

Comboni College of Science and Technology

Khartoum (Sudan)

STATUTE

PARTS I TO V



PREAMBLE

Saint Daniel Comboni (1831-1881) was a holy priest who sacrificed his life for the good of Sudanese people in the XIX century and the first Catholic Bishop of Khartoum. He believed that Africa was to be regenerated through Africans. But this motto could just become a reality if those Africans were educated.

At the beginning of the XX century, his followers founded a Religious Institute made up of Priests and consecrated Brothers called “Sons of the Sacred Heart” and arrived in Sudan to continue Comboni’s work. Education became their main commitment in the country. In 1929 they founded a school, which was called “Comboni College Khartoum (CCK)”. This institution formed thousands of students who would contribute to the development of the country.

In 1969 this Catholic Institute, the “Sons of the Sacred Heart”, also known as “Verona Fathers”, came to be called “Comboni Missionaries of Heart of Jesus” and continued to serve the country and its people in the educational field.

In 1999 some parents of the primary section of Comboni College Khartoum asked the Comboni Priests and Brothers to develop a post-secondary section. This idea was already in the mind of those who ran the school in the 1940’s and was supported by the Archbishop of the Catholic Church in Khartoum. Finally, this initiative gave place to Comboni College of Science and Technology (CCST) as a separate institution from the Primary and the Secondary sections of Comboni College Khartoum.

Comboni College of Science and Technology (CCST), originally Comboni College for Computer Science, is a private (non-governmental) academic institution promoted by the *Comboni Missionaries of the Heart of Jesus* in Sudan and the Archdiocese of Khartoum of the Catholic Church and approved by the Sudan Ministry of Higher Education and Scientific Research on 15.04.2001.

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Part I. Nature and principles

Article 1

Definition

1. Comboni College of Science and Technology is an educational, non governmental and non profit institution with a juridical personality recognized by its “Decree of Foundation” issued in 2001.
2. Comboni College of Science and Technology enjoys autonomy and academic freedom within the framework designed by the Sudanese Law and the teachings of the Catholic Church.
3. Every official event of the CCST should respect Sudanese cultures and its Catholic identity.

Article 2

Principles and goals

1. Every member of the educational community of the CCST commits him/herself to respect its nature, mission, goals and principles in a spirit of freedom and responsibility.
2. CCST considers the human being as a free person capable of building his/her own history, orientated towards transcendency and challenged by the fundamental questions about the origin and the purpose of his/her existence.
3. In the light of its original inspiration, CCST orientates its mission and work according to the following principles and goals:
 - a. To form an educational community consecrated to the search for the truth in which every member shares a deep respect for the great dignity of every human person independently of his/her gender, race, religion or nationality.

- b. To propose a positive vision of diversity and implement a dialogue of life which builds a peaceful co-existence among students and College staff from different ethnic or cultural origin, language and religion.
- c. To foster peace and development in the Sudan through a model of intercultural education and the preparation of qualified and honest professionals.
- d. To form active citizens who commit themselves to the transformation of society in such a way that this one is shaped for the service of every human being, especially of the poorest, and it's founded upon justice and fraternity.
- e. The commitment of the teaching staff to research, to contribute to the scientific progress of Sudanese society and to continuously improve their teaching performance.
- f. The research for the truth will be guided by the search for the integration of knowledge, the dialogue between faith and reason and the consideration of the moral implications of the methods and results of scientific research.
- g. The CCST programmes don't aim just at transmitting knowledge to the students, but at fostering an attitude and an aptitude which lead to identify, formulate and solve problems with a critical and constructive spirit capable of discerning the different options.
- h. CCST offers scholarships and help to those students who lack financial means but have capacity to succeed in the studies and are ready to adhere to the goals and principles of the College.

Article 3

Catholic identity

The Catholic identity of Comboni College of Science and Technology is expressed by the principles and goals above mentioned and by the following ones:

1. The faithfulness to the teachings of the Catholic Church and the guidance of the local Church leaders.

2. Upholding Gospel values, ideals and principles in all academic activities, with due regard to academic freedom and freedom of conscience for every person.
3. The respect of others in their religious beliefs that differ from the Catholic one.
4. Fostering service to others, especially the poor and persons with special needs.
5. Assuring pastoral care to Catholic students, lecturers and College staff.
6. The consideration of Jesus Christ as the model of human person.
7. Collaborating with the Church in human progress and in the development of Sudanese culture.
8. Collaboration and establishment of scientific relations and exchanges with other Catholic Colleges and Universities in Africa.

Article 4

Legal Regulation

1. Comboni College of Science and Technology (CCST), originally Comboni College for Computer Science, is a private (non-governmental) academic institution promoted by the Catholic Church and the *Comboni Missionaries of the Heart of Jesus* in Sudan and approved by the Sudan Ministry of Higher Education and Scientific Research on 15.04.2001 in accordance to article 13 of the Regulation of Scientific Education and Research of 1990 and “The Decree of Foundation of Civil and Foreign Colleges of Higher Education” issued in 2001.
2. The lands and the buildings used by CCST are registered as properties of the Bishop of the Catholic Church in Khartoum and his successors. These pieces of land are:
 - “Plot 1, Block 1/K, Khartoum West”. This piece of land and the building upon it belong to the *Comboni Missionaries of the Heart of Jesus*. The ownership of the *Comboni Missionaries of the Heart of Jesus* is acknowledged by the

Church through a Convention between both parties. That building is the central site of the College at present.

- “Plot 3, Block 2/H, Khartoum East”. This piece of land and the building located upon it belong to the Archdiocese of Khartoum of the Catholic Church and is known as Comboni-Sergi House.
 - Plot 1 Block 2H East and Plot 1 sub. 1 Block 2H: They belong to the Comboni Missionaries. The ownership of the Comboni Missionaries of the Heart of Jesus is acknowledged by the Catholic Church through a Convention between both parties.
 - Plot 4 Block 2H East: This piece of land belongs to the Archdiocese of Khartoum.
 - Plot 1 sub. 1 Block 2H plus the extension granted in 1951 ($1204\text{m}^2 + 272\text{ m}^2$) and Plot 4 Block 2H East (2691 m^2) were unified in 2004 under one single certificate of property: Plot 1/1 2H (4168 m^2).
 - Plot 1 Block 2H East and Plot 1/1 2H are known as Comboni Ground. It is currently used for sport and educational activities of the CCK and CCST students and is meant for future developments of the College.
3. Comboni College of Science and Technology carries on its work within the legal framework established by article 13 (1/b) of the Regulation of Scientific Education and Research of 1990 and the “Decree of Foundation of Non Government and Foreign Colleges and Institutes of Higher Education” issued in May 2013 by the National Council for Higher Education and Scientific Research. Moreover, as a Catholic institution, it is inspired by the Doctrine of the Church and the spiritual inheritance of Saint Daniel Comboni. This Statute was elaborated considering the above mentioned points of reference and regulates the work of the College along with the regulations that develop some of its articles.

Article 5

The logo, the motto and the stamp

1. The logo of the College is made of a long “C”, which stands for Comboni, and a large one which stands for College and ends up with the picture of an atom. In the middle of both “Cs” you find the letters “S”, which stands for Science, and “T”, which stands for Technology. Everything is surrounded by a shield.
2. The stamp of the College will reproduce this logo.
3. The motto of CCST is “Always more always better”.
4. Any future change of logo or motto should be proposed by the Board of Trustees and approved by the Board of Founders.

Article 6

Comboni’s Patronage

The College is under Saint Daniel Comboni’s patronage, whose history and message is remembered every year on 10th October.

Article 7

The Chancellor (الراعي)

1. Being the College at the service of the nation, the Chairman of the National Council for Higher Education and Scientific Research is its Chancellor.
2. The Chancellor has the right to ask any information about the running of the College and the Administration should facilitate it to him.
3. The Chancellor presides over every celebration if he were present.

Part II. The governing bodies and their representation

Chapter 1. The Board of Founders

Article 8

The Founders

1. In the 1940's, a *Comboni Missionary of the Heart of Jesus*¹, Fr. Agostino Baroni, already planned to upgrade the *Comboni College Khartoum* into a postsecondary institution. This plan was realized much later, in 1999, when another *Comboni Missionary*, Fr. Giuseppe Puttinato, with the support of the maximum authority of the *Comboni Missionaries of the Heart of Jesus* in Sudan, the Provincial Superior², and the maximum authority of the Catholic Church, the Archbishop of Khartoum, Gabriel Cardinal Zubeir Wako, and the help of some parents of the students of the Primary Section of Comboni College Khartoum, presented the project to the Ministry.
2. Comboni College of Science and Technology, being a non-profit institution, has no share-holders.

¹The Comboni Missionaries of the Heart of Jesus (MCCJ) is a religious institute founded by Bishop Daniel Comboni and present today in more than thirty countries. According to the Canon Law: "A religious institute is a society in which, in accordance with their own law, the members pronounce public vows and live a fraternal life in common (Canon 607§2)".

² In a religious institute "a province is a union of several houses which, under one superior, constitutes an immediate part of the same institute, and is canonically established by lawful authority" (Canon 621). The houses of the MCCJ in Sudan remain under the ecclesiastical authority of the Provincial Superior of the MCCJ in Sudan. The Provincial Councilors assist him in the exercise of his service.

3. Both the *Comboni Missionaries of the Heart of Jesus* in Sudan and the Archdiocese³ of Khartoum searched for financial resources and invested them in the building and the running of CCST. They are the institutions that founded CCST. These founders continue providing for the necessary funds for the running of the College and keep alive its original spirit and goals through their official representatives:
 - a. The Provincial Council of the Comboni Missionaries in Sudan in the persons of the Provincial Superior with two councilors.
 - b. The Archbishop of Khartoum,
 - c. A Comboni Missionary appointed by the above mentioned Provincial Council. It has to be someone competent in the educational field and with administrative skills and will be proposed to preside over the Board of Trustees.
 - d. The person appointed by the Archdiocese of Khartoum for the ERS (Education and Religious Sciences) program.
4. There are also some persons who contributed with their thoughts and efforts: the Bishop of El Obeid, the Apostolic Nuncio in Sudan, the Provincial Superior of the Comboni Sisters and some single persons who did it from the very beginning.
5. The Chairman of the Board of Founders is the Provincial Superior of the *Comboni Missionaries of the Heart of Jesus* in Sudan who is chosen every three years by the members of the Comboni Missionaries circumscription. Also the two members of the Provincial Council of the Comboni Missionaries are elected every three years.

Article 9

Responsibilities of the founders

³ “A diocese is a portion of the people of God, which is entrusted to a Bishop to be nurtured by him, with the cooperation of the presbyterium, in such a way that, remaining close to its pastor and gathered by him through the Gospel and the Eucharist in the Holy Spirit, it constitutes a particular Church” (Canon 369).

The Founders are empowered to:

- 1) Watch over the fulfillment of the principles and goals that animate CCST and express its identity and give general directions and plans for the development of the College.
- 2) Choose seven members for the Board of Trustees.
- 3) Propose two persons who don't belong to the Board of Founders for the Board of Trustees.
- 4) Propose a competent person in the educational field and with administrative skills as chairman of the Board of Trustees.
- 5) Supervise the discipline of CCST. For such purpose they may intervene in cases of serious offences against the principles that animate the institution.
- 6) Review any modification of the Statute of the College or the Regulations before the final approval of the Board of Trustees.
- 7) Authorize the creation, termination or modification of programs considering the needs of society and new structures before the final approval of the Board of Trustees.
- 8) Watch over the *non profit* nature of the College.
- 9) Since the Comboni Missionaries of the Heart of Jesus and the Archdiocese of Khartoum are the owners of the land and the premises of CCST, no sale, rent or mortgage of immovable properties of the College can be done without their written authorization. Moreover no acquisition of immovable properties or rent on a piece of land outside the two pieces that belong to the above mentioned owners can be done without the written authorization of the founders in the name of the College.
- 10) Raise financial resources for the running of the College.
- 11) Review the budget suggested by the Financial and Administrative Committee before the final approval of the Board of Trustees.
- 12) Keep a record of its members.
- 13) Set up regulations for its work.

Article 10

Delegation of duties and powers

The Founders may delegate some of their duties or powers to the Board of Trustees and its Chairman.

Article 11

Membership to the Founders

- 1) Membership ends in case of death, loss of suitability, resignation or continuous absence from the meetings.
- 2) Since there have never been share-holders, no one founder has the right to transmit the membership to his legal heirs.
- 3) The representatives of the two founding institutions are substituted by their successors in office: that is, the Provincial Superior of the *Comboni Missionaries of the Heart of Jesus* is substituted by his successor in office; the Archbishop of Khartoum is substituted by his successor in office; the two provincial councilors are also substituted by other two provincial councilors and the same concerning the Comboni Missionary proposed by the Provincial Council of the Comboni Missionaries in Sudan to preside over the Board of Trustees. The person appointed by the Archbishop of Khartoum is also substituted by another person appointed by him.
- 4) The Apostolic Nuncio and the Provincial Superior of the Comboni Sisters are substituted by their respective successors in the office.
- 5) In the other cases, that is the case of individuals who don't represent institutions, their membership is not substituted when it ends according to the criteria defined at point 1.

Article 12

Meetings of the Founders

- 1) The Founders meet to carry out their work at least once a year in the place and time specified by the Chairman. He can call for an extra-ordinary meeting whenever he finds it necessary or receives a written request signed by the majority of the Board.
- 2) The meeting is valid when the number of participants exceeds half the total number of members.
- 3) Every Founder may delegate another person to participate in the meeting with full voting rights.
- 4) The Founders may invite a non member to their meetings. This person will have no right to vote.

Chapter 2. The Board of Trustees

Article 13

The Board of Trustees

The Board of Trustees is the highest collegiate governing body of the College in front of the National Council for Higher Education and Scientific Research through the Committee of Foreign and Non Government Higher Education.

Article 14

Composition of the Board of Trustees

- 1) The Board of Trustees is composed of the following persons:
 - a) Seven members chosen by the Founders.
 - b) Three members chosen by the National Council for Higher Education and Scientific Research.
 - c) Two members proposed by the Founders in consultation with the Chairman of the National Council for Higher Education and Scientific Research. These persons cannot be founders.

- d) The General Director for Non Government and Foreign Higher Education.
 - e) Some *ex-ufficio* members:
 - the dean,
 - the vice-dean (if there was one),
 - the General Administrator (wakil), who is also the secretary of the Board,
 - one of the Program Coordinators,
 - The Secretary of Academic Affairs,
 - The Supervisor of Students' Affairs,
 - f) Some elected members according to specific regulations:
 - A member of the teaching staff elected by themselves.
 - A representative of the graduates elected by themselves.
 - A representative of the students elected by themselves.
 - A representative of the workers elected by themselves.
- 2) The elected members are chosen for a period of four years that starts from the date of formation of the Board and are to be recognized as respectful of the principles that animate CCST.
- 3) The list of members of this Board is to be kept updated and deposited in the General Direction for Non Government and Foreign Higher Education every time there is a change.

Article 15

Responsibilities of the Board of Trustees

The Board of Trustees should make the necessary decisions to achieve the objectives of the College and act in consonance with the principles and goals that inspire it and the identity that defines it. Moreover, every action should be carried on within the legal framework designed by the Ministry of Higher Education and Scientific Research. The Board of Trustees represents the College in front of the National Council for Higher Education and Scientific Research through the Committee of Foreign and Non Government Higher Education and it is responsible for the academic, administrative and financial performance of the College in front of the same Council. These are the responsibilities of the Board of Trustees:

- 1) To set the strategic and programmatic directions of the College in order to develop it academically, administratively and financially in such a way that they respect its original identity, the principles that animate the Founders and their general directions.
- 2) To supervise, in the name of the Founders, the academic, administrative and financial performance of the College and the work of the Financial and Administrative Committee.
- 3) To approve and modify the Statute of the College and the Financial and Administrative Regulations that organize it after the revision of the Founders.
- 4) Being a non profit institution, the Board of Trustees is not allowed to invest the funds of the College to become shareholders in companies or any other project with the mere goal of financial profit.
- 5) To approve the annual budget presented by the Financial and Administrative Committee, after having passed the revision of the Founders, and to supervise its implementation.
- 6) To conclude contracts and agreements. These are signed by the Chairman who can do it before the meeting of the Board just in case of urgent need.
- 7) To accept gifts, donations, endowments, legacies as long as they don't contradict the objectives and principles that inspire the College.
- 8) To approve the appointment of the workers for the high administrative posts of the College.
- 9) To present to the National Council the request for the appointment or removal of the Dean in case of need.
- 10) To approve the salaries and conditions of service of the College staff.
- 11) To define the characteristics and the responsibilities of the academic staff and the high administrative positions.
- 12) To approve the creation, termination or modification of programmes after having got the advice of the Academic Board and the authorization of the Founders before its presentation to the National Council.

- 13) To approve the creation of structures and facilities after the recommendation of the Dean and the authorization of the Founders.
- 14) To determine the school fees.
- 15) To define the scholarships policy and the criteria to grant them.
- 16) To set directives of collaboration with other universities and Institutions.
- 17) To approve the Code of Conduct and other Regulations presented by the Academic Board.
- 18) To appoint the legal auditor (المراجع القانوني) and discussing his annual report or any other report he/she may present.
- 19) To submit an annual report on the financial, administrative and academic performance of the College to the Committee of Civil Education.
- 20) To stop the teaching activity for objective reasons upon the advice of the Dean for a period that doesn't exceed one academic term.

Article 16

Chairman of the Board of Trustees

The chairman of the Board of Trustees is proposed among its members to the Chairman of the National Council of Higher Education and Scientific Research.

Article 17

Responsibilities of the Chairman of the Board of Trustees

- 1) The Chairman of the Board of Trustees is responsible for the financial matters and the general policies of the College while the Dean is responsible for academic and administrative affairs.
- 2) In absence of the Chancellor, he presides over every act or meeting in which he takes part.
- 3) He signs contracts and agreements in name of the College. These are preferably approved by the Board of Trustees beforehand.

- 4) He is entitled to appoint the lecturers after the proposal of the Dean.
- 5) It's his duty to convoke the meetings of the Board of Trustees.

Article 18

About the meetings of the Board of Trustees

- 1) The Board of Trustees meets in the place and the time defined by its Chairman at least twice a year.
- 2) The Chairman of the Board of Trustees can call for an extraordinary meeting when requested by the Dean or the majority of the members with a written petition.
- 3) In case of absence of the Chairman, the meeting is presided over by the Dean.
- 4) Meetings are legally valid when the number of participants exceeds one half of the members.
- 5) The decisions are approved when they are supported by the majority of the present members. In case of a tie, the Chairman has casting vote.
- 6) In case of appointments or dismissals, the voting may be secret if any member requires it.
- 7) The representatives described in article 14 (f) have the right to consultative vote but not to the deliberative one.
- 8) The General Administrator (Wakil) will record the minutes of the meetings and act as secretary of the Board.

Part III. The Academic Bodies

Article 19

Structure

Comboni College of Science and Technology proposes a series of Programmes that lead to several Bachelor Degrees and Diploma Certificates. These programmes and the life of the College are run by a series of Collegiate Bodies and persons who carry on some defined services. Collegiate bodies are the Academic Council, the Financial and Administrative Committee and the Departments. Personal offices are those of the Dean, the Deputy Dean, the Secretary of Academic Affairs, the Secretary of the College, the Programme Coordinators, the Heads of Departments and the Registrar.

Chapter 1. The Academic Council.

Article 20

The Academic Council

The Academic Council is a consultative body which advises the Board of Trustees on Scientific and Academic issues.

Article 21

Composition

- 1) The Academic Council is formed by the Dean, the Deputy Dean (if there was), the General Administrator (Wakil), the Programme Coordinators, the Heads of Department, the Professors, a representative of every Programme, the Secretary of Academic Affairs, the Director of the General Administration of Private and Foreign Colleges, five persons of high academic capacities from outside the College and appointed by the Chairperson of the National Council after consultation with the Regulatory Commission of Private and Foreign Higher Education Institutions for a renewable period of four years.

- 2) The Chairperson of the Academic Council is the Dean and the Secretary of Academic Affairs is its secretary and is supposed to write the minutes of the meetings.

Article 22

Functions

The Academic Council has the following functions and powers:

- 1) Issuing the scientific Degrees to the graduates.
- 2) Suggesting to the National Council the approval of new academic programmes and syllabuses after the agreement of the Board of Trustees and the Founders.
- 3) Approving the results of the College exams.
- 4) Issuing the internal regulations for the exams and the evaluation.
- 5) Nominating of three highly qualified external examiners who are holders of doctorate or equivalent studies for every programme and submitting their names and their *curricula vitae* to the General Administration of Foreign and Private Colleges that will appoint one of them.
- 6) Issuing academic regulations and the Code of Conduct of the students.
- 7) Suggesting the admission requirements of every programme for the approval of the Regulatory Commission of Private and Foreign Higher Education Institutions.
- 8) Proposing the promotion of teaching staff for the General Direction of Foreign and Private Higher Education to present to the Committee of Promotion of Teaching Staff for Private and Foreign Higher Education Institutions.
- 9) Suggesting to the Board of Trustees the creation of new facilities or academic structures for the different College programmes.
- 10) Encouraging research, writing and publishing.
- 11) Inviting the external examiners to the Academic Council meetings for the discussion of their reports.
- 12) Evaluating the academic performance of the College, including the courses of on going formation (Short Courses).

- 13) Suggesting to the Board of Trustees the advisable number of new enrolled students.
- 14) Suggesting to the Board of Trustees requirements for the engagement of lecturers and their promotion.
- 15) Transmitting to the Board of Trustees the needs that the society demands from higher education institutions.

Article 23

Meetings of the Academic Council

- 1) The Academic Council meets at least two times a year at the time and the place specified by its Chair person. He/she also has the right to call for any emergency meeting.
- 2) In case of absence of the Dean, the meeting is presided over by a member elected among those who are present.
- 3) The Chairperson may invite any person to a meeting. This one won't have right to vote.
- 4) Meetings are valid when more than a half of the members are present and decisions are taken by the majority of the members present. In case of tie the Chairperson has casting vote.

Chapter 2. The Departments.

Article 24

Departments

- 1) The Department is an academic unit specialized in one educational or research field. The teaching staff of a certain academic field, both full and part timers, are members of a Department.
- 2) The Department should elaborate the syllabuses of the respective subjects, their teaching methods, evaluation and organization.
- 3) The Department carries on its functions in coordination with the Dean, the Programme Coordinators, the Secretary of Academic

Affairs, the directions and decisions of the governing bodies of the College, the norms expressed in this Statute and the Regulations of the Departments.

Chapter 3. Personal Offices.

Article 25

The Dean

The Dean is the highest academic authority of the College. In accordance with the directions set by the Board of Trustees, this Statute and the Regulations in force, he/she is responsible for the direction, government and ordinary management of the College. He/she is the first executive responsible in front of the Board of Trustees on the performance of the College and the work to fulfill its objectives.

Article 26

Appointment of the Dean

- 1) The candidate to deanship is to be a person of scientific competence and experience in the sector of higher education. He/she is also supposed to embody the principles that inspire the mission of the College. Moreover he/she should be completely free for this service. The Dean is proposed by the Board of Trustees for the approval of the Regulatory Commission of Private and Foreign Higher Education Institutions.
- 2) After four years, the dean should be either reelected or substituted.

Article 27

Functions and powers of the Dean

The Dean is committed to the Statutes in force and to fulfill the following responsibilities:

- 1) To work in order to optimize the scientific, administrative and financial performance of the College.
- 2) The general supervision and orientation of the College programmes according to the directions set by the Academic Council as far as they don't contradict the educational policies established by the National Council.
- 3) Proposing workers to be employed by the College.
- 4) Keeping order in the College.
- 5) Preparing studies and reports if requested by the Board of Trustees, the Founders, the National Council or the Regulatory Commission of Private and Foreign Higher Education Institutions.
- 6) Presentation of an annual report to the Board of Trustees about the academic, administrative and financial performance of the College with copy to the General Administration of Private and Foreign Colleges.
- 7) To suspend the lessons for exceptional and urgent causes in consultation with the Programme Coordinators until the meeting of the Board of Trustees.
- 8) Presiding over meetings, committees and boards according to the indications of these Statutes.
- 9) Controlling the performance and the conduct of every employee of the College according to the respective Regulations.
- 10) Preparing the necessary reports about the teaching staff and the employees.
- 11) To conduct periodical evaluations of the College in collaboration with the Programme Coordinators and to foster the creation of a "culture of evaluation" that makes concrete the motto of the College: "Always more always better".
- 12) To supervise the quality of the Courses of Ongoing Formation (Short Courses) organized by CCST.

Article 28
The Vice Dean

In case of need, the Dean may suggest to the Chairperson of the Board of Trustees the creation and appointment of a Vice Dean. This one should be a PhD holder with experience in the field of Higher Education. Then, the Board of Trustees would define his/her functions and the duration of his service.

Article 29

The Secretary of Academic Affairs

The Secretary of Academic Affairs is responsible before the Dean for the acceptance and registration of students, for the exams and the release of certificates and for the activities of scientific research. He/she is also the Secretary of the Academic Board and carries on any other academic issue entrusted by the Dean. These are other responsibilities:

- 1) To set the time-table of lectures and exams in collaboration with the Heads of Department.
- 2) To distribute lecture halls and labs.
- 3) To ensure that the academic regulations of the College are known and observed by all lecturers.
- 4) To collect reports from the heads of Department and to present them to the Dean.
- 5) To verify whether a candidate to join the College has the required qualifications for acceptance.
- 6) To verify whether a student can be transferred from or to the College and from one programme to another.
- 7) To supervise the administration of tests and exams and to make sure that the College regulations are followed.
- 8) To check the certificates issued by the College and to sign them.
- 9) To make sure that the calendar of the academic year approved by the Dean is followed.
- 10) To know the syllabuses of the College and to collect suggestions for their revision.

Article 30

Appointment of the Secretary of Academic Affairs

- 1) The Chairperson of the Board of Trustees will select the Secretary of Academic Affairs among the members of the teaching staff holding a doctorate or an equivalent certificate after consultation with the Dean.
- 2) The Secretary of Academic Affairs will remain in charge for 4 years and can be renewed.

Article 31

The Registrar

The Registrar is a person with experience in institutions of higher education appointed by the Chairperson of the Board of Trustees after consultation with the Dean and the Secretary of Academic Affairs. The Registrar works under the directions of the latter one and is responsible of:

- 1) Accepting and recording the application and registration of on going and new students in accordance with the requirements set by the Ministry of Higher Education and by the College.
- 2) Recording the attendance of students.
- 3) Recording the results of the students in order to present them to the Secretary of Academic Affairs and the Academic Council.
- 4) Keeping the students' files in order and updated, with all their documents, results and certificates.

Article32

Supervisor of Students' affairs

CCST proposes a holistic model of education and consequently its educational proposal is not limited to the intellectual dimension. The Supervisor of Students' Affairs is especially concerned with the implementation of this holistic educational approach and care to the students.

- 1) The Supervisor of Students' Affairs is responsible before the Dean for the students' affairs.
- 2) After consultation with the Dean, he/she is appointed by the Chairperson of the Board of Trustees among those with administrative and academic experience and social skills.
- 3) He/she is appointed for a renewable period of four years.
- 4) The Supervisor of Students' Affairs is part of the committee that distributes the scholarships and manages the assistance to needy students.
- 5) The Supervisor of Students' Affairs is responsible for the organization of activities of personal, academic and career orientation such as introduction of the newcomers to the life of the College, follow up of students with difficulties, vocational training or preparation to face interviews of work and search for job. He/she is responsible for the elaboration of the Plan of Tutorial Action of the College.
- 6) The Supervisor of Students' Affairs organizes the election of class delegates and holds periodical meetings with them.
- 7) The Supervisor of Students' Affairs organizes the election of the representative of the students to the Board of Trustees
- 8) The Supervisor of Students' Affairs coordinates and promotes social, cultural and sport activities with the students.
- 9) The Supervisor of Students' Affairs is the point of reference of the College for the organization of the inauguration of the academic year and the graduation ceremony.
- 10) The Supervisor of Students' Affairs is also available to assist the Registrar during registration periods at the beginning of every semester.

Article 33

Programme Coordinator

- 1) For every programme there is a Coordinator appointed by the Chairperson of the Board of Trustees after consultation with the Dean and the Secretary of Academic Affairs. The criteria for the

- choice should be the scientific qualification and the capacity to promote team work according to the goals and principles that inspire the College.
- 2) The Coordinator is the administrative responsible of the Programme.
 - 3) The Coordinator will remain in office for four years and can be reappointed.

Article 34

Functions of the Programme Coordinators

These are the functions of the Programme Coordinators:

- 1) To coordinate the work of the different departments involved in the programme.
- 2) To make the necessary arrangements for the evaluation of the External Examiner of the Ministry.
- 3) To coordinate the preparation of the projects and research papers of the finalists.
- 4) To present to the Secretary of Academic Affairs, at the beginning of every academic year, the Plan of the Programme which includes the subjects given, their syllabuses, the appointment of teachers to the different subjects under the responsibility of the Department and some indications about the methods of teaching.
- 5) To watch over the fulfillment of the syllabus of the programme and propose to the Academic Council modifications to it or criteria for the admission of students.
- 6) To meet at least twice a semester with the heads of department involved in the programme in order to evaluate its progress.
- 7) To stimulate activities of research of the lecturers of the Programme.
- 8) To participate in the Academic Council whenever this one is convoked.
- 9) To watch over the fulfillment of the College Statute and principles, the performance of the members of the Programme and the existence of the necessary conditions for the running of the programme.

- 10) To propose to the Heads of Department and the Dean modifications in the staff of the Programme or the engagement of new lecturers and to participate in the Committee for the selection of new lecturers.
- 11) To supervise the quality of the teaching and participate in the evaluation proceeds of the staff of the College.
- 12) To assume any other function requested by the Dean or by the Sudanese law, the College Statute or the Regulations of the College.

Article 35

Programme Secretary

In every programme there might be a Secretary who assists the Coordinator in his/her managerial functions and records the minutes of the meetings. This person should have administrative and computer skills.

Article 36

Head of Department

- 1) For every Department there is a Head of Department. His/her appointment is proposed by the Dean after consultation with the Programme Coordinators and the Secretary of Academic Affairs and signed by the Chairperson of the Board of Trustees. In the selection of the Head of Department, it should be considered the scientific and academic skills of the members of the Department and their capacity to promote team work according to the principles that inspire the College.
- 2) The Head of Department will remain in office for four years and can be reappointed.

Article 37

Functions of the Heads of Department

These are the functions of the Head of the Department:

- 1) To help the Programme Coordinators in supervising the quality of the teaching and to participate in the evaluation procedures of the staff of the College related to the activities of the Department.
- 2) To present to the Programme Coordinator, at the beginning of every academic year, the Plan of the Department which includes the subjects given, their syllabuses, the appointment of teachers to the different subjects under the responsibility of the Department and some indications about the methods of teaching.
- 3) To represent the Department, to preside over its meetings and to carry on its ordinary management.
- 4) To hold regular meetings with the lecturers of the Department in order to assure the fulfillment of the syllabuses of the different subjects.
- 5) To follow up the correction of the exams of the subjects of the Department so that the results are given to the Programme Coordinator in time.
- 6) To participate in the meetings of the Academic Council and other meetings convoked by the Dean.
- 7) To propose the promotion of the members of the Department and the engagement of new teaching staff.
- 8) To watch over the fulfillment of the College Statute and principles and the performance of the members of the Department.
- 9) To assume any other function defined by the Sudanese law, the College Statute or the Regulations of the Departments of the College.

Article 38

Secretary of the College

The Secretary of the College assists the Dean in the clerical work. These are his/her responsibilities:

- 1) To prepare documents and official letters for the Dean and keep copies in the Dean's archives.
- 2) To keep a copy of the syllabus of the different programmes.
- 3) Any other responsibility assigned by the Dean.

Article 39

Appointment of the Librarian.

The librarian is appointed by the Dean for a renewable period of four years and should be someone with proficient knowledge in the following areas:

- library policies, procedures, methods,
- research and information gathering,
- conducting Internet searches,
- organization and structure of the library,
- and library systems for cataloguing,

Article 40

Librarian's responsibilities

The Librarian is responsible for:

- the organization and coordination of the College's libraries.
- cataloguing the books of the libraries.
- proposing to the Academic Council the norms and the procedures for the use of the library.
- collecting the requests of new books from the different Heads of Department and presenting a budget to the College Administrator.
- analyzing and evaluating library and information services, technology and media service requirements.
- ensuring an accurate inventory of resources.
- ensuring efficient retrieval by users.

Article 41

The Assistant Librarian

Every site of the CCST has an Assistant Librarian that works under the directions of the only Librarian of the College.

Part IV. Financial and Administrative Bodies.

Chapter 1. The Financial and Administrative Board.

Article 42

Nature of the board

The Financial and Administrative Board is a consultative body which advises the Board of Trustees and the Dean in financial and administrative issues.

Article 43

Composition

- 1) The Financial and Administrative Board is formed by the Chairman of the Board of Trustees, the Dean, the Financial Supervisor, the General Administrator (Wakil) and two members of the Board of Trustees elected by them among those who don't work in the College.
- 2) The Chairman of the Board of Trustees is the Chairman of this Board, the deputy chairman is the Dean and the Secretary is the General Administrator (Wakil).
- 3) The Financial Supervisor is the Bursar of the *Comboni Missionaries of the Heart of Jesus* in Sudan.
- 4) The Chairman may invite any person to attend the meetings but without right to vote.

Article 44

Functions of the Board

The Financial and Administrative Board is in charge of:

- 1) Making suggestions for the annual budget and its presentation to the Board of Trustees.
- 2) Examining any administrative or financial issue related to the College and requested by the Dean or the Board of Trustees and presenting their advice to the Board of Trustees.

Chapter 2. The Statistical Unit.

Article 45

Nature of the Unit

The Statistical Unit is in charge of producing, keeping and updating the statistical data of the performance

Chapter 2. Personal offices

Article 45

The General Administrator (Wakil)

The General Administrator (Wakil) is the person in charge of the financial and administrative activities of the College.

Article 46

Appointment of the Financial Administrator (Wakil)

The Financial Administrator of the College is appointed by the Chairman of the Board of Trustees after consultation with the Dean for

a period of four years. He/she should be a person of administrative and scientific experience and can be reappointed.

Article 47

Functions of the Financial Administrator (Wakil)

As responsible for the financial and administrative activities of the College, the General Administrator (Wakil) is:

- 1) To manage the non teaching staff of the College.
- 2) To control and manage the income and the expenses of the College included in the annual budget and to supervise the fulfillment of the predictions.
- 3) To elaborate and update the inventory of the goods and rights which form the patrimony of the College.
- 4) To prepare the annual financial report of the College.
- 5) To propose an annual budget to be discussed by the Financial Board.
- 6) To keep the stamp of the College.
- 7) Any other function defined by the Regulations that develop this Statute.

Article 48

The bursar

The Chairman of the Board of Trustees, after consultation with the Dean and the Financial Administrator, can appoint a bursar with these responsibilities:

- 1) To collect the money from the certificates, the testimonies, the tuition and registration fees. Then she/he will follow the procedures to transfer the money to the College account and report to the General Administrator (Wakil).
- 2) To take care of ordinary expenses according to the directions of the General Administrator (Wakil).

Article 49

Secretary of Personnel Affairs

The Secretary of Personnel Affairs of the College is appointed by the Chairman of the Board of Trustees after consultation with the Dean, the Secretary of Academic Affairs and the General Administrator. He/she should be a person of experience in the field.

Article 50

Functions of the Secretary of Personnel Affairs

He/she is the person in charge of developing and implementing the personnel policies of the College. These are his/her responsibilities:

1. To keep the employees' files in order and updated, with all their documents, academic certificates, CV's, payments sheets, copies of contracts,...
2. To prepare contracts according to the indications of the Chairman of the Board of Trustees and the Dean and the labor and educational laws.
3. To advice in the preparation of the part of the annual budget related to personnel that includes salaries, gratuities, insurance, income tax...
4. To prepare technical studies and suggestions about the developing and regulation of service of the staff members of the College.
5. To execute all procedures related to personnel including insurance, payment of the income tax, terminations of service, warnings, holidays without salary, gratuities, etc.
6. To see that the rights of the workers and the College are respected.
7. To promote forms of evaluation of the staff members of the College.
8. To participate in the committee for the selection of new personnel.
9. To promote internal communication in the College.

Part V. The College Community.

Article 51

Comboni College of Science and Technology is a community of collaboration, mutual understanding and scientific research where everyone is called to implement the College motto “always more always better” and work for the common good through his/her scientific skills and personal commitment and values.

Article 52

CCST is characterized by the diversity of its students and staff. CCST considers this diversity, either ethnic, cultural or religious, as a treasure that enriches the other, opens the mind and the heart and helps the understanding of one’s identity.

Chapter 1. The Students.

Article 53

The students

The students are the main treasure of Comboni College of Science and Technology, both those enrolled in any Bachelor Degree or Diploma and those of the Ongoing Formation Courses (Short Courses).

Article 54

Students’ Rights

These are the rights of the students:

- 1) To receive a qualified and updated teaching and an integral formation according to the principles that inspire the College.
- 2) To receive the teaching correspondent to the subjects in which he/she enrolled.
- 3) Equality of opportunities without discrimination due to personal or social circumstances during the enrolment and the stay in the College. The College will pay special attention to students with any kind of special needs.
- 4) To be supported and orientated in relation to the studies by the lecturers.
- 5) To be assessed in the academic performance according to objective criteria previously defined.
- 6) To ask and get justification of the marks and to request a revision according to the indications of the “Registered Students’ Guidelines”.
- 7) To meet the College authorities whenever he/she considers that his/her rights have been violated.
- 8) To participate in the extra-curricular activities organized by the College.
- 9) To be informed about the meaningful changes that may affect the courses he/she is doing.
- 10) Those recognized by the laws and this Statute.

Article 55

Student’s duties

Students’ duties are:

- 1) To commit him/herself to give his/ her best in the academic field and in what concerns relations to the other members of the College community.

- 2) To attend all the lectures, labs and tutorials of his/her course and do his/her respective homework.
- 3) To respect the principles that inspire the College, its facilities and patrimony and to use its goods and resources properly.
- 4) To cooperate with the rest of the College community in creating a positive human environment and in improving the services of the College.
- 5) To be polite and respectful with the College staff, the other students and the visitors.
- 6) To keep order and discipline in the College.
- 7) To respect the Code of Conduct, the College Statute and the “Registered Students’ guidelines”.
- 8) To participate in the evaluation of the lecturers and the services of the College through surveys prepared by CCST.

Article 56

Loss of student status

The student status may be lost for the following reasons:

- 1) Voluntary resignation.
- 2) Keeping an attitude that violates the academic order in application of the Code of Conduct included in the “Registered Students’ Guidelines”.
- 3) Not fulfilling the administrative norms of enrolling or not fulfilling the economic duties with the College specified in the “Registered Students’ Guidelines”.
- 4) Other reasons issued in this Statute and the other Regulations of the College related to the life of students.

Article 57

Class delegates

- 1) Class delegates are representatives of the students of a class and they bridge between the direction of the College and the students.
- 2) Every year the Supervisor of Student's Affairs organizes the election of class delegates and ensures that one of them represents the students in the Board of Trustees.
- 3) The team of Students' Affairs holds periodical meetings with them.
- 4) Class delegates collaborate in the process of selection and promotion of lecturers by collecting the opinion of the classmates on their performance when requested.
- 5) Class delegates promote the development of the College and the completion of evaluations at the end of every year or when requested. They also collaborate with the External Examiner of the Ministry if requested.

Chapter 2. Academic staff

Article 58

The Academic Staff of Comboni College of Science and Technology includes teaching staff of the various categories, lab assistants and researchers who have any activity in the College.

Article 59

Categories of academic staff

The academic staff of Comboni College of Science and Technology can be divided into full-time and part-time lecturers according to the kind of commitment they may have with the College in terms of hours and contract. On the other hand,

according to the academic status there are assistant lecturers, lecturers, assistant professors, associate professors and professors.

Article 60

Full and Part-time lecturers

- 1) Full-time lecturers are those who mainly carry on their teaching and research activity at Comboni College of Science and Technology.
- 2) Part-time lecturers teach just some subjects under request of the respective Head of Department.

Article 61

Visiting lecturers

Comboni College of Science and Technology may invite, for a limited period of time, lecturers of recognized prestige to give courses, seminars or lectures.

Article 62

Selection of new lecturers

- 1) Some weeks before the beginning of every semester, the General Administrator (Wakil) meets every Head of Department and Programme Coordinator to collect the needs of new personnel from every Department and their suggestions for the promotion or engagement of teaching staff. The Head of Department presents the CV's of the different candidates and proposes at least two candidates per vacancy to be interviewed, justifying the reasons of their possible adequacy. In case of needing new staff and

- not having enough candidates, the General Administrator (Wakil) will advertise the vacant position.
- 2) Once the Head of Department and the Coordinator agree on the candidates for the position, the latter ones are invited for an interview that will be conducted by a Committee made of the Dean, the General Administrator (Wakil), the Secretary of Academic Affairs, the Programme Coordinator and the Head of the Department related to the respective subject and any other person invited by the Dean. The Chairman of the Board of Trustees may also attend the interviews as he will be the one signing the contract.
 - 3) The Head of Department and the Programme Coordinator will lead the first part of the interview that aims at assessing the scientific preparation of the candidate. The psychological maturity of the candidate, her/his capacity to work in team and her/his identification with the principles and goals of CCST as described in these Statutes will also be assessed. The interview will be conducted in English and the level of this language will be considered in the election of the candidate.
 - 4) After interviewing the different candidates, the Committee will assess the different candidates and will select one for the vacant position considering the teaching and research experience, the academic training, the professional experience, the human maturity and the identification with the principles that inspire the College.
 - 5) In case of urgent need of a new lecturer in the middle of the academic year, the Head of Department will inform the General Administrator (Wakil), who will organize the above described process as soon as possible.
 - 6) Any new lecturer will be employed for a trial period of three months. Two weeks before the end of that period, after collecting the opinion of the students through the

class delegates and the programme coordinator, the head of department will present a report to the Dean and the Chairman of the Board of Trustees who will sign the contract.

Article 63

From Part-timer into Full-timer

- 1) In the above mention meeting that takes place three weeks before the beginning of the academic year, the Heads of Department may also propose the promotion of some lecturers from part-timers into full-timers. The same Committee that interviews the candidates for vacant positions will assess and decide on the proposals of the Heads of Department.
- 2) New engaged lecturers usually start as part-timers. Just after one complete semester of teaching at CCST, they may be promoted to become full timers if the existing ones don't manage to cover the necessary load.
- 3) When a full-time lecturer attains a new degree, consideration of that degree in his salary will take place after the presentation of the final certificate.

Article 64

Lost of the condition of lecturer

The condition of lecturer is lost for the following reasons:

- a) Voluntary resignation.
- b) Termination of contract.
- c) Reaching the age fixed by the law.
- d) Dismissal according to the law.
- e) Other causes issued by the law.

Article 65

Committee for the Promotion of Teaching Staff

The Committee for the Promotion of Academic Staff receives applications for promotion of full time academic staff, evaluates them and may present them to the General Direction of Private Higher Education for approval.

Article 66

Members of the College Committee for the Promotion of Teaching Staff

As specified in the “Regulations for the Promotion of Teaching Staff for Private Colleges, Academies and Centers” issued in 2016 by the General Direction of Private Higher Education, the College Committee for the Promotion of Teaching Staff is formed by:

- A) The Dean: Chairperson.
- B) The Secretary of Academic Affairs: Secretary of the Committee.
- C) The General Administrator (Wakil): member.
- D) The Program Coordinator related to the applicant’s specialization: member.
- E) The Head of Department related to the applicant’s specialization: member.
- F) Any other senior professor or expert appointed by the Dean.

This Committee meets twice a year if there have been applications and evaluates them according to the above mentioned Regulations. The criteria for promotion to be considered are: academic performance, research activity, commitment in the College and in the community and the moral values of the candidate.

Chapter 3. Functions, Rights and Duties of the teaching and Research Staff.

Article 67

Functions of lecturers

- a) The planning and teaching of the subjects entrusted to them.
- b) The evaluation of the learning process of the students, the exam setting and organization along with the evaluation of the own teaching.
- c) The acceptance, educational, academic and professional orientation of students, in collaboration with the team of Supervision of Student Affairs.
- d) The attention to the integrated development of the students that embraces the intellectual, social, emotional and moral dimensions.
- e) The contribution for the College's activities to be carried out in an atmosphere of respect, tolerance, participation and freedom.
- f) The coordination of teaching and management activities assigned to lecturers.
- g) The participation in evaluation plans proposed by the Ministry of Higher Education or CCST itself.
- h) Research, experimentation and continuous improvement of the teaching.

Article 68

Rights

The teaching and research staff of the College have the right to:

- 1) Practice freedom of teaching and research as long as they respect the Constitution of Sudan, the laws, this Statute, the principles of the College and the general orientations of the respective Department.

- 2) Participate in the Academic Bodies that run the College, having a major representation in the bodies that make decisions of exclusively academic character according to the laws, the Decree of Foundation of the College, this Statute and the Regulations.
- 3) Have at their disposal the necessary means to carry on their functions according to the resources of the College.
- 4) Evaluate the learning process of the students.
- 5) Be assessed and know the results of the evaluation of their activity so that they have an instrument to improve their capacity and performance.
- 6) Be informed about the agreements made by the Academic Bodies that run the College and affect them as lecturers and the College community as a whole.
- 7) Meet the authorities of the College when they consider that their rights have been violated.
- 8) Be promoted through an objective and organized procedure.
- 9) Propose measures leading to improve the quality of the teaching and the research.
- 10) Not to be interrupted without justified reason during the lessons.
- 11) Be respected by all the members of the educational community.

Article 69

Duties

The teaching and research staff have the following duties:

- 1) To respect, in the exercise of their teaching and research, the principles that inspire the life of the College, its facilities and its patrimony.

- 2) To respect the rights of the students, their freedom of conscience, their religion and culture and their human dignity.
- 3) To fulfill the teaching, research and tutorial tasks assigned to them.
- 4) To fulfill the assigned time table both for lectures or office hours and justify and notify absences or delays to the head of Department.
- 5) To be committed to their own scientific on-going formation and the updating of their pedagogical methods.
- 6) To pursue the fulfillment of the goals of the College, promote its community life and to participate in the academic events.
- 7) To know, fulfill and make known the Statute and Regulations that rule the life of the College.
- 8) To watch for the good of the College inside its facilities and outside them.
- 9) To take responsibility for the charges assigned to them.
- 10) To participate in the courses of on-going formation organized for the teaching staff of the College.
- 11) All the duties defined in the contract and those that correspond to their work and professional condition.

Chapter 5. Administration and Services Staff

Chapter 6. Coexistence



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