6. does not exploit his/her professional relationship with students for private purposes.

7. gives appropriate recognition to contributions made by students to research, publications, services and other activities.

8. respects the confidentiality of information contained in the University records regarding a student and refrains from releasing such information without the authority of the University or consent of the student.

9. refrains from activities that involve risk to the health and safety of a student.

10. respects the dignity of students individually and collectively in the classroom and outside the classroom and in other academic contexts.

Attendance

1. All non-teaching staff members are expected to attend promptly at the hours of work laid down by the University Administration. Any officer who wants to leave his normal place of work to attend to official business elsewhere must obtain prior authorization from his/her supervisor, and provide full details of the reasons for such absence.

2. The hours of work for teaching staff shall be those necessary for the performance of the duties of the staff member concerned.

3. Absence from duty without the prior permission of the university authority may render the staff member liable to disciplinary action.

4. Unauthorized absence from duty for more than three consecutive working days shall constitute grounds for breach of contract and the contract of employment may be terminated without further notice, subject to the provisions of the disciplinary procedure. In the case of illness or other valid reason, the Head of Department or supervisor must be informed at the earliest opportunity.

5. Although it is the policy of the University to encourage its staff to attend conferences, seminars, workshops, etc. to enhance their academic performance and output, every staff member must seek and obtain permission from the Vice-Chancellor & Principal through his/her Head of Department or supervisor.

Duties

1. Staff members shall, at all times, carry out their specified duties diligently and to the best of their ability, and with proper motives.

2. Poor performance, as a result of the staff member's negligence or carelessness, shall constitute grounds for appropriate disciplinary action.

Secrecy

1. All information obtained during employment with Ernest Bai Koroma University of Science and Technology is confidential, and the strictest secrecy shall be observed by all staff members regarding their duties. Staff members shall not communicate to or be allowed to be communicated to by any unauthorized person any information made available to them in their capacity as staff members of the University unless instructed to do so by the University Management, or a Court of Law. This, however, does not apply to scholarly activities.

2. No staff member shall seek profit, financial or otherwise, by making use, either directly or indirectly, of information acquired during his or her duties at the University.

3. Any breach of secrecy in terms of this section shall be treated as a serious offence and the staff member concerned will be liable to dismissal without notice.

Removal of Documents

No staff member shall remove any book, record, paper or written document, or computer record of files, relating to the activities of the University without permission from his/her Head of Department or supervisor.

Care of University Property

All staff members shall take good care of University property, and shall be held personally responsible for the care of any property under their control. If for any reason arising out of a

staff member's negligence, or carelessness, the property of the University is lost or damaged, such staff member may be required to reimburse the cost of repair or replacement of such property, and may also be subject to disciplinary action in terms of disciplinary procedures.

The property, in terms of this section, shall also include any cash, physical assets, or vehicles, which is the property of the University.

Press Statement, Interviews and Publications

Except with the prior authority of the Vice-Chancellor & Principal acting on behalf of the University Court, no staff member of the University shall issue any press statement, or take part in any public debate or discussion, on any matter relating to the business of the University. This, however, does not apply to discuss research findings.

Use of University Property

Staff members must always remember that University property, such as motor vehicles, buildings, equipment, etc. are for use in carrying out the official business of the University. Any abuse in the use of University property shall constitute a serious disciplinary offence.

Intoxicants

The consumption of liquor during office hours is strictly prohibited, except during social functions approved by the Vice-Chancellor & Principal or the Deputy Vice-Chancellor. Any staff member consuming such liquor during office hours will be liable to disciplinary action. The use of narcotic drugs will incur similar disciplinary action.

Staff members are expected to concentrate on their work at all times and perform their duties to the best of their ability. The consumption of alcoholic drinks and the use of narcotic drugs impede work performance, and any employee found to be on duty while, in the opinion of the employee's supervisor, under the influence of such drinks or drugs may immediately be

suspended from duty and sent home for the day with a loss of pay, pending an immediate and thorough investigation by the Head of the unit and the Registrar.

Dress

All staff members, at all times, shall ensure that their dress and appearance reflect a suitable image of Ernest Bai Koroma University of Science and Technology.

Outside Employment

Staff members of Ernest Bai Koroma University of Science and Technology are not permitted to accept any outside position or employment without prior written permission from the Vice-Chancellor & Principal.

Staff Disciplinary Policy

Ernest Bai Koroma University of Science and Technology reserves the right to take such disciplinary action as deemed appropriate in case of breach of the Code of Conduct, Conditions of Service, or any regulations or instructions in force from time to time, or in case of any act or activity of any staff member, which requires the taking of disciplinary action.

Purpose of the Policy

The purpose of this Policy is to establish guidelines for the consistent application of disciplinary action in cases of breaches of the Code of Conduct or any other regulations or instructions in force within the University.

Notwithstanding the generality of the above, Ernest Bai Koroma University of Science and Technology shall be guided by the following principles in its administration of discipline and the implementation of disciplinary proceedings:

Right of Appeal

Every member of staff shall have the right to appeal against any disciplinary penalty imposed. Such an appeal, in the first instance, should be directed to the Vice-Chancellor & Principal.

Charges to be made in writing

Charges with any offense, which incurs disciplinary action (except for an offense for which the penalty is a verbal warning) shall be made in writing, clearly stating the nature of the offense, and inviting the staff member to reply to the charges as stated.

Disciplinary action will only be taken in respect of an offence for which a staff member has been charged.

Disciplinary Action to be taken promptly

The objective of disciplinary action is to bring about a change in behaviour and it follows, therefore, that action on the part of supervisors shall be taken promptly.

Penalties to be Progressive

Whenever possible, penalties imposed for disciplinary offences shall be progressive. Stricter penalties will not normally be imposed unless the staff member concerned has previously received written warning concerning his or her conduct.

The University reserves the right, however, in the case of serious breaches of discipline, to impose a stricter penalty, including immediate dismissal, even though the staff member has not received any previous warning.

Right of Representation

A staff member facing a disciplinary hearing shall have the right to be accompanied by a representative recognized by the University or by a fellow staff member.

Suspension from Duty Pending Investigation

In certain cases, and in particular, in cases involving allegations of theft or misappropriation, it may be prejudicial against the interest of the University to allow a staff member to continue in his/her post. In such circumstances, the University may suspend such a staff member if it is in the interest of the Institution to do so pending the outcome of an investigation. Such suspension may be with pay, or without pay, at the sole discretion of the Vice-Chancellor & Principal.

If in the case of a staff member being suspended on full pay, after the expiry of one month, an investigation has not been concluded, or the staff member is charged with a criminal offense, he/she may be further suspended without pay pending the outcome of the case.

If the staff member is subsequently cleared of all and every charge laid against him/her, or a Court of Law decides that there is no truth whatsoever in the allegation, the staff member will be reinstated and shall receive the full balance of his/her salary withheld during the period of suspension.

In cases of an allegation of theft or misappropriation, or any other charge relating to dishonesty involving any money or property belonging to the University, its clients or other members of staff, it may be that while a staff member is cleared of dishonesty by a Court of Law, the staff member may still be held responsible for negligence, if the money or property missing was in his/her charge.

Interpretation

Where an issue or matter is raised as to the interpretation of this Disciplinary Procedure, the Vice-Chancellor & Principal's decision shall be final.

In addition to any breach, or failure to comply with the requirements of the University's Code of Conduct, Conditions of Services, or any other regulation or instruction in force from time to time,

the following acts or activities, shall constitute a breach of conduct on the part of the staff member and shall make such a staff member liable to disciplinary action.

a) Unauthorized absence from duty.

b) Poor work performance as a result of the staff member's negligence or carelessness.

c) Negligence, or carelessness, resulting in damage or loss to the University's property or resulting in damage to the business of the University, or complaints from clients or members of the public.

d) Refusal to obey lawful instruction from a superior or more senior University official.

e) Insubordination, insolence, abuse, or rudeness to another member of staff, a client, or member of the public.

f) Being under the influence while on the duty of intoxicating liquor, or narcotic drugs during working hours, or an official trip in connection with University business.

g) Misconduct, on or off duty, defined as a failure to observe a reasonable standard of conduct, which has reflected or could reflect adversely upon the University's business or reputation, or cause embarrassment to the University or acts of personal dishonesty, which may fall short of theft.

h) Misappropriation of University's fund.

i) Misuse of any University property.

j) Improper disclosure of any information relating to the affairs of the University.

k) Proven theft of property, or monies belonging to the University or other member of staff.

l) Conviction of any criminal offense, whether such an offense is related to the staff member's duties at the university or not.

m) Acceptance of any bribe or soliciting for a reward for service rendered.

n) Incompetence (being a failure to achieve a satisfactory standard of performance in the grade or capacity in which the staff member is employed).

o) Tampering with, or erasing, or entering, entries in any book, record, written document, or computer record, of the University without authority, with or without the intent to mislead.

p) Failure to report a known irregularity committed by another member of staff of the University.

q) Any other offence, which in the opinion of the University Disciplinary Committee warrants disciplinary action.

Disciplinary Penalties

The University, at its sole discretion, shall have the right of imposing anyone, or more, of the following penalties on a
staff member guilty of a breach of conduct and/or disciplinary offence:

S/N	PENALTY	OFFENCE
a.	Verbal reprimand or warning (not recorded)	Minor offences
b.	Written warning(s) (Ernest Bai Koroma University of Science and Technology reserves the right to terminate the employment of a staff member after three warning letters).	First offenses of a serious nature or continued minor offenses after a verbal warning.
c.	Final written warning (Normally issued when a staff member is already on second written warning but may be issued directly for a particularly serious offence). (A staff member issued a written warning shall be required to acknowledge receipt of such letter but such acknowledgement shall not be interpreted as the staff member concerned agreeing to the contents of such letter. Copies of any written warning must be sent to the Registrar).	Warning that any repetition of a particular offence or any new offence will lead to more serious penalties including the possibility of dismissal.
d.	The punitive suspension (suspension without pay, imposed as a punitive measure).	To be considered as an alternative to dismissal in cases where there may be extenuating circumstances, e.g. good record for a long time.
e.	Demotion	In cases of continued poor performance.
f.	Termination with notice	Repeated offenses during the duration of the third or final written warning; poor

		performance as a result of carelessness or negligence.
g.	Termination without notice	Repetition of serious offences or committal of an offence warranting immediate dismissal.

Definition of Offences

The schedule below is not an exhaustive list of offences but is an indicator of the type of offences characterized as "minor'', "serious'' and "dismissible'' offences.

a. **Minor offences include:**

  - Lateness;

  - Leaving work early without authority;

  - Minor damage to University property; and

  - Improper dress after a reprimand.

b. **Serious offences include:**

- Damage to University property, including houses;

- Breach of University Policy, Regulation or Conditions of Services;

- Coming to work under the influence of alcohol or drugs;

- Failing to report a known irregularity likely to affect the University;

- Misconduct off duty likely to bring discredit upon the University;

- Unauthorized absence from work during working hours; and

- Consuming alcohol at University premises on duty, except at authorized social functions.

Dismissible offences include:
- Continued absenteeism after warning;
- Insubordination, insolence, abusive language;
- Theft or misappropriation of University property or funds, or monies belonging to staff;
- Conviction in a court of law for a criminal offence;
- Breach of confidentiality;
- Tampering with records without authority, with or without intent to mislead;
- Threats of physical harm to, or harassment of another member of the University, that interferes with that person's performance of University activities;
- Involvement in any form of serious anti-social activity;
- International disruption of functions or activities sponsored or authorized by the University;
- Incitement of others to disobey University rules when such incitement constitutes a clear and present danger that violence or abuse against persons or property will occur or that the University's central function will be significantly impaired; and
- Involvement in any conduct likely to undermine the credibility of the University.

POLICY ON RESEARCH AND DEVELOPMENT

Preamble

Teaching, research and community service are core mandates of Ernest Bai Koroma University of Science and Technology as provided for in the 2005 Universities Act of Parliament of Sierra Leone. Research is conducted across disciplines among faculty members, students and in collaboration with other universities and agencies within and outside Sierra Leone. Because of the dynamic nature of research and the complexity of research systems, coordination of the activities and processes is necessary. This Policy, therefore, provides the governance framework for the conduct and management of research and development at Ernest Bai Koroma University of Science and Technology.

Scope

The Policy applies to **all research and development** conducted at Ernest Bai Koroma University of Science and Technology by staff and students (undergraduate and postgraduate). It also covers research conducted with international collaborators from industries, academic institutions and other organizations or agencies. It also aligns with the Policy on Science, Technology and Innovation of the Directorate of Science and Technology and Innovation of the Government of Sierra Leone.

Policy Objectives

The Policy objectives are to:

1. Guide University researchers and collaborators on the research and development governance of the institution.
2. Identify the support structures available for research coordination.
3. Ensure compliance with guidelines governing research by faculty members, students and sponsors.
4. Guide university-industry linkages in fostering research and development.
5. Develop and highlight the framework and opportunities for private-public partnership in research, innovation, technology transfer and commercialization.

Research & Development Management Structure

The Ernest Bai Koroma University of Science and Technology Research Council:

The University shall establish a Research and Development Council, which shall have governing authority over all aspects related to research and development at the University. The Council will be established by the Senate and it shall serve as the authorized body to inform the Senate about strategies and progress in research and institutional development.

Membership and Tenure of the Council

The Membership and Tenure shall comprise the Vice-Chancellor & Principal as Chairman, Director of Research and Development as Secretary, Deputy Vice-Chancellors, and all professors of the University.

The Council shall last for three years. No member shall serve in the Council for more than two consecutive terms.

Roles and responsibilities of the Council

i. The Council shall be guided by the principles of economy, equity, efficiency and effectiveness, internal consistency and strategic focus in the conduct of duties associated with these roles;

ii. The responsibilities of the Research and Development Council shall span across all aspects of research and strategic development of the University. This includes the development and periodic review of the University's research and development agenda, policies and guidelines;

iii. The Council shall conduct the review of research and development projects in the University to ensure consistency and compliance with the University R&D agenda, priorities and ethical requirements; and

iv.   It shall support the development and subsequent monitoring of a viable University research management system that ensures:

- Effective research governance,

- Sustainable funding,

- Adequate personnel,

- Research facilities,

- Project management support,

- Human capacity development,

- Effective quality assurance,

- Basic outputs monitoring,

- Effective knowledge information management,

- Ethical compliance capacity,

- The attractive incentive system,

- Intellectual property performance monitoring, and

- Institutional credibility.

Meetings and Report

The Council shall meet once every semester to review all research and development activities at the University. The key highlights of this meeting will constitute the Research and Development report to the Senate.

Cooperation and Alliances with Similar Bodies within and Outside Sierra Leone

The University Research and Development Council shall endeavor to cooperate, affiliate, or form alliances with other similar bodies on behalf of the University for the sole purpose of advancing the research and development interests of the University.

Research and Development Office

The Directorate: The Research & Development Office, hereafter referred to as the Research and Development Directorate shall be charged with the responsibility of providing management and

administrative support of all aspects of research and development across the University. A professor shall serve as the director. The Directorate shall consist of units and staff to be approved by the Research Council to facilitate the implementation of the various functions listed below.

Functions of the Directorate:

The functions of the Directorate are to:

i. Facilitate the development and review the University's research agenda, policies, guidelines management system to ensure effective contributions to national development through high-quality research services; in this respect, the Directorate shall support the establishment of an institutional consortium for research and consultancy services;

ii. Coordinate productive interactions between the University and external institutions and through active partnerships aiming at grant seeking, collaborative research, institutional development, and staff capacity building;

iii. Work with relevant units in the University to enhance internal capacity and ethical standards to generate, implement, manage and report high impact research and development projects;

iv. Facilitate the review of research and development projects to ensure conformity with the priorities, commitments, and requirements of the University;

v. Contribute to the University management decisions and perform any other tasks required by the Office of the Vice-Chancellor and Principal, including periodic updates on research and development in the University;

vi. Conduct periodic staff training in basic and advanced training in grants writing through workshops;

vii. Disseminate in an open and timely manner to the broader scholarly community and public in keeping with Ernest Bai Koroma University of Science and Technology's mission; and

viii. Promote effective resource mobilization to support its research. These shall include but not restricted to:

    1) Grants from research funding agencies,

    2) Deviation and endowments,

    3) Internally generated funds,

    4) Contract research funds.

School Research and Development Committee

The Committee shall comprise the Dean as Chairperson and Heads of Department (HODs) of the academic departments. The committee shall review and approve research proposals to the tune of le 5,000,000 (Five Million Leones). Proposals with expenditure more than le 5,000,000 shall be reviewed and recommended to the University Council for consideration for funding if they meet the University funding criteria. The committee shall also facilitate the establishment of linkages with other universities and industries for collaborative work.

Departmental research committee

This shall be established by the Head of Department to review staff proposals before submission to the School Research Committee.

Research Funding

Funding for research shall be obtained from two levels:

Internally Generated Revenue

The University shall allocate 5% of its revenue from tuition fees as a grant to support research and development. The grant will primarily target staff applicants whose proposals have been approved by the University Research and Development Council.

External Funding:

i. Faculty members and research students shall seek research funding nationally and internationally. These include institutional overheads, which are overheads cost recovery payments reimbursed to the University through an externally funded research and development project. The University shall normally charge a fee of 10% of the total budget cost for that purpose.

ii. **Sponsored Programmes:** The Directorate of Research and Development will lobby with local and international funding sources in soliciting funds for specific programmes of mutual interest. This will be done through the Mutually Beneficial Partnership Agreement.

Research Support:

The library shall stock resources in the form of books, journals, and relevant publications to support research and innovation. The capacity of the library for curating, data management and preservation, and an institutional repository for research projects, including theses and other outcomes of research, shall be continuously updated and made visible. Remote access to library resources in real-time shall be strengthened.

ICT: The University is aware that ICT support to research and development is a key component of research support. The University shall, therefore, continue to support the improvement of its ICT facilities to international standards.

POLICY ON THE CONDITIONS OF SERVICE FOR SENIOR ACADEMIC, ADMINISTRATIVE AND TECHNICAL STAFF (EXTRACTED FROM *THE HARMONIZED CONDITIONS OF SERVICE FOR SENIOR ACADEMIC AND ADMINISTRATIVE STAFF*)

Introduction

The following regulations governing the Establishment, Appointment and General Conditions of Service of Academic and Senior Supporting Staff of Ernest Bai Koroma University of Science and Technology (EBKUST) are conceived within the established legal and regulatory framework of EBKUST as stipulated in the Universities Act 2005/Universities (Amendment) Act 2014 (***being an Act to amend the Universities Act 2005 to establish the Ernest Bai Koroma University of Science and Technology, and a Supplement to the Sierra Leone Gazette Vol. CXLV, No. 50, dated 25th September 2014***) and the accompanying Statutes.

Principal Officers of the University

The Principal Officers of the University are The Chancellor, Pro-Chancellor, The Vice-Chancellor and Principal, Pro-Vice-Chancellor, Deputy Vice-Chancellor, Registrar, Finance Director, Director of Physical Plants Services, Director of Academic Planning, Librarian and the Principal Medical Officer as laid down in the statutes. They are appointed on such terms as stipulated in the Universities Act, 2005.

The University Court reserves the right to create, outside of these positions, posts under special conditions and following its conception of the interests and efficiency of the University.

Role of the University Court

The Court is the highest governing body of the University with ultimate responsibility for all its affairs, ensuring effective administration of the institution and interpreting its missions, vision and goals, and the needs of the public; and also watching closely the financial and business affairs of the entire University.

The University Court, which is chaired by the Pro-Chancellor, is the final arbiter in cases of serious conflicts in the University, and in all matters of staff and students discipline (see Universities Act, 2005). However, in matters of pure academic nature (academic policy) the University Senate, chaired by the Vice-Chancellor & Principal, is the responsible authority.

Method of Appointment

Appointments of members of the Academic and Senior members of the Administrative and Technical staff are made by the University Court, (hereinafter referred to as the Court).

Letters of Appointment

A letter, formally offering an appointment, together with the conditions of services, job description, and University Policy documents, shall be given by the Registrar on behalf of Court to the appointee. The letter or appointment shall constitute the authority, for the copies of such appointment letter shall be made available to the Vice-Chancellor & Principal, Deputy Vice-Chancellor, Finance Director, Chief Medical Officer, Director, Physical Plant Services; Dean and Head of Department, unless otherwise stated, the appointee shall submit a letter of acceptance of appointment and a medical report, certified by the Medical Officer before assumption of duty.

Types of Appointment

The Court shall offer the appointment of staff in one of the following categories: -

a) Permanent under NASSIT terms

b) Contract Appointments

c) Special Terms. E.g. temporary appointments, secondments for appointments, which include special agreements intended to safeguard existing pension rights, Honorary, Affiliate, Adjunct, and visiting staff appointments.

Conditions of Appointments

Professorial and Associate Professorial Appointment

Professorial status (Professor and Associate Professor/Reader) under these terms shall normally be permanent appointments to the age of retirement; but, under special circumstances, may be made for a shorter, defined period.

An appointment under Permanent/Contract Terms

There shall be a minimum probationary period of two years for all appointments under these terms. The Vice-Chancellor & Principal may, on the recommendation of the appropriate body, extend the period of probation up to a maximum of three years in all. The appointment may be terminated at any time by either party, giving six months' notice in the case of staff not below the rank of an Associate Professor/Reader and three months for any other rank.

Such an appointment may be renewed for a further period of five years. The University indicates six months before the expiry date of such an appointment whether or not it will be renewed. If renewed thereafter, such appointment shall be for a period not exceeding four years, subject to renewal, or may become permanent to the age of retirement.

An academic staff below the rank of Associate Professor/Reader may be offered a contract appointment for periods not exceeding five years. The University shall indicate three months before the expiry date of such an appointment whether or not it will be renewed. After seven years of satisfactory performance, an academic staff member may qualify to apply for tenure provided:

 i.   He/she has demonstrated consistent teaching responsibility and good staff-student relationship;

 ii. He/she has demonstrated an interest in University/Public Service;

 iii. He/she has demonstrated consistent satisfactory annual appraisal reports;

iv. He/she has attained the level of senior Lecturer; and

v. He/she has demonstrated consistent scholarship by way of research and publication in reputable peer review journals.

In addition:

a) Any other positive achievement relevant to his/her professional development will be considered.

b) Monitoring will be done to ensure that the University invest in research.

c) Except already tenured (before the commencement of these staff conditions of services) Lecturers 1 and 2 are not qualified for tenureship.

Conditions Relating to Contract

Each member of staff shall be provided with a letter of appointment/contract between himself/herself and the University, which shall specify the duties and conditions appertaining to his appointment.

A contract between the University and a member of staff shall not be altered unless there is mutual agreement to do so between the parties concerned.

Official Date of Appointment

The official date of appointment of a member of staff shall be the date on which he/she assumes the duties of the post.

Promotion

On matters regarding promotion and other related issues, see Annex 1- criteria on appointment and Promotions.

Retirement

Academic and Administrative staff shall vacate office on the 30th day of September following the date on which he/she attains the age of sixty-five years; and with option to retire at the age of 60 years. For Academic staff in areas of need, the Court shall, by voting in favour of at least by two thirds of its members present, request him/her to continue in office after attaining the age of 65 years for such a period as it shall, from time to time, determine, subject to medical assessment. To ascertain this need, the position must have been advertised and no suitable candidate found. Such appointments shall be renewed annually up to 5 years, subject to a satisfactory medical report.

After attaining 65 years of age, no administrative responsibility shall be normally assigned to such an academic staff.

Duties and Discipline

a) On appointment, a member of staff shall receive a contract, statute and conditions of service defining the scope of his duties in the University. Members holding teaching appointments are expected to undertake advanced study and original research within the limits of the time and facilities.

b) In exercising disciplinary control over senior members of staff, Court or a standing committee, where appropriate, shall be guided generally by Statute 30 (1)8 of the Universities Act, 2005, and by the Code of Conduct. The Code of Conduct shall be supplied to every staff on appointment, Court shall have power to exercise disciplinary control over staff members in all matters relating to dismissal, termination, suspension, withholding and stopping of increments, demotion and reduction in salary or rank.

c) In enhancing the professional development of staff, all senior members of staff shall be subjected to annual appraisal on the performance of their duties. In the case of academic staff members, both students and Heads of department/unit shall be part of the appraisal process.

d) All Academic, Senior Administrative and Technical Staff of the Constituent campuses of the University are employees of the said University and shall therefore be deployed by the said University Administration, where and when required (Universities Act, 2005 part V, paragraph 27).

Notwithstanding this general condition, a senior member of staff of the University will normally be assigned to one campus of the University.

Employment outside the University

Except in the case of part-time appointments explicitly so designated, members of staff appointed under these terms shall regard their services to the University as full-time employment and shall not undertake other work which might encroach upon the time expected to be devoted to the University duties without prior permission of the Court for which the Vice-Chancellor & Principal may normally act on the approval of the Pro-Chancellor. Such permission shall not be granted where the activity proposed might create a conflict between the duty of the member of staff and his private interest. The Vice-Chancellor & Principal, on the approval of the Pro-Chancellor, on behalf of the Court, may apply conditions laid down by Court for the granting of permission to members of staff to undertake consultancy assignments or any other outside appointments.

Grades and Scales

Initial salaries and/or salary scale shall be determined by the Court on the advice of the relevant Appointments and Promotions Committees. The emoluments of occasion lecturers shall also be

determined by the Appointments and Promotions Committees. The salary scale of a member of staff of the University is defined by the grade of his/her appointment. Appointments are graded for this purpose as shown below, which indicates the approximate equivalence between grades:

Academic Staff: Professor, Associate Professor/Reader, Senior Lecturer, Lecturer I, Lecturer II, Research & Teaching Assistant; Teaching Fellow; Senior Teaching Fellow; Research Fellow, Senior Research Fellow.

Administrative Staff: Registrar, Senior Deputy Registrar, Deputy Registrar, Planning Officer, Public Relations Officer, Dean of Students, Director/Warden of Students, Senior Assistant Registrar, Assistant Registrar, Staff Training and Development Officer, Assistant warden of Students, Assistant Public Relations Officer.

Medical Staff: Principal Medical Officer, Senior Medical Officer, Medical Officer, Assistant Medical Officer.

Library Staff: University Librarian, Campus/Deputy University Librarian, Senior Librarian, Librarian I, Librarian II.

Finance: Finance Director, Deputy Finance Director, Senior Assistant Finance Officer, Assistant Finance Officer.

Audit: Internal Auditor, Senior Assistant Internal Auditor, Assistant Internal Auditor.

Procurement: Procurement Officer, Assistant Procurement Officer, Store Keeper.

Technical Staff: Director ICT, Director of Physical Plant Services, University Architect, Deputy Director of Physical and Plant Services, Estate Officer, Chief Technician, Domestic Bursar and Clerk of Works.

Conditions relating to increments

i.   All members of staff are normally entitled to receive on 1st September each year, annual increments appropriate to the scale on which they are appointed.

ii.   When a member of staff assumes his duties in the University before the first day second semester, he will receive a normal increment on the following 1st September.

iii.   A member assumes his duties in the University after the first day of the second semester, he will receive a normal increment on the following 1st September, only if he is appointed directly from a full-time post from another University or a similar institution of Higher Education.

iv.   The Court, on the recommendation of the appropriate committee, may authorize the payment of increments exceeding the normal incremental rates for exceptional performance.

Entitlement

The Court or the Vice-Chancellor & Principal, subject to ratification by Court, may disallow the normal entitlement to a member of staff where it can be shown that a member of staff is guilty of serious dereliction of duty or has on his/her record two consecutive unsatisfactory annual appraisal reports.

Ex-Gratia

On retirement/resignation, a member of staff who has served the University for a minimum period of five (5) years and thereafter continues to serve, shall receive ex-gratia as follows:

3-5 years	Six months basic salary
6-10 years	One-year basic salary
More than 10 years	Two-years basic salary

11-15 years	Three-years basic salary
16-20 years	Four-years basic salary
21-25 years	Four and half-years basic salary
26-30 years	Five-years basic salary
35 and above	Five and half-years basic salary.

If a member who has served the minimum number of years within a respective range dies before attaining the age of retirement, payment will be made to his/her designated next of kin.

If a member of staff takes voluntary retirement or voluntarily resigns before attaining the age of 60 years, he/she shall receive the appropriate ex-gratia payment. However, such staff must have served the University for a continuous period of at least 3 years.

The applicable salary shall be the members of staff's terminal salary at the time of retirement or resignation.

For those members of staff appointed on transfer from the University of Sierra Leone (1972 Act) the number of years of service to that University would be taken into account in the computation of ex-gratia.

Allowances and Grants

Conditions under which allowances are paid

All members of staff who satisfy the appropriate conditions are entitled to the allowances set out below:

a) **Head of Academic/Administrative Department Allowance**

An allowance of two Hundred Thousand Leones (Le200,000) is payable to a Head of Department or to a member of staff of non-professional rank acting as Head of Department provided such a member so acts for a minimum of 28 days consecutively and

provided the acting appointment has been made with the written approval of the Vice-Chancellor & Principal.

b) **Deans Allowance**

An allowance of Three Hundred Thousand Leones (Le300,000) is payable to a Dean of Faculty or to a member of staff acting as Dean of Faculty provided such a member so acts for a minimum of 28 days consecutively and the acting appointment has been made with the written approval of the Vice-Chancellor & Principal.

c) **Acting Allowance**

A member of staff who performs the duties of another staff member senior to him or her for a minimum of 28 days is eligible to receive an acting allowance in accordance with the schedules.

d) **Outfit**

An indigene member of staff, proceeding to a temperate or sub-tropical country in accordance with the University regulations, is entitled to receive an outfit allowance as in the schedule provided that he/she has not resided in a temperate country during the preceding three years.

On first appointment into the University, a member of staff is normally entitled to an outfit allowance provided that he is recruited from a temperate climate and has not resided in (as distinct from paying temporary visits to) a tropical country during the preceding three years.

e) **Professional/Academic Allowance**

   i)   When a member of the academic staff uses his private resources including instruments, books and other teaching materials to carry out his/her teaching and research administrative and similar functions, he/she is entitled to receive an

allowance of Three Million five Hundred Thousand Leone (Le3,500,000) annually, scaled down and computed by percentage.

ii) When a member of the Administrative Senior Staff uses his/her private resources in the discharge of his/her administrative duties, he/she is entitled to receive an allowance of Three Million Five Hundred Thousand Leones (le3,500,000) scaled down and computed by percentage.

f) **Professorial Allowance**

In order to support their Academic stature within the University, Professional Allowance of One Thousand two Hundred British Sterling (₤1200) annually shall be granted to all senior members of staff appointed as professors on Scale 1.

g) **Research Grants**

Every staff member appointed to the grade of Lecturer 1 is entitled to a research/clothing allowance, which shall be an initial grant to enable the staff member conduct research in accordance with the University Research Policy.

h) **Baggage Allowance**

a) A member of staff appointed from outside Sierra Leone who travels by air either to associate his appointment or otherwise at University expense may be entitled to receive a baggage allowance towards the cost of sending 50 kilograms by air and 120 cubic feet baggage by sea.

b) A baggage allowance at the same rate is also payable to:

i) A member of staff and spouse on the normal termination of appointment;

ii) A member of staff who is declared an invalid whist on leave; and

     iii)   The next of kin of a member of staff who dies whilst in the service of the university.

    c) A member of staff returning to his post after an approved study leave or sabbatical leave provided, he or she has not enjoyed the privilege in the preceding three years shall be entitled to the provision if he or she has not received such entitlement from elsewhere.

Transportation Allowance

    a) **Vehicle Allowance**

When a member uses his/her private vehicle on authorized University business, he/she is entitled to receive a lump sum mileage allowance for all distance covered outside the Campus boundary, in accordance with the schedule.

Mileage must be calculated in terms of shortest possible routes, unless a longer route has been specially approved by the Head of Department. Claims will not be paid unless they are endorsed by an authorized officer or the Head of Department.

    b) **Travel Allowance**

In order to enhance the output and mobility of members of staff in the performance of their duties, a member of staff shall be entitled to a monthly travel allowance in accordance with the schedule.

Hospitality Allowance

When a member of staff provides at his own expense boarding and lodging for an official University guest, with the approval of the Vice-Chancellor & Principal, he/she shall be entitled to reimbursement from University funds for each night that hospitality is so provided.

Subsistence Allowance

a) When a member of staff, on the recommendation of an authorized officer or Head of Department and with the approval of the Vice-Chancellor and Principal, travels within Sierra Leone on duty connected with the University, he/she is entitled to a per diem allowance for the period during which he/she is required to be absent from his/her normal place of residence.

b) Entitlement to subsistence allowance is restricted to those periods during which a member of staff is necessarily absent from his/her normal place of residence on duties connected with the University. If the period of absence is extended, without the approval of an authorized officer or Head of Department and the Vice-Chancellor and Principal, beyond what is required for the conduct of University business, no allowance will be paid for the period of extension.

c) The following scales shall be implemented, except for inter-campus travel as in the schedule.

a) **Senior Staff**
Scale 1&2 – Le500, 000
Scale 3&4 - Le400, 000
Scale 5&6 - Le300, 000

b) **Senior Supporting staff**
Scale 7-10 –   Le250, 000
Chief Clerk – Le200, 000

c) **Junior staff –** Le150, 000

Remote Allowance

In order to attract quality staff to take up appointment in the University and in its various campuses, and considering the paucity of facilities such as electricity, water supply, communication and recreation, staff members shall be entitled to remote allowances as may be determined by the Court.

Children's Welfare Allowance

Staff shall receive a flat monthly rate as allowance for the maintenance of biological or legally adopted children, as in the schedule.

Supplementation

Subject to agreement between the Government of Sierra Leone or the University and Overseas Government and Agencies, an expatriate member of staff may be paid an allowance of 7.5% of basic monthly salary in addition to his/her salary by such Overseas Government or Agencies. Where such an allowance is payable, reference to this will be made in the letter of appointment.

Cost of Living Adjustment Allowance

To cushion the effect of rampant inflationary pressures, cost of living adjustment allowance of 7.5% of basic monthly salary shall be paid to staff members.

Contract Gratuity/Special Allowance

Members of staff transferred from the University of Sierra Leone (1972 Act) would continue to receive contract gratuity/special allowance until retirement as follows:

20% prior to 2005

12 1/2% after 2005

Vocation/Annual Leave

Annual Leave

Members of the Academic Staff shall be entitled to annual leave of at a rate indicated in the schedule taken during vacation, but the Vice-Chancellor and Principal shall have power to require an individual member of staff to remain in residence during the vacation or portions thereof as necessary.

When a member of the Academic Staff is required to be on duty throughout an academic year such that he/she is unable to take a holiday of at least 45 working days with the approval of the Vice-Chancellor and Principal, such a member shall take his/her leave during the long vacation. In the case of Administrative Staff, the leave shall be deferred or paid for in lieu, with the approval of the Head of Department. Any leave not taken shall be carried over to the next year, only with the specific approval of the Vice-Chancellor and Principal. No member of staff shall be allowed to accumulate leave for more than two years' entitlement at any one time. Anything in excess would be forfeited automatically.

Annual Leave Grant

A member of staff shall be provided with a leave grant in each year at an approved rate of 30% of current basic salary.

Study Leave

The University Court may, on the recommendation of the Senate, grant Study Leave in addition to, or in lieu of, long vacation to members of staff.

Study Leave shall be granted in order to enable a member of staff to study/pursue non-profit research. Such leave shall be granted with or without pay and on such conditions as may be determined by Senate and Court on the basis of the needs of the University and in the interest of staff development.

Regulations for Granting Study Leave

Study Leave shall be granted under the following regulations:

i) For study leading to the award of a master's degree, a limit of 30 months will apply for this category of application. An Applicant should have served the University continuously for two or more years to be eligible;

ii) For study leading to the award of the Ph.D degree, a limit of 48 months will apply for this category of application for candidates with a first degree. Applicant with a master's degree who obtained their master's as staff candidates should have served the University continuously for a period of five year or more to be eligible. Those candidates who were initially appointed with master's degrees should have served the University for three or more years to be eligible;

iii) For further training or to pursue approval research for one or two semesters provided the staff has been in continuous employment with the University for three and five years respectively prior to the date of application;

iv) All awards of Study Leave are subjected to annual review based on an application for renewal, accompanied by a progress report from the campus/University authorities;

v) An approved split-sites leave holder shall be entitled to full salary and all other allowance;

vi) Staff candidates on Bilateral or Technical cooperation bursary shall be entitled to full salary and all other allowances; and

vii) Approved Study Leave with full or half salary will only become effective after a bond with the University had been signed.

Leave of Absence

Court, on the recommendation of Senate, may grant Leave of Absence with or without pay on such conditions as it may determine, to a member of staff as follows:

   i)   To undertake paid work experience relevant to his/her field of specialization, and

   ii) To take up State Appointment; for any other approval reason.

Leave of Absence shall be granted as follows:

   a)   Applicants for Leave of Absence should have served the University continuously for five years, and

   b)   Leave of Absence can normally be for up to twelve months in the first instance and can be renewed for a further period up to a total of twenty-four months only.

Sabbatical Leave

The University considers that in the interest of both the University and of the members of Academic Staff, it is desirable that members of staff should be released from their normal duties at intervals during their career to undertake study/research.

Sabbatical Leave will be granted at the rate of fifty-six days for every completed year of service since date of appointment or return from Sabbatical Leave, Study Leave or Leave of Absence up to a maximum of one academic year, provided the member of staff presents confirmation of his/her attachment and working programme to the relevant committee of the University.

Financial assistance toward travelling expenses, when not provided from any other source in connection with Sabbatical Leave, may be granted in accordance with the provision set out. Members of staff returning from Sabbatical Leave with paid passages from the University shall not be entitled to further passages until after five years of continuous service since return.

Applications for Sabbatical Leave shall set out in detail the course(s) of study/research proposed, the duration of leave requested and the financial assistance sought.

Applications shall be sent to the Registrar, through the Head of Department or the Director of Institute, Dean of the relevant faculty and the relevant Deputy Vice-Chancellor or Head of campus. Court will determine, on the recommendation of the Senate, when such leave may be taken. Staff on Sabbatical Leave shall be entitled to all remuneration as if he/she is in a continued active service up to a maximum of one year.

Compassionate Leave

Compassionate Leave with pay will be granted to a staff in cases of extreme emergency. This leave period should not exceed eight (8) days in any one year. Any days taken in excess of this period shall be deducted from the normal vacation leave entitlement.

Maternity Leave

A member of staff may, on the recommendation of a Medical Officer(s), endorsed by the University Medical Officer(s), be entitled to twelve weeks Maternity Leave. Such leave, which shall be on full pay, shall be taken at a time recommended by the University Medical Officer(s). No extension of this leave may be taken without the approval of the Court, on the recommendation of the University Medical Officer(s). If the leave is extended, the Court shall determine the conditions under which the extended leave is taken.

No member of staff shall be entitled to Maternity Leave with pay unless she has served for at least one year on continuous duty.

Maternity Leave shall be an additional leave to the annual entitlement of leave earned in the leave year.

Paternity Leave

Under special circumstances, a male member of staff whose wife is expecting a child may normally be granted Paternity Leave of not more than 4 weeks on special terms and conditions.

Sick Leave

(a) A member of staff who is absent from duty because of ill-health for a continuous period of two days is required, on the third day, to support this absence by providing his or her Head of Department with a medical report from the University Medical Offer(s) or any other qualified Medical practitioner endorsed by the University Medical Officer. The period of absence on full salary may be extended up to one month provided it is supported by appropriate medical reports furnished at weekly intervals to the Vice-Chancellor and Principal by the University Medical Officer(s) or any other qualified Medical Practitioner but with endorsement by the University Medical Officer.

(b) After one month's Sick Leave on full salary as defined in 8(a) above, a further period of Sick Leave on full salary up to a total of six months from the date of the first absence from duty may be granted by the Vice-Chancellor and Principal, on the advice of the University Medical Officer(s) and a Medical Board arranged by the University. All such cases shall be reported to Court.

(c) Any extension of Sick Leave beyond this period of six months shall require the specific approval of the Court, on the recommendation of a Medical Board, which shall determine the salary, if any, payable to the person concerned during this period of extension. Such payment shall not exceed 50% of the monthly salary up to a maximum of further six months, after which the staff faces a Medical Board.

Financial Arrangements during Sick Leave

During the absence from duty of a member of staff who is on Sick Leave, the University shall have the right to deduct from his salary,

(a) The appropriate rent of his/her University residence

(b) Any loan or installments thereof, due to the University, in respect of an agreement with the University, entered into by the member of staff

(c) Any loan on installments thereof, guaranteed by the University and due to a Bank or other financial institution.

Resumption of Duty after Sick Leave

A member of staff who, with medical permission approved by the University Medical Officer(s), fails to resume his duty on the date of the expiration of his Sick Leave shall be deemed to have vacated his appointment from the date of the expiration of his Sick Leave and all the emoluments of his appointment shall cease from that date.

Conditions under which Passages are provided

a) A member of staff who satisfies the appropriate University conditions shall be entitled to Passages.

b) The liability of the University for Passages under these conditions of service is limited to the cost of economy class air fares.

c) Travel arrangements in all cases shall be made either by the Registrar or by an agent appointed by the University. Members of staff may make their own arrangements only with the express consent of the Registrar.

d) If a member of staff, for his personal convenience, deviates from what would otherwise be the most appropriate route for which a free passage is provided for him or her, he or she shall pay the excess fares incurred by this deviation.

e) The Vice-Chancellor and Principal shall, on the advice of the Finance & General Purposes Committee, in exceptional circumstances, authorize the provision of Passages for members of staff and their families to places other than the normal country of residence.

Provision of Passages on Assumption of Appointment

a) A member of staff on appointment from abroad is entitled to be provided with economy class air fares and ground transportation to his/her respective destination. The member of staff, the spouse and up to 3 children to the ages of 18 years or at the end of full-time education, whichever is the earlier and provided further that he or she is not entitled to such Passages from any other source, are entitled to the above provision.

b) The University shall request a refund of the cost of such Passages, if the member of staff voluntarily resigns from his/her post earlier than two academic years from the date on which he/she took up the appointment.

Termination of Appointment

A staff may be removed from office for good cause, as defined in the statutes,

a) To have been guilty of conduct, which the Court shall deem to be such as to constitute failure or inability of the person concerned to perform the duties, or to comply with the conditions of tenure of his/her office. Such conduct and inability shall include– carrying out duties in a manner amounting to gross inefficiency or falling to perform the duties of his/her office or complying with his/her appointment provided that he/she shall have been given first chance of hearing or written explanation in response to the report about him/her, and

b) To have been convicted of any crime or offence, which Court shall deem to be such as to render the person concerned unfit to continue to hold his/her office.

Benefit on Termination of Appointment

a) At the end of his/her contract, a member of staff recruited externally is entitled to a return passage.

b) A member of staff who has served the University for a period of three years and whose services are terminated or who voluntarily resigns shall be entitled to his/her benefits, provided that such staff member had been given a three-month notice, in the case of a staff below the rank of Associate Professor/Reader; and six months' notice for Associate Professor/Reader and Professor.

Rent Subsidy

a) The condition determining the provision of partly furnished accommodation for members of staff shall be prescribed by regulation entitled, University Housing Policy (see Annex (one) 1, B).

b) Where housing is available, the University may provide such a member of staff with accommodation for which a rent will be charged according to an agreed schedule.

c) A subsidy toward the payment of rent would be provided.

d) A member of staff occupying University owned or leased accommodation is required to sign a Tenancy Agreement with the University. This Tenancy Agreement shall specify the condition of occupancy and the rights and obligations of both parties.

e) Rent subsidies shall be paid to all staff.

f) Rent Allowance for all staff members shall normally be paid as an annual event to staff for whom the University does not provide accommodation. Rent will be charged as in the schedule.

g) Revenue accrued should be paid into a special account for the maintenance and expansion of existing houses and the building of more University houses.

Medical Requirements and Benefits

(a) **Medical Examination**

A newly appointed staff shall submit a certified medical report on assumption of duty.

(a) **Medical Treatment within the University**

The University shall provide Seven Hundred and fifty thousand Leones (Le750,000) per annum for the staff and three children, for dental and medical treatment, as the University Medical Offer(s) consider(s) necessary; for all members of staff and their families resident in Sierra Leone in the Campus Hospital or Medical Centre of the University.

(b) **Medical Treatment outside the University**

In the case where such medical treatment cannot be provided in the Campus Hospital or Medical Centre, the University, on submission of a recommendation from the University Medical Officer(s), will provide an allowance to assist defray the cost of medical treatment.

(c) **Overseas Medical Treatment**

If the University Medical Officer(s) and the Medical Board certify that it is necessary for the member of staff to take the medical treatment outside Sierra Leone, the University shall provide passage for the member of staff and spouse or designated next of kin and an addition of One Thousand Five Hundred Pounds Sterling (Ł1,500), or equivalent in exchangeable currency, for the member of staff concerned and make representation to the Government of Sierra Leone to assist defray the costs of such medical treatment.

(d) **Medical and Property Insurance**

The University shall have its own insurance arrangement, which would include special rate for members of staff in active service for medical, health and personal property.

Staff Funeral Expenses

On the death of a member of staff, who satisfies the appropriate University conditions, he/she shall be entitled to the allowance set out in the schedule, as contribution toward funeral expenses.

a) **Accommodation for Dependents of Deceased Employees**

In the event of death, the spouse/dependents of the deceased member of staff shall be allowed to live in the house or other living accommodation provided by the University, which the deceased had been occupying at the time of death for not more than one year and the normal rent for the occupation of the house/living accommodation by the spouse and/or dependents shall be recovered from the benefits due to the deceased.

b) The salary payment due to a member of staff ceases at the end of the month in which the staff dies and such payment shall be made to the designated next of kin, in accordance with the provisions of the law.

Assistance with Purchases

Purchase of Equipment

The University shall provide a member of staff with a loan, subject to the availability of funds, to be repaid in not more than 30 equal monthly installments, to enable him/her to purchase or repair equipment, provided that an appropriate form of Agreement between the University and the member of staff is properly completed.

Purchase of Motor Vehicle

Depending on the availability of funds, a member of staff shall be entitled to either option (a) or (b) below:

(a) The University shall provide a member of staff with an interest free loan up to the tune of Ten Million Leones (Le10,000,000) maximum to purchase a motor vehicle, provided that the appropriate form of Agreement between the University and the member of staff

has been properly completed, to be repaid in not more than 48 equal monthly installments.

(b) The University shall guarantee a loan from a bank or other financial institutions to enable a member of staff to purchase a motor vehicle, provided that the appropriate form of Agreement between the University and the member of staff is properly completed, to be repaid in not more than 48 equal monthly installments.

Fees Waiver

a) A member of staff who has served the University for a minimum period of two years shall be entitled to fees waiver for spouse and three biological or legally adopted children up to the age of twenty-five (25) years, in accordance with the schedule.

b) A member of staff, who has served the University for a minimum period of two years, shall be entitled to fees waiver should the staff wish to pursue any postgraduate programme within any of the campuses or colleges of his/her University.

Personal Accident Insurance

The University shall provide Personal Accident Insurance under a group policy for a member of staff or any member of his/her family travelling on approved business.

Review of Conditions of Service

a) The Courts of the constituent universities shall establish a permanent committee on Conditions of Service, of which at least one-third of the members shall be representatives of the Senior Staff of the constituent universities, nominated by the respective Staff Associations.

b) The Courts, through the recommendations from the committee on Conditions of Service, reserve the right from time to time to revise the Conditions of Service and the attached

schedules annexes. The Tertiary Education Commission (TEC) shall monitor and coordinate the implementation and/or further review of any part or section of these harmonized Conditions of Service.

c) The senior members of staff may present proposals for a review of these conditions of service and/or the attached schedules annexes at least once every three years to the Registrars of the universities for the attention of the Conditions of Service Committee.

Interpretation of these Conditions of Service

The interpretation of these conditions of service shall rest with the Vice-Chancellors and Principals of the universities, subject to appeal to the University Courts, with a further right to appeal to the Tertiary Education Commission (TEC).

POLICY ON EQUALITY AND INCLUSION

Preamble

Ernest Bai Koroma University of Science and Technology recognizes that diversity and inclusion are the corner stone of high organizational performance and peaceful coexistence. One of the top priorities of the University is to ensure equal access to educational and job opportunities. This is in conformity with the Universities Act of 2005 as promulgated by the Parliament of Sierra Leone.

Policy Statement

Ernest Bai Koroma University of Science and Technology maintains collective responsibility to ensure diversity and inclusion in all aspects of its operations. This includes right to be treated equally and right to same opportunities regardless of race, gender, tribe and any form of disability. The University shall not discriminate against any person on the grounds of race, ethnicity, nationality, gender, or any form of disability. The institution is committed to creating an inclusive environment where everyone is given equal treatment.

Policy Objectives

The University aims to be a place where people can be free to be themselves no matter their identity without fear of prejudice. The objectives include the following:

i.   To advance the equality of opportunity at all levels of the institution;

ii.   To provide an environment conducive for acceptable coexistence among members of the University community; and

iii.   To ensure that all workers and students at the University conform to the code of Equality, Diversity and Inclusion.

Scope

This Policy covers all current and potential staff and students, external examiners, consultants and visitors in all campuses. It covers all forms of discrimination on the bases of gender, age, ethnicity, race, religion and or beliefs, and disability. It includes all University activities and those of the University community.

The Policy

Ernest Bai Koroma University of Science and Technology will operationalize the above aim and objectives in all its activities in the following ways:

Involvement in Decision-making.

The University is conscious of the difficulty in recruiting women in decision making positions in the University. It also is aware of its responsibility to ensure equality and inclusion for all its workers and students without discrimination. The University is committed to meeting those obligations in the following ways:

    i.   Gender equity and Inclusion is applied in all its operations;

    ii.   Recruitment and promotion are done without gender bias through a competitive recruitment process, ensuring that male and female students receive equal treatment;

    iii.   Men and women are appointed to decision making bodies, and students' representation is made a condition to all University bodies like University Court, Faculty Boards, and committees that deal with student matters; and

    iv.   Training programmes for both men and women—all shades of people are established.

Student Admission:

    i.   The University endeavours to increase female enrolment in all programmes.

ii.   It uses affirmative action especially in Science-based programmes to encourage females and people with disabilities (the Physically Challenged) to enroll to such programmes. This could include lowering admission requirement for entry into such programmes.

Gender-Sensitive Curriculum

The University makes sure that the curricula are sensitive to gender and disability needs in both content and delivery.

Student organizations are made equality and inclusion sensitive:

The University is committed to ensuring that student organizations employ equity and inclusion gender sensitive decision making processes in their activities, including leadership sharing. No clubs with undue gender or any form of unacceptable discrimination tendencies shall be registered or allowed to operate in the University community.

Examinations and Course work:

i.   The University is committed to ensuring fairness in examinations and course work.

ii.   Equal opportunity shall be given to both men and women in the examination process, including examination content and grading system. Extra classes could be arranged for weak students, especially female and physically challenged students, to help them catch up with the rest of the class.

Gender and Disable-based Violence

Ernest Bai Koroma University of Science and Technology is committed to creating an environment which is free from violence in all its forms, especially gender based violence, on all its campuses.

Administration of this Policy

Any staff or student who violates this Policy shall face the full penalty as prescribed in the University Code of Conduct. The University is committed to establishing a unit that will be responsible to monitor compliance of this Policy. Data relevant to the achievement of equal opportunities and lack sexual harassment are collected regularly and analyzed with a view to monitoring progress as well as providing a basis for further action.

The ultimate responsibility for ensuring adequate monitoring of this Policy rests with the Vice-Chancellor & Principal with overall power resting with the University Court.

FINANCE POLICY

Preamble

Ernest Bai Koroma University of Science and Technology is conscious of the fact that it requires huge sums of money for the implementation of its programmes, which are geared towards meetings its key functions of Teaching, Research and Community Service. The Institution is further aware that it is being entrusted with public and private funds to fulfill those goals.

The Universities Act of 2005 requires Ernest Bai Koroma University of Science and Technology to maintain financial practices according to generally accepted best practice; i.e. Accounting, Transparency, Accuracy and Reliability of records. As a public institution that is accountable to the people of Sierra Leone, the donor agencies and other partners, the University is committed to upholding the above principles in all its operations.

Policy Statement

Ernest Bai Koroma University of Science and Technology shall maintain legitimate instruments authorizing and informing all its employees and other stakeholders on how to conduct financial transactions involving receipt and disbursement of revenue. The University shall enhance and streamline financial management processes and reporting facilities at both central and faculty levels through the implementation of an integrated Financial Information System. The Financial Policy, therefore, contains the governing principles and standards for the financial management of Ernest Bai Koroma University of Science and Technology's resources.

Policy Objectives

The objective of the Policy is to ensure that University financial resources are efficiently and effectively managed to serve the University's overall academic, administrative and financial goals.

The Policy provides controls in relation to financial arrangements, expenditure and income-earning activities.

Scope

This Policy covers all financial management and related activities of Ernest Bai Koroma University of Science and Technology. It also covers all Ernest Bai Koroma University of Science and Technology staff in respect of all University activities.

University Financial Authority

The financial authorities of the University and their functions as stated in the 2005 Universities Act are as follows:

The University Court

The University Court shall be the governing body of the University and shall be charged with the general control and superintendence of policies, finances and property of the University. The Court is to ensure that the accounts of the University and each of its units are audited annually by an independent firm of auditors.

Finance and General Purpose Committee (F&GPC)

The Pro-Chancellor shall be the Chairperson of the Finance and General Purpose Committee. Finance and General Purpose Committee, a sub-committee of the University Court, is responsible for the oversight regulatory functions relating to disbursement of finances and associated operations and property of the University. The Committee shall ensure proper maintenance of accounts of the University and each of its Units; and its functions are inclusive of the periodic internal auditing of all financial transactions (Universities Act of 2005).

The University Court, through the Finance and General Purposes Committee is responsible for defining the University's accounting policies and ensuring that they are implemented.

The Financial Year—The Financial Year of the University is 1st January to 31st December, which is in accordance with the national fiscal policy.

The Vice-Chancellor & Principal

The Vice-Chancellor & Principal shall be responsible to the University Court for the overall management and control of the funds of the University and shall be the Chief Accounting Officer of the University.

The Finance Director

The Finance Director shall be the Chief Financial Officer of the University and shall be responsible to the Vice-Chancellor & Principal for the day-to-day administration and control of financial affairs of the University, which include but not limited to the following:

a) To ensure that the funds of the University are spent in accordance with the Regulations laid down by the University Court and that no monies of the University are spent without appropriate authority;

b) To ensure adequate supervision of the disbursements of University funds and proper monitoring, and accounting for revenue

c) To receive, on behalf of the University, all subventions, fees, assets and revenue payable to the University, and all official receipts shall be sufficiently discharged for the same;

d) To maintain proper accounting records of income and expenditure, assets and liabilities;

e) To ensure compliance with Financial Regulations and the Accounting Code by all staff under his control and supervision; and

f) To maintain proper accounting records such as books of accounts, main and subsidiary ledger accounts.

The Deputy Vice Chancellor of Campus

The Deputy Vice-Chancellor shall be the vote controller of the Campus funds as stipulated in the 2005 Universities Act.

Deans, Directors and Heads of Department/Unit

These officers shall be responsible for spending and overseeing the financial activities of their respective schools/departments, directorates and units. These local authorities shall exercise due care in financial matters; prudently manage imprests and report cases of financial irregularities to their immediate supervising authorities. The responsibility of the Internal Auditor of the University in the discharge of his duty in connection with finances shall not absolve any Dean/Head of Department/Unit from his responsibility. In exercising the above powers, every School/Department/Unit shall have a Finance Committee comprising of no fewer than three members, to consider and approve all expenditures relating to the School/Department/Unit. The Dean/Director/Head of Unit shall be the Chairman of the Finance Committee as the case may be.

Head of Internal Audit Unit

Ernest Bai Koroma University of Science and Technology shall install a sound system of internal control to ensure efficient and effective management of its resources. The Internal Audit Unit should ensure orderly and efficient method with a view to safeguarding assets and securing, as far as possible, the accuracy and reliability of the University's records. **Internal Control** shall be installed by management in order to carry out the activities of the University with an Internal checking system that includes the allocation of book keeping assignment and clerical duties in such a way as to ensure no task is carried out from its beginning to its conclusion by one person; or that work of one person is subject to independent checking procedure.

The Head of Internal Audit Unit shall be responsible to the Vice-Chancellor and shall have responsibility for the following:

1. Performance of General Prepayment Audit of Vouchers;
2. Assets verification and price monitoring;
3. Systems auditing and investigation;
4. Monitoring and reviewing of controls; and

5. Expression of opinions on observations noted.

Book of Account, Registers and Reports

The Finance Director shall ensure that the University maintain proper books of account that satisfy the reporting requirements of the Public Budgeting and Accounting Act 1992 (Act No.1 of 1992) and applicable International Financial Reporting and Standards (IFRSs). The Internal Control System and accounting records should form the basis of an effective accounting system.

Foreign Currency

Foreign currency transactions are accounted for at the mid-rate of exchange prevailing on the date of the transaction or at a specified contract rate.

Investment

The University's investment should be stated as cost and its income is taken to the Income and Expenditure Account.

Budgetary Control System

Vote Service Ledger. Vote Service Ledgers (see Annex (one) 1, A) are maintained for each department as a means of budgetary control to ensure that expenditure lines, in particular, are not exceeded. Management reports should be prepared two weeks following the end of every month to enhance management control and decision making.

Collection of Fees from Private Students

All fees from private students shall be paid on or before registration. All fees are paid directly into the University's Fees Account at a bank stipulated by the University. However, the University Administration may approve deferred payment of fees on special circumstances.

Students whose sponsorships do not cover the total fees are considered as private students for the purpose of this section.

Collection of Fees through SLG Grants-in-aid

GOSL shall meet its commitments towards grant-in-aid through established procedures with the use of notification either via a Ministry of Technical and Higher Education memorandum or circular, or a bank credit advice is received, whichever comes first, which shall be followed by an official letter acknowledging receipts directed to the appropriate GOSL functionary.

Revolving Funds

A revolving fund account is usually maintained for each revolving fund unit in the University campus or the institute's books to which all income of the unit should be credited and expenditure debited. Like self-financing unit, the revolving funds depend on their own generated income to meet operating cost. Their business activities are much less than self-financing unit and are usually self-accounting. All credit transaction with the customer of a revolving fund is recorded in his account in the other receivable ledger. All accounts of revolving funds shall be audited annually.

Research Grants

External Research Grant

External Research Grant is earmarked grant specifically donated by overseas funding agency for specific research. With regards to this type of grants, the University enters into an agreement with the grantor of the grant. Such an agreement shall be signed on behalf of the University by the Vice-Chancellor & Principal. Each research grant shall be supported by a budget, and accounting records according to its own terms and conditions. Should there be any need to vary any item in the budget, the Project Leader shall seek the permission of the grantor for such variation.

University Research Grant

The University Research Council shall have the responsibility to recommend the approval of the Grant. Payment of this grant to researchers is subject to the approval of the Vice-Chancellor & Principal. The disbursement of the grant is made after researchers have satisfactorily defended their proposal before the University Directorate. The Finance Directorate shall have the responsibility to ensure that the Budget of the proposed research is in line with the University financial guidelines. The Budget shall be implemented in phases consistent with disbursement in tranches. The first tranche of disbursement for the Main Research Grant is 40% of the total grant while that of the Mini Research Grant is 50%. The Research Grants may be disbursed in the form of Advances which will be accounted for by the Principal Researcher.

Receipts/Income

The University shall receive funds from various sources, the most important of which are the following:

Subvention from Government

The greater part of the revenue of Ernest Bai Koroma University of Science and Technology comes from the government of Sierra Leone in the following forms:

1. Personnel grant
2. Overhead Grant
3. Capital Grant
4. Fees subsidy
5. Special Intervention Fund.

Other Sources:

Receipt from students: These are fees and other charges payable by all categories of students, which shall be paid into the University's designated Accounts.

Receipt from staff: These are Rents paid on quarters and Electricity Charges.

Sundry Receipts: These are derived from Sale of Application Forms, Electricity Charges paid by consumers, Hire of University properties including buses.

Gifts, Donations and Special Grants: The University recognizes these types of revenue in the budget only when they are received. The Special Grants are funds or revenue received from individuals, Government and Non-Government Organizations.

Income from Investment: These are interests' incomes received from Fixed Deposit Accounts and Treasury Bills and other suitable financial instruments.

Receipts from Auxiliary Units: Such incomes identified in the University Auxiliary Units shall be used to sustain their operations.

Proceeds from Research: These are incomes which shall come from Administrative charges on all research grants except research grants from the Sierra Leone government. The chargeable rate is 10% or as may be determined by management from time to time.

All other receipts due to the University: Such fund, apart from Government Subvention, shall be collected immediately when it is due; and where necessary, payment shall be requested in advance of service delivery; where receipts fall due for payment as one-time deal or periodically, a written notice shall immediately be sent out with necessary details to payers.

Expenditure and Accounts Payable.

Personal Emoluments.

These consist of contractual payments resulting from an employment contract between the University and a member of staff or employee. These include salaries and wages, allowances, social security contribution, travel grants, etc. The University Finance Office shall maintain permanent Earnings Record card for each employee showing basic monthly

salary, allowances, income tax, social security and other deductions. Contract Gratuities and Leave Allowances are processed and paid out annually. Payment slip shall be given to payees/employees on monthly basis.

General Administrative Expenses

The general responsibilities for the control of these expenses rest with the finance office of the University Secretariat or Campus/Institute as the case may be. These are operating expenses of the University classified as Centralized Services and Other Charges. Centralized Services are essential administrative overhead expenses that cannot be identified with the functions of any individual department or unit within the University. Other Charges are items for expenditure that can be specifically identified with the functions of an individual department within the University.

Fixed Assets

Capitalization Policy

The University shall maintain a policy where all items of expenditure on fixed assets for the University use above the threshold of Le 2,000,000 (Two Million Leones) will be classified as a fixed asset. This Policy is subject to review biannually; the cost of this will be written off over its useful life. All equipment with economic life of not less than one year shall be classified as fixed assets. All property valuation and/or devolution shall be a qualified value. This shall be every two years.

Depreciation

The University Policy on depreciation of fixed assets shall be conducted in accordance with stipulated standard practice of the University set forth in the Procedures Manual. This is in consonance with the national policy.

Acquisition/Disposal of Fixed Asset

All acquisition and disposal of capital fixed assets should be as per the University practice set forth in the Procedures Manual in line with the provisions of relevant sections of this Policy.

Fixed Assets Register

A Fixed Assets Register containing all the fixed assets in the University shall be maintained as stipulated in the Operations Manual.

Memorandum Register

A Memorandum Register of all none fixed assets in the University shall be maintained as stipulated in the Operations Manual.

Inventories

Inventories operations shall be in accordance with Ernest Bai Koroma University of Science and Technology Standard Procedures as stated in the Stores Manual.

Capital Grants

These are donations of fixed assets to the University for its General Operation.

Staff Loans and Advances

The University's Policy is that all confirmed staff who have served the University for more than one year are eligible for a loan. Salaries advances can be granted at the approval of the VC&P or Registrar or DVC, as the case may be. Loan repayments shall commence in the month following the month in which the loan was granted. Monthly deductions from the employee's salary shall not normally exceed one-third of the net salary.

Payments for goods and services

Payments shall be in accordance with the University procedures employed by authorized personnel with appropriate signatories expressly evident as in cases of payment of salaries and wages.

Petty cash payments

Ernest Bai Koroma University of Science and Technology shall maintain a sizeable float for petty cash, centrally as well as locally, using best practices, which shall be in accordance with the University Financial Procedures Manual.

Financial Reporting

The Statements of Accounts for each financial year shall be prepared in accordance with the International Public Sector Accounting Standards' (IPSAS) provisions and submitted to the External Auditor within three months after the end of the financial year.

The Finance and General Purpose Committee shall appoint an External Auditor who shall audit and report on the affairs of the University to the Committee through the Vice-Chancellor & Principal of Ernest Bai Koroma University of Science and Technology. The External Auditor shall submit the Audited Accounts and Management Report to the Universality Finance and General Purpose Committee within the stipulated time in the Engagement Letter.

Loss of University Funds and Property

Loss or shortage of fund is a depletion of government fund at a given time arising from Misappropriation, Falsification, Conversion of funds to personal use, False claims, Fraudulent payments, Theft, Negligence, etc. In such instances, the University Administration shall, within justifiable reasons, take appropriate actions subject to investigation in accordance with the Code of Conduct of the University.

Disposal of University Property: Ernest Bai Koroma University of Science and Technology shall dispose of its property through the appropriate organ/committee set up for same following standard procedures defined by the University. This shall entail notifications, meetings and inspections of the boarded items.

Procurement Policy

The Procurement Policy of Ernest Bai Koroma University of Science and Technology shall entail open competitive bidding where every interested bidder is given equal, simultaneous, sensitization and opportunity to offer the goods and works or services required and shall be in view of the economy and ethical standards as reflected in the National Public Procurement Manual.

Principle of Responsibility and Accountability

The Vice-Chancellor & Principal and any officer to whom responsibility is delegated shall bear responsibility and accountability for any actions taken or omitted to be taken either in compliance with or in the contravention of the Public Procurement Act, 2007.

Offences Relating to Public Procurement

Action and inaction of employees at Ernest Bai Koroma University of Science and Technology shall constitute an offence if such act involves collusive engagements or disengagements with partners of University business transactions, price quotations, fraud, or corrupt acts, unlawful influence, bribery, rigging, interference with thresholds and accessibility, forgery, and other such acts contravening the Public Procurement Act. Defaulters shall be subjected to penalties as stipulated in the Ernest Bai Koroma University of Science and Technology Codes of Conduct without prejudice to the national laws herein applicable.

Relationship of Auxiliary Units with the University

The Ernest Bai Koroma University of Science and Technology shall give patronage to the auxiliary units for the supply of goods and services provided by them. The University shall promptly settle all their bills after supplies of such goods and services and may assist the auxiliary units financially in the form of seed money and working capital loans at reasonable interest rates or negotiated repayment plans deemed as mutually feasible. Auxiliary units shall, by mutual consent, be required to contribute to the revenue of the University from their income.

Where an auxiliary unit's operations are similar to a commercial entity with its own core staff, the salaries of such core staff should be fully or partly derived from the proceeds from that entity.

ICT POLICY, PROCEDURES, AND GUIDELINES

Preamble

The adoption and utilization of Information and Communications Technology (ICT) within Ernest Bai Koroma University of Science and Technology is aligned with the University Strategic Plan. The implementation of ICT requires an overall guiding framework to ensure that it is well managed; it complies with legal and regulatory requirements, it creates value and supports the realization of the University's objectives based on globally accepted best practice, guidelines and principles. In line with the above, the Ernest Bai Koroma University of Science and Technology ICT Policy provides a structure for all the relevant ICT activities.

Policy Objective

The policies here within spell out the best practice, define roles and responsibilities of all user groups as well as provide guidance in the delivery, implementation and usage of ICT at Ernest Bai Koroma University of Science and Technology.

Policy Statement

The purpose of this Policy is to describe and document the ICT policies and procedures that will support Ernest Bai Koroma University of Science and Technology's goals and objectives within all the teaching, learning, research and administrative units. This is geared towards increasing effectiveness and efficiency in all University functions. As such, the development of these policies took into consideration alignment with other existing University functional policies as well as globally recognized ICT practices. The University will accordingly ensure the University-wide dissemination of this Policy to user group categories.

Scope

The ICT Policy applies to all Ernest Bai Koroma University of Science and Technology schools, departments, and units and covers these areas:

1. ICT Governance
2. University Data Communications

3. Cyber Security

4. Software Development and Acquisition

5. ICT Service Management

6. ICT Skills Capacity Building

7. ICT Services Support

8. Telecommunications and Unified Communications

9. ICT Procurement

10. Social Media

11. Software Licensing and Ownership

12. Information Systems and Data Warehousing

13. Special Needs ICT Usage.

ICT Governance and Service Management

ICT services in the University shall be managed by the:

The ICT Management Committee

There shall be an ICT Management Committee with the following members:

- The Vice-Chancellor & Principal (Chairman)

- The Deputy Vice-Chancellors

- The Registrar

- The Finance Director

- The Director of Quality Assurance

- The Director Planning and Quality Assurance

- The Dean, School of Technology

- The Public Relations Officer

- The Director of ICT (Secretary).

The functions of the ICT Management Committee shall be:

1. Formulate policies and guidelines for the running of the ICTD.

2. Provide oversight of the administration of the ICTD.

3. Make recommendations to the Senate on the use of ICT facilities in the University.

4. Proffer advice on the development of ICT infrastructure, and acquisition of computers and ICT equipment.

The ICT Directorate (ICTD)

The ICT Directorate (ICTD) is mandated to provide leadership in the development, management and use of ICT in the University as follows:

1. Development and implementation of ICT Policies, Strategies and Standards.

2. Support the University's ICT Infrastructure. This covers the management and day-to-day operation of the:
   a. Network Operating Centre;
   b. University's backbone network that interconnects the Local Area Networks (LANs) and Wide Area Networks (WANs);
   c. Computer laboratories (labs); and
   d. IP Telephone system.

3. Setting-up, administration, troubleshooting and problem resolution of personal computers, printers, servers, networks and communications systems. The ICTD is responsible for:
   a. the University Email system.
   b. Internet access.
   c. Technical support of the University website.
   d. promoting the use of e-learning tools.
   e. basic ICT training for staff and students.
   f. ICT advisory services.
   g. developing and generating reports.
   h. Technical support.

The Head of the ICTD (The ICT Director)

Without prejudice to the job description, the functions of the ICT Director shall include the following:

1. Be responsible for the day-to-day management of ICT.

2. Management of information system of the University.

3. Ensuring that the ICT facilities and services are managed and delivered at the highest level of quality.

4. Liaising with relevant stakeholders to prepare and maintain an up-to-date database on staff and students as well as basic statistics in the University

5. Draw a strategic plan for the maximization of ICT utilization in the University.

6. Responsible for maintaining the Policy on ICT and providing support and advice on the University's strategy for sustainable development.

General Policies

In compliance with the National ICT Policy, Ernest Bai Koroma University of Science and Technology has set out the following policy statement regarding ICT:

i. The University shall ensure sustainable management of the University's ICT and resources through the creation of an appropriate policy, advisory management and operational ICT Directorate that will cater for the broad interests of all users;

ii. The University shall assure availability of ICT services in the University through reliable network infrastructure and sustaining emerging new applications;

iii. The University shall assure availability of User-level Data Communication Services, including centralized document management, Email, Internet/Intranet Services, and promote office computing in all offices;

iv. The University shall enhance and streamline students' education, related administrative and managerial processes and improve academic reporting facilities through the implementation of an integrated Academic Records Information System;

v. The University shall improve both the efficiency and effectiveness of library operations and services through the implementation of an integrated online Library Information System;

vi. The University shall enhance and streamline the human resource management and administrative processes through the implementation of a Human Resource Information System;

vii. The University shall ensure and require that all students, academic staff, administrative and support staff, and managerial staff be trained on a continuing basis to equip them with the requisite skills to fully exploit the ICT environment in their different functions;

viii. The University shall provide for the growth and financial sustainability of its ICT resources through appropriate funding and operational mechanisms; and

ix. The University shall leverage faculty/unit effectiveness to enable easier access to and coverage of University education by using ICT in instruction, learning and research through the implementation of University-wide E-learning.

Network and Computers

Security of our network and of the computers used for the administration of University business is a crucial aspect of the ICT Policy. For this reason, all computers attached to the network must have anti-virus software installed and, in general, the computers should be checked before any connection is made to the network by the ICT Department. Owners of personal computers are responsible for ensuring that their software is up-to-date in terms of security patches and anti-virus updates. In general, this will be configured automatically but owners must ultimately take responsibility for their equipment. This includes care in the choice of passwords and in the use of email accounts. Breaches in security, where this is due to inappropriate computer use, will be viewed seriously by the University and could result in temporary exclusion from the network. In addition, the University shall develop its Information Security Policy and, in particular, the Policy shall recognize that:

The University is committed to protecting the security of its information and information systems in order to ensure that:

1. the integrity of information is maintained, so that it is accurate, up-to-date and fit for purpose;

2. information is always available to those who need it and yet there is no disruption to the business of the University;

3. confidentiality is not breached, so that information is accessed only by those authorized to do so;

4. the University meets its legal requirements, including those applicable to personal data under the Access to Information ACT or the Data Protection Act; and

5. The reputation of the University is safeguarded.

Firewall

The University network shall incorporate a firewall to control data traffic into and out of its local network, which will increase the security of the University's network and help to keep the threat of malicious attacks to a minimum that will further help to keep confidential information protected.

Retention of Data

Anti-terrorism, crime and security law have implications for data retention with regard to digital communications. Therefore, the University shall ensure that both local and international policies and regulations are adhered to, especially as they relate to retention of data.

Software

The University takes seriously breaches of software license agreements and piracy with respect to software packages. For the purposes of the University's administration, computer software will be installed by the University's ICT Directorate; for students' personal computers, software will be assumed to be bought and kept up-to-date with the latest security patches where appropriate (e.g. for Adobe Reader, Microsoft Office).

Procurement of its Equipment

In general, computers and other equipment used by the various University Offices shall be procured by the ICT Directorate in line with the National Procurement Policy. Computers used

for administrative purposes have, in general, a common programme suite to cover daily tasks as well as specific departmental software. Other additional software can be arranged for through the ICT Directorate according to the users' need in relation to their University duties. All new University computers will have appropriate anti-virus, anti-spyware and malware software installed, and generally, software updates will either be automatic or organized through the ICT Directorate on a routine basis. Procurement of mobile devices should be authorized by line managers who will give business cases for each device requested that should be set up and registered by the ICT Directorate. In ordering equipment for the University, the ICT Director will ensure that full use is made of educational and other discounts, and will ensure that an up-to-date database (inventory) exists for all such equipment, including mobile devices. This is to ensure timely upgrades of equipment under the renewal policy and to assist in cases of theft leading to insurance claims.

The University Network

The University Network comprises optical, wired and wireless connections throughout the various University sites. Switch gear and wireless access points are the property of the University and are maintained by the University for its administrative and academic pursuits. Only contractors engaged by the ICT Directorate and the members of the ICT Directorate shall have direct access to any hardware component of the network, and interfering with any part of the wiring, optical fibres and hardware by any University member will be deemed to be a serious offence.

Ernest Bai Koroma University of Science and Technology Email Accounts and the Internet

To obtain a University email account, a user is first required to have a University Staff or Student ID or Card. Once this has been issued an email account is automatically created for the user by ICT Support Services; this will be of the form: first letter of Initial.Last@ebkust.edu.sl. While it is open to the University to set up an office name to cover, for example, general enquiries, this needs to involve the ICT Directorate.

Other email accounts, available through outside providers, e.g., g-mail, Hotmail etc., can be set up by individuals, but accounts incorporating the University's name should only be used in agreement with the relevant line managers and ICT Staff. The ICT Directorate should hold all relevant details of the account, including passwords, which should be sufficiently strong to ensure necessary security. Such accounts should not be used in any way that attracts unauthorized cost or defamation to the Directorate or University. Inappropriate use of email accounts or the internet may lead to sanctions and to suspension from the network.

Relating to use of the internet, all students and visitors should read and sign the University's acceptable use Policy.

Users are not permitted to use University ICT or network facilities for any of the following:

1) Any unlawful activity prohibited by national and international laws and conventions;

2) The creation, transmission, storage, downloading, or display of any offensive, obscene, indecent, or menacing images, data, or other materials or data capable of being resolved into such images or materials, except in the case of the use of the facilities for properly supervised research purposes when such use is lawful and when the user has obtained prior written authority, for the particular activity, from the Head of his or her Department or the Chairman of his or her Faculty Board (or, if the user is the Head of a department or the Chairman of a faculty board, from the Head of his or her Division);

3) The deliberate or reckless undertaking of activities such as may result in any of the following:

   a) the waste of staff's effort or network's resources, including time on any system accessible via the University network;

   b) the corruption or disruption of other users' data;

   c) the unauthorised access, transmission or negligent loss of data;

d) the violation of the privacy of other users;

e) the disruption of the work of other users; and

f) the introduction or transmission of a virus or other malicious software into the network; and

4) Activities not directly connected with employment, study, or researches in the University without proper authorization. However, reasonable and limited use for social and recreational purposes, where not in breach of these regulations or otherwise, could be permitted.

Social Media

Social media accounts set up in the name of the University, or attributable to the University, can provide a fast route for feedback, comments and ideas. As such, this facility provides a valuable forum for discussion. Unfortunately, this facility is often open to abuse and can, in extreme cases, lead to reputational damage to the University or individual defamation of character and subsequent legal action. With this in mind, all University related social media accounts (facebook, twitter, etc) shall have key administrators who take responsibility for the accounts and who are responsible for granting right (administrator) access to the accounts. The University ICT Director shall be the key administrator on all such University accounts and should hold account details and any necessary passwords.

Management of the University Websites

The University's websites are overseen by the ICT Committee Group, which meets regularly during the academic year. This group has representatives from the Quality Assurance, the Academic and Administrative departments. The Group is chaired by the ICT Director. To ensure coherence across the sites, a protocol shall be established. The University ICT Director is responsible for ensuring compliance with relevant legislation and with the University's policies

and standards regarding quality and presentation. This includes the accuracy of the content and ensuring that the site is kept up to date.

Mobile Devices

Mobile devices are becoming increasingly common and sophisticated. These range from tablet computers and iPads to smart phones. In what follows, devices which use SIM cards of any description are included. The University shall only support the acquisition and maintenance of mobile phones (including smart phones) and other mobile devices where a person's work requires the use of such devices. In these cases, the choice of network (carrier) will be at the University's discretion using a corporate account. Use of such University-owned devices should be related only to calls and emails made in the context of University activities.

Transgressions/Penalties for Unacceptable Use

Where there is evidence of unacceptable use, the University may restrict or prohibit the use of its ICT resources. Violations of this Policy shall be treated in accordance with applicable University Statutes, Ordinance, Rules and Regulations.

In other cases involving a breach of security, or a charge of computer hacking, damage or improper use of equipment, or use of equipment that affect the entire University network, the matter shall be forwarded to the appropriate University authority for appropriate disciplinary action after investigation.

Revisions to this Policy

It is anticipated, with the speed of development in IT equipment and infrastructure that revisions may, from time to time, be done to this Policy document. In the first instance, it will be for the ICT Director to bring forward such changes, which will then go to the ICT Committee for approval. In any case, the Policy document will be reviewed annually and updated as necessary, in the light of developments in the University.

STAFF HOUSING ALLOCATION POLICY

Purpose of the Policy

The purpose of this Policy is to establish processes and guidelines for the consistent treatment of occupancy conditions, appearance and maintenance of University staff houses and to maximize the use of the limited resources for the benefit of the University.

Policy statement

As a Policy,

 i) the University shall endeavor to provide, partly, furnished on-campus accommodation for eligible members of staff, for which the staff will pay rent through monthly payroll deductions. It is particularly important, for foreign contract staff to reside on campus;

 ii) the University does not provide free housing to staff, except clearly stated as a benefit in the letter of appointment of a staff member; and

 iii) the authority for the allocation of senior staff housing on all University campuses shall be vested in the University Housing Committee, while the respective campus sub-committees will exercise authority over campus junior staff housing, where applicable.

  a). The University Housing Committee shall consist of:

   1. the Vice-Chancellor & Principal, ex-officio member (chairman);

   2. the Deputy Vice-Chancellor of campus, ex-officio member;

   3. three representatives of Senate;

   4. two representatives of Senior Staff Association;

   5. the Registrar;

   6. the Finance Director, and

   7. the Director, Physical & Plant Services.

  b). The Sub-committee of the Housing Committee shall consist of:

   1. the Deputy Vice-Chancellor, ex-officio member (chairman);

   2. one representative of campus Standing Committee;

   3. one representative of the campus Junior Staff Association

   4. the Deputy Registrar/Senior Assistant Registrar;

5. the campus Assistant Estate Officer; and

6. the Campus Senior Assistant Finance Officer.

General Conditions and Appearance

i)   University houses are to be used exclusively by staff members and their immediate family members and domestic staff. No staff member shall sub-lease all or part of any house allocated by the University or any of its contents to other persons for any period of time. The designated occupant will be subjected to disciplinary procedures in the event of any unauthorized use of the house.

ii) Rent will be payable from the day the keys are handed over to the staff member until they are handed back to the University through the office of the Director of Physical & Pant Services.

iii) The occupant of a University house shall be responsible for the normal utility costs.

iv) The occupant of the University house shall be responsible for the cleaning and upkeep of the house, its contents and surroundings.

v)   No physical alteration shall be made to any University house or its surrounding by any occupant without the prior written approval of the Vice-Chancellor & Principal, acting on behalf of the University Housing Committee.

vi) Construction of any major structure or operation of any business venture on any University land, including house surrounding, shall require

a)   the written approval of the Vice-Chancellor & Principal on the recommendation of the Director of Physical & Plant Services and

b) a lease agreement with the University, in the case of a commercial or business venture.

vii) Commercial venture, with the potential to disturb the peace of neighbours, will not be permitted in residential areas.

viii) The Directorate of Physical & Plant Services, the Registrar's office, the Director of Finance and the Housing Committee shall have primary responsibility for the implementation and entitlement of the University Housing Policy.

ix) The University shall conduct periodic inspections of the condition of staff houses.

Occupancy and Vacancy

i) The member of staff shall be responsible for the rent from the day that the keys are issued.

ii) The official date of vacancy shall be the date that the keys are returned to the University.

iii) The staff member shall be charged rent up to the official date of vacancy.

iv) The Director of Physical & Plant Services shall ensure that a house that is to be vacated is inspected on or before the day of handing over of the keys.

Notification of the Finance Director

i)The Director of Physical & Plant Services or his representative shall notify the Finance Director, Registrar and Internal Auditor in writing of the temporary or permanent housing allocation, changes and terminations as soon as they are made.

ii)Such notification shall include date of occupancy and or vacancy, and shall enable the Finance Director to effect the proper housing payroll deductions.

iii)Repairs shall be made to University houses and furniture by the University, except for those necessitated by negligence or misuse of the house by the occupant, for which the occupant will bear the cost.

iv)Any major repairs or renovations to a University house shall be recommended by the Directorate of Physical and Plant Services and subject to approval by the Vice-Chancellor and Principal.

QUALITY ASSURANCE POLICY

PREAMBLE,

Policy assures high quality of the educational output of Ernest Bai Koroma University of Science and Technology by using clearly defined learning outcomes, which further enhance rigorous evaluation feedback from staff, students and other stakeholders. The Policy also institutionalizes Quality Assurance System in all operations of Ernest Bai Koroma University of Science and Technology to augment effectiveness and efficiency in teaching, learning, research and extension; while regularly conducting periodic reviews for improving programmes.

APPLICABILITY/ACCOUNTABILITY

This policy is applicable to the administrative and academic deliveries of the University and onto which its partners are obliged to conform. It embraces all activities, services, processes, resource provision and utilization for and by the University. Persons accountable to this policy include administrative, academic and support staff, prospective and enrolled students, partners, resident and prospective communities.

POLICY STATEMENT

Ernest Bai Koroma University of Science and Technology is committed to striving for excellence and world-class academic status through quality assurance in all its activities. This Policy aims to rebrand and sustain Ernest Bai Koroma University of Science and Technology quality assurance through monitoring the effectiveness thereof across the academic and administrative systems.

DEFINITIONS

Quality: In assuring quality, the University aims to balance the notions of excellence, efficiency and service provision.

Quality Assurance (QA): Quality Assurance refers to the process of evaluating/assessing the extent to which the individual/unit/institution is delivering on its service obligations.

Quality Management: Achieving the objectives in measurable and verifiable terms that will be precisely the same for different individuals (academic and administrative) permitting effective communication and replication of results.

PROCEDURES

Establishment of a Quality Assurance Unit at Ernest Bai Koroma University of Science and Technology.

The Quality Assurance Unit (QA) had been established in the Office of the Vice-Chancellor & Principal to plan, conduct and coordinate Quality Assurance activities at all levels in the University.

QA Unit Personnel

The Ernest Bai Koroma University of Science and Technology Academic Planning and Quality Assurance Directorate shall consist of the following personnel:

  I. Director, Quality Assurance
  II. Deputy, Director Quality Assurance
  III. Assistant Registrar/one administrative staff and one Office Assistant.

This Unit is headed by a Director of Academic Planning and Quality Assurance, reporting directly to the Vice-Chancellor, and he is the most senior quality manager. Through the Academic Planning and Quality Assurance Office, the Vice-Chancellor & Principal submits annually revised three-year rolling plans to the University and reports to Senate through the Quality Assurance Committee/Board on quality assurance structures and systems.

The Unit would be responsible for developing the Quality Assurance System, and operationalizing Compliance Criteria for Ernest Bai Koroma University of Science and Technology through established documentation. In that respect, the Unit would be responsible for the enforcement of Ernest Bai Koroma University of Science and Technology Quality Assurance by reporting periodically on the University's performance based on criteria established in consultation with relevant Internal and External stakeholders.

Specifically, the functions of Quality Assurance Unit would include the following:

I.   Actively engage Internal and External Stakeholders and set-up a collaborative framework for the development of a functional Quality Assurance System.

II.   Develop, administer and manage (Implement and Monitor) Quality Assurance processes across the University.

III.   Determine human, material and financial resources required for the operations of the Quality Assurance Systems.

IV.   Provide all necessary clerical and related technical services involving compilation and creation of relevant documents such as Quality Assurance tools, system evaluative research information or data management and dissemination within the University and to external key stakeholders.

V.   Lead training and information sharing on Quality Assurance in the University.

VI.   Continuously devise strategies for improvement of Quality Assurance System.

VII.   Liaise with External Quality Assurance institutions, organizations or other international initiatives to ensure institutional compliance.

VIII. Ensure that the University formulates and adheres to policies in respect of its Quality Assurance, and at all times be in readiness for any audits and/or programme accreditation.

Whilst the Quality Assurance Committee is charged with ensuring that appropriate policies are developed and implemented, one of its roles is to advise the Coordinating Committee, Senate and Court on such activities.

Campus QA Implementation Units

Each Campus shall have the following Quality Assurance Personnel:

I.   One campus Focal QA Person

II.   School Representative

III.   One Student representative from each school.

The Campus Registry is to provide secretarial services. This Team will work with all departments to institutionalize Quality Assurance Activities to promote effective service delivery and learning activities.

Membership of the QA Committee/ Board.

The Committee/Board meets at least four times per annum and has the following membership:

   I.   The Vice-Chancellor & Principal- Chairman;

  II.   The Deputy Vice Chancellors;

 III.   Deans/Representatives of schools;

  IV.   The University Registrar;

   V.   The Director of Research and Development;

  VI.   Presidents of the Students' Union Government;

 VII.   One Campus Students Representative Council Member;

VIII.   Two Senate Representatives;

  IX.   The Human Resources Manager;

   X.   Director, ICT;

  XI.   Staff Unions Representatives; and

 XII.   The Director of Academic Planning and Quality Assurance as Secretary.

The primary responsibility of the Ernest Bai Koroma University of Science and Technology Quality Assurance Committee is to introduce and promote a quality culture across Ernest Bai Koroma University of Science and Technology in the discharge of its functions contributing to teaching, research and community service. In this regard, the committee will meet to deliberate on the matters of quality assurance for recommendations, alterations of procedures and practices that could deserve necessary actions.

Specifically, the EBKUSTQAC shall:

   a. Oversee the Directorate of Planning and Quality Assurance, which has been established in the Office of the Vice-Chancellor &Principal to operationalize Quality Assurance (QA) activities in the University.

b. Ensure effective introduction and operation of QA structures, systems and processes for the continuous improvement of Ernest Bai Koroma University of Science and Technology (EBKUST).

c. Provides essential updates on the *Quality Status* of the University to the University Senate, Court, and/or the Tertiary Education Commission (TEC) whenever required.

d. Cooperate with the Strategic Partnership in Higher Education Innovation and Reform (SPHEIR) Project or similar funding to promote implementation of Quality Assurance leading to the institutionalization of QA at Ernest Bai Koroma University of Science and Technology.

e. Directly conduct or supervise the process of institutional review of all research and development projects, MoUs, MoAs and other contracts executed within the ambits of the University to ensure full compliance with the internal standards in tandem with the interest of Ernest Bai Koroma University of Science and Technology, as well as the external standards the University, and is obliged to comply with under law or voluntary adoption.

f. Have the oversight responsibility of the implementation of quality standards and the overall QA Process. This means conducting quality review and self-assessment to identify areas for improvement.

g. Advising Senate and Court on the formulation and implementation of policies, systems and programmes for effective Quality Management and Enforcement in Ernest Bai Koroma University of Science and Technology.

h. Monitor, directly or otherwise, compliance with any existing policy or regulations passed in Senate, including standing orders/ decisions passed/reached in management and/or statutory meetings etc., and report for action by Court through management and senate.

Quality Assurance Philosophies and Strategies of Ernest Bai Koroma University of Science and Technology.

Shared Responsibility

Assuring Quality in the Ernest Bai Koroma University of Science and Technology operations is viewed as a shared responsibility in that all staff (administrators, managers, tutors, assessors, and support staff) are responsible for the implementation of the Quality Assurance Policy through:

      1. Internal Quality Assurance Tools.

      2. External Quality Assurance Tools.

      3. The University, through Senate, shall determine and approve quality management frameworks for all faculties/departments/affiliate institutes.

      4. Regular Quality audits will be conducted to ensure that the Quality Assurance Policy is implemented.

Roles of Heads of Department/ Lecturers

Heads of department are responsible for ensuring that policy requirements are met within their own departments. The sole responsibility for defining the quality of teaching and courses rests with the lecturers and with the help of other specialists' professionals.

Institution-Wide Assessment

The University's assessment system is based on self-evaluation and peer review. Individuals/departments are encouraged to set their own targets (within the broader mission of the University) against which they are evaluated by internal and external peers. In addition, the principle of 'self-assessment practice' is to be built into all University operations to further improve quality gaps that may arise therein.

Communication Strategy

The following communication strategies are employed by which staff and students become fully informed of all quality assurance initiatives and developments via the University website and other relevant media, the Academic Planning and Quality Assurance Office.

The University's Central and Campus management meetings are held on a weekly basis to discuss administrative policy and management issues so as to enable wider University audience to be au fait with issues in the University.

The Vice-Chancellor, Deputy Vice-Chancellors and senior management officers meet monthly with the deans in a University Management Meeting. This meeting provides an opportunity for the administration to get feedback from the campuses and deans of school, making administration to be well informed of issues for strategic quality decisions and actions.

The Vice-Chancellor & Principal visits all academic departments every two years, spending a full two hours in each department. This affords the members of the departments the opportunity to raise issues of concern. This will enable the VC&P to get first hand information on issues affecting the teaching, learning and welfare of staff and students in each department.

In recognition of the crucial role played by Heads of Department in the strategic direction and overall success of the University, a workshop is held annually for all Heads of Department in order to share information and to provide HODs with the opportunity to raise issues of concern or propose strategies for meeting the challenges which lie ahead.

Quality Assurance Policies and Procedures

New Academic Programmes

Proposals for new academic programmes are initiated by individual departments after they have required school board approval before Senate through the Curriculum Review Committee and Court consideration. These proposals will then be submitted to the Tertiary Education Commission for approval. These reviews aim to: identify quality assurance procedures and ensure that these are consistent with the quality assurance policies covering the University as a whole.

Quality Assurance Policies

Areas of Internal Quality Assurance

Internal quality assurance mechanisms are departmentally generated and are continuous. In that vein, Quality Assurance Policies have been developed in key areas in order to facilitate a high quality environment for teaching, learning and research. The major policies are:

a. Admission Policy;

b. Curriculum Development and Review;

c. Evaluation of Teaching and Course Design;

d. Assessment of Student Learning;

e. Supervision of Postgraduate Students;

f. Examination Policy;

g. Staff Code of Conduct;

h. Staff Disciplinary Policy;

i. Staff Housing Policy;

j. Fuel Policy;

k. Staff Inclusion Policy (Gender, disadvantaged persons, disabled persons);

l. Appointment and Promotions for both Academic and Administrative Staff Policy;

m. Occupational Health Policy;

n. ICT Policies;

o. Revenue Generation Policy; and

p. Students' welfare and Discipline.

Further policies will be introduced as considered necessary.

Inputs from wide range of stakeholders are sought in the development of new policies, the introduction of new systems and the production of review reports.

Areas of External Quality Assurance

In order to ensure that high quality standards are maintained, the Quality of educational programmes shall be assured through External Academic Review by any of the following bodies:

i. External Examiners

ii. External Professional bodies

iii. External accreditation agencies (for professional programmes that have recognized credible professional accreditation agencies)

iv. Employers

v. Former students

vi. Other Universities.

Review Procedure:

Rapid Review of Policies, Procedures and Processes

Review committees conduct academic and administrative reviews every three to five years and or as the administration deems necessary to identify areasof improvements and possible gaps for Quality Assurance. This review is required to ensure internal consistency, relevance, and applicability of existing policies, processes and procedures. More importantly, it will provide an opportunity to identify feasible compliance criteria and guide the development of effective monitoring tools for routine quality assurance work. The outcome of the review will be able to draw the attention of all stakeholders of the University to the existence of these policies and turn them into positive instruments of growth for the University, which will eventually lead to the publication of the Ernest Bai Koroma University of Science and Technology Quality Manual.

The Quality Assurance Committee examines the effectiveness of the Quality Assurance Policy every three years, and or as the administration deems necessary to identify areasof improvements and possible gaps for Quality Assurance. This review is required to ensure internal consistency, relevance, and applicability of existing policies, processes and procedures. More importantly, it will provide an opportunity to identify feasible compliance criteria and guide the development of effective monitoring tools for routine quality assurance work.

The Committee's recommendation is presented to stakeholders for possible review before it is submitted to Senate for approval and Court for ratification. After Court's ratification, a copy of

the revised Policy is widely distributed by the Academic Planning and Quality Assurance Office to the University community.

The outcome of the review is to be able to draw the attention of all stakeholders of the University to the existence of these policies and turn them into positive instruments of growth for the University, which will eventually lead to the publication of the Ernest Bai Koroma University of Science and Technology Quality Manual.

SEXUAL HARASSMENT POLICY

Preamble

Ernest Bai Koroma University of Science and Technology is mindful of the fact that the University's vision can only be achieved if the teaching, learning, working, research and service activities occur in environments that are safe and free of violence, harassment, fraud, theft, disruption and intimidation. Promoting such environments necessitates the need for a policy on sexual harassment and discipline, which outlines the rights and responsibilities of all students toward creating these supportive learning/working environments and a shared statement of personal commitment to uphold these values.

Ernest Bai Koroma University of Science and Technology is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide <u>workplaces</u> and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Policy Statement

The University shall enhance all registered students, applicants (for employment or admission) or employees' right to live and learn/work in a safe environment with necessary facilities to live and learn/work therein. The University, however, expects all registered students, applicants (for employment or admission) or employees to behave in a way that will protect the liberty of all registered students, applicants (for employment or admission) or employees of the University.

Policy Objectives

The Policy seeks to encourage responsible behavior of all registered students, applicants (for employment or admission) or employees of the University, to maintain social order and to protect the rights and liberties of others. Penalties for infractions are also intended to be corrective rather than punitive.

Sexual harassment is a violation of national laws and of University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Ernest Bai Koroma University of Science and Technology will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation.

Scope

This Policy shall regulate the conduct of all registered students, applicants (for employment or admission) or employees of the University and it covers the protection of all from sexual harassment of the University.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

i. an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program, or activity, or is used as a basis for employment or academic decision; or

ii. the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.

Examples of Conduct Which May Constitute Sexual Harassment

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually-related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex.

Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The national legal instruments related to issues of sexual harassment list the following examples of conduct which may constitute sexual harassment:

i. Unwelcome sexual advances — whether they involve physical touching or not;

ii. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;

iii. Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

iv. Displaying sexually suggestive objects, pictures, or cartoons;

v. Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;

vi. Inquiries into one's sexual experiences; and

vii. Discussion of one's sexual activities.

To constitute sexual harassment, the conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

As a university, Ernest Bai Koroma University of Science and Technology, its employees, and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily

entail raising questions about received opinions and conventional interpretations. Ernest Bai Koroma University of Science and Technology does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

Complaints

If you [senior academic/administrative staff, applicants (for employment or admission), registered students, or employees covered by a collective bargaining agreement] have any questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment, you are strongly encouraged to contact immediately your immediate supervisor or members of the University administration.

Some of the faculties and/or locations/campuses/colleges at Ernest Bai Koroma University of Science and Technology may have also established their own procedures for handling issues of sexual harassment. Senior academic/administrative, students, and staff who are members of academic units may contact the office of their dean to determine whether to use these complaint procedures. They are not required to do so.

Nothing in this policy is intended to limit the authority of Ernest Bai Koroma University of Science and Technology to take appropriate disciplinary action against any individual who violates University rules, procedures or policies, whether or not the conduct constitutes sexual harassment under law or University policy.

In addition to the above, you may file a formal complaint with government or nongovernmental agencies.

Disciplinary Action

A breach of this regulation will be referred to the Discipline Committee for appropriate disciplinary action. After an investigation, any person who is found to have sexually harassed or

retaliated against another will be subject to discipline, up to and including termination of employment and, if a student, expulsion from Ernest Bai Koroma University of Science and Technology.

Amendment

Amendments to this Policy shall be made on the recommendation of a special committee to be set up by the Deputy Vice-Chancellor in consultation with the Vice-Chancellor and Principal.

ADMISSION POLICY

Preamble

Admission procedure plays a pivotal role in Ernest Bai Koroma University of Science and Technology's commitment to fostering the advancement of learning and development of higher education; economic, social, ethical and healthy standards among the citizenry of Sierra Leone in particular and the world in general. Accordingly, a robust policy is necessary to guide this process.

Policy Statement

One of the core functions of Ernest Bai Koroma University of Science and Technology is to train students at the postgraduate, undergraduate, diploma and certificate levels in the disciplines of Agriculture, Education, Nutrition & Food Technology, Natural Resource Management, Sociology and Social Work, Community Health Sciences, Technology, Environmental Sciences, Pure/Applied Sciences and other related fields.

As part of its mission is to train students to become useful citizens in various fields of endeavour, the University is committed to producing quality graduates, the process of which starts with the quality of candidates admitted to the various programmes.

Policy Objectives

Grounded in the philosophy that access to quality education is a fundamental human right, irrespective of the individual's sex, race and disposition, the University Policy on admission seeks to:

   i.   ensure access to University education for a wide spectrum of candidates;

  ii.   ensure appropriate standards in admission to the various programmes; and

 iii.   ensure transparency and fair play in the admission of students.

Scope

This Policy covers admissions at all levels, ranging from certificate to PhD Programmes.

Criteria for Admission

Candidates for admission must satisfy two sets of requirements as follows:

General University Requirements

For admission into any degree programme at Ernest Bai Koroma University of Science and Technology, a candidate must have

Five credits at WASSCE including English Language in not more than 2 sittings.

Special Conditions

i. The University, under special circumstances, shall admit a candidate without the required WASSCE credits on mature basis. However, such a candidate must be at least 40 years of age with proven record of progress on occupation.

ii. Without prejudice to the above, the University shall conduct Special Entrance Examination in line with the Government Policy as and when necessary.

Faculty/Departmental Requirements

Faculty of Agriculture and Natural Resources Management

a. Non-Degree Programmes

i. Candidates wishing to enroll for **Certificate in Agriculture/Natural Resources Management or related fields of study** must have two credits at WASSCE with at least a credit in a pure science subject or Mathematics, or at least five years of experience working in an agricultural institution.

ii. **Ordinary Diploma (OD)** applicants must *either* have three credits including English Language at WASSCE with at least one credit in a pure science subject *or* a Certificate in Agriculture.

Candidates with Certificate in Agriculture wishing to pursue OD without the required WASSCE credits must have a Final Grade Point Average (FGPA) of not less than division two or its equivalent.

iii. Candidates wishing to pursue **Higher Diploma, HD (in Animal Health and Production, etc)** programmes must have *either* four credits including English Language at WASSCE with at least two credits in pure science subjects *or* an OD Certificate.

Candidates with OD wishing to pursue HD without the required WASSCE credits must have a Final Grade Point Average (FGPA) of not less than division two or its equivalent.

b. **Undergraduate Programmes**

i. **B.Sc. in (Agriculture General, Natural Resources Management General, Forestry and Wildlife Management, Agriculture and Food Science, Forestry and Wood Science, Veterinary Science, Aqua-ponics, Agribusiness, Environmental Quality Management, etc)**

i. Candidates wishing to pursue an undergraduate programme must possess 5 credits including English Language at WASSCE or its equivalent; out of which two must be in the following subjects: Mathematics, Physics, Chemistry and Biology.

ii. Applicants with HD in the relevant fields, Higher Teachers Certificate (HTC) in the relevant fields, State Registered Nursing (SRN), or Community Health Office (CHO) from a recognized institution with four credits including English Language and at least two of the following subjects: Mathematics, Physics, Chemistry and Biology at WASSCE or its equivalent with at least a division two or credit will be admitted into the second year; otherwise, they will be admitted into the first year.

iii. For Agri. Business Management, candidates must have English Language, Agricultural Science and any other three from the following subjects: Economics, Financial Accounting, Cost Accounting and Business Management.

ii. **B.Sc. Agricultural Engineering (All options including Post Harvest, Irrigation, Rainwater Harvesting, Farm Mechanization, Soil and Water Quality, etc)**

Candidates must have a minimum of five (5) credits at WASSCE including English Language, Mathematics, Physics, Chemistry, Biology, Core Science and any other subject.

c. **Postgraduate Degree Programmes**

i. Candidates wishing to pursue an M. Sc. must possess 5 credits at WASSCE/G.C.E. "O" Level or its equivalent including English Language and the first degree with at least a Division 2 or Second Class Honours from a recognized University**.**

ii. M. Phil. candidates must have completed the taught M. Sc. Programme.

iii. PhD candidates must have an M.Phil. or M. Sc. with thesis.

iv. M. Phil. and PhD candidates are required to present their research proposals in a public forum and are only allowed to continue after approval from the Faculty.

19.5.2.2 *Faculty of Environmental Studies* **(PROPOSED)**

A. Department of Chemistry

The specific criteria for admission of candidates into all **non-degree programmes** are as follows:

1. **Certificate and Diploma Programmes**

i. **Certificate Programmes**

Candidates must have at least two (2) credits in relevant subjects at the WASSCE.

ii. **Diploma Programmes**

a. **Ordinary Diploma**

Candidates must have at least three (3) credits in relevant subjects at WASSCE. Holders of related Certificates and Diplomas with at least two (2) years ex-post working experience shall be considered for admission.

b. Higher Diploma

Candidates must have at least four (4) credit in relevant subject sat at WASSCE or have successfully completed a related Diploma with a minimum pass of Credit and evidence of one year post qualification professional practice.

2) **Undergraduate Degree Programmes**

Candidates must satisfy two sets of requirements:

i. Special Faculty Requirement

Candidates must have a minimum of five (5) credits at WASSCE including English Language, Mathematics and any three of the following subjects: Chemistry, Biology, Physics, Geography or Economics, taken in not more than two sittings.

ii. Departmental Requirement

In addition to the Faculty requirement, at least a grade five (5) or better in Chemistry at WASSCE

3) **Post graduate Programmes**

i. Taught Master's Degree

Candidates must have a good first degree in a related field.

ii. Research Degree of Master of Philosophy (M.Phil)

Candidates must have Final Grade Point Average (FGPA) of 3.6 or its equivalent in the taught master's degree programme or have completed a master's degree with thesis from a recognized University. For some degree programmes, candidate may be required to take remedial courses before proceeding with the thesis research.

iii. Doctor of Philosophy (PhD) Degree

Candidates must have a good master's degree with thesis or successfully completed the M.Phil Degree in a related field. For some degree programmes, candidate may be required to take prerequisite courses before proceeding with the thesis research.

B. Department of Environmental Management

i. Certificate Programmes

Candidates must have at least two (2) credits in relevant subjects at the WASSCE.

ii. Diploma Programmes

a. Ordinary Diploma

Candidates must have at least three (3) credits in relevant subjects at WASSCE. Holders of related Certificates and Diplomas with at least two (2) years of ex-post working experience shall be considered for admission.

b. **Higher Diploma in Environmental Management**

The entry requirement(s) for the above diploma programme are:

i. Four (4) credits at WASSCE including English Language in not more than two sittings.

ii. The subjects offered at WASSCE must be science biased.

c. **Undergraduate Programmes**

i. Bachelor of Science in Environmental Management and Quality Control

ii. Bachelor of Science in Quality Management

iii. Bachelor of Science in Environmental Management

The entry requirement(s) for the above programmes are:

i. Five credit at WASSCE including English Language in not more than two sittings.

ii. The subjects offered at WASSCE must be science biased.

d. **Postgraduate Programmes**

i. Master of philosophy (M.Phil) in Environmental Management

ii. Master of Science (M.Sc.) (Taught) in Environmental Management

The entry requirement(s) for the above master's programmes are:

i. At least a Second-class division in Bachelor of Science degree with credit or better in English language at G.C.E. "O" Level or WASSCE.

ii. Students with division three in their Bachelor of Science degree should have TWO years' work experience before being admitted into the master's programme.

C. **Department of Geography and Development Studies**

i. **Undergraduate programmes**

a. **B.Sc. Geography**

Candidates must have a science or arts background with five credits at WASSCE including Geography and any other science subject.

b. **B.Sc. Environment & Development**

Candidates must have a science background and have five credit at WASSCE including English Language and Mathematics in not more than two sittings.

ii. **Postgraduate Programmes**

a. **M.Sc. in Development Studies**

Candidates must have a good B.Sc. or B.A. degree in a related field, including English Language at G.C.E. "O" Level or WASSCE.

b. **M.Sc. in Rural Development Studies**

Candidates must have a good B.Sc. or B.A degree in a related field, including English Language at G.C.E. "O" Level or WASSCE.

c. **M.Phil. in Development Studies/Rural Development Studies**

Candidates must have a Bachelor's degree in a related field with at least a Second Division. Candidates must also show high quality research background such as at least a "B" in previous dissertation.

d. **PhD in Development Studies/Rural Development Studies**

Candidates must have an M.Phil. in a related field or must have a good master's degree in related field with at least a "B" in dissertation and a final Grade Point Average of 3.6 or its equivalent on a five-point grading system.

D. Department of Biological Sciences chairman to provide details

Faculty of Social Sciences

a. **Non-Degree Programmes**

i. **Certificates (Para-Social Work)**

Candidates must have at least two (2) credits in relevant subjects at the WASSCE.

ii. **Ordinary Diploma, OD (in Social Work, Peace and Conflict Studies, Community Development Studies/Agriculture, CDS General, Disaster Management, Para-Social Work)**

Applicants with three (3) credits at WASSCE or its equivalent including English Language, Mathematics and any other one subject from the following: Science, Economics, Business Methods, Principles of Cost Accounting, Principles of Financial Accounting, Commerce, Statistics, Geography, Government, History, Agricultural Science/Biology obtained in not more than two sittings.

OR Holders of OD from recognized institutions plus two (02) credits at WASSCE in relevant subjects as stated above.

iii. **Higher Diploma, HD (in Community Development Studies/Agriculture, Project Design and Management)**

Applicants with four (4) credits at WASSCE or its equivalent including English Language, Mathematics and any other two subjects from the following: Science, Economics, Business Methods, Principles of Cost Accounting, Principles of Financial Accounting, Commerce, Statistics, Geography, Government, History, Agricultural Science/Biology obtained in not more than two sittings.

OR Holders of OD from recognized institutions plus three (3) credits at WASSCE in relevant subjects as stated above.

b. **Undergraduate Programmes**

i. **B.Sc. Economics/Agricultural Economics**

To be admitted into this Programme, candidates should have five (5) credits at WASSCE in relevant subjects including Economics, Mathematics and English Language in not more than two sittings.

ii. **B.Sc. Development Studies**

Candidates must have a science background and have five credits at WASSCE including English in not more than two sittings.

iii. **B.Sc. Rural Development Studies**

Candidates can have a commercial, arts or science background with five credits at WASSCE including English in not more than two sittings.

iv. **B.Sc. Social Work**

Candidates should have five credits (Arts biased) at WASSCE including English Language and Mathematics in not more than two sittings.

OR four credits (Arts biased) at WASSCE including English Language plus HND/HD Social Work.

v. **B.Sc. Sociology**

Candidates should have five credits (Arts biased) at WASSCE including English Language in not more than two sittings.

OR four credits (Arts biased) at WASSCE including English Language plus HND/HD Sociology.

c. **Postgraduate Programmes**

i. **M.Sc. Economics (Fifteen Months Taught Course)**

Applicants for the above programme must have a good first degree in Economics or its related subjects. Applicants with good first degree and with experience working in a financial institution or a related public sector have added advantage.

ii. **M.Sc. in Development Studies**

Candidates must have a good B.Sc. or B.A. degree in a related field, including English Language at G.C.E. "O" Level or WASSCE.

iii. **M.Sc. in Rural Development Studies**

Candidates must have a good B.Sc. or B.A degree in a related field, including English Language at G.C.E. "O" Level or WASSCE.

iv. **M.Sc. Sociology**

A first degree in Sociology or a related field of study from a recognized University is the minimum requirement. Candidates who do not possess these but are in the practice or in a related field of Sociology such as Social Welfare, Child Care, etc. will be considered for admission.

v. **M.Sc. Social Work**

A first degree in Social Work or a related field of study from a recognized University is the minimum requirement. Candidates who do not possess these but are in the practice or in a related field of Social Work such as Social Welfare, Child Care, etc. will be considered for admission.

vi. **M.Phil. in Development Studies/Rural Development Studies**

Candidates must have a Bachelor's degree in a related field with at least a Second Division. Candidates must also show high quality research background such as at least a "B" in previous dissertation.

vii. **PhD in Development Studies/Rural Development Studies**

Candidates must have an M.Phil. in a related field or must have a good master's degree in related field with at least a "B" in dissertation and a final Grade Point Average of 3.6 or its equivalent on a five-point grading system.

Faculty of Mining and Technology

a. Non-degree Programmes

i. Certificate Programme (Electrical and Electronics Engineering; Civil Engineering; Mining Engineering; Mechanical Engineering, Metallurgy Technology, Mineral Processing and Extractive Metallurgy, Computer Science, Renewable Energy, Information Technology, etc)

Two WASSCE credits including English Language in not more than two sittings.

OR Attempted WASSCE with proven relevant practical experience.

ii. **Ordinary Diplomas** (Electrical and Electronics Engineering; Civil Engineering; Mining Engineering; Mechanical Engineering, Metallurgy Technology, Mineral Processing and Extractive Metallurgy, Computer Science, Renewable Energy Technology, Information Technology, GIS, Electronics and Computer Technology, etc).

Three credits at WASSCE including English Language and a Science subject in not more than two sittings.

OR Holders of National Technical Certificate with two years working experience.

iii. **Diploma** (in Multimedia and Architecture)

Three credits at WASSCE including English Language and a Science subject in not more than two sittings.

OR Holders of National Technical Certificate with two years working experience.

iii. **Higher Diploma** (Multimedia and Architecture, GIS, Electrical and Electronics Engineering, Civil Engineering, Mining Engineering, Mechanical Engineering, Metallurgy Technology, Mineral Processing and Extractive Metallurgy, Computer Science, Renewable Energy, Information Technology, Electronics and Computer Technology, etc).

Four credits at WASSCE including English Language and a Science subject in not more than two sittings.

OR Holders of the Ordinary Diploma in related field of study.

b. **Undergraduate programmes**

i. **B. Eng** in (Electrical and Electronics Engineering; Civil Engineering; Mining Engineering; Mechanical Engineering, Metallurgy Technology, Mineral Processing and Extractive Metallurgy, etc) and

ii. **B.Sc.** in (Computer Science; Renewable Energy) must fulfill the following requirement:

Candidates must have a minimum of five (5) credits at WASSCE including English Language, Mathematics, Physics, Chemistry and any other two science related subjects.

OR Holders of the Higher Diploma in related field of study.

iii. **B.Sc. Business & Information Technology (BIT)**

Candidates must have a minimum of five (5) credits at WASSCE including English Language, Mathematics, Core Science and any other two commercial subjects.

OR Holders of the Higher Diploma in related field of study.

iv. **B.Sc. Industrial Technology**

Candidates must have a minimum of five (5) credits at WASSCE including English Language, Mathematics, Physics, Chemistry and Biology. A credit in Core Science at WASSCE may be accepted in lieu of any of the sciences.

OR Holders of the Higher Diploma in related field of study.

Faculty of Education

    a. **Non-degree Programmes**

    i. **Teachers Certificate Lower (TC Lower, One-Year Programme)**

An attempted WASSCE and a serving teacher.

    ii. **Teachers Certificate (TC, Three-Year Programme)**

Three credits at WASSCE in not more than two sittings;

An attempted WASSCE plus a pass (***minimum average of 50%***) in the entrance examinations;

Or Entry into Second Year with TC Lower.

    iii. **Higher Teachers Certificate (Primary)**

Four credits at WASSCE in not more than two sittings.

Or Holders of the Teachers Certificate (TC) with at least two years of teaching experience.

    iv. **Higher Teachers Certificate (Secondary)**

Four credits at WASSCE in not more than two sittings.

b. Diploma in Coaching, Officiating and Sports Administration

    Candidates must have:

EITHER Three credits at WASSCE including one Science subject;

OR TC with a credit at NCTVA plus two (2) years' working experience in related field.

c**. Undergraduate Programme**

i. **B. Ed.** in (PHE, Home Sciences, Business Studies, Biology, Agriculture, Community Development Studies, Chemistry, Physics and Mathematics); and

ii. B. Sc. Ed. in (PHE, Home Sciences, Agriculture, Biology, Chemistry, Physics, Geography, Economics and Mathematics)

For the above stated in (i) and (ii): Candidates must have a minimum of five credits at WASSCE including English Language, Biology, Chemistry, Physics, Agriculture, Economics/PHE/Financial

Accounting / Cost Accounting / Commerce/Business Management/Mathematics and any other related subjects in not more than two sittings.

OR Holders of HTC (Primary or Secondary) with four credits at WASSCE including English Language in not more than two sittings plus at least two years' relevant working experience.

iii. **B. Ed.** in [Social Studies (History, Government, Geography and Economics), Linguistics, Literature, Religious Moral Education, Sierra Leonean Languages (HuLimba, Kathemne, Krio), Practical Arts, Performing Arts, French]; and

iv. **B.A. Ed** in (Language Arts, History, Government, Linguistics, Literature)

For the above stated in (iii) and (iv): Candidates must have a minimum of five credits at WASSCE including English Language, Government, History, Christian Religious Knowledge, Islamic Religious Knowledge and any other related subject in not more than two sittings.

OR Holders of HTC (Primary or Secondary) with four credits at WASSCE including English Language in not more than two sittings plus at least two years' relevant working experience.

d. **Postgraduate programmes**

i. **Postgraduate Diploma in Education** in (Educational Administration, Measurement and Evaluation, Guidance and Counselling, Curriculum Development)

ii. **M. Ed.** in (Educational Administration, Measurement and Evaluation, Guidance and Counselling, Curriculum Development, Mathematics Education, English Language Education, Science Education, Agricultural Education);

iii. **M.A. Ed** in (Descriptive and Applied Linguistics, Sports Administration); and

iv. **M.Sc. Ed** in (Exercise Physiology, Agricultural Education, Geography, Home Sciences)

For the above stated in (i): Candidates must have a B.Sc./B.A. General or Honours degree in related field of study from a recognized University and must have a credit or better in English Language at G.C.E. "O" Level/WASSCE.

For the above stated in (ii) to (iv): Candidates must have a B.Ed., or B.Sc./B.A. in Education degree in related field of study from a recognized University and must have a credit or better in English Language at G.C.E. "O" Level/WASSCE.

Faculty of Business and Entrepreneurship

a. Non-degree Programmes

i. **Certificates** (in Business Studies; etc)

Either: Candidates must have at least two (2) credits in relevant subjects (Economics, Principles of Cost Accounting, Principles of Financial Accounting, Business Methods/Business Management, Commerce, Agricultural Science, etc) at the WASSCE in not more than two sittings.

ii. **Ordinary Diploma, OD** (in Accounting and Finance; Business Administration; Logistics and Procurement; Banking and Finance; Human Resources Management; etc).

Either: Four (4) credits (Economics, Principles of Cost Accounting, Principles of Financial Accounting, Business Methods/Business Management, Commerce, Agricultural Science, etc) at WASSCE including English Language and Mathematics in not more than two sittings.

OR Holders of Certificates in relevant fields of study plus at least two (2) credits in relevant subjects (Economics, Principles of Cost Accounting, Principles of Financial Accounting, Business Methods/Business Management, Commerce, Agricultural Science, etc) at the WASSCE in not more than two sittings with three (03) years relevant working experience.

iii. **Higher Diploma, HD** [in Accounting and Finance, Business Administration, Technician Diploma in Accounting (TDA), etc]

Either Four (4) credits including English Language and Mathematics at WASSCE in relevant subjects (Economics, Principles of Cost Accounting, Principles of Financial Accounting, Business Methods/Business Management, Commerce, Agricultural Science, etc) in not more than two sittings.

OR Holders of Ordinary Diploma in relevant fields of study from a recognized Institution/College plus a minimum of three (03) credits including English Language and Mathematics at WASSCE.

b. Undergraduate Programmes

(i) **Bachelor of Science, BSc** (in Accounting and Finance; Logistics, Procurement and Supply Chain Management; Human Resources and Organizational Development; Insurance Management; etc)

(ii) **Bachelor of Business Administration**, **BBA** (General; Marketing; Human Resources Management; etc)

(iii) **Bachelor of Public Administration, BPA**

To be admitted into the **Programmes listed (i) to (iii) above**:

Candidates should have a minimum of five (5) credits in two sittings at WASSCE including English Language and four commercial subjects (Government, History, Literature-in-English, Economics, Principles of Cost Accounting, Principles of Financial Accounting, Business Methods/Business Management, Commerce, Agricultural Science, etc)

OR Four (4) credits including English Language at WASSCE with a Higher Diploma in relevant fields of study from a recognized Institution/College.

Faculty of Basic & Health Sciences

a. Non-degree Programmes

i. **Certificate** in (WASH)

ii. **Diploma** in [Environmental Toxicology, Public Health, State Registered Nursing (SRN) WASH, Midwifery and Nursing Technicians]

iii. **Higher Diploma, HD** in (Public Health, Environmental Toxicology, etc)

b. Undergraduate Programmes

Bachelor of Science, BSc in (Public Health, WASH, Nursing, etc)

c. Postgraduate Diplomas

Faculty of Media and Cultural Studies

a. Non-Degree Programmes

i. **Ordinary Diploma** in (Creative Practical Arts (Drawing, Painting, Crafts, Designing), Performing Arts (Music, Dance and Drama/Theater Arts, Cinematography), Media and Cultural Studies, Music

Instrumentation, African Sculpture, Mass Communication, etc)

Three credits at WASSCE including English Language in not more than two sittings.

ii. **Higher Diploma** in [Creative Practical Arts (Drawing, Painting, Crafts, Designing), Performing Arts (Music, Dance and Drama/Theater Arts, Cinematography), Media and Cultural Studies, Music Instrumentation, African Sculpture, Mass Communication, etc]

Four credits at WASSCE including English Language in not more than two sittings.

OR Holders of OD in relevant fields of study or the Higher Teachers Certificate (HTC) with at least two years of relevant teaching experience.

Faculty of Religious and Inter-faith Studies

a. Non-Degree Programmes

Diploma in (Islamic Studies, Christian Studies, Inter-faith Studies, etc)

b. Undergraduate Programmes

Bachelor of Arts, BA in (Islamic Religious Studies, Christian Religious Studies, Religious and Peace Studies, etc)

c. Postgraduate Diplomas

Honours Programmes

All students are admitted for general degree in the first instance. Only students with Cumulative Grade Point Average (CGPA) of 3.6. or above at the end of Second Year will be invited for Honours Programme.

Duration of Undergraduate Programmes

Generally, all undergraduate programmes run for four years except otherwise directed by Senate.

Deferment of Admission

A candidate who is offered confirmed admission may defer such admission for one academic year upon notification of the Registrar through the Dean.

Re-entry Admission

A student who, for valid reasons, withdraws from study for a period not exceeding two years is eligible to reapply for reenrollment for the qualification in his/her most recent period of study.

Withdrawal and Change of Enrollment

A student wishing to withdraw from one course for which he/she is registered must complete a variation form obtainable from the Registry. Any student who withdraws after the end of the fourth week of the semester is deemed to have failed that course and shall be awarded an F Grade.

A student who drops out of a course without official withdraw shall be awarded an F Grade.

DISTANCE EDUCATION POLICY

APPLICABILITY/ACCOUNTABILITY

The policy is applicable to:

i.   The EBKUST community- Administration, Distance Education Directorate, Staff and Students

ii. Partners- all those who have dealings with Distance Education at EBKUST

iii. Host Communities

PREAMBLE

Sierra Leoneans have been clamouring for quality education. This is to regain the country's past glory in education and to enhance its development. In response to the desires of Sierra Leoneans, the Government has introduced and facilitated Free Quality Education.

Quality Education starts from the basic education level to tertiary education. Missing quality at the foundation level, (the basic education level) of our children will be disastrous because the quality people are desirous of will never be achieved. Today, schools, especially in the rural areas of the country, have very few trained and qualified teachers. Also, there are very few trained and qualified professionals in many places of work. EBKUST, in exercising its mandate of developing capacities of individuals, has embarked on distance education and short term professional trainings.

POLICY STATEMENT

The EBKUST distance education policy establishes guidelines for the conduct of distance education programmes at the university. It forms part of the EBKUST policies and procedures manual. It embraces the processes, activities and the provision of resources needed in distance education trainings. The key objectives of this policy shall include:

i.   To develop capacities of teacher educators in distance learning delivery.

ii. Provide learner support services to ensure that all distance education learners have the best conditions for success in their professional education and training.

iii. To promote sustainable development of individuals, communities and the country.

iv. To support distance delivery of teacher education and other professional programmes to overcome barriers imposed by geography, time, culture, tribe, disability or gender.

The key values of this policy are Access, Inclusiveness, Responsiveness, Collaboration and partnership.

DEFINTIONS

i. **Distance Education:** This is formal education rendered outside the conventional mode aimed at servicing in-serve teachers and other professionals who do not have the convenience and resources to enroll in the conventional mode of education.

ii. **Host community:** These are communities where distance education is carried out and/or other beneficiary communities of the distance education programmes.

iii. **Distance Education Center:** A place where distance education activities are carried out.

iv. **Access:** creating opportunities and mechanisms to provide high quality programmes to people seeking teacher qualifications and professional development.

v. **Inclusiveness:** promoting equity, equality and protection for all irrespective of location, gender, physical and social status.

vi. **Responsiveness**: responding to the needs of the nation and individuals to match modern trends the education and the labour force.

vii. **Collaboration and Partnership:** cooperating with organizations working in teacher education and other professional development.

viii. **Distance Education Directorate (DED):** A unit manning the affairs of Distance Education activities in the University.

PROCEDURES

These shall include:

The establishment of Distance Education Directorate: There shall be a Distance Education Directorate that mans all the distance education programmes of the University. The directorate shall be responsible to the EBKUST administration for proper conduct and supervision of the distance education programmes.

Enrolment of Students: This is in accordance with the admission policy of the University. However, concession shall be given to long-serving untrained and unqualified teachers in primary and Junior Secondary Schools. It shall also consider individuals who have need to improve on their capacities in their areas of work.

Staffing: The staff of the University (Full-Time or Contract) shall be engaged in providing teaching and learning services for the distance education students.

Face to Face Tutorials: Staff shall be effective and efficient in their delivery. They shall exercise professionalism in accordance with the code of conduct for staff of the University. Modules (instructional materials) shall be provided for all students.

School-Based Activities/Internship: Students shall be sent to schools/workplaces for practical and professional experience. Student-Teachers shall be supervised in schools at least once per term. Those in professional courses shall be supervised as determined by the DED. Report shall be submitted by each student at the end of every school-based/Internship session.

Assessment

Assessment shall involve continuous and end of session assessments. Continuous assessment involves tests, assignments, class attendance and class participation. Assessment for teacher education programme, end of session assessment involves take- home assignments in the first and second sessions (December and April) and a full-blown examination in the third session (August). Examinations shall be conducted in the last two weeks of the session. Feedback shall be given to students for every assessment done. Assessment for other professional trainings on the other hand comprise continuous and end of programme assessments. The conduct of examination shall be in accordance with the examination policy of the University.

Staff Appraisal

This shall be done annually. The Dean of education, Distance education Coordinators and the students shall appraise the staff. Distance Education Coordinators shall be appraised by the Deputy Vice Chancellors of the various campuses of the University and the Director of Distance Education.

Review of the Distance Education Policy

This shall be done within a given period to reflect modern trends of development in education and as will be judged by the Registrar of the University.

COMMUNICATION POLICY

INTRODUCTION

The Ernest Bai Koroma University of Science and Technology policy or guiding principles includes the university wider procedures.

This policy is being drafted for operational purpose in the Public Relations Department of the University. The University Policy Review Committee is the principal body reviewing policies. The Executive Body, Senior Academic and Administrative Staff, Deans of Faculties, Heads of Departments, as approved by the Vice Chancellor and Principal approval. Prior to implementation any amendment of this document pertaining to University properties shall require approval by the university court.

ADAPTABILITY

The Ernest Bai Koroma University of Science and Technology, policy is applicable to all members of the university especially when it comes to the flow of information internally, at campus level or external relations.

POLICY

This is a principle or behavior; conduct thought to be desirable or necessary, when formally expressed by an authoritative body. Furthermore, it can also be described as a course or principle of action adopted or proposed by an organization or individual.

PROCEDURES

A particular method for performing a task or a statement that categories an action appropriate to all units/department to the operations of the university for the systematic, constant application of policy.

Initiation of new policies occur when the need for a new policy procedure is identified by the Vice-Chancellor and Principal

POLICY STATEMENT

A policy statement is an organizational level document that prescribes acceptable methods or behaviors it is simply the way things are done within an organization.

COMMUNICATION POLICY STATEMANT

The Ernest Bai Koroma University of Science and Technology is governed by 2005 University Act. However, the Communication Unit forms an integral part of sharing information thus, helps in building a better image of the university. Furthermore, this policy will help in the flow of information, coordination, and handling of communication related issues at different levels, especially in time of crises management.

OVERVIEW OF THE POLICY

The Public Relations unit deals with all media correspondences of the institution. It is the face of the institution, and mediates between the institution and its various publics (internal and external). Except otherwise mandated by the vice Chancellor and Principal, staff in no uncertain terms should communicate any information that can be referred to as a policy statement regarding the university. If there is any information any individual had to make publicly, that information should be censored by the Public Relations Department.

The department is responsible to sell the institution and its dreams to the public at large, Thus prove the tremendous responsibilities of the Public Relations Department and how it can effectively and efficiently obtaining positive results. The department should identify different channel of communication which includes print and electronic media. The Public Relations Officials from other institutions (including Universities) are responsible to convey the smooth flow of information.

The University should recognize that, effective communication forms a vital component of the University. Thus this communication policy outlines the principles that must apply for

communication by Staff of The Ernest Bai Koroma University of Science and Technology (EBKUST) across the various Campuses.

PURPOSE OF THE POLICY

The purpose of this communication policy is to guide every staff and stakeholder of the university through the University's communication processes.

SCOPE OF THE POLICY

This policy applies to all official communications in and out of the institution ranging from our Facebook page, WhatsApp pages, our website, Newspaper publications including adverts, etc. radio discussion programs, interviews, newsletter, and production of documentaries.
The University recognizes multiple channels of communication to engage with different purposes and situations.

PRINCIPLES/GROUND RULES

The Public Relations Units ensures to disseminate clear and timely information for public awareness about the University.
The department ensures accessible, accurate, and unaltered pieces of information
The department should ensure to give out credible and transparent information that befit the universities reputation within its policy.
There should engage in an active dialogue in order to create effectiveness and efficiency in the communication channels.

CHANNELS OF COMMUNICATION

Internal Publics: (hierarchy)

The internal publics are all staffs, students and stakeholders working within the University. Therefore the channel of communication focuses on the organogram of the various departments and the university as a whole – considering the top bottom, and bottom top approach.

In that light, the Vice Chancellor and Principal under-normal-circumstance is the top most in the communication channel.

The immediate supervisor of the Public Relations Department is the Vice Chancellor and Principal of the University.

The right of inter and intra personal communications is given to all staff individually as they are the University's internal publics.
The Public Relations department should be aware of all speeches made by University Officials to the public

External Publics

The external publics are sister institutions, governments, private sector, public sector and the general public outside the University.
The external publics could be reaching through Communication and Publications of Newsletters, Promotional Videos, Audios, Post on Facebook, website, or whatsapp page and other forms advertisements

The Public Relations Offer is the focal person of all the above mediums.
Also, in executing official duties outside the University like conducting trainings, workshops, seminars, etc. such speeches should be done in the official language English.

CAMPUS ACCESS TO INFORMATION

EBKUST Public Relations Unit encourages staff at campus level share news on what obtains in the university and its environs. Every information pertaining to the university will be accessible to staff and student via different channels of communication which includes public notices, press release among others.

Non- EBKUST organizations and individuals – including the news media – require permission to come on campus at any time to capture still or video images. Furthermore, they require guide from an appropriate representative of the University. All members of the news media interested in capturing images or conducting interviews on University property must consult with the Office of University Public Relations Unit. Please email ceilnren2016@gmail.com

External Photography or Filming

As a higher education institution dedicated to educating its students, EBKUST rarely permits the use of its campus or facilities for commercial filming or photography.
Only in exceptional cases will such requests be granted when it is clear that doing so will not disrupt the activities or operations of the University, and will not jeopardize the privacy of members of our campus community.

As such, commercial photography, still and/or motion, is not permitted on the EBKUST without prior written consent. Filming or image capture for the purpose of news reporting about EBKUST is distinct and covered separately by the University's Access to Campus policy for news media.

During congregation ceremonies the Public Relations Unit in line with the Publicity Committee, will make the necessary arrangements with media houses and photographers that are ready to adhere to our principles during the process.

GUIDELINES & BEST PRACTICES FOR SOCIAL MEDIA

Ernest Bai Koroma University of Science and Technology has developed a Facebook page, website, whatsapp forum, twitter and YouTube accounts. These forums are filled with most of the activities undertaken by the University.

This policy emphasizes on the sole right of the Public Relations Officer to publish information/contents via through the above mediums. The Public Relations department restricts every other individual to publish via the above mediums without its approval.

PRINT AND ELECTRONIC MEDIA RELATIONS

These have to do with the publishing of news contents, adverts, public notices, granting of interviews, spearheading radio and television programs.

The Public Relations Department of EBKUST is solely responsible to undertake these ventures. The department can only delegate responsibilities as directed by the Vice Chancellor and Principal.

FOR INSTITUTIONAL, DEPARTMENTAL & ORGANIZATIONAL USE

The Public Relations Department should monitor every departmental social media forums. Therefore, the information below should be cautiously considered:

Be confidential: Be careful not to expose any confidential information about EBKUST to the Public to avoid destroying the image of the university.

Protect the University's brand: The university brand is full of so much values and dignity. Therefore one needs to be aware the kind of forum he is using the university's brand

Crises Management: During crises management, all relevant information about the university should be channeled to the Public Relations Department. It is only the responsibility of the Public Relations Department to engage with the public on crises management.

Respect others: In communication, there should respect for one another.

RESEARCH, INNOVATION AND DEVELOPMENT POLICY

PREAMBLE

The Ernest Bai Koroma University OF Science and Technology (EBKUST) hopes to foster Research, Innovation, and Development as articulated in its Mission and Vision. To this end, EBKUST plans to enhance its academic staff and students with research and developments skills and capacity to be able to undertake independent research, participate in multi-disciplinary and consortium research; institutionalize research ethics, enhance postgraduate research and training, increase quantity and relevance of research outputs. Additionally, this policy will create a framework that will motivate researchers, upscale research outputs, and innovations. It will also ensure that research results and technologies are effectively disseminated to stakeholders while researchers and collaborators shall be motivated to undertake result-oriented research themes. Overall, the Research, Development, and Innovation policy shall aid to create uniformity and transparency in research, planning, implementation, monitoring, and evaluation, as well as research and development output dissemination processes.

APPLICABILITY/ACCOUNTABILITY

This policy applies to independent, multidisciplinary, and consortium/collaborative research, development, and innovation strides of EBKUST. Faculty and Department Research Committees, Campus Research Committees, Development Partners (Academic Institutions, Ministries, Departments and Agencies) and the Directorate of Research, Innovation and Development are accountable to this policy.

POLICY STATEMENT

The University recognizes the importance of research as a key component of its strategic plan and existence. Therefore, the University is continually striving to strengthen its research capacity to effectively address research, innovation and development needs locally and internationally. In this regard, the EBKUST **Research, Innovation and Development Policy** provides a framework to ensure that research and development programmes of the University are relevant, necessary, efficient and effective. The policy shall create transparency and uniformity in research planning,

implementing and monitoring processes. It maps out processes of identifying and prioritizing research needs and initiating research projects; procedures for preparation and approval of research proposals; guidelines for identifying funding sources and modes of acquisition. Additionally, mechanisms for project monitoring and control; dissemination of research results and evaluation of research effectiveness and impact are included in this policy. Overall, it is the policy of the University to create and maintain a vibrant research culture among its staff both within and outside the University, with the main goal of achieving scientific excellence.

DEFINITIONS

Faculty Research Committee: This is the committee charged with the responsibility of harnessing research business at faculty level

Departmental Research Committee- This is the committee charged with the responsibility of harnessing research business at department level

Campus Research Committee: This is the committee charged with the responsibility of harnessing research business at Campus level

Directorate of Research, Innovation, and Development (DRID): This is the directorate charged with the responsibility of harnessing research, Innovation and development businesses at the university level. It is headed by a Director

Research Overhead Contribution: This is the percentage of the research grant or fund allocated to meet the cost of indirect expenditure. These include internet, electricity, support to staff, rent of labs, etc

Total Direct cost of a research project-: These are costs that are directly related to the core purpose of the project or research

Consortium Research: This is a group of research institutions coming together with commonly defined research objectives.

Grant Management Unit: This is a unit under the DRID responsible for the administration of research grants in the University.

PROCEDURES

Components of Research, Innovation and Development Policy

The EBKUST Research, Innovation and Development Policy provides for the establishment of the following Committees and units:

Directorate of ResearchInnovation Development (DRID)

Grant Management Unit

Faculty Research Committee

Departmental Research Committee

Campus Research Committee

Research, Planning, and Administration

There shall be a Campus, Faculty, Departmental Research Committees, and a Grants Management Unit under the Directorate of Research Innovation and Development responsible for overseeing research activities.

Research in the University

- All academic staff and students shall be obliged to do research.
- Academic staff shall be expected to prepare fundable research proposals and maintain a good balance between teachings, research, and consultancy.
- Job descriptions for academic staff shall stipulate the percent time the various levels of staff should spend on research.
- Research performance shall remain an important factor in the annual evaluation of academic staff through appropriate rewards for securing research funding and for successfully implementing research projects.

Research Funding

- Research funding shall be sourced from bilateral, multilateral, international and local sources, both public and private. Sourcing of funding shall be encouraged and facilitated at individual, Faculty, Departmental, Directorate, Institute and inter-institutional levels.
- An annual research programme and budget shall be developed to guide research.

- Projects for the University funding shall be selected based on research priority themes subject to well-defined approval criteria.

- The University shall provide seed money to support initial project development and proposal preparation activities; such activities shall include background data collection, planning workshops and project write- up.

- The establishment of professorial research chairs in faculties and departments shall be encouraged and facilitated as a way of attracting research funding.

- The selection of professional research chairs will be based on contributions to research funding, publications, national and international recognition.

- The Grant Management Unit under the directives of DRID shall administer all research grants matters of the University. The unit under the directives of DRID shall provide necessary information to campuses, faculties and departments about funding opportunities within and without the University.

Mandate of the Directorate of Research, Innovation and Development (DRID)

The Directorate of Research, Innovation and Development shall:

- Plan, develop and recommend policies governing research and development programmes to the Vice Chancellor and Principal of the University.

- Provide leadership for collaborative research including capacity building, assessing needs and identifying areas of priority.

- Mobilize financial and other resources for research, innovation and development.

- Participate in the coordination of all research activities, publication, production and innovation

- Participate in the promotion and dissemination of research findings.

- Initiate and maintain local and international partnership and collaboration for research programmes.

- Promote linkages, interchanges, contact and co-operation with the public and private sectors.

- Identify and advice the Vice Chancellor and Principal on resource requirements for research, Innovation and development

- Participate in the production of annual reports on research and extension and academic linkages.

- Gather and disseminate information on research and funding opportunities to academic staff.

- Produce competitive research, innovation and development project proposals

- Promote knowledge sharing with stake holders for accelerated development.

- Coordinate provision skills in grant proposal writing to academic staff.

- Provide assistance to departments and schools on writing competitive research project proposals

- Start and maintain a quarterly research and development bulletin/Journal.

- Participate in working out modalities of implementing funded research projects.

- Assist in the dissemination of information on research funding opportunities to Faculties and Departments

- Assist Faculties and Departments to market their research proposals to funding agencies.

- Develop with approval by Vice Chancellor and Principal, a format for research project proposals for University funding.

- Organize Research Conferences and Seminars

Approval, monitoring and control of research projects

- Academic staff shall be well aware of the local and international research agenda and participate in the process of defining the research agenda for their areas of expertise.

- Priority shall be given to projects within the EBKUST research thematic areas when approving research proposals for University funding.

- All proposals, including those initiated by prospective donors, have to demonstrate that the projects will contribute towards the overall research objectives of the Departments, Faculties, the University and the country at large.

- All research proposals shall follow the prescribed research initiation, approval, and execution and conclusion processes as described by the University.

- All research projects shall be evaluated through participatory manner in the bid to track progress, embark on review as recipe to prevent deviation from the content of the proposal expected deliverables of the project.

- All projects shall be evaluated through participatory review on the basis of - relevance, necessity and in-built internal efficiency and effectiveness which shall be adopted as measures of performance.

- Collaboration shall be promoted and facilitated at individual, institutional, national, regional and international levels, with special consideration for networking at all level.

- The University shall rely on a standardized general framework guiding the process of preparation and approval of research projects.

Research and Innovation funding: development principles

- Funding shall be medium or long-term and allocated under transparent criteria.

- Long-term technology and science-based skills development shall require a stable funding base.

- Research and innovation by individual departments and faculties will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.

- The funding basis for the University shall be diversified and all funds shall be sourced by steering committees.

- A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation.

- Expanding the funding base of the University shall be necessary.

Contribution to research administration costs

Each externally funded research project shall contribute at least 10% of the total direct costs of the project to the institutional overheads. The actual amount may vary depending on the regulations of the funding agency or donor.

The research overhead contribution shall be applied to the University's utility costs such as internet facility, electricity, water, telephone and maintenance costs as well as support the University's research management infrastructure, with priority to the host department.

Where the policy of an external donor does not allow for overheads, then the estimated costs of utilities and management support shall be included as direct costs to the project.

The overhead contribution shall be allocated as follows:

- Remuneration for researchers   -   2%
- Common services and utilities   -   2%
- Implementing Department   -   3%
- Host Faculty   -   1%
- Research management support   -   2%

The above overhead contributions   are subject to review by DRID and to any modifications that might be preferred by the funding agency or donor

Sharing/disposal of research project resources

- All Departments and Faculties shall institute transparent and objective criteria for making research opportunities known to members of staff and for allocating such opportunities.

- For externally funded projects, research resources shall normally be applied strictly to the specific project for which they were acquired and shall be reverted to the University at the end of the project.

- All equipment purchased within a research project is the property of EBKUST and shall revert to general University ownership for reallocation when the project is concluded or advised by donor.

- The researcher or department that undertook the completed project shall be given priority in reallocation of the research resources.

- The University shall encourage and coordinate sharing of research information and information sources such as books, journals, electronic information.

- Where physically possible, the University shall encourage and facilitate common services to research, such as word-processing, data management and editorial services, at approved procedures for cost sharing.

Publishing of research results/information

Departments and Faculties shall publish the following items:

- Online Publications -Websites ,Online News Letters, e-Magazine , e-Journals e-Brochures

- Hard copy publications- News Letter, Magazine, Journal, Brochures

- Conference / Seminar Proceedings

- Research Dissertation and Thesis

- Books

- Policy briefs

VEHICLE POLICY

The purpose of this policy is to ensure the safety of those employees who drive EBKUST vehicles and to provide guidance on the proper use of University vehicles or motor bikes.

Vehicle accidents tend to be costly most times, but more importantly, they may result in injury to the driver or the passengers in the vehicle. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the University endorses all applicable motor vehicle regulations stipulated by law relating to driver responsibility. The University expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely. Fleet Administration, Security, and the Fleet Safety Committee are responsible for general administration of this policy.

Fleet Safety Committee: The Fleet Safety Committee is comprised of the SAR GD, the Head Driver, Clerk of Works or a Security representative, and the Human Resources Manager. The committee is responsible for:

➢ Reviewing accidents and the University's overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of University vehicles, and/or hired vehicles as the case may be on University business.

➢ Reviewing driving records of individual drivers and making recommendations to the University Management when drivers should be suspended.

➢ Reviewing all other issues that arise with respect to compliance with this policy.

Driver Guidelines and Reporting Requirements

1. University vehicles are to be driven by authorized drivers or persons only, except in case of repair testing by a mechanic.

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2. Any driver or employee who has a driver's license revoked or suspended shall immediately notify the SAR GD, Head Driver and the HR Manager by 9 a.m. the next business day, and immediately discontinue University vehicle. Failure to do so may result in disciplinary action, including termination of employment.

3. All accidents with University vehicles, regardless of severity, must be reported to the police and to the SAR GD, the HR Manager, the Head Driver and the University Security. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in hired vehicles while on University business* must follow these same accident procedures. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

4. Drivers must report all ticket violations received during the operation of a University vehicle, or while driving a hired vehicle on *University business**, within 72 hours to the Head Driver and SAR GD.

* University business is defined as driving at the direction, or for the benefit, of University.

Driver Criteria & Administration Employees must have a valid and current Driver's license to operate a University vehicle, or a hired vehicle with current auto insurance while on University business.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Fleet Safety Committee is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving, and to make a recommendation to University Management for disciplinary action.

Criteria that may indicate an unacceptable record includes, but is not limited to:

• Three or more moving violations* in a year

• Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.

• Any combination of accidents and/or moving violations.

*** Violations** *include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed satisfactory by the Security Department.*

Driver Safety Rules

1. The use of a University vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.

2. Cell phone use while driving should be kept to a minimum. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation if needed. Whenever possible, Drivers should complete calls while the vehicle is parked and/or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business over the phone.

3. No driver shall operate a University vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a University vehicle must wear seat belts, even if air bags are available.

5. No unauthorized personnel are allowed to ride in University vehicles.

6. Drivers are responsible for the security of University vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

7. Head lights shall be used 2 hour before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.

8. All national and local laws must be obeyed.

Defensive Driving Guidelines

• Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.

• Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.

• Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.

• Radar Detectors are strictly prohibited in University Vehicles. Drivers are to drive at the speed of traffic and never to exceed the posted speed limit.

• Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.

• When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.

• Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.

• When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.

• When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.

• Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

*Check behind your vehicle before backing.

*Back to the drivers side. Do not back around a corner or into an area of no visibility.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

   • Call for medical aid if necessary.

   • Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving location to a reliable appearing motorist and ask him to notify the police.

   • Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.

   • Complete the form located in the Vehicle Accident Packet. Pertinent information to obtain includes: license number of other drivers; insurance University names and

policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.

2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.

3. Provide the other party with your name, address, drivers license number, and insurance information.

4. Immediately report the accident to the Security and Fleet offices. Provide a copy of the accident report and/or your written description of the accident to the Fleet office ASAP.

5. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

Vehicle Maintenance

1. Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.
   • Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., must be done every 15,000 miles or sooner if a problem arises.
   • Oil changes and tire rotations are due every 5,000 miles.
   • Every 30,000 miles, vehicles should have a tune-up, transmission service, cooling system service, brake service, AC service, etc.
   • The vehicle must be cleaned (interior and exterior) regularly to help maintain its good appearance for you and the University. A clean vehicle makes a good impression on customers.

2. Prior approval from the Fleet Department is required on any vehicle maintenance needs.

3. All maintenance performed for the month must be listed on the mileage reports.

Personal Automobiles

1. Corporate non-owned auto insurance coverage only covers liability on the corporation for damage to a third-party automobile or personal injury while the automobile is being used by the employee for University business. Damage to employee-owned personal autos, as well as injury to family members, friends, etc., will not be covered by the corporate coverage and therefore, is the sole responsibility of the employee.

2. Those employees who occasionally use their hired vehicle for University business will be reimbursed for mileage pursuant to IRS regulations. Reimbursed mileage is defined as mileage driven over and above the employee's normal commuting mileage.

Personal Use, Passengers, & Authorized Drivers of University Vehicles

1. University vehicles are to be driven by authorized employees only, or in case of repair testing, by a mechanic. Spouses, other family members, or other non-employees, are not authorized to drive University vehicles.

2. Passengers are generally limited to those individuals who need to ride in the vehicle to conduct employer business, such as other employees, vendor representatives, retailers, etc.

3. The following guidelines are established to provide accommodation for restricted, need based, personal use of University vehicles. These guidelines are written to ensure safe and appropriate use of University assets. Based on safety concerns, the guidelines are divided according to vehicle type.

NOTE: Children age 12 and under should never ride in a front passenger seat. If an employee's child, age 12 or under, is transported in a University vehicle, the child should

ride buckled up in the rear seat. They should use child safety seats, booster seats, or safety belts appropriate to their age and size.

Vehicles Designed for Passengers (cars, SUV, etc.)

• Restricted, need based use, to run errands and other limited personal business may be done during the work day and on the way to and from work. Mileage driven on personal business must be tracked separately for income tax purposes. A mileage log book will be completed daily, indicating per trip mileage, purpose, etc., and a copy will be attached to the monthly mileage report which is turned into the Fleet Coordinator.