

# ARRANGEMENTS FOR SCHEDULE OF USER FEES FOR 1999/2000 ACADEMIC YEAR

The following schedule of fees have been approved for the 1999/2000 academic year:

1. FRESHMEN	UNDERGRADUATE	GRADUATE
<b>a) Humanities</b>		
i) Resident student	₹545,000.00 per year	₹710,000.00 per year
ii) Non-resident student	₹410,000.00 per year	₹575,000.00 per year
<b>b) Science</b>		
i) Resident student	₹685,000.00 per year	₹920,000.00 per year
ii) Non-resident student	₹545,000.00 per year	₹780,000.00 per year
<b>c) Medicine</b>		
i) Resident student	₹910,000.00 per year	₹1,225,000.00 per year
ii) Non-resident student	₹765,000.00 per year	₹1,110,000.00 per year
<b>2. CONTINUING STUDENTS</b>		
<b>a) Humanities</b>		
i) Resident student	₹515,000.00 per year	₹680,000.00 per year
ii) Non-resident student	₹375,000.00 per year	₹540,000.00 per year
<b>b) Science</b>		
i) Resident student	₹655,000.00 per year	₹890,000.00 per year
ii) Non-resident student	₹515,000.00 per year	₹750,000.00 per year
<b>c) Medicine</b>		
i) Resident student	₹875,000.00 per year	₹1,220,000.00 per year
ii) Non-resident student	₹735,000.00 per year	₹1,080,000.00 per year
<b>3. NON-RESIDENT FACILITY - ₹ 10,000.00 (Non-resident only)</b>		

Non-resident students who will have access to lockers in the Non-resident building shall pay an additional ₹5,000.00 for the use of the lockers.

#### 4. SRC DUES

##### a) Freshmen

i) NUGS Dues	-	¢ 1,000.00
ii) Student Dues	-	¢ 5,000.00
iii) T-Shirt	-	¢ 12,000.00
iv) Constitution	-	¢ <u>3,000.00</u>
<b>TOTAL</b>	-	¢ <u>21,000.00</u>

##### b) Continuing Students

i) NUGS Dues	-	¢ 1,000.00
ii) Student Dues	-	¢ <u>5,000.00</u>
<b>TOTAL</b>	-	¢ <u>6,000.00</u>

#### 5. COURSE GROUPINGS

- i) Humanities - Social Sciences, Land Economy, Publishing Studies
- ii) Medicine - Human Biology
- iii) Science - All other programmes

#### 6. MODE OF PAYMENT

Payment of full fees should be by **POSTAL ORDERS**, payable to the Finance Officer, UST, Kumasi, or at any branch of the **Ghana Commercial Bank**

Students who cannot pay the full fees will have to arrange with the University through the Dean of Students, the terms of payment, provided such students show evidence of having paid at least 50% of the required fees.

#### 7. RE-OPENING DATES

##### a) Freshmen

- i) Arrival of Freshmen - Tuesday, October 5, 1999
- ii) Registration of Freshmen - October 6 – 8, 1999
- iii) A Freshman who does not register within the stipulated dates (October 6 – 8, 1999) will be allowed to register on Monday, October 11 and Tuesday, October 12, 1999 but will have to pay a penalty for late registration.

- iv) Registration ends on Tuesday, October 26, 1999
- v) Classes begin on Monday, October 25, 1999

**b) Continuing Students**

- i) Arrival of Continuing Students - Tuesday, October 19, 1999.
- ii) Registration of Continuing Students - October 20 – 22, 1999.
- iii) A Continuing Student who does not register within the stipulated dates (October 20 – 22, 1999) will be allowed to register on Monday, October 25 and Tuesday, October 26, but will have to pay a penalty for late registration.
- iv) Registration ends on Tuesday, October 26, 1999
- v) Classes begin on Monday, October 25, 1999.

**ARRANGEMENTS FOR THE PAYMENT OF ACADEMIC AND RESIDENTIAL USER FEES BY THE STAFF OF THE UNIVERSITY**

The Executive Committee, at its 329th (Emergency) meeting held on Thursday, August 5, 1999, approved the facility that will help ease the financial burden on staff with regard to the payment of Academic and Residential User Fees in respect of their children's University education at UST.

Under this facility or arrangement, the Academic and Residential User Fees could be deducted in instalments at source, as is done for staff children in the University Basic Schools.

The facility shall only be available to those who want to take advantage of it. In other words, members of staff wishing to pay up the fees of their children at once are at liberty to do so.

**THE TERMS**

The facility shall apply only to serving members of the staff who have served for at least two years.

Members of staff wishing to take advantage of the facility shall apply in writing direct to the Finance Officer, with copies to the Registrar and the Internal Auditor before the beginning of the Academic Year. They shall indicate the following:

- I. Name of the applicant
- II. Department/Faculty of the applicant
- III. Year of appointment
- IV. Name of student/students (staff child/children)
- V. Course/courses of student/students and year/years
- VI. Total cost of fees
- VII. Signature of staff

Payment of the fees for the child or children of the staff shall be spread over a period of twelve months and deducted at source by the Finance Officer.

In a situation where a staff child is withdrawn or withdraws, at the end of the First Semester, the Finance Officer shall continue to recover the outstanding fees of the withdrawn student through deductions for a period of twelve months.

Staff are therefore to note.

## **CONDITIONS OF SERVICE FOR EXPATRIATE STAFF**

The 162<sup>nd</sup> meeting of the University Council held on June 25, 1999, endorsed the following addendum to the conditions of service of expatriate staff, based on the recommendations of the Committee of Registrars and Finance Officers and approved by the CVCP:

### **1. APPOINTMENT**

**The criteria and procedure for the appointment of Ghanaian Senior**

Members shall apply to expatriates. However, where expatriates are appointed to specific projects, the terms and conditions of their appointments should differ.

2. **TENURE**

The tenure for expatriate staff shall not differ from that of Ghanaian staff except where they are appointed to specific projects.

3. **SALARY**

The salary of expatriate staff payable in cedis shall not differ from that of Ghanaian staff.

4. **RESIGNATION/RETIREMENT**

That regulations on resignation or retirement of Ghanaian staff shall apply to expatriate staff.

5. **PASSAGE**

On first appointment, an expatriate shall be provided with passages for himself/herself, the spouse and a maximum of three children.

The same applies in the case of terminal passages.

6. **LEAVE**

There shall be no home/overseas leave. Expatriates shall be entitled to vacation leave as in the case of their Ghanaian counterparts.

7. **SABBATICAL LEAVE**

Expatriates shall be entitled to sabbatical leave as regulated from time to time.

8. **MEDICAL/DENTAL CARE**

An expatriate, the spouse and up to three children while resident in Ghana, shall receive without charge medical and dental attention. The regulations on ill-health procedure shall apply.

9. **OTHER TERMINAL BENEFITS**

Other terminal benefits payable to expatriate staff shall be treated in the same way as in the case of local staff.

## **AMENDMENTS TO GUSS**

At its 162<sup>nd</sup> meeting held on 25<sup>th</sup> June, 1999, the University Council approved the following recommendations made at a general meeting of contributors to the Ghana Universities Staff Superannuation Scheme (GUSSS) for implementation at U.S.T. with effect from 1<sup>st</sup> April, 1999:

### **a) Qualifying Age For Pension Under GUSS**

The minimum qualifying age for pension under the GUSS is to be changed from 45 to 50 years.

### **b) 15 Years Membership Qualification**

The current 10 years, after which a member of the GUSS qualifies for pension, is to be increased to 15 years. However, staff already in the system who cannot attain 15 years under the proposal are exempted.

### **c) Increase In The Rate Of Contribution By Employee**

The employee's contribution to GUSS is to be increased from 5% to 10%. If analogous institutions on the GUSS accept 7.5% contribution, then the difference of 2.5% will be treated as a Provident Fund for members of GUSS from the UST.

## STAFF CHANGES

### DEANSHIP APPOINTMENTS

NAME	FACULTY	EFFECTIVE DATE	EXPIRY DATE	DURATION YEARS
Prof. Dr. Dr. G. W. Brobby	Sch. of Med. Sciences	1/10/98	1/10/2000	3
Prof. Albert Owusu-Sarpong	Social Sciences	1/1/99	1/10/2000	3
Prof. F. O. Akuffo	Engineering	1/1/99	30/9/2000	1/9mth
Prof. K. K. Adarkwa	Environmental & Dev. Studies	1/8/99	31/12/2000	1/4mths
Dr. Emmanuel Frempong	Science	1/1/99	31/12/2000	1
Mrs. Joyce J. Stuber	College of Art	1/1/99	31/12/2000	1

### RETIREMENTS

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Saint Oswald Gyimah-Kessie	Registrar	Registrar's	1/10/2000
Prof. Kwame Sarpong	Professor	Pharmacognosy	1/10/2000
Prof. F. O. Akuffo	Assoc. Prof.	Mech. Eng.	1/10/2000
Prof. S.E.K. Incoom	Assoc. Prof.	Econs. & Indus. Mgt.	1/10/2000
Dr. Alfred K. Agyei	Snr. Lecturer	Physics	1/10/2000
Mr. S. Buatsi	Snr. Research Fellow	TCC	1/10/2000
Dr. S.K. Amenuke	Snr. Lecturer	Art Education	1/10/2000
Dr. Martin Adu-Ampofo	Snr. Lecturer	Surgery	1/10/2000
Mr. James H. Oldham	Senior Lecturer	Biochemistry	1/10/2000
Mr. J.K. Andrews	Snr. Lecturer	College of Art	1/10/2000
Dr. James G. Monney	Senior Lecturer	Civil Engineering	1/10/2000
Dr. Alex Asiedu	Snr. Lecturer	Medicine	1/10/2000
Dr. E. A. Tackie	Snr. Lecturer	Architecture	1/10/2000
Dr. L. Addae-Mensah	Temp. Snr. Lecturer	Surgery	1/10/2000
Mr. Moses Osei-Bonsu	Snr. Asst. Librarian	Library	1/10/2000
Mr. S.A. Offei	Lecturer	Pharmacognosy	1/10/2000
Dr. George Akosa	Lecturer	Civil Engineering	1/10/2000
Dr. Seymour A. Coke	Lecturer	Silviculture & Forest Mgt	1/10/2000

Mr. D.A. Banafoe	Maintenance Engineer	Maintenance	1/10/2000
Mr. J. K. Taylor	Asst. Internal Auditor	Internal Audit	1/10/2000
Mr. P.H. Manu	Chief Admin. Asst.	IMME	1/10/2000
Mr. E.B. Adjei	Chief Technician	Animal Science	1/10/2000
Mr. W. M. Kofi	Chief Sports Coach	Registrar's	1/10/2000
Mr. E.K. Armoo	Chief Admin. Asst.	College of Art	1/10/2000
Mr. J. K. Chenchehene	Chief Tech	Pharmacology	1/10/2000
Mr. F.B. Karikari	Chief Tech	Civil Eng.	1/10/2000
Mr. J. Oklu	Prin. Technician	Crop Science	1/10/2000
Mrs. Gladys N. Afful	Prin. Nursing Officer	Hospital	1/10/2000
Mr. A. Nii-Moi Pappoe	Prin. Research Asst.	Housing & Planning	1/10/2000
Mr. J.K. Arthur	Snr. Technician	Mech. Eng.	1/10/2000
Mr. E.D. Ewudzie	Snr. Works Supt.	Maintenance Dept.	1/10/2000
Mr. J.K. Oduro-Baah	Admin. Asst.	Fac. of Pharmacy	1/10/2000
Mr. T.F.K. Asiedu	Admin. Asst.	Registrar's	1/10/2000
Mr. S .E. Donkor	Admin. Asst.	Biochemistry	1/10/2000
Mr. Thomas Anane	Security Officer	Security Services	1/10/2000
Mr. S.A. Appiah	Security Officer	Security Services	1/10/2000
Mr. Atia Frafra	Senior Watchman	Elect/Elec. Eng.	1/10/2000
Mr. Nelson Kofi Kwashie	Campus Guard Gd. I	Security Services	1/10/2000
Mr. Benjamin H. Lartey	Foreman	Maintenance	1/10/99
Mr. Anthony A.K. Ennin	Tradesman Gd.I	Agric. Eng.	1/10/2000
Mr. J.B. Agyemang	Tradesman Gd.II	Maintenance	1/10/2000
Mr. Kwabena Nyamekye	Tradesman Gd.II	Maintenance	1/10/2000
Mr. Kofi Adabo	Traffic Supervisor	Library	1/10/2000
Mr. J.M.K. Akakpo	Asst. Head Porter	Queen's Hall	1/10/2000
Mr. Bukari Busanga V	Snr. Campus Guard	Security Services	1/10/2000
Mr. Francis Manu	Snr. Campus Guard	Security Services	1/10/2000
Mr. Sampson Nti	Snr. Campus Guard	Security Services	1/10/2000
Mr. Issaka A. Agalik	Snr. Campus Guard	Security Services	1/10/2000
Mr. Jacob E. Kyereh	Snr. Campus Guard	Security Services	1/10/2000
Mr. Kwadwo Eduabeh	Campus Guard Gd.I	Security Services	1/10/2000
Mr. Salifu Sissala	Snr. Health Lab.	Univ. Health Serv.	1/10/2000
Mr. Francis K. Agyei	Driver Gd. II	S.M.S.	1/10/2000
Mr. Awiba Grushie	Snr. Headman	Crop Science	1/10/2000
Mr. Adama Dagomba	Health Headman	Health Services	1/10/2000
Mr. Isifu Kusasi	Headman	G. & G.	1/10/2000
Mr. Allasan Grunshie	Head Nurseryman	G. & G.	1/10/2000



Mr. Stephen Gandaanikuu	Snr. Nurseryman	Horticulture	1/10/2000
Mr. Samuel Oti Boateng	Head Cleaner	Biochemistry	1/10/2000
Mr. Revon Sugmibe	Snr. Cleaner	Geodetic Eng.	1/10/2000
Ms. Afua Saah	Head Labourer	Anwomaso Exp. Farm	1/10/2000
Ms. Margaret Amonoo	Snr. Labourer	G. & G.	1/10/2000
Mr. Adamu Kotokoli	Snr. Cons. Lab.	Unity Hall	1/10/2000
Mr. John Atia Ayamga	Conservancy Lab.	Independence Hall	1/10/2000
Mr. Atongo Frafra	Snr. Watchman	College of Art	1/10/2000
Mr. Bukari Grunshie	Snr. Watchman	Security Services	1/10/2000
Mr. Inusa Zarkari	Watchman	Horticulture	1/10/2000
Mr. Awuni Frafra II	Watchman	Security Services	1/10/2000
Mr. Akwasi Antwi	Labourer	Agro Forestry	1/10/2000
		IRNR	1/10/2000

### VOLUNTARY RETIREMENTS

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. Prosper A. Tawia	Senior Lecturer	College of Art	1/10/99
Miss Mary Ansah	Snr. Nursing Officer	Hospital	1/11/99
Mad. Yaa Akyiaa	Snr. Labourer	Crop Science	30/10/99

### RESIGNATIONS

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. Michael Asamoah Y.	Snr. Technician	Elec./Electronic	16/11/99
Ms. H.A. Bedu-Addo	Asst. Technician	Mech. Eng.	1/4/99
Mr. Vincent Nsiah-Agyei	Clerk Grade II	Registry	1/10/99
Mrs. Margaret Ayim Koranteng	Typist Gd I	IMME	1/10/98
Mr. P. K. Agyeman	Draughtsman Gd. I	Architecture	7/6/99
Mrs. Cynthia Annan	Typist Gd II	Social Sciences	25/6/99
Mr. Ayimbilla Frafra	Watchman	Security Services	31/8/99
Miss Theresa Edusei	Jnr. Lib. Asst. Gd.II	I.T.E.	29/7/99

### TERMINATION OF APPOINTMENT

NAME	STATUS	DEPARTMENT	EFFECTIVE
Mr. Philip K. Abugre	Campus Guard Gd.III	Security Services	1/9/99

### VACATION OF POST

NAME	STATUS	DEPARTMENT	EFFECTIVE DATE
Mr. Charles Ayuune	Acct. clerk Gd. II	Finance Office	25/6/99
Mr. J. Appiah-Kubi	Messenger	Clinical Students Hostel	9/3/99

### CHANGE OF NAMES

Miss Joyce Kwarteng Agyapong, Typist Gd I Grounds & Gardens has changed her name to **Miss Gladys Kwarteng Agyapong**.

Miss Philomena Cudjoe, Senior Staff Nurse Midwife has changed her name to Mrs. **Philomena Owusu**.

### RUSTICATION

NAME	FACULTY	YEAR	EFFECTIVE DATE
Mr. Frimpong Amoako	Agriculture	III	3/6/99
Mr. Richard Addo-Tetty	Pharmacy	II	16/7/99

### WITHDRAWAL

NAME	FACULTY	YEAR	EFFECTIVE DATE
Mr. Yaw Frimpong Boateng	Agriculture	III	3/6/99
Mr. Frank Akrobor	Agriculture	II	3/6/99