



University of Seychelles

STATUTES

Approved by Senate 12 December 2014

Owner: Vice-Chancellor

UNIVERSITY STATUTES

The University Statutes may be subject to change, only with the approval of Senate and Council.

STATUTE 1: GENERAL

1.1 Official Languages

English, French and Kreol Seselwa shall be the official languages of the university. The university administration may use any of the official languages as deemed necessary.

1.2 Entry Requirements: Period of Notice

The university shall give adequate notice before making any amendments to statutes and regulations, which may affect a candidate's preparation for admission to any course of study.

1.3 Official and Academic Dress

The dress appropriate for the principal officers of the university, for the academic staff, for graduates, for undergraduates, and for other members of the university shall be according to regulations made by the Senate.

1.4 Scholarships and Prizes

- a. The nature of scholarships and prizes to be awarded by the university shall be established by regulations made for the purpose.
- b. The procedure for the award of scholarships and prizes shall also be governed by regulations.

STATUTE 2: FACULTIES

2.1 The university shall be empowered to create Faculties and appropriate academic sub-sections, subject to the approval of Council (in the case of Faculties) and Senate (for Faculties and sub-sections).

2.2 Subject to future changes, the present Faculties are as follows:

**STATUTE 3: COURSES OF STUDY,
DEGREES AND DISTINCTIONS**

3.1 Courses of Study for Degrees, Diplomas and Certificates

The university shall have the power to award the following degrees, diplomas and certificates to candidates who fulfil the required conditions after completing the respective course(s) of study:

Foundation Studies: Certificate, Diploma and Advanced Diploma

Bachelor of Science*

Bachelor of Arts*

Bachelor of Social Science*

* Degree awards may be either Ordinary or Honours, depending on the specific regulations.

Postgraduate Certificate

Postgraduate Diploma

Master of Arts

Master of Science

Master of Social Science

Master of Business Administration

Master of Public Administration

Master of Philosophy

Doctor of Philosophy

The university shall be empowered to award further degrees, diplomas and certificates in the future, subject to Senate and Council approval.

The university shall be empowered to award degrees in any of the official languages of the university, provided the candidate supplies an appropriate translation into English.

The commencement of all new courses shall be approved by Senate.

3.2 Award of Degrees, Diplomas and Certificates

Degrees and diplomas shall be awarded at a public ceremony or, with the consent of the Senate, at a private ceremony or *in absentia*.

A candidate shall be eligible for the award of a degree or diploma only after certification by the Vice-Chancellor, confirming that all of the university's requirements:

- a. relevant to that degree or diploma have been fulfilled, and provided that other obligations and responsibilities of the candidate to the university have been satisfied; and that
- b. no person may be described as holding a degree or diploma of the university, unless such degree or diploma has been conferred as prescribed above.

3.3 Degrees *Honoris Causa*

The university shall also have the power to confer the following degrees *honoris causa*:

Doctor of Science (D.Sc.)
Doctor of Laws (LLD)
Doctor of Letters (DLitt.)
Doctor of Education (DEd.)
Master of Philosophy (M.Phil)

On the recommendation of the Senate, the University Council may at its discretion order the conferment of a degree *honoris causa* on any person whom it may deem worthy of such a distinction.

STATUTE 4: THE PRINCIPAL OFFICERS AND OTHER OFFICERS OF THE UNIVERSITY

4.1 The Principal Officers

The Principal Officers of the university are:

Chancellor
Pro-Chancellor
Vice-Chancellor
Registrar and Secretary
Deans
Director of Finance

Authority is also available to appoint a Pro Vice-Chancellor if that is deemed appropriate.

The Pro-Chancellor is appointed by the Chancellor and acts as Chair of the Council.

The Vice-Chancellor is appointed by the Chancellor and is directly accountable to the Pro-Chancellor. S/he acts as CEO and academic leader of the university and reports at each meeting to the Council.

The Registrar and Secretary is appointed by the Chancellor and is responsible for the good administration of the university. Additionally, there are specific legal obligations, namely, to:

- a. keep the university seal;
- b. countersign, together with the Vice-Chancellor, all documents to which the university seal is affixed;
- c. act as Secretary to the University Council;

The Director of Finance is responsible for the strategic management of the university's finances (including the production of a Business Plan) as well as the role of financial controller.

Deans are responsible for the leadership and management of their respective Faculties.

4.2 Other Officers of the University

The Vice-Chancellor and Registrar may appoint other officers with responsibilities for particular academic programmes, research centres and support services.

Their relative positions and functions in the university will be represented in a staff organization chart, to be updated as appropriate.

4.3 The Auditor

- a. The Council shall annually appoint a fit and proper person, in the active practice of his/her profession, to audit all reconciled accounts of the university.
- b. Acceptance of office by an auditor shall be deemed to carry with it an undertaking to the Council that, in any accounts passed and every certificate issued by him/her, s/he has satisfied him/herself, by every reasonable means within his/her power, as to the facts and circumstances of each given case, and after the exercise on his/her part of due professional skill, the statements

in the certificates are true and accurate and any accounts certified or passed are complete, true and accurate, in each case to the best of his/her belief.

- c. The auditor shall make in person, or cause to be made by competent persons duly authorised by him/her in writing and in respect of whom he shall assume responsibility, a visit and inspection at any time and without warning thereafter, and shall report the result thereof in writing to the Council through the Vice-Chancellor. S/he shall likewise submit a report annually, or as directed otherwise by the Council.

**STATUTE 5: APPOINTMENT
AND PROMOTION OF
TEACHING AND RESEARCH
STAFF**

5.1 Appointment of Teaching and Research Staff

Appointment of staff with verified teaching and/or research qualifications and experience may be made to one of the following approved grades:

Professor
Associate Professor
Reader
Senior Lecturer
Lecturer
Assistant Lecturer
Research Fellow

An appointment to one of the above shall be conducted according to procedures defined by the university document, 'Human Resources Policy and Procedures' (which shall be approved by Senate). The term of appointment shall normally be subject to successful completion of a prescribed probationary period.

All teaching staff will be required to be in possession of at least a Master's degree or professional equivalent, but a PhD will be the normal benchmark for all academic appointments.

There will be a contractual expectation that academic staff will be research active.

5.2 Promotion of Teaching and Research Staff

Opportunities for promotion will be made available through a notice to all staff, normally issued every two years. The procedure will entail the formation of a

promotions Board, chaired by the Vice-Chancellor, and including the Registrar, at least one Dean, two staff representatives nominated by Senate and one member of Council who is not employed by the university.

5.3 Appointment of Part-Time Lecturers

Part-time lecturers shall be appointed according to the particular needs of the university. Procedures for these appointments and subsequent terms of employment shall be approved by Senate. Part-time lecturers will not normally be asked to teach more than two courses at any one time.

5.4 Honorary Academic Appointments

The university is empowered to make honorary appointments, in cases where an association with individuals is seen to be beneficial. The two titles in this category are:

- a. Honorary Fellows
- b. Honorary Professors

Such appointments shall be guided by procedures approved by Senate.

5.5 Emeritus Appointments

- a. Professors

Eligibility for the award of Emeritus Professorships is subject to at least five years of service to the university at a professorial grade. Professors who retire within five years may be considered by special consideration and Senate approval.

- b. Chancellor Emeritus

A former Chancellor may be appointed Chancellor Emeritus by a resolution of University Council.

- c. Pro-Chancellor Emeritus

A former Pro-Chancellor may be appointed Chancellor Emeritus by a resolution of University Council.

- d. Vice-Chancellor Emeritus

A former Vice-Chancellor may be appointed Chancellor Emeritus by a resolution of University Council.

**STATUTE 6: APPOINTMENT
AND PROMOTION OF NON-
TEACHING STAFF**

The appointment of non-teaching staff shall follow transparent procedures. These shall be approved by Senate and are detailed in the university document, 'Human Resource Policies and Procedures'.

**STATUTE 7: APPOINTMENT
OF EXAMINERS**

Examiners shall be appointed according to procedures set out in the university document, 'Assessment Policies and Procedures', which are approved by Senate.

**STATUTE 8: OFFICIAL
PUBLICATIONS**

The official publications of the university shall be:

The University Annual Report
The University Annual Prospectus

These are both available through the university website www.unisey.ac.sc