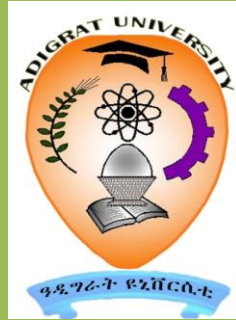


ADIGRAT UNIVERSITY SENATE LEGISLATION

2013GC



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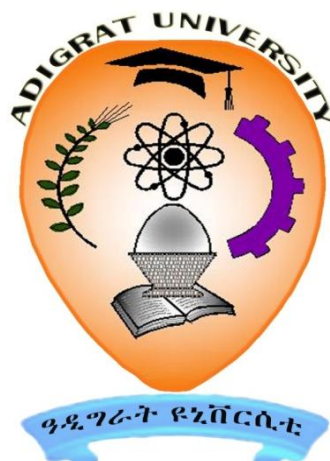
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ADIGRAT UNIVERSITY



Adigrat University Senate Legislation 2013

April, 2013
Adigrat, Tigray, Ethiopia

Contents

PART ONE: GENERAL PROVISIONS	9
ARTICLE 1: Short Title.....	9
ARTICLE 2: Definitions of Terms and Abbreviations	9
ARTICLE 3: Scope of Application	12
ARTICLE 4: Gender Reference	12
ARTICLE 5: Mission, Objectives, Functions and Values of the University	12
PART TWO: ORGANIZATION AND ADMINISTRATION ..	15
ARTICLE 6: Governing and Advisory Bodies of the University	15
ARTICLE 7: The University Leadership	15
ARTICLE 8: Granting the Status of College, Institute, School, Department, Center...	27
ARTICLE 9: General provisions in assigning positions	27
ARTICLE 10: Existing Colleges in the University	29
ARTICLE 11: Functions of a College.....	29
ARTICLE 12: Governing and advisory bodies of a College	30
ARTICLE 13: The Department	31
ARTICLE 14: Department Council	32
ARTICLE 15: The Department Head	33
ARTICLE 16: Department Head's Committees	35
ARTICLE 17: Other Academic Support Offices in the University	35
ARTICLE 18: The Registrar	35
ARTICLE 19: ICT Directorate.....	37
ARTICLE 20: The Library and Documentation Center Director	37
ARTICLE 21: Institutional Quality Assurance Directorate	38

ARTICLE 22: Research Director	39
-------------------------------------	----

PART THREE: ACADEMIC AND TECHNICAL HUMAN RESOURCES DEVELOPMENT41

ARTICLE 23: Planning.....	41
ARTICLE 24: Academic Ranks.....	41
ARTICLE 25: Appointment and Promotion Requirements for Teaching Staff.....	43
ARTICLE 26: Appointment and Promotion Requirements for Academic Staff	49
ARTICLE 27: Promotion of Research Staff	54
ARTICLE 28: Joint Appointment	54
ARTICLE 29: Honorary Academic Staff Appointment.....	55
ARTICLE 30: Criteria for Appointment & Promotion of Professional Librarians	57
ARTICLE 31: Criteria for Recruitment and Promotion of Technical Assistants	60
ARTICLE 32: Duties and Responsibilities of Academic Staff.....	63
ARTICLE 33: Rights of the Academic Staff	65
ARTICLE 34: Salary Scale and Increments.....	66
ARTICLE 35: Pay for Extra-Teaching Assignment	66
ARTICLE 36: Teaching and Research Load	66
ARTICLE 37: Leaves and Scholarships	69
ARTICLE 38: Tenure.....	75
ARTICLE 39: Criteria for Awarding Tenure.....	75
ARTICLE 40: Procedure for Awarding Tenure.....	76
ARTICLE 41: Right of Tenured Staff.....	76
ARTICLE 42: Academic Freedom.....	76
ARTICLE 43: Arrest or Conviction.....	76

ARTICLE 44: Working for Other Institutions or Private Interest	77
ARTICLE 45: Breaches of Duty and Disciplinary Regulations	77
ARTICLE 46: Type and Classification of Disciplinary Measures.....	78
ARTICLE 47: Disciplinary Action by a Head of the Academic Unit.....	79
ARTICLE 48: Academic Staff Disciplinary Committee (ASDC)	79

PART FOUR: PROGRAM DEVELOPMENT AND REVIEW81

ARTICLE 49: Procedures for Program Development and Review	81
--	----

PART FIVE: ACADEMIC RULES AND REGULATIONS....83

ARTICLE 50: Policy Premises	83
ARTICLE 51: Academic Calendar	83
ARTICLE 52: General Provisions on Admissions to Undergraduate Programs	83
ARTICLE 53: Admission Requirements	84
ARTICLE 54: Admission Requirements for Continuing Education Program (CEP)	85
ARTICLE 55: Choice of Program of Study	85
ARTICLE 56: Major and Minor Fields of Study	86
ARTICLE 57: Transfer of Students	86
ARTICLE 58: Academic Advisor/ Guidance and Counseling	88
ARTICLE 59: General Provisions on Modular Courses	88
ARTICLE 60: Courses in General Module Category	88
ARTICLE 61: Elective Modular Courses	89
ARTICLE 62: Phased-out Modular Courses.....	89
ARTICLE 63: Semester Load for Regular Students	89
ARTICLE 64: Semester Load for Continuing Education Students	89
ARTICLE 65: Duration of Study and Validity of Modular Courses	90

ARTICLE 66: Credit Requirements.....	90
ARTICLE 67: Undergraduate Grading System	91
ARTICLE 68: Grading Scale and Letter Grade System for Ethiopian Public Universities.....	92
ARTICLE 69: Earning Credits on the Basis of Examination	93
ARTICLE 70: Student Academic Achievements (Status Determination)	93
ARTICLE 71: Academic Standing of Undergraduate Students.....	94
ARTICLE 72: Class Attendance	96
ARTICLE 73: Repeating, Adding and Dropping of Courses	96
PART SIX: ASSESSMENT AND EVALUATION.....	98
ARTICLE 74: General Provisions of Examinations	98
ARTICLE 75: Periodic and Exit Examination.....	100
ARTICLE 76: Administration of Examinations	100
ARTICLE 77: Violations of Examination Regulations	101
ARTICLE 78: Remarking of Examinations	103
ARTICLE 79: Re-marking Procedure.....	104
ARTICLE 80: Make-up Examinations.....	105
ARTICLE 81: Repeating Courses.....	106
ARTICLE 82: Re-admissions	107
ARTICLE 83: Re-Examinations	108
ARTICLE 84: Small Academic Deficiencies at the Completion of a Study Program	109
ARTICLE 85: Waiver	109
ARTICLE 86: Graduation Requirement of Undergraduate Program	109
ARTICLE 87: Graduation with Distinction and Great Distinction.....	110

ARTICLE 88:	The University Medal.....	110
PART SEVEN: ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES.....		111
ARTICLE 89:	General Provisions on Graduate Program.....	111
ARTICLE 90:	The Department Graduate Committee (DGC)	112
ARTICLE 91:	Admission to the Graduate Program (GP)	113
ARTICLE 92:	Enrollment and Registration at the GP.....	115
ARTICLE 93:	Program of Study for Graduate Studies	115
ARTICLE 94:	Credit Requirements and Course Load at the GP.....	115
ARTICLE 95:	Duration of Study at the Graduate Program.....	116
ARTICLE 96:	The Grading System at the GP	116
ARTICLE 97:	Academic Status of Graduate Students	117
ARTICLE 98:	Repeating Courses at Graduate Program.....	118
ARTICLE 99:	Withdrawal from and Readmission to the Graduate Program	118
ARTICLE 100:	Transfer from one Program to another in the Graduate Program.....	120
ARTICLE 101:	The Graduate Thesis.....	120
ARTICLE 102:	Advisorship	123
ARTICLE 103:	The External Examiner.....	124
ARTICLE 104:	Graduation and Award of Credentials to Graduate Students	125
PART EIGHT : STUDENTS AFFAIRS.....		126
ARTICLE 105 :	Students' Discipline	126
ARTICLE 106:	Academic Freedom.....	131
ARTICLE 107:	Defamation	131
ARTICLE 108:	Students Organization/Union	131

ARTICLE 109: Rights and Duties of Student Organization(s)..... 133

PART NINE: MISCELLANEOUS PROVISIONS.....136

ARTICLE 110: Special Provisions at a State of Crisis 136

ARTICLE 111: Duty to report Violation of the legislation 136

ARTICLE 112: Interpretation of the Legislation 137

ARTICLE 113: Power to issue directives and guidelines..... 137

ARTICLE 114: Amendment 137

ARTICLE 115: Repeal..... 137

ARTICLE 116: Transitory Provision 138

ARTICLE 117: Issuing Authority 138

ARTICLE 118: Effective Date of Implementation 138

PREAMBLE

WHEREAS the Adigrat University is established by the Regulation No. **223/2003** of the Council of Ministers of the Federal Democratic Republic of Ethiopia;

WHEREAS it has become necessary to have a comprehensive Legislation to enable the University carry out its mission effectively, and thus be able to serve as dynamic center of capacity building consistent with the aspirations of the Ethiopian government and the people;

WHEREAS it has become necessary to create an appropriate legal framework to guide the University to focus on critical issues of relevance and quality of education and research to contribute with efficacy to the country's aspirations of peace, democracy and development;

WHEREAS it is necessary to provide by law that the system of governance of the University shall promote, consistent with the FDRE Constitution and the higher education proclamations and relevant regulations, a life of a learning academic community governed by the principle of freedom of expression based on reason and rational discourse;

WHEREAS it has become necessary for the University to be properly guided by a predefined rules and regulation in order to ensure and promote its positive contributions through relevant and quality education, research, and community services;

WHEREAS Adigrat University aspires to be one of the leading universities of teaching and learning in Ethiopia and internationally; and to continually improve the relevance and quality of education, research and community services to meet the development needs of the society;

This Legislation is, therefore, issued by the Senate of the Adigrat University pursuant to the powers vested in it by the **Higher Education Proclamation No. 650/2009**.

PART ONE: GENERAL PROVISIONS**ARTICLE 1: Short Title**

This Legislation may be cited as “**Adigrat University Senate Legislation 2005EC or Adigrat University Senate Legislation 2013.**”

ARTICLE 2: Definitions of Terms and Abbreviations

- 2.1 **Academic Calendar** means an academic schedule of the University as approved by the Senate which consists of all the activities of the University related with the teaching learning, research and community services;
- 2.2 **Academic Community** means all those persons studying, teaching, undertaking research and community services as permanent, part time and visiting members of the University;
- 2.3 **Academic Dismissal** means failure to continue once study as a result fulfilling the minimum requirement
- 2.4 **Academic Discipline or Field of Study** means a branch of knowledge, which is taught, studied and researched in the University;
- 2.5 **Academic Officer** means office holders in areas of teaching, research and community services such as the registrar, deans, directors and other similar office holders;
- 2.6 **Academic Semester** means a division of an academic year, the time during which an academic unit holds classes, conducts all teaching learning activities and extends from registration to examination;
- 2.7 **Academic Staff** means an employee of the University employed in the capacity of teaching and/or research, and any other professional who shall be recognized so by Senate statutes;
- 2.8 **Academic Unit** means a college, an institute, a school, a department, a center or other entity established as a constituent unit of the University to offer and manages courses, conduct researches and/or render community services;
- 2.9 **Academic Year** means a two semester activity during which a one academic calendar or year of teaching is covered. In the case of medicine this might be varied as per the curriculum when approved by the Senate;
- 2.10 **Administrative Support Staff** means all personnel of the University employed to provide administrative, business management, accounting, catering, maintenance, safety, security and similar other services;
- 2.11 **AGU** stands for Adigrat University;
- 2.12 **APC** refers to admission and placement committee;
- 2.13 **ASAC** refers to Academic Staff Affairs Committee;

- 2.14 **ASDC** refers to Academic Staff Disciplinary Committee;
- 2.15 **ASQAC** refers to Academic Standards and quality assurance committee;
- 2.16 **Board** means the University governing body which is established in accordance with Articles 44-48 of the Higher Education Proclamation;
- 2.17 **CC** refers to a college council;
- 2.18 **Center** means an academic unit established for a specific purpose as defined in its establishing document;
- 2.19 **CEP** refers to continuing education program;
- 2.20 **CGPA** refers to a cumulative grade point average;
- 2.21 **College** means an academic unit in the University which may consist of departments, schools, centers, teams and other academic units as may be established by the senate;
- 2.22 **College Council (CC)** means advisory body of a college in the University;
- 2.23 **Credit Hour** means one lecture hour (50 minutes) of recitation or two to three hours of tutorial, laboratory or practical work or six hours of field work per week for a given semester;
- 2.24 **CrHr/s** refers to credit hour/s;
- 2.25 **Department** means a division in a college which is devoted to teaching, research and community services in a particular academic discipline;
- 2.26 **Department Council (DC)** means a governing and advisory body of a department;
- 2.27 **DGC** department graduate council;
- 2.28 **DO** stands for drop out of a student without permission and proper clearance;
- 2.29 **DVM** refers to doctor of veterinary medicine;
- 2.30 **Enrollment** refers to the time and mode of attending a given program (eg: regular, evening, summer, distance, etc);
- 2.31 **EtCTS** stands for Ethiopian credit transfer system;
- 2.32 **Fiscal Year** means the Ethiopian Government budget year which begins on Hamle 1 (July 8) and ends on Sene 30 (July 7);
- 2.33 **Fx** read as F-sub x and stands for students result in a course between 30 and 40 marks out of 100;
- 2.34 **Grade** means the result obtained by a student after attending a given course/module of study, which includes written and or oral evaluations which reflect institutional judgments of the quality of a student's academic performance in a given course/module of study;
- 2.35 **HEIs** refer to higher education institutions;
- 2.36 **HEP** refers to the **Higher Education Proclamation No.650/2009**;
- 2.37 **I** stands for incomplete

- 2.38 **Institute** means an academic/research unit of the University, the principal objective of which is to carry out research and disseminate the research output but may also engage in teaching where appropriate, particularly at a graduate program level;
- 2.39 **MD** refers to medical doctor;
- 2.40 **Module** defined as a self-contained, independent unit of a planned series of learning activities designed to help the student accomplish certain well-defined objectives. It usually consists a number of courses with similar competencies
- 2.41 **NG** refers to no grade;
- 2.42 **PG** refers to a post graduate program;
- 2.43 **PhD** refers to doctor of philosophy;
- 2.44 **President** refers to the President of Adigrat University;
- 2.45 **Proclamation** means the Higher Education Proclamation No.650/2009;
- 2.46 **Program** means an undergraduate or postgraduate study under an academic unit;
- 2.47 **Research Staff** means a staff member whose major responsibility is to conduct research and/or community services at the University;
- 2.48 **School** means an academic unit engaged in teaching, research and community services of an interdisciplinary nature which cannot be managed by a single department/program;
- 2.49 **SC** stand for School Council
- 2.50 **SGPA** refers to a semester grade point average;
- 2.51 **SSC** refers to senate standing committee;
- 2.52 **Student** means an individual who is enrolled to a given program of the University;
- 2.53 **Support Staff** means all staff members employed with responsibilities in administration and technical support;
- 2.54 **Teaching Staff** means a staff whose major responsibility is teaching at the University;
- 2.55 **Team** means the smallest functional unit in the academic structure responsible for the follow up of the teaching and research activity in a specific area of specialization. It may consist of a module and/or research theme headed by a senior staff, in a department/program). A team is a division within an academic unit based on specialization for course/module handling, managing and coordination and/or conducting thematic area based research and community service;
- 2.56 **Technical Support Staff** means non-administrative personnel employed to support the teaching–learning and research processes which include non-

- academic health professionals employed in teaching hospital and library and ICT professionals in the University;
- 2.57 **The Senate** means the Senate of Adigrat University, which regulates and directs the academic and related works of the University as indicated in the Proclamation;
- 2.58 **The University** means Adigrat University (AGU), established by the decree No. 223/2003;
- 2.59 **University Community** means all students, academic and technical support and administrative support staff of the Adigrat University;
- 2.60 **University Council** means the council of the University constituted under Article 57 of the Proclamation;
- 2.61 **VPDA** refers to the vice president for Development and Administration;
- 2.62 **VP** refers to a Vice President of AGU;
- 2.63 **VPARCS/AVP** refers to the Vice President for Academics, Research and Community Services;
- 2.64 **W** refers to a withdrawal of a student who fails to continue his/her studies for different reasons but on permission basis

ARTICLE 3: Scope of Application

This Legislation shall apply to:

- 3.1 All academic and technical support staff in their employment relation with the University;
- 3.2 All students in all aspects of their relationship with the University, in their admission to and participation in the University teaching-learning, research and community services programs and activities;
- 3.3 All teaching-learning, research and community service affairs of the University.

ARTICLE 4: Gender Reference

Unless the context requires otherwise, the provisions of this Legislation set out in the masculine gender shall also apply to the feminine gender.

ARTICLE 5: Mission, Objectives, Functions and Values of the University

5.1 Mission of the University

The University is dedicated to providing quality education, research and community services to meet the needs and aspiration of the Ethiopian and the world society. Thus, the University is mandated with the following missions:

- a) Advancement of knowledge through realistic and contextual research based education, reliable and relevant published research, innovation, and technology transfer to contribute to the economic growth and welfare of the society;
- b) Production of graduates fully equipped to achieve the required personal and professional standards;
- c) Provision of tailor-made educational, research and community service undertakings to meet societal needs.

5.2 Vision

Adigrat University aspires to become a world class University by 2025 with a priority in Health and Engineering.

5.3 Objectives of the University

The University shall have the following major objectives:

- a) to cultivate, expand and transmit knowledge;
- b) to render research based education that fully develops the personality and strengthens the respect for the dignity of human beings, on the basis of mutual respect, trust, mutual understanding and tolerance, free from ethnic, nationality, gender, religious or other prejudices;
- c) to produce skilled manpower at degree, diploma and/or certificate levels in different fields of studies;
- d) to carry out research activities, publish the results and carry out research based and other community services in various fields;
- e) to introduce and share useful scientific and technological research outcomes with beneficiaries in accordance with the working procedures outlined by the University and other concerned bodies;
- f) to provide long and short term in-service training and distance education to professionals working in governmental, non-governmental organizations and the private sector;
- g) to provide consultancy services

5.4 Functions of the University

The University shall have the powers and duties to:

- a) develop programs of study and provide higher education;
- b) produce skilled human resources in quantity and quality on the basis of the needs of the country;

- c) undertake and encourage research and community service, publish the results and disseminate the findings as may be necessary;
- d) provide other appropriate services to the society;
- e) establish collaborations with relevant bodies especially HEIs;
- f) award various academic qualifications;
- g) give recognition or awards to persons of outstanding achievements or constructive contributions;
- h) provide support for primary and secondary education;
- i) establish conducive working environment so as to retain its academic staff;
- j) establish business enterprises and engage in revenue generation activities;
- k) Other functions as deemed necessary to realize its mission.

5.5 Guiding Values of the University

The guiding values that the University shall promote and uphold in pursuance of its mission are:

- a) pursuit of truth and freedom of expression;
- b) institutional reputability based on successful execution of mission;
- c) competitiveness in scholarship and cooperation with other institutions;
- d) institutional autonomy with accountability;
- e) people centered or participatory governance and rule of law;
- f) justice and fairness;
- g) gender equality;
- h) a culture of fighting corruption;
- i) quality and speedy service delivery;
- j) economical use of resources and effective maintenance of assets;
- k) innovation and recognition of merit;
- l) democracy and multiculturalism;
- m) team work;
- n) professional and personal integrity and respect to ethics rules;
- o) Environment friendly: we respect and protect natural diversity. We are committed to have a clean and green campus, green region, green nation and green world.**

PART TWO: ORGANIZATION AND ADMINISTRATION

ARTICLE 6: Governing and Advisory Bodies of the University

6.1 Composition

The Adigrat University governing and advisory body comprises the following components as provided under the Higher Education Proclamation:

- a) Board
- b) Senate
- c) President
- d) Vice presidents
- e) Managing council
- f) University council

6.2 In addition to the above governing bodies, the University comprises the following bodies

- a) College/Institute council;
- b) Department council;
- c) Course/module and/or research team;
- d) Senate Standing Committees, advisory and/or specialized committees or councils that may be established by the Board, the Senate and/or the University council in line with their respective mandates, the President and Vice-Presidents as deemed necessary.

ARTICLE 7: The University Leadership

7.1 The Board

The powers and responsibilities of the Board are as given in the HEP Art. 44

7.2 The Senate

7.2.1 Powers and Responsibilities of the Senate

The Senate, being the leading body of the University for academic matters and without prejudice to the responsibilities of the Board, shall have the responsibilities (as stated in the HEP Art. 49) to:

- a) determine the academic calendar of the University;
- b) accredit academic programs and their curricula and supervise academic units to ensure the relevance and quality of education and research;
- c) legislate and ensure proper implementation of the University's statutes related to all academic, research and community service matters in accordance with the HEP;
- d) determine conditions on which degrees are awarded or revoked;

- e) determine an institution-wide framework for quality enhancement and student assessment;
- f) recommend to the Board promotions of academic staff to the rank of professors and promote academic staff to the rank of associate professors and below;
- g) approve nominations by academic units for employment of academic staff;
- h) decide on the type, number, membership, and responsibilities of its specialized committees;
- i) award honorary degrees and other academic prizes to persons with outstanding achievements meriting recognition by the institution, upon request by the President;
- j) examine and approve requests by its academic units or its voting members in respect of opening, closure, merger or change of name of academic units of the University
- k) perform other responsibilities which may be in this legislation or referred to it by the President.

7.2.2 Members of the Senate

Without prejudice to the HEP Art. 50, the Senate will have the following members:

- a) The President;
- b) All Vice Presidents;
- c) All College Deans, Academic Institute Directors;
- d) The Registrar;
- e) Students' Dean;
- f) University Planning & Institutional Transformation Office Head;
- g) Research Director;
- h) Quality Assurance Director;
- i) University Industry Linkage Director;
- j) ICT Director;
- k) Library & Documentation Director;
- l) Public Relations Director;
- m) Academic Staff Representative;
- n) Students Council Chairperson;
- o) Gender Office Head;
- p) Others, nonvoting, who might be appointed by the President.

7.2.3 The president shall chair the senate and ensure that the institution's academic community is appropriately represented in its membership.

7.2.4 Notwithstanding the provisions of the HEP Art. 50, the Board may, upon advice by the president, change or modify senate membership and terms of office, as necessary and consistent with good practice, but solely to ensure that it shall be fit for purpose.

7.2.5 The academic staff representative to the Senate shall be elected from and by the academic staff representatives for each college/institute. The term of office shall be two years, but may be re-elected.

7.3 Sessions of the Senate

- a) The senate shall determine its regular and extraordinary sessions in its own rules of procedure and internal regulations, which shall also include disciplinary rules of its members;
- b) Notwithstanding the provisions under sub-article 7.3 (a) of this Article, the senate may hold continuous sessions upon request by the president;
- c) The senate may hold extraordinary sessions upon the request of the president, the Board or one-third of its members;
- d) The president shall ensure that Senate sessions are well-facilitated and prepared for, properly documented and the documentation kept in order, and are exhaustive in the discussion of issues; and that Senate decisions are properly communicated and implemented;
- e) The Senate shall have a quorum when more than half of its members attend and shall make decisions by simple majority votes, and in case of a tie, the chairperson shall have a casting vote;
- f) The Senate, consistent with its mandate, shall devote some of its sessions to evaluations of the academic performance of the academic units, of its committees, and its own performance; and the results of the evaluations shall be duly communicated by the president to the Board.
- g) The Senate at its discretion may invite resource persons it deems necessary to any of its sessions.

7.4 Provisions on Senate Standing and Ad-hoc Committees

- a) The Senate shall have standing (regular) and ad hoc committees;
- b) The committees shall serve as the arms of the Senate and function on its behalf in accordance with the mandates vested in this Legislation to them;
- c) The committees are accountable to the Senate;
- d) Each committee shall adopt its own guidelines and rules of procedure based on this Legislation;
- e) Serving in the committees shall be deemed to be part of the duties of each academic staff member;
- f) Committee members shall be notified in writing by the President;

- g) The chairperson of each standing committee shall submit a written report to the Senate at every quarter of the budget year on the activities of her/his team;
- h) A standing committee may make relevant decisions which shall be referred to as 'interim decisions';
- i) Interim decisions shall be final unless revised by the Senate;
- j) All interim decisions shall be reported to the Senate for review and/or approval;
- k) Ad hoc committee may be established by the Senate as deemed appropriate. Unless otherwise provided by the decision of the senate, this committee shall be disbanded upon completion of the tasks for which it was set up and upon submission of its report to the senate;
- l) A majority (50+1) of any committee comprises a quorum;
- m) Each committee will determine its meeting dates; moreover, the chairman can call a meeting if deemed necessary. If there is a request for a standing committee by one third of its members in writing, the chairperson shall call a meeting of the committee within a week of such request.

7.5 Senate Standing Committees

Notwithstanding the fact that the Senate can establish additional standing committees as necessary, the following standing committees are hereby established by this Legislation:

- a) Deans and Directors Committee (DDC);
- b) Gender Affairs and HIV/AIDs Mainstreaming Committee (GAHMC);
- c) Student Services and Campus Administration Committee (SSCAC).

7.5.1 Membership, Duties and Responsibilities of the Deans and Directors Committee (DDC):

The DDC shall have the following members:

- a) AVP (Chairperson)
- b) All deans
- c) University Registrar
- d) University Quality Assurance Director

7.5.2 The duties and responsibilities of the DDC are:

- a) Follow up the overall teaching and learning process as well as the research and community service undertakings in a regular way;
- b) Act on behalf of the Senate for matters which need urgent decision/s;
- c) Follow up the institution-wide framework for quality enhancement and student assessment;
- d) Provide recommendations regarding the of opening, closure, merger or change of name of academic units;

- e) Follow up allocation and distribution of University level scholarship opportunities, research and community service funds and awards;
- f) Prepare rules and regulations for admission and placement;
- g) Establish criteria for placement of students;
- h) Direct and follow up the placement of students, assigned by the Ministry of Education (MoE), to the respective the departments/programs in the colleges;
- i) Endorse all recruitments and promotions to the rank of Lecturer and above;
- j) Approve all scholarship requests that may be of short term or long term duration;
- k) Advise the Vice President for Academics, Research and Community Services and the Senate on matters related to academic standards, recruitment, scholarships and promotion and other issues related with the teaching and learning, research and community services
- l) Undertake other duties assigned to it by the Senate and/or the President

7.5.3 Membership and duties and responsibilities of Gender Affairs and HIV/AIDS Mainstreaming Committee (GAHMC).

The GAHMC shall have these members:

- a) Vice President for Administration and Development (chairperson),
- b) Gender Office Head (Secretary)
- c) Dean of Students,
- d) University Clinic Head,
- e) HIV/AIDS focal person,

7.5.4 The duties and responsibilities of GAHMC shall be:

- a) Devise mechanisms by which gender and HIV/AIDS are integrated into teaching, learning, research, staff and student welfare, community services, and other relevant areas
- b) Make sure through appropriate follow-ups that issues related to gender and HIV/AIDS are properly addressed in the university strategic plan, policies, rules, disciplinary cases, and other relevant documents
- c) Undertake and supervise training and development works related to gender and HIV/AIDS
- d) Ensure through appropriate means and follow-ups that the university and its surroundings are gender sensitive
- e) Propose mechanisms to the Senate by which budget support (in the form of material and financial support) is made to female students in particular and students with economic problems in particular. And implement the proposed mechanism upon endorsement by the senate
- f) Undertake other duties assigned by the Senate.

7.4.5 Student Services and Campus Administration Committee (SSCAC)**a) Membership and Duties and Responsibilities of SSCAC**

SSCAC shall have these members:

- i) VPAD (chairperson),
- ii) Dean of students (secretary),
- iii) Basic Services Center Director,
- iv) Chairperson of students' council,
- v) Head of Dormitories,
- vi) Head of Student Cafeteria,
- vii) Head of Campus Police

b) The duties and responsibilities of SSCAC are:

- i) Propose guidelines (based on this legislation and other relevant documents) of student discipline to the senate and implement upon approval by the Senate
- ii) Periodically supervise the status of student service provision (i.e., cafeteria, water, sewerage, entertainment, dormitories, etc.) and report to the Senate
- iii) Check and evaluate the daily food menu of students. Make sure that the student council participates in the preparation of student menus.
- iv) Report irregularities with regard to student services and campus administration to the Senate along with recommendations for improvement
- v) Advise the Senate about future expansion possibilities of the university
- vi) Devise appropriate mechanisms by which peaceful teaching learning is ensured through provision of concomitant services
- vii) Monitor the entire campus and its surroundings and take measures as appropriate to ascertain that inappropriate practices are avoided both within the campus and in its surroundings
- viii) Establish contacts with external bodies (city administration, city police, nearby administration, security, and other relevant offices) that help maintenance of peaceful teaching in the campus.
- ix) Ensure the attractiveness of the campus through plantations and follow-ups.

7.5 The President**7.5.5 Appointments and Requirements**

Appointments and Requirements of the President of Adigrat University shall be as per the HEP Art. 52

7.5.6 Powers and responsibilities of the President

The President of the University shall be the chief executive officer of the University and, without prejudice to the responsibilities of the Board, shall have the responsibilities, (as stated in the HEP Article 53) to:

- a) devote his/her full load and energy to the post
- b) direct and administer the public institution with the aim of ensuring the achievement of its mission;
- c) ensure that organs of the institution and its community uphold the objectives of higher education and guiding values of the institution;
- d) ensure that the provisions of the Proclamation and of other laws applicable to the institution are respected;
- e) ensure that the institution, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;
- f) create and continuously build a conducive institutional environment stimulating learning and research;
- g) ensure that the institution's research and consultancy activities focus on national priorities;
- h) ensure that the institution in the pursuit of its mission is perpetually connected internationally as well as with national and local institutions, relevant agencies and business and industry, and associations;
- i) ensure that the institution always keeps abreast of national and international developments and positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;
- j) ensure that the institution has a capable system of internal leadership and management;
- k) design and implement, upon ultimate approval by the Board, nomination and appointment systems of officers, academic heads and senate members
- l) determine and implement, upon approval by the Senate and the Board, academic unit-and-department level governing bodies and structures guided by the principles of relevance and quality of education and research, autonomy, efficacy and efficiency of service delivery;
- m) appoint and relieve position holders and ensure that employment and official positions are achieved through competition and that removal

- from office is based on performance evaluation, disciplinary matters and end of tenure of office alone;
- n) ensure that policies, directives and procedures of the institution are designed in conformity with the proclamation, pertinent laws and government policies;
 - o) develop and implement institutional standard measures and ensure that the academic and administrative operations of the institution are on the basis of the standards;
 - p) ensure that the institution maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
 - q) ensure that the University's Board and Senate sessions and other leadership bodies of the University such as the Managing Council and the University Council are well-prepared for and held regularly;
 - r) resolve by peaceful and legal means all intra-institutional disputes and disputes with third parties, in pursuit of the institution's mission and best interests;
 - s) ensure that all fundamental operations and substantive transactions of the institution are appropriately documented in text and data form as appropriate and that the information is, without prejudice to institutional interests, appropriately and readily accessible to end-users;
 - t) prepare institutional plans, budget, organizational structures and directives, and ensure their implementation upon approval;
 - u) inform periodically the board, government and the public about the state of the institution;
 - v) build and maintain a reliable safety and security system that protects life and property in the premises of the institution;
 - w) represent the institution in all its dealings with third parties;
 - x) open and operate bank accounts in the name of the institution;
 - y) delegate, as may be necessary, his powers and responsibilities to the vice presidents and appropriate heads of academic units;
 - z) discharge such other responsibilities as may be given to him by the establishing law of the institution and by the Board,

7.6 Terms of Office of the President

As per the HEP Art. 52 (6), the terms of office of the President shall be six years; provided however, that and without prejudice to other provisions of the HEP, s/he may be repeatedly reappointed.

7.7 Termination of Service of the President

The President of the University may be relieved of his/her responsibilities by:

- a) resignation;
- b) release on grounds of, incompetence, severe misconduct, severe illness or upon death;
- c) absence from duty for more than 180 consecutive days with official acquiescence;
- d) absence from duty for more than 45 consecutive days without official acquiescence;
- e) Expiry of terms of office.
- f) Without prejudice to the provisions of sub-article 7.6(a), the Board may, as the case may be, cause the removal or remove the President if it determines, through three consecutive monitoring reviews or one in-depth review, his continuity in office would be injurious to the institution

7.8 The Vice Presidents

Without prejudice to HEP Art. 54 (2), the University shall have, the following Vice Presidents:

- a) Vice President for Academics, Research and Community Services (VPARCS) and
- b) Vice President for Administration and Development (VPAD).

7.8.5 Appointments and Requirements

Appointments and Requirements of the Vice Presidents of the University shall be as per HEP Art. 52

7.8.6 Powers and responsibilities of the Vice President for Academics, Research and Community Services

The Vice President for Academics, Research and Community Services shall have the powers and responsibilities to:

- a) devote all of his/her time and energy to the post;
- b) advise, assist and support the President in the exercise of his responsibilities
- c) direct and administer the overall teaching learning, research and community service activities of the University;
- d) ensure the inculcation and strict observance of the guiding values of the University at all levels of the teaching learning, research and community service activities
- e) ensure that pertinent laws, this Legislation, guidelines and directives of the Senate and its committees in relation to the teaching learning, research and community service are properly observed and implemented;
- f) ensure the initiation and development of relevant strategic policies and guidelines to manage and direct the overall teaching learning, research and community service activities of the University;

- g) ensure the observance and implementation of strategic policies, guidelines of the University in the teaching learning, research and community service processes at all academic levels of the University;
- h) ensure the productive linkage and relevance of teaching learning, research and community service with the overall national objectives and societal need;
- i) ensure institutional dynamism and leadership to adopt, internalize and excel with international teaching learning, research and community service standards of excellence;
- j) create and maintain conducive environment in the University for teaching learning, research and community service;
- k) prepare and execute the strategic and annual plans of the University in relation to teaching learning, research and community service;
- l) review and approve academic decisions of lower organs of the University
- m) appoint and relieve office holders under his jurisdiction, in consultation with the president, based on the specific rules in this legislation,
- n) represent the president during his/her absence for official duties or leave
- o) Performs other responsibilities which may be given to him/her by the President

7.8.7 Powers and responsibilities of the Vice President for Administration and Development

The Vice President for Administration and Development shall have the responsibility to:

- a) devote all of his/her time and energy to the post
- b) direct and administer the overall support service activities of the University,
- c) ensure the inculcation and strict observance of the guiding values of the University at all levels of the support services process;
- d) ensure the initiation, development and approval of relevant strategic policies and guidelines to manage and direct the overall support service activities of the University;
- e) ensure the observance and implementation of strategic policies, guidelines of the University in the support service process at all academic and support units of the University;
- f) ensure the observance of principles of good governance in the overall operation of support services in the University at all units and administrative hierarchies;

- g) ensure institutional dynamism and leadership to adopt, internalize and excel with international standards of excellence in the provision of support services
- h) prepare and execute the strategic and annual plans of the University in relation to support services;
- i) monitor and follow-up the proper implementation of all support service activities in the University;
- j) appoint and relieve office holders under his jurisdiction, in consultation with the president, based on the specific rules in this legislation,
- k) perform other responsibilities which may be given to him/her by the President

7.8.8 Terms of Office of Vice Presidents

As per the HEP Art. 52 (6), the terms of office of Vice Presidents shall be four years; provided however, that and without prejudice to other provisions of the HEP, they may be repeatedly reappointed.

7.8.9 Termination of Service of Vice Presidents

A Vice president of the University may be relieved of his/her responsibilities by:

- a) resignation;
- b) release on grounds of, incompetence, severe misconduct, severe illness or upon death;
- c) absence from duty for more than 180 consecutive days with official acquiescence;
- d) absence from duty for more than 45 consecutive days without official acquiescence;
- e) Expiry of terms of office.
- f) The Board may relieve any vice president of his post, pursuant to the provisions of sub-article 7.6 (a).
- g) Without prejudice to the provisions of sub-article 7.6 (a), the Board may, as the case may be, cause the removal or remove any Vice President if it determines, through three consecutive monitoring reviews or one in-depth review, his continuity in office would be injurious to the institution.

7.9 The Managing Council

- a) Without prejudice to the power of the president to include other pertinent officers, the president and the vice presidents shall constitute the core members of the managing council; and the president shall chair the managing council.
- b) The managing council shall advise the president on strategic issues and on other cases that the president believes require collective examination as well

as serve as a forum for monitoring, coordination, and evaluation of institutional operations.

- c) The managing council shall meet regularly at least twice a month on a regular day and time that shall be determined by the president.
- d) The managing council shall hold and conduct its sessions with a majority of its core members present.
- e) Minutes of sessions of the managing council shall be taken by a secretary (non-voting and non-consultative) designated by the president.
- f) The president shall ensure free and open expression of views in managing council sessions. The president may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.
- g) No member other than the president or a person instructed by the president shall communicate to third parties the council's deliberations on controversial issues and the results thereof.

7.10 The University Council

- a) The University council shall consist of the core members of the managing council, all deans, directors, members of the senate standing committee, the chief librarian, the dean of students, other key academic officers, department heads, and, as it shall be determined by the Board upon the advice of the president, an appropriate number of academic staff and student representatives with appropriate gender mix.
- b) The president shall chair the University council
- c) The University council shall advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programmes, agreements of cooperation, and on division, merger, change of name and closure of academic units as well as on performance.
- d) The University council shall meet at least once every six months on the day and time that shall be fixed by the president.
- e) Attendance of University council sessions by members shall be mandatory. Membership shall not be delegated except in accordance with the permission of the president. Sessions may be held without a requirement for quorum.
- f) The president shall ensure a democratic atmosphere stimulating free expression of opinions and ideas in sessions of the University council. The president may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.
- g) The secretary of the managing council shall also serve as the non-voting and non-consultative secretary of the University council.

- h) No member of the University council other than the president or a person nominated by the president shall serve as its official spokesperson.
- i) Without prejudice to the provisions of this sub-article, the University council may adopt its own rules of procedures.

ARTICLE 8: Granting the Status of College, Institute, School, Department, Center

8.1 A college shall satisfy the following requirements:

- a) shall consist of two or more departments/programs
- b) may consist schools and centers

8.2 An Institute shall satisfy the following requirements:

- a) engage in research and/or post graduate undertakings of an interdisciplinary nature which cannot be provided by a single college;
- b) availability of a minimum of three full time academic staff with the rank of an Assistant Professor or above.

8.3 A school shall satisfy the following requirements:

- a) shall engage in post graduate programs and/or research undertakings of an interdisciplinary nature which cannot be provided by a single department/center with in a college;
- b) availability of a minimum of three full time academic staff with the rank of a Lecturer or above.

8.4 A department shall satisfy the following requirements:

- a) shall have at least one program in a specific discipline (field of study);
- b) availability of a minimum of three full time academic staff with the rank of lecturer or above.

8.5 Center shall satisfy the following requirements:

- a) shall engage in research and community service activities in a department, college, Institute or school; it may also engage in short term training and consultancy services.

8.6 The Senate may waive any of the above requirements with a three-fourth majority vote in favor of establishing any of the above academic units

ARTICLE 9: General provisions in assigning positions

9.1 Appointment and accountability

- a) In principle, academic positions can be made via election, assignment, nomination or a combination of any of them directly by the president or his/her immediate subordinate/s with his/her delegation and approval;
- b) Appointment/assigning academic positions shall be made, as much as possible, from among role-model, senior, highly qualified and competent,

- and interested staff members in the respective academic unit or the University at large;
- c) No staff member who is believed to full fill the minimum requirements for holding an academic position shall say no to hold an academic position for at least one term of office;
 - d) Appointments to academic positions which involve a single department/school/center/academic unit may be made based on a direct and open election by a general meeting of the academic staff of the department/academic unit. In such a case, the staff members shall elect three staff members and it shall be the responsibility of the higher body to nominate one for the post;
 - e) Appointments to academic positions which involve different departments/academic units, or are University based, can be made based on an open competition advertized to all academic staff members who fulfill the minimum requirement to hold the position and are directly relevant to the field; In such a case an interview shall be conducted to applicants based on pre-specified issues related directly and indirectly with the position;
 - f) Every position holder shall be appointed by and accountable to his/her immediate boss;
 - g) In making such appointments, the immediate supervisor/boss shall consult his/her immediate boss for smooth and clear communications;
 - h) In cases there exists difference/s; the superior's decision shall prevail.

9.2 Requirements to hold a position in the University

The candidate:

- a) Must have excellent communication and interpersonal skill and proven ability to participate successfully in a complex, highly professional organization, with demonstrated competence in leadership, motivation, collaboration and working with teams, teaching, research and community service activities relevant to the position;
- b) Must have an extensive record of leadership accomplishments and prudent management at a level relevant to the post in teaching, research and educational organizations;
- c) Must attain at least a second degree (for a position of a department head or a dean or their equivalents) and have an excellent record in research and community service and teaching activities (role model teachers and researchers shall get the priority);

- d) Must have a demonstrated capability in institutional advancement, including fund-raising and a commendable capability in public relations exercise;
- e) Devote at least 7 LEHs (dean, director and equivalent positions), 6 LEHs (department head and equivalent positions), 3 LEH (program coordinator, team leader and equivalent positions) of his/her time and energy to the post;

9.3 Term of office

The term of office of a dean/director/department head is for **three years** and may be re-appointed;

9.4 Termination of service of the dean/director/head of department

The dean/director/head of a department may be relieved of his/her position/responsibilities by:

- a) resignation;
- b) release on grounds of incompetence, severe misconduct, severe illness or upon death;
- c) absence from duty for more than 90 consecutive days with official acquiescence;
- d) absence from duty for more than 21 consecutive days without official acquiescence;
- e) if the appointing person determines, through three consecutive monitoring reviews or one in-depth review, his/her continuity in office would be injurious to the institution and is convinced that it is the right action to take;
- f) expiry of term of office.

ARTICLE 10: Existing Colleges in the University

10.1 The University consists of the following colleges

- a) College of Engineering and Technology (CET)
- b) College of Natural and Computational Sciences (CNCS);
- c) College of Medicine and Health Sciences (CMHS);
- d) College of Agriculture and Environmental Sciences (CAES);
- e) College of Business and Economics (CBE);
- f) College of Social Sciences and Humanities (CSSH);

The Senate may establish other colleges/Institutes and/or other denominations of equivalent status when deemed necessary.

ARTICLE 11: Functions of a College

Colleges/institutes shall have the following functions:

- a) Providing administrative support to departments/centers/schools

- b) Following up of the implementation and the quality of teaching-learning, research and community service activities through coordinating and moderating.
- c) Following up of the effective and efficient utilization of budget and resources in the college
- d) Preparing strategic and annual plans and budget of the college/Institute and coordinate the reporting of schools/centers/departments/programs

ARTICLE 12: Governing and advisory bodies of a College

A college shall have the following bodies:

- a) College council;
- b) Dean;
- c) Quality assurance head;
- d) College dean's administrative assistant

12.1 The College Council

12.1.1 Powers and duties of the College Council

The college council shall have the following powers and responsibilities:

- a) approves strategic plan of the college with the endorsement of the AVP;
- b) approves plan and budget of the college prepared by the departments/programs, all offices under the college and of the college itself with the endorsement of the AVP;
- c) approves the employment and promotion of academic/research staff with the endorsement of the Senate;
- d) follow up the quality of education, research and community services based on established standards;
- e) proposes the initiation/termination of new departments/programs and centers as per the established relevant regulations for the approval of the Senate;
- f) conducts at least two scheduled/regular meetings in a semester and conduct extraordinary or other necessary meetings when requested by 1/3 of the members of the college council, or the dean in writing;
- g) proposes graduation of students of the college to the Senate in consultation with the registrar;
- h) can establish committee (regular or/and ad-hoc) to discharge its responsibilities when necessary;
- i) advises the dean, up on request, on administrative and financial affairs

12.1.2 Composition of College

- a) The CC shall consist of:

- | | |
|---|--------------------|
| i) the dean of the college | (Chairperson) |
| ii) quality assurance head | Member & secretary |
| iii) all heads of the departments | Members |
| iv) two (senior) academic staff representatives | Members |
| v) two student representatives | Members |
- b) The staff representatives to the college council shall be elected from among the staff representatives of departments in the college (one shall be a female when possible).
- c) The student representatives to the college council shall be elected from among the student representatives of departments/schools/centers in the college (one shall be a female).
- d) The CC may establish permanent or ad-hoc sub-committee/s on specialized issues.

12.2 Powers and duties of the Dean/Director

The dean shall

- a) be responsible for the overall management of the college/Institute
- b) chair the college/institute council;
- c) represent the college/Institute in the University and externally as deemed necessary;
- d) ensure, in collaboration with the relevant offices, the planning and preparation of budget requirements for academics, research and community service undertakings of the college/Institute;
- e) monitor and follow up the progress of teaching, research and community service activities;
- f) prepare and submit progress reports to the respective bodies of the University;
- g) solicit and support departments and the staff in searching funding sources for academics, research and community service process of the college/Institute;
- h) in the case of absence from duty, the dean/director shall delegate, as a standard practice, the quality assurance on his/her behalf and, in the case of simultaneous absence, any of the department/school heads
- i) performs other tasks given to him by the president and the vice presidents

ARTICLE 13: The Department

13.1 Powers and duties of the department

- a) the department is an academic unit responsible to manage the teaching learning and research and community services undertakings under its scope of discipline/s;

- b) the department is responsible for the recruitment and administration of academic and support staff under its jurisdiction;
- c) is responsible to ensure the effective and efficient utilization of its resources;
- d) the department is mandated to administer its budget and physical resources;
- e) the department shall maintain full portfolio of staffs and students;
- f) the department shall provide academic advising to students by assigning academic advisors;
- g) the department, in consultation with the dean and with the approval of the college council, shall handle and give decisions on all academic related student cases like student admission, transfer, scholarship, readmission, withdrawal, re-exam, grade complaint, cheating cases during exams, course/module delivery and assessment, course/module exemption, credit transfer, and communicate the decisions to the registrar office and other relevant bodies;
- h) the department shall process student records and determine academic standing (status), and cross-check students' status against the status put by the registrar office and work to solve any differences;
- i) differences which arise with regard to students' grade records shall be solved through discussion between the department head, the concerned record officer, and the registrar office. If agreement is not reached the issue shall be further discussed in the presence of the college dean and the registrar. The final decision shall, however, be left to the registrar office.

ARTICLE 14: Department Council

14.1 Composition

Each department/ shall have a department council from among its staff members only on full duty with rank of a lecturer or above. The department council comprises the following members:

- a) the department head Chairperson
- b) all academic staff members with the rank of
a Lecturer or above Members
- c) two students' representatives (one of them a female) to
be elected from the section representatives in the department.
Students representatives elected to the department council
shall be with the highest academic standing and good character
Members
- d) the DC shall elect its secretary annually

- e) For departments with less than five academic staff with the rank of a lecturer or above, all staff members shall function as full members of the department council

14.2 Powers and duties of the department council

The department council has the following Powers and duties:

- a) proposes strategic plan, budget and periodic reports of the department present to it by the head;
- b) proposes the human resource development plan of the department;
- c) endorses course/module allocation and assignment, course/module plan and course/module assessment of every instructor in the department;
- d) follow up, through periodic reports and the course/module assessment format, the quality of teaching, research and community service undertakings;
- e) proposes the initiation and termination of programs, centers and units and their curricula to the college council;
- f) decides on curriculum administration issues and recommends on curriculum review;
- g) advise the department head, upon request, on administrative and financial affairs of the department;
- h) deliberate on issues that concern the benefits and responsibilities of its academic staff with the exclusion of individual claims and complains and recommends solution to the relevant bodies;
- i) shall meet at least once a month, and can have extraordinary meeting when requested in writing by one third of its members or the head of department;
- j) proposes graduation of students to the college council;
- k) establishes committee (regular or/and ad-hoc) to discharge its responsibilities when necessary;
- l) follows up that the needs of students with disabilities are considered in all aspects of the teaching learning process as much as possible

ARTICLE 15: The Department Head

15.1 Powers and duties of head of the department

The department head shall:

- a) direct and administer the teaching learning, research and community and support services of the department;
- b) plan, execute/administer the teaching learning, research and community service of the department;
- c) report all the activities of the department to the college dean and other bodies of the University regularly

- d) manage the overall administrative and financial activities of the department;
- e) have the mandate to solicit funding for his/her department;
- f) have the mandate to initiate, develop and manage external relations regarding his/her department;
- g) evaluate and monitor the quality of the teaching learning, research and community service activity;
- h) organize and mobilize resources to support the programs within the department;
- i) establish community-program-industry linkage;
- j) maintain the balance between the teaching learning, research and community service assignments of academic staff in consultation with respective course/research team leaders;
- k) support the initiation of a new program, research unit, and research center depending on the dynamism of the situation and need assessment results;
- l) plan and develop the human resource requirement of different programs/centers/units/teams at the department;
- m) chairs the department council;
- n) represent the department at college council and other forums of the University and external organizations;
- o) seek to provide opportunities for educational and professional development of the staff and students of the department;
- p) conduct performance evaluation of each academic staff in consultation with the respective team leaders and support staff member at the end of each academic semester, and ensure that every staff member of the department is evaluated by students and peers;
- q) maintains and implements academic schedules of the programs in the department;
- r) initiate regular newsletter or journal of the department;
- s) initiate and inculcate team spirit in the office to accomplish effectively and efficiently the teaching-learning and research and community service activities at the University;
- t) ensure integrity, responsibility and accountability for every activity at the department;
- u) ensure recognition of creative performance and outcome at the department;
- v) assign to students academic advisors
- w) identify students, in consultation with course/module team leaders, who need further remedial support and communicate to the registrar;

- x) propose course/module allocation and assignment of instructors, in consultation with team leaders/chairs, to be endorsed by the department council;
- y) perform additional activities assigned to him/her by the dean.

ARTICLE 16: Department Head's Committees

The head shall establish the following standing committees and appoint their chairperson. The head may also establish additional or ad-hoc committees as deemed necessary.

16.1 Staff Affairs Committee

- a) Advise the head on matters related to recruitment/appointment, promotion, scholarship, disciplinary cases and related issues;
- b) Have at least three and at most five members from academic staff on full duty;
- c) The chairperson should be from among the department council members;
- d) The other members shall be staff representative elected by the general assembly of academic staff;
- e) Shall meet and dispose cases without delay upon the request of the department head.

16.2 Student Affairs Committee

- a) The committee has the general responsibility to advise the department head on all matters relating to student cases like readmission, transfer, academic standing, student appeal on course/module delivery, exam results, grades etc;
- b) Have at least two members from academic staff on full duty and one elected students' representative.

ARTICLE 17: Other Academic Support Offices in the University

The University shall include the following academic support offices:

- a) The Registrar
- b) ICT Directorate Office
- c) Library and Documentation Directorate Office
- d) Quality Assurance Directorate Office
- e) University Industry Community Linkage Directorate Office
- f) Research Directorate Office
- g) Other offices as shall be designated by the Senate as academic offices

ARTICLE 18: The Registrar

18.1 Powers and duties of the office of the Registrar

The office of the registrar:

- a) Undertakes all operational matters pertaining to students admission, enrollment, placement, registration, keeping academic records of all students in all academic units and programs, status determination in consultation with departments and colleges, graduation, alumni, remedial, and students' academic support;
- b) Prepares the academic calendar of the University in consultation with the Deans and VPARCS and submit to the senate for approval;
- c) Ensures that pertinent laws, this legislation, directives of the senate and its committees and guidelines on students' (admission, registration, transfer, graduation) and curricula implementation (courses, credit requirements etc.), schedules (classes and exams) are strictly observed;
- d) Maintains up-to-date records on programs of study(all curricula) of the University;
- e) Creates and maintains up-to-date, confidential, private, safe, and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs;
- f) Creates and maintains up-to-date and accurate information on student admission, placement, registration, academic performance, retention, attrition, and graduation based on types of programs and modes of delivery;
- g) Prepares and issues the academic calendar, University catalogue(s), and admission prospectus and student handbooks of the University on a regular basis;
- h) Issues transcripts, degrees, diplomas and certificates;
- i) is responsible for the custody of the common seal of the University;
- j) Without prejudice to the proclamation, and upon approval of the president and vice-presidents, and consultation with the deans,
- k) consult with the ministry of education on intake capacity, admission, and set University wide general criteria for admission as per the decision of the senate and its committee;
- l) Prepares the list of candidates recommended by the college/institute councils eligible for the award of degrees, diplomas, certificates and gold medals and present it to the senate;
- m) Oversees students disciplinary issues;
- n) Plans, organizes and undertakes students' support activities.

18.2 Powers and duties of the director

The registrar director shall

- a) direct and administer the office of the registrar;
- b) manage the budget, human and physical resources of the office of the registrar;

- c) be responsible for the effective implementation of the responsibilities and functions of the office of the registrar;

ARTICLE 19: ICT Directorate

19.1 Powers and duties of the ICT Centre

- a) Develops, reviews and enforces ICT use strategic policies and guidelines;
- b) Design, implement and/or customize Network and security infrastructure, Software applications, Content Management Tools, etc;
- c) Advises the all the relevant University bodies on all matters related to ICT;
- d) Generates revenue by means of software development enterprise, network, ICT related training and consultancy;
- e) Resonates and strives to develop the capacity required to run ICT
- f) Performs and/or administers the maintenance of ICT related facilities

19.2 Powers and Duties of the Director

The director shall:

- a) direct and administer the office of the ICT;
- b) manage the budget, human and physical resources of the office of the ICT;
- c) be responsible for the implementation of the duties and responsibility of the ICT;
- d) perform additional activities assigned to him/her by the VPARCS.

19.3 Requirement

The candidate must have:

- a) extensive experience in networking, programming, information systems analysis and design, ICT project management and information management;
- b) experience in policy design and leadership;
- c) at least second degree in relevant fields;
- d) demonstrative capacity to lead a corporate ICT services;
- e) an understanding of dynamics in ICT and information services in teaching-learning, research and community services .

ARTICLE 20: The Library and Documentation Center Director

20.1 Powers and Duties of the Director

The director shall:

- a) direct and administer the center;
- b) Prepare the Strategic Plan of the Center;
- c) Prepare plan and budget of the center ;
- d) Propose the employment and promotion of its staff
- e) Follow up the quality of services based on established standards;

- f) Follow up the quality of services based on established standards;
- g) manage the budget, human and physical resources of the centre;
- h) be responsible for the implementation of the duties and responsibility of the centre;

20.2 Requirement

The candidate must have:

- a) at least second degree in relevant fields;
- b) demonstrative capacity to lead the centre;
- c) has an understanding of the dynamics in library and documentation.

ARTICLE 21: Institutional Quality Assurance Directorate

21.1 Powers and duties of the Office

- a) Advising the University on strategic plans of the University;
- b) Designing/revising the University strategic plans in line with national strategic plans;
- c) Reviewing annual institutional plans and periodic institutional reports and providing feedback to the concerned bodies;
- d) Generating policy ideas, guidelines, and other documents necessary for the overall institutional transformation;
- e) Initiating new/revision of organizational structure;
- f) Introducing/adopting new and/or up to date institutional management and measurement tools;
- g) Providing technical support for all offices, upon request, on the implementation of newly introduced institutional changes;
- h) Develop polices and instruments to be used for evaluating the quality of teaching-learning, research and community services and other services provided by the support offices of the University;
- i) Coordinate the quality assessment of overall University activities;
- j) Assist course, program, curricula and institutional self-assessment, peer review, external review and accreditations;
- k) Assist the development of quality standards for teaching-learning, research and community service and other support services;
- l) Propose improvement plans to relevant bodies/organs of the University based on quality assessment recommendations;
- m) Establish and administering central examination and post graduate research output database;
- n) Propose up-to date citation, referencing and plagiarism rules to be used by under and postgraduate students across all programs.

21.2 Powers and duties of the director

The director shall

- a) direct and administer the Office;
- b) manage the budget, human and physical resources of the Office;
- c) be responsible for the implementation of the duties and responsibility of the Office;
- d) perform additional activities assigned to him/her by his VPARCS and the president.

21.3 Requirements

The candidate must have

- a) Second degree or above with an excellent record in teaching, research and community service activities at a University;
- b) Extensive working experience in teaching-learning, research and community service activities of higher education institution;
- c) Good knowledge and experience on process change, leadership, change management and management and measurement system;
- d) An understanding of and ability to analyze national and international trends, issues, and demographics affecting a University;
- e) A demonstrated capability and commitment in institutional advancement,
- f) Good knowledge, skill and experience to develop tools that can measure the quality of teaching-learning, research and community services and services provided by support offices of the University;
- g) Good knowledge, skill and experience on performance management and appraisal;
- h) A practical skill for use of instructional and information technologies.

ARTICLE 22: Research Director

22.1 Powers and duties of the research directorate office:

- a) Develops University wide policies and guidelines for research and community service undertakings;
- b) Solicit and secure University wide research budget and funding;
- c) Allocates research budget and fund on transparent and participatory basis;
- d) Establishes and maintain central research and community service data base;
 - i) Awards and monitors University level research and community service undertakings;
 - ii) Supports and facilitates research and community service initiations of the different organs of the University;
 - iii) Supports academic staff, departments and colleges/Institutes involved in negotiations and contractual arrangements in securing external funds/grants;

- iv) Protects interests of staff and the University regarding intellectual property rights;

22.2 Powers and duties of the director

The director shall

- a) direct and administer the office;
- b) manage the budget, human and physical resources of the office;
- c) be responsible for the implementation of the duties and responsibility of the office;

ARTICLE 23: University-Industry-Community Linkage Directorate Office

23.1 Functions of the office:

- a) Develops University wide policies and guidelines for research output dissemination;
- b) Promotes and markets research findings and outputs;
- c) Creates linkage between the University and industry;
- d) Ensures and coordinates formal licensing to University-owned patents and technology;
- e) Protects interests of staff and the University regarding intellectual property rights;
- f) Promotes University/industry-linked research projects nationally and internationally;
- g) Establishes sustainable University/industry linkages and networking;
- h) Expands the community service through partnerships within the University, across the region and the nation;

23.2 Powers and duties of the director

The director shall

- a) direct and administer the office;
- b) manage the budget, human and physical resources of the office;
- c) be responsible for the implementation of the duties and responsibility of the office;
- d) Perform additional activities assigned to him/her by the vice president research and community services.

PART THREE: ACADEMIC AND TECHNICAL HUMAN RESOURCES DEVELOPMENT

ARTICLE 23: Planning

- 23.1 Every institution shall prepare academic and technical support staff development plan based on:
- a) Higher education staff development and enrolment plan,
 - b) Existing staff profile and load,
 - c) Existing programs and future expansion,
 - d) Student staff ratio, and
 - e) Nature of academic programs and their mix
- 23.2 It is the duty of the Head of the Academic Unit, to make periodically or upon request, project general size of Academic Staff and its structure in terms of academic rank. These shall be submitted to the AVP

ARTICLE 24: Academic Ranks

- 24.1 University Academic ranks and general qualifications for these ranks are fixed by this Policy.
- 24.2 The University uses the following hierarchy of academic staff in the ascending order:
- a) Teaching Staff
 - i) Graduate Assistant I
 - ii) Graduate Assistant II
 - iii) Assistant Lecturer
 - iv) Lecturer
 - v) Assistant Professor
 - vi) Associate Professor
 - vii) Professor
 - b) The rank of research staff shall be as in sub article above 2/a.
 - c) Adjunct staff and honorary staff may be considered as academic staff.
- 24.3 The University uses the following hierarchy of academic and technical support staff in the ascending order:
- 24.4 Professional Librarian

- a) Assistant Librarian V
 - b) Assistant Librarian IV
 - c) Assistant Librarian III
 - d) Assistant Librarian II
 - e) Assistant Librarian I
 - f) Associate Librarian
 - g) Librarian
- 24.5 Technical Support Staff
- a) Technical Assistant I
 - b) Technical Assistant II
 - c) Technical Assistant III
 - d) Senior Technical Assistant I
 - e) Senior Technical Assistant II
 - f) Senior Technical Assistant III
 - g) Chief Technical Assistant I
 - h) Chief Technical Assistant II
 - i) Chief Technical Assistant III
- 24.6 A person joining any academic unit of the University as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this legislation only during employment. Any request for variation after recruitment has been endorsed by the appropriate body shall not be entertained.
- 24.7 A research staff may change his/her status to his/her teaching staff or vice versa where requested by academic unit and approved by academic vice president of the University with the consent of the staff.
- 24.8 Adjunct/honorary academic ranks may be assigned to qualified instructors employed on the basis of joint appointment, part-time, or other arrangements in accordance with the general University policy.
- 24.9 Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within one semester's notice.
- 24.10 Persons joining the University to perform administrative or non-teaching duties may, in exceptional cases when they fulfill the minimum criteria set to be appointed as academic staff, be assigned an academic rank within a relevant academic unit provided the services are highly demanded by the University. However, such appointment shall be approved by the University Senate.

24.11 The positions in sub arts 24.4 and 24.5 can be applied only when such hierarchy is endorsed by the Senate in accordance with the HEP Art. 30/1/b.

ARTICLE 25: Appointment and Promotion Requirements for Teaching Staff

25.1 Principles and Procedures for Promotion

a) General Provisions

The procedures for promotions shall be as follows:

- i) A staff member who fulfills the requirements for promotion shall initiate his/her request by applying to the department or academic unit head along with all supportive documents.
- ii) The council of the academic unit (or a committee assigned by this council) shall investigate the promotion request critically and get it approved in case it fulfills the minimum requirements set for the requested promotion.
- iii) The college council then investigate the promotion and get it approved
- iv) For promotions to the rank of Assistant Professor and above the endorsement of the college council shall be submitted to the AVP for further handling.
 - a. Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff who fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally, academic staff on study leaves and who contribute greater than or equal to 50% of work load, which is expected from full time staff, are eligible to apply for promotion.
 - b. For promotions to the rank of Assistant Professor and above, the AVP shall convene the DDC of the Senate to evaluate and recommend to Senate the promotion in request.
 - c. The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval.

b) Promotion process of Heads of Academic Units and Officers

When a Head of academic unit or officer of the University is a candidate for promotion, the AVP or immediate supervisor shall designate a senior member of the unit/committee to act as Chairperson of the respective academic council/committee for the specific purpose of processing the promotion.

c) Effective Dates of Promotion

A promotion shall be effective on the approval dates of the following bodies;

- i) promotion to the rank of Professor, when approved by the Board;
 - ii) promotion to the ranks of Assistant Professor and Associate Professor, when approved by the DDC/Senate;
 - iii) promotion to the ranks of Lecturer and below, when approved by the College Council.
- d) The date of promotion for a staff member requesting reinstatement and/or rank adjustment shall be the date the candidate's request has been approved by the DDC/Senate.

25.2 Principles Governing Promotions

The length of service with a given rank, effectiveness in teaching, publications, participation in the affairs of the University and service given to the public at various capacities shall remain to be the basic criteria upon which the principles of academic promotions is based. The components of the requirements that have to be met to fulfill each of these criteria and the manner in which these are assessed are set forth in this Article.

a) Length of Service with a given Rank

- i) There shall be a minimum number of years an Academic Staff has to serve with a given rank for promotion to the next higher rank.
- ii) An Academic staff member who served in other accredited institution/s of higher learning shall be considered for an equivalent position before being appointed in a given academic unit. However, such an Academic staff must serve for at least one year at the University before being considered for promotion to the next academic rank.
- iii) For persons who join the University as Academic Staff after a given number of service years in other non-higher education institutions or organizations, their service years and publications in such organizations may be used to determine their academic rank and salary at the time of recruitment only. However, this provision shall not be applicable for the rank of Professor.

b) Effective Teaching

- i) Teaching effectiveness for Academic Staff shall be determined by evaluations of the staff member's performance, by students, colleagues, and the academic unit head or the staff's immediate supervisor at the end of each semester or academic year as the case may be.
- ii) The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an academic staff member shall be as follows.

- a. Evaluation by students..... 50%
- b. Evaluation by head of academic unit..... 35%
- c. Evaluation by colleagues..... 15%
- iii) For fulfillment of the effective teaching criteria, the weighted average of the evaluation since the last promotion shall not be less than 75%.
- iv) In exceptional cases where an academic staff is not handling courses due to other assignments given by the University, the weighted evaluation of students may be waived and the rest criteria evaluation can be taken out of 100%.

c) Requirements on the Number of Publications

- i) Publication of an article or articles in reputable journal(s) is a mandatory requirement for promotion to the rank of Assistant Professor, Associate Professor and Professor.
- ii) The reputability of journals shall be determined by the academic unit and approved by the University's Research standing Committee.
- iii) Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of the same or published in journals whose reputability has not been established (emerging journals) or chapters in books or contributions as editor of books or proceedings may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers and contributions have to be assessed for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the assessment of such papers or articles shall be issued by the Research standing Committee. However, such points shall not account more than 50% of the publication requirements. Abstracts shall not be considered for promotion.
- iv) Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. and others mentioned above may be counted towards the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, their equivalence with respect to a full research article will be determined based on internal and external evaluations. However, such equivalence points shall be determined as depicted in the following table. .
- v) Values of Scientific publications in reputable (peer reviewed) journal and book

No	Types of contribution	Value
1	Original research output	100%

2	Review papers	100%
3	Short/brief communication	30%
4	A chapter in a book	30%
5	Technical notes, case reports, discussion	25%
6	Text Book	200%
7	Book Based on Original Research	300%

- vi) Where research papers are published under joint authorship, each co-author of an article published in a reputable journal shall be given an equal share as per the following schedule.

No. of co-authors	Share of each Co- author (%)*
2	70
3	50
4	40
5	35
6 or more	30
Sole author publication will have 1 or 100 % value.	

*The share the co-authors indicated for journals shall also apply for other publications to be considered for promotion.

- vii) Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis for rank adjustment.
- viii) Publications arising out of Thesis work may also be considered for promotion if the published work does not depend more than 50% on the data/work in the Theses or Dissertations and is published by the staff member after the last promotion. Articles published in reputable journals can be presented for a promotion request with an appended hard copy of the published material. A mere letter of acceptance for publication from a publisher shall not be entertained as a published paper.
- ix) Text or reference books published for specific field and course as well as books published on the bases of original research shall be considered for promotion.
- x) For the sake of clarification, attempt is made below to define the most essential characteristics of each of the above items.
- xi) **A Reputable Journal:** The reputability of a professional journal is best determined, in the first instance, by the relevant academic unit and then by Research and publication Committee.

- xii) The following shall constitute the criteria on which the reputability of journal is determined:
- a. The professional reputation and competence of the editor(s), the advisory board and editorial staff;
 - b. Sound editorial policy regarding selection and evaluation of articles submitted for publication;
 - c. Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and
 - d. The backing and respect given on the journal by relevant professionals and/or their association(s).
 - e. **Indexed journal.**
 - f. **Impact factor** – Reflecting the average number of citations to articles published in science and social science journals.
 - g. **Reputability** of Journals published by a University shall be approved by the Senate of the respective University.

xiii) **Textbooks and Reference Books**

These are major undertakings that represent the efforts of academic staff in putting together his/her teaching and research experience, normally over several years. When these are submitted for promotion purposes, they will have to be critically and favorably assessed by both internal (one) and external (two) evaluators. The evaluators shall have an academic rank equal or above the rank the applicant has requested

d) Participation in the Affairs of the University and Professional Activities

This requirement may be fulfilled by holding a post of academic administration at Academic Units and/or University level, work in standing committees and taking assignments when called upon by the academic unit or University administration. Participation in activities such as journal editing, organizing professional workshops, reviewing, etc., that may enhance one's profession shall also be count towards the fulfillment of this criterion. The relative weights to be assigned to the three components of this criterion shall be as follows:

- i) Assistant Lecturer and below

Academic administration.....	30%
Work in committees	60%
Professional activities	10%
- ii) Lecturer

Academic administration.....	50%
Work in committees	40%
Professional activities.....	10%

- iii) Assistant Professor and above
 - Academic administration 60%
 - Work in committees 20%
 - Professional activities 20%

e) Academic staff members who, for no justifiable reasons, refuse to accept positions of academic administration or committee assignments shall forgo the points for participation in University affairs provided s/he has been left without action. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept such offers may be evaluated having regard to their willingness and participation in other University- wide, or departmental committees and such other assignments as may be deemed appropriate by the academic unit head. For this purpose, the points they score in committee works and other professional activities shall be converted into 100%. In all cases, an Academic Staff member should at least score 80% of the points allotted to each of these criteria to qualify for promotion to the next academic rank.

f) Community Service

The following may constitute activities of community service:

- i) participation in local, regional and national committees whenever called upon and other non-religious services relevant to the community;
- ii) conducting press, radio and/or TV programs for public education and outreach; and
- iii) any other professional service, paid or unpaid, to the community, the contents and quality of which are to be determined by the concerned unit of the University.

25.3 Weighted Values of the Criteria for Academic Promotion

Weighted values are assigned to each of the major components of the criteria in the manner provided hereunder.

a) For promotion to the rank of Assistant Lecturer and below:

- i) Effective teaching 60%
- ii) Participation in University affairs etc. 40%

b) For promotion to the rank of lecturer

- i) Effective teaching 50%
- ii) Publication (authorship or co-authorship of an article in a reputable journal) 30%
- iii) Participation in University affairs..... 20%

c) For promotion to the ranks of Assistant and Associate Professor the following weights shall apply:

i. Effective teaching.....	40%
ii. Publications	35%
iii. Participation in University affairs...	15%
iv. Professional and related public services	10%
Total	100%

d) **For promotion to the rank of Professor the following weights shall apply:**

i. Effective teaching	35%
ii. Publications	40%
iii. Participation in University affairs	15%
iv. Professional and related public service.....	10%
Total	100%

- e) Apart from the fulfillment of the individual criterion specified earlier, it is required that a candidate for Associate Professor and Professor should earn a minimum of 80% of the maximum possible total points indicated hereof. However, the candidate should earn full points allotted to publication to request any promotion to the rank of lecturer and above.

25.4 Accelerated Promotion

- A staff member who demonstrates extra-ordinary accomplishments in their area of specialization, and administrative contributions since last promotion may qualify for accelerated promotion. For this purpose:
- Every extra publication achieved over and above the required point for publication in a given academic rank shall be considered equivalent to a year of effective teaching.
- However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 90% weighted average on all evaluations (students', departmental and colleagues' evaluation).

ARTICLE 26: Appointment and Promotion Requirements for Academic Staff

- The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get **five (5)** additional points out of hundred as affirmative action and given priority when they have tie points with male candidates.
- The maximum age limit for the appointment of academic staff shall be 40 and 50 years for masters and PhD holders, respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the AVP.

26.3 Graduate Assistant

- a) A candidate with the qualification of a Bachelor's Degree in a three or four years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 and 2.5 for female candidates. However, minimum CGPA of 2.5 or even below but under special circumstances for fields with scarce available local staff may be considered to be justified by an academic unit and approved by the AVP.
- b) Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.
- c) Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- d) A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty.
- e) A graduate Assistant may be given the following duties:
 - i. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
 - ii. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
 - iii. Take over classes with the approval of the head of the academic unit in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
 - iv. Assist in research activities under the supervision of senior staff members.

26.4 Graduate Assistant I

Appointment: A candidate with a qualification of a Bachelors degree in a three year program.

26.5 Graduate Assistant II

- a) **Promotion:** One year of effective performance as Graduate Assistant I;
OR

- b) **Appointment:** A candidate with the qualification of a Bachelor's degree in a four-year program.

26.6 Assistant Lecturer

- a) Promotion: One year of effective service as a Graduate Assistant II;

OR

- b) **Appointment:** A candidate with the qualification of a Bachelor's degree in a five-year program

26.7 Lecturer

- a) **Appointment:**

- i) Normally a candidate with the qualification of a Masters degree and with at least CGPA of 2.75 during BA/BSc studies.

OR

- ii) Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization.

26.8 Assistant Professor

- a) Appointment:

Normally a candidate with the qualification of the degree of Doctor of Philosophy (PhD) or equivalent or an MD or DVM degree with specialty certificate or equivalent;

OR

- b) Promotion

- i) The qualification of a Masters degree or MD or DVM degree without specialty certificate or equivalent;

AND

- ii) A minimum of four years of effective teaching as a lecturer

AND

- iii) At least one publication in a reputable journal or one teaching material for specific course positively evaluated by both internal and external evaluators, or in some fields as architecture, music and the fine arts, two recognized and realized projects which demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area;

OR

- iv) Release of at least one technological package, including variety release, through a nationally accredited mechanism since becoming a lecturer;

AND

v) Active participation in the affairs of the University and the community

OR

vi) the qualification of a bachelors degree or equivalent;

AND

vii) A minimum of four years of effective teaching as a lecturer.

AND

viii) Two publications since last promotion or four realized artistic or professional projects or one publication and two realized artistic or professional projects or professional projects or release of two technological packages through a nationally accredited mechanism or one publication and release of one technological package since becoming a lecturer.

AND

ix) Active participation in the affairs of the University and the community.

26.9 Associate Professor

a) The qualification of a PhD degree or equivalent or MD or DVM degree with specialty and/or sub-specialty certificate or a masters degree or its equivalent;

AND

b) Four years of effective teaching as an Assistant Professor;

AND

c) Publications as provided hereunder;

i) two articles in a reputable journal published since last promotion;

OR

ii) one textbook or book based on original research;

OR

iii) four realized artistic or professional projects or one published article and two realized artistic or professional projects;

OR

iv) one publication in a reputable journal or one teaching material for specific course positively evaluated by both internal and external evaluators and release of one technological package through a nationally accredited mechanism since becoming an Assistant Professor

AND

v) Active participation in the affairs of the University;

AND

vi) Public service.

26.10 Professor

- a) The qualification of a PhD degree or equivalent or MD or DVM degree with specialty and/or sub-specialty certificate or masters degree or its equivalent;
AND
- b) Four years of effective teaching as an Associate Professor;
AND
- c) All Publications which must have been critically and positively evaluated by both one internal and two external assessors who are specialized in the area as provided hereunder:
 - i) Four articles in reputable journal(s) out of which, at least, one publication as first author.
OR
 - ii) A textbook and two articles in a reputable journal;
OR
 - iii) A book based on original research in one's area of specialization and one article in a reputable journal.
OR
 - iv) Release of two technological packages through a nationally accredited mechanism and at least two articles in a reputable journal since becoming an Associate Professor;
AND
 - v) Active participation in the affairs of the University;
AND
 - vi) Public service
- d) Additional Criteria for the rank of Professorship:
 - i) Average 3.25 of both external and internal evaluation would be considered for promotion
 - ii) 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be related field in the profession.
 - iii) A teaching material shall not be considered for promotion to professorship rank.
 - iv) The internal evaluator of the article or textbook or technology should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the University Associate professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered.
 - v) The external evaluators of the article or textbook or technology should have a Professor academic rank in the field of specialization.

26.11 Professor Emeritus:

Professors or associate professors who meet the requirements of article (21) of this document may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus in accordance with the provisions of the senate statutes of an institution.

ARTICLE 27: Promotion of Research Staff

- a) Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in article 8 of this Policy on condition that he/she invests 25% of his/her time for teaching and has produced 1.5 times the publications requirement of the teaching staff for respective academic rank.
- b) Appointment and Promotions pertaining to adjunct staff and joint appointment shall be governed by the guidelines that would be formulated by ASAC of the University.
- c) Any professional who will be involved both in teaching and research without any pay from the University may be given a merit-based honorary academic rank.

ARTICLE 28: Joint Appointment

- a) Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff; and it shall be restricted in application to an institution's professionals with Master's degree and above and to professionals with high degree of relevant expertise from industry, business, research establishments and other organizations.
- b) Without prejudice to other provisions of this legislation and other applicable laws, an academic staff or a government employee, may be employed, with his/her consent and the consent of his/her institution or capability to do so.
- c) Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the parties within the framework of rules and procedures enacted by the concerned Senate.
- d) The provisions of this Article shall not be construed to entitle an academic staff of a public institution or a government employee to be jointly appointed in a private institution.

ARTICLE 29: Honorary Academic Staff Appointment**29.1 Overview**

The University supports the appointment of honorary academic staff as a means of optimizing significant links with academics of different organization, academics with special merits and international standing.

29.2 Purpose

The University recognizes the importance of retaining esteemed retiring academic staff, professionals from national and international institutions and also attracting eminent commercial and industry experts to honorary academic positions, which serve to enhance the University's research and teaching expertise and standing.

29.3 Description

The University may appoint as an Honorary Academic staff those professionals retired from the University, person of great distinction and international standing who can serves the University in a teaching and/or research capacity but who, by virtue of the existing appointment, cannot be considered for a full-time position. Such appointments will not normally carry remuneration from the University. Reimbursement may be made for out of pocket expenses, for example travel and accommodation, however, honorary appointees are not otherwise paid for contributions made.

29.4 Procedure

- a) The University shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and also recognized industry experts to honorary research and teaching positions in the following categories and titles:
 - i) Honorary Lecturer
 - ii) Honorary Assistant professor
 - iii) Honorary Associate Professor
 - iv) Honorary Professor
 - v) Professor Emeritus
- b) The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 8 of this policy. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the relevant Dean/Head of academic unit, on the recommendation made by the department. Written support for the appointment must accompany the nomination. Appointments and

reappointments of honorary staff at Assistant professor and above are recommended by the faculty and approved by Staff Affairs Committee. The Vice-president for academic and research will subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by University Senate.

- c) Nomination and appointment of honorary staff request of the department or school must contain the following specific information that should be addressed to the approving organ:
 - i) the duties and responsibilities of the proposed appointee;
 - ii) how the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;
 - iii) the benefits that will flow through to the department from the appointment; and
 - iv) in case of reappointment, how the University has realized the expected benefits from the previous appointment.

29.5 Offer of Appointment

After the honorary appointment has been approved, AVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant Faculty/academic unit. Appointments up to Honorary Associate Professor referred to the Staff Affairs Committee. Appointments of Honorary Professor will be approved by the University Board. All appointment and promotion are bound by the University staff appointment and promotion regulation.

29.6 Period of Appointment

Honorary appointments will be for a maximum of three years in the first instance. The appointment will lapse unless a case for reappointment is made and approved.

29.7 Renewal of Appointment

The proposal for renewing the appointment must follow the same process as for the initial appointment but also include a reflection on the benefits realized from the previous appointment. No numerical limitation is placed upon the number of appointments, although in considering each nomination, the Committee should bear in mind that appointment to Honorary staff position should be of rare occurrence.

29.8 Conditions of Appointment

University shall determine and issue the necessary conditions with respect to rights and obligations for honorary academic staff.

29.9 Promotion

Honorary academic staff may request promotion and be promoted to the requested level during the period of appointment if he/she fulfills the requirements set by this Policy.

29.10 Patents and Exploitation of Inventions

Honorary members of staff must follow the procedure laid down by the University, in the event of a potential patent registration or where an invention or discovery may be commercially exploitable.

ARTICLE 30: Criteria for Appointment & Promotion of Professional Librarians**30.1 Assistant Librarian V**

B.A., B.Sc., or equivalent with at least a CGPA of 2.75. This CGPA requirement may be changed under special circumstances justified by the appropriate unit and approved by the AVP. However, such CGPA should not be less than 2.50.

30.2 Assistant Librarian IV

a) B.A., B.Sc. or the equivalent;

AND

b) One year of effective experience as an Assistant Librarian V.

30.3 Assistant Librarian III

a) B.A., B.Sc. or the equivalent;

AND

b) Two years of effective experience in a library after the bachelor's degree;

OR

c) The degree of Masters of Library and Information Science or its equivalent.

30.4 Assistant Librarian II

a) B.A., B.Sc. or its equivalent;

AND

b) Four years of effective experience in a library after the bachelor's degree, three years of which must have been spent at the rank of an Assistant librarian III;

OR

c) The degree of Master of Library and Information Science or its equivalent;

AND

- d) Two years of effective experience in library as an Assistant librarian III.

30.5 Assistant Librarian I

- a) The degree of Master of Library and Information Science or its equivalent;

AND

- b) Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II;

AND

- c) At least one publishable bibliography/catalogue favourably assessed by competent librarians, preferably senior advisors;

AND

- d) Effective performance in any relevant teaching assignment.

OR

- e) Three years of effective experience two of which must have been spent at the rank of an Assistant librarian II;

AND

- f) At least one publication in a reputable journal;

AND

- g) Effective performance in any relevant teaching assignment.

OR

- h) The degree of Doctor of Philosophy in library science or its equivalent.

30.6 Associate Librarian

- a) The degree of Master of Library and Information Science or its equivalent;

AND

- b) At least seven years of effective library experience four years of which must have been spent at the rank of Assistant librarian I;

AND

- c) At least two articles published in a reputable journal(s) since becoming Assistant librarian I; and

AND

- d) Effective performance in any relevant teaching assignments.

OR

- e) The degree of PhD in Library Science or its equivalent;

AND

- f) At least four years of effective library experience at the rank of Assistant librarian I;

AND

- g) Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large;

AND

- h) At least two articles published in a reputable journal(s) since becoming Assistant librarian I.

30.7 Librarian

- a) Degree of Master of Library and Information Science or its equivalent;

AND

- b) Four years of library service as Associate Librarian;

AND

- c) Effective teaching in the training programs of the University relevant to the library profession;

AND

- d) Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science;

AND

- e) Dedication to and creative participation in University affairs and in community services outside the University.

OR

- f) PhD in Library Science or its equivalent;

AND

- g) At least three years of effective library experience as an Associate librarian;

AND

- h) Effective teaching in the training programs of the University relevant to the library profession; and

AND

- i) At least one text-book in the field of Library Science and two publications in peer reviewed journal.

OR

- j) At least four articles published in a reputable journal(s) since becoming Associate librarian;

AND

- k) Dedication to and creative participation in University affairs and in community services outside the University.

ARTICLE 31: Criteria for Recruitment and Promotion of Technical Assistants

31.1 A Technical Assistant (TA) is an Academic Support staff who assists Academic Staff in laboratory sessions and field demonstration/practical, help in research activities of academic units and undertakes any other assignments given by the University.

31.2 Technical Assistant I

a) Appointment

A candidate with the qualification of 10+3 or its equivalent from a recognized Institute, College or University.

31.3 Technical Assistant II

a) Appointment

A candidate with the qualification of a 12+3 advanced diploma or minimum successful two years of University education or equivalent from a recognized Institute or College.

OR

b) Promotion

i) One year of effective service as a Technical Assistant I;

AND

iii) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iv) Active and effective service in the University.

31.4 Technical Assistant III

a) Promotion

i) Two years of effective service as a Technical Assistant II;

AND

ii) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iii) Active and effective service in the University.

31.5 Senior Technical Assistant I

a) Appointment

A candidate with the qualification of a Bachelor's Degree or its equivalent in a specific from recognized University.

b) Promotion

i) A minimum of two years of effective service as a Technical Assistant III;

AND

ii) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iii) Active and effective service in the University.

31.6 Senior Technical Assistant II

i) Promotion

Senior Technical Assistant I with two years of effective experience

AND

ii) Evaluation

Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iii) Active and effective service in the University.

31.7 Senior Technical Assistant III

i) Promotion

Senior Technical Assistant II with two years of effective experience

AND

ii) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iii) Active and effective service in the University.

31.8 Chief Technical Assistant I

i) Appointment

A Masters Degree or its equivalent in the specific or related field

ii) Promotion

Senior Technical Assistant III with two years effective service

AND

iii) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iv) One published Lab/practical manual positively assessed by one internal and one external specialist in the area

31.9 Chief Technical Assistant II

a) Promotion

i) Chief Technical Assistant I with two years effective service

AND

ii) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iii) Active and effective service in the service

OR

iv) Senior Technical Assistant III with three years effective service

AND

v) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

vi) Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area

31.10 Chief Technical Assistant III

a) Promotion

i) Chief Technical Assistant II with two years effective service

AND

ii) Evaluation: Very good (above 75% average by both supervisors and students which accounts 60% and 40%, respectively)

AND

iii) Active and effective service in the service

OR

iv) Chief Technical Assistant I with three years effective service

AND

v) One published Lab/practical manual positively assessed by one internal and one external specialist in the area

ARTICLE 32: Duties and Responsibilities of Academic Staff

- 32.1 an Academic Staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the Academic Staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette (rules governing socially acceptable behavior) ;
- 32.2 an academic staff of the University shall design, develop and implement courses in an area of specialization following established University procedures in such a way that the course material may be delivered over the entire semester in a balanced way;
- 32.3 without limitation to the generality of the provisions of sub-article a) of this Article, a member of the Academic Staff at the University shall:
- a) uphold all the objectives of higher education and the guiding principles applicable to the institution;
 - b) prepare students to become cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
 - c) treat and interact with students and other members of the institution's community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off him/her self from injurious bias and prejudice, iniquitous and discriminatory practices;
 - d) participate and play due role in curriculum development, review, enhancement and/or enrichment;
 - e) respect the constitution, higher education proclamation, this legislation and other guidelines and principles of the University and other pertinent laws of the country;
 - f) refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one's belief and views on students of the University in class rooms;
 - g) be evaluated for once performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results, but finally s/he shall meet minimum points required out of the evaluation;
 - h) contribute to the best of once ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts.

- i) give course lectures, tutorials, demonstrations and other forms of instruction and remedial (pre,-during and/or post) supports to students in line with the policies and general guidelines set forth by the University.
- j) Prepare and submit course and other plans on time, ensure first day first class on his/her part, give continuous assessment and timely feedback to students, avail him/her self for invigilation and manage examination of his/her courses as per the University assessment policy, calendar and guides;
- k) educate, support, examine, and evaluate students as per the policies and general guidelines set forth by the University;
- l) conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;
- m) participate in University Affairs as required;
- n) participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;
- o) render services to the University as full-time employment;
- p) consult and advice students;
- q) accept teaching assignments in Continuing and Distance Education Programs;
- r) submit exams and grade reports on time to his/her academic unit as per the University calendar and/or the request from his/her academic unit;
- s) use and properly handle all University properties;
- t) accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University and be cooperative to any monitoring and evaluations scheme by his/her superiors or peers;
- u) maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow Academic Staff members and students;
- v) accept additional teaching assignments when compelling circumstances arise in a relevant Academic Unit of the University;
- w) submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- x) be empathic to the solidarity of the University community;
- y) carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- z) within the resources available, endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;

- aa) inform the respective immediate supervisor well in advance if and when he/she cannot report to duty due to involvement in field work, seminars, workshops or any similar events;
- bb) arrange make up classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25% of the course unless approved by AVP;
- cc) do not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

ARTICLE 33: Rights of the Academic Staff

Without prejudice to other provisions of this legislation, every academic staff shall have the right to:

- a) exercise academic freedom consistent with the University's mission;
- b) conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the University and the country in accordance with the provisions given in this legislation;
- c) be entitled to enjoy institutional mission bound and informed academic freedom;
- d) be entitled to further education and or training for professional development and subject to internal rules and regulations of the University;
- e) be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
- f) enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by the government as the economic condition of the country may permit;
- g) be adequately and timely informed of his/her performance results and of any records kept in his in his personal file without his prior knowledge;
- h) be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
- i) receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;
- j) compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process on the basis of merit and without any discrimination, transparent, or otherwise;
- k) elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;

- 1) receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.

ARTICLE 34: Salary Scale and Increments

While the University shall adopt the general government policy framework for salary scale and increments for University academic staff, the Senate will periodically propose new salary scale and increment scheme to the appropriate government bodies. In addition the Senate may decide on the benefits and incentives for academic staff.

ARTICLE 35: Pay for Extra-Teaching Assignment

The University shall make payments to the Academic Staff for services rendered in teaching/research/community service beyond the full load expected of them. Such payment shall follow the rates proposed by Ministry of Education for regular program.

ARTICLE 36: Teaching and Research Load

36.1 Measurement Unit for Teaching Load

- a) The teaching load of an Academic Staff shall be expressed in terms of **Lecture Equivalent Hours (LEHs)**. A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload.
- b) A course having only lecture hours in EtCTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in EtCTS. Therefore, for such courses:

$$\text{Credit Point (CP) in EtCTS} = \text{Conventional Credit Hours (Cr. Hr)} \\ = \text{Lecture contact hours.}$$

- c) A course that has lecture and tutorial hours in EtCTS equals to conventional credit hours system, multiplying tutorial hours by 2/3 and adding the dividend hours of tutorial to lecture hours of EtCTS. Therefore, for such courses:

$$\text{Credit hours (Cr. Hr) in conventional system} = a + (b \cdot 2/3) \\ \text{where } a = \text{lecture hours in EtCTS, } b = \text{tutorial hours in EtCTS}$$

- d) A course that has lecture, tutorial and laboratory/practice hours in EtCTS equals to conventional credit hours system, dividing each hour specified in tutorial and laboratory/practice by three and adding the dividends to lecture hours of EtCTS. Therefore:

$$\text{Credit Hours (Cr. Hr) in conventional system} = a + [(b \cdot 2/3) + (c \cdot 2/3)] \\ \text{where } c = \text{laboratory/practical hours in EtCTS}$$

Note: The total credit hours of a course= $a+[(b*2/3)+(c*2/3)]$

- e) For the purpose of computing staff load, course credits, lab/tutorials, senior project/essay or thesis advising etc are expressed in terms of LEHs according to the following category:
- i) One undergraduate course credit= 1.0LEH
 - ii) One graduate course credit = 1.5LEH
 - iii) One hour Lab/Practical/ or Tutorial session..... = 0.67LEH
 - iv) One undergraduate student senior Project/essay advising ... = 0.33LEH
 - v) Undergraduate senior Project/essay group advising..... = 0.50LEH
 - vi) One PhD student Dissertation advising=2.00LEH
 - vii) One PhD student Dissertation Co-advising=1.50LEH
 - viii) One Master's Thesis advising =1.50LEH
 - ix) Co-advisory for one Master's Thesis.....=1.00LEH
 - x) Advising one medicine or veterinary student..... =1.50LEH

[* The above loads are considered for the duration of the essay or the thesis advising for which the student has to have a registration]

36.2 Class Sizes per Section

- a) Lecture for undergraduate program except for Language..... 80 students
- b) Language courses 40-60 students
- c) Lab/Field sessions..... 30-40 students
- d) Tutorial and seminar classes except for language courses....40-60 students
- e) For clinical attachment 15 students
- f) Lecture for graduate program..... 25 students

36.3 Note:

- a) **Load** is defined as the total credit hours of teaching and related assignment an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other items that the Senate considers as a load.
- b) **Full work load** is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, administrative work, committee assignment, student advising, etc.
- c) **Full teaching load** is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered.

- d) Considering that an Academic Staff is expected to work for 39 hours per week, the full teaching load of a full time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12LEHs are equivalent to 36 hours of work per week. Every Academic Staff is required to advise/consult students for up to 3 hours a week.
- e) The teaching staff members of the University are expected to engage in research activities. However, not to take a big share of the teaching time, teaching staffs is not expected to be engaged in a research work for more than 25% of their time.

36.4 Teaching Load

- a) A full teaching load in the regular program for the different categories of Academic Staff is recommended to be as follows:
 - i) Full-time Academic Staff 12 LEHs
 - ii) University Approved Research/Project Coordinators 9 LEHs
 - iii) Department Head or equivalent ... 6 LEHs
 - iv) Deans, Directors or Coordinator at University level/equivalent ... 5 LEHs
 - v) Campus heads /equivalent..... 4 LEHs
 - vi) Research staff 3 LEHs
 - vii) The Vice-Presidents may be required to teach maximum load ... 3 LEHs.
 - viii) President..... 0 LEHs
- b) Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses.

36.5 Maximum Teaching Load

- a) In order not to overload Academic Staff to the detriment of the quality of instruction, the total extra teaching load in the University, in both the regular and continuing education program, shall not be more than **two courses** or six LEHs.
- b) In cases where academic units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs for each category of staff may be approved by the AVP or designate.

36.6 Overload in Teaching Assignments

- a) An Academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in sub-article 36.4.a) of this Article for the regular program may be compensated in one of the following two ways:
 - b) Proportional reduction in teaching load in the succeeding semester;

OR

- c) Remunerative compensation at the prevailing rate for part-time employment in regular program.

36.7 Reporting Teaching Load

- a) Teaching loads for all staff members engaged in teaching (full or part-time) shall be reported each semester by academic unit heads through their respective channel to the AVP on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load of an Academic Staff is below the average or above the maximum.
- b) **Research load**
Since an Academic Staff is expected to spend about 25% of the time in research, an Academic Staff with continuous and approved research is required to have a full teaching load of only 9 LEHs. In case where more than one academic staff members are involved in research project, the three LEHs shall be shared among the researchers based on the time they invest for the research. The duration of every research project shall be determined by the appropriate office of the University.

ARTICLE 37: Leaves and Scholarships

37.1 Study Leave

- a) Any Academic Staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved at the University level.
- b) For all Academic Staff, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, Graduate Assistants (and may be PhD candidates if approved by an academic unit and endorsed by the AVP) can be granted a study leave in a shorter time frame. Such special circumstances include the following:
 - i) The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has *been decided a priori* that the Graduate Assistant would be granted a study leave in a shorter time frame.

- ii) The condition in b) i) above is in line with the staff development plan of the University and approved by ASAC.
- c) Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave.
- d) A staff member who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave as this help the staff to stay in touch with home University and avoid those who might fail to continue their studies as planned. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or major Professor or the department or institute head of the staff member in the University s/he is pursuing his/her study. Failure to submit such reports may result in the discontinuation of salary payment and may lead to other appropriate actions.
- e) An Academic Staff who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the University for an extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing MA/MSc/LLM degrees and a maximum of two years for those studying for PhD degree. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrollment into a higher degree is not normally desired, extension may be granted upon the recommendation of the DC/SC and the approval of AVP.
- f) The University reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the University.
- g) A staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

37.2 Research Leave

- a) A full-time Academic Staff member who has served in the University for a minimum of four consecutive/uninterrupted years is entitled to a research

leave for a maximum period of six months with pay provided the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.

- b) A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases such a leave could be a study leading to certificate, diploma or higher degree. The applicant is required to continue rendering services to the University for a minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.
- c) Application for research leave shall be submitted by the staff member to the appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the DC/SC on and decide on the application of the Academic Staff. The decision of the DC/SC shall be sent to the AVP. The AVP, in consultation with the ASAC, shall grant the leave unless it is determined that the teaching need of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- d) Research leaves provided in this Article shall be granted with full pay and benefits.
- e) Research leave may be extended without pay for a period not exceeding six months on the condition that:
 - i) The academic Unit confirms that such extension will not seriously impede its academic or research programs;
 - ii) The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member.

37.3 Sabbatical Leave

- a) A full-time Academic Staff member holding academic rank who has served the University continuously for a period of seven uninterrupted years and intends to continue association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year in accordance with the following conditions:
- b) A staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research related to a particular area of specialization for scholarly development. In

certain cases such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc.

- c) The staff member shall further be required to issue an undertaking to continue his association with the University for an indefinite period of time after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages.
- d) A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.
- e) A staff member who has served as an academic administrator for at least six years is entitled to a sabbatical leave at the end of six years of uninterrupted service to the University.
- f) Application for sabbatical leave shall be submitted by the staff member to their respective Academic Unit Head six months in advance of the start of the leave. But such an intention should not necessarily be considered a final application for a leave, which should be submitted at least two months before the intended departure.
- g) The Head shall convene the DC/SC and decide on the application for the Academic Staff. The department shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.
- h) The decision of the DC/SC shall be sent to the ASAC for final approval, unless it is determined that the teaching needs of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.
- i) Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which they had spent the full length of their sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in the unit would not be compromised and the right of other staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the DC/SC. The AVP, in consultation with ASAC, shall approve the decision of the DC/SC before the extension is granted.

- j) An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.
- k) A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective academic unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

37.4 Other Leaves

- a) An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years time. In either case, the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required.
- b) A University-employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter provided that the study leave is at least two years long and that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene with agreements entered with the University.
- c) Occasional leaves including those to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of 30 calendar days continuously in one semester. If such leaves are required for longer than one month in a semester the following conditions must be met:
 - i. The teaching assignment of the Academic Staff can be covered by another staff;
 - ii. The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
 - iii. The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;

- iv. The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.
 - v. Such leave of absence must be approved and endorsed by DC/SC, and any leave longer than one month at a time should be approved by the AVP.
- d) A full time Academic Staff may be granted leave without pay for a maximum period of two years without extension provided that the following conditions are fulfilled:
- i. The staff member applying for the unpaid leave of absence had not benefited from a study leave or a sabbatical leave during the three years prior to applying for such a leave.
 - ii. That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.
 - iii. The period of time for which the Academic Staff member would be on such a leave shall not be counted as a period of service to the University.
 - iv. A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.

37.5 Accumulating Leaves

Sabbatical and research leaves can be split but cannot be accumulated.

37.6 Scholarship

For all partially or fully university and governmental funded or secured scholarships the following rules will be applicable

- a) All candidates who have served for more than two years after their previous study and have fully discharged their obligation from their study leave shall only be considered for competition;
- b) Candidates who served more than two years but still attached with obligation can compete if there are still remaining positions that cannot be filled by the candidates who satisfy the above requirement;
- c) Applicants who served below two years can only be considered if there are no candidates who satisfy the above requirements.
- d) Any scholarship selection process shall be on an open competition, based on meritorious criteria. In particular it shall consider the following factors
 - i) Performance evaluation
 - ii) The level of experience
 - iii) Participation in university affairs
 - iv) Free community service
 - v) Teaching material preparation

- vi) Research and publication
- vii) Field relevance
- viii) CGPA
- e) A staff who failed to accomplish additional responsibility given to him/her may be deprived of any scholarship benefits for at least one year
- f) A detailed directive on scholarship shall be issued by the Senate or its standing committee

ARTICLE 38: Tenure

- a) An academic staff may have tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an academic staff shall attain tenured employment through service and scholarly contribution in teaching and/or research or institutional leadership.
- b) A tenured academic staff shall have job security, and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this Policy.
- c) Professors or associate professors who meet the requirements of sub-article (a) of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.
- d) The retirement age of an academic staff of the University may be extended by the Ministry, for two consecutive sets of terms of three years each, where:
 - i) the staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;
 - ii) the institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;
 - iii) the staff has freely consented to extension of the retirement age.

ARTICLE 39: Criteria for Awarding Tenure

39.1 Tenure may be awarded to a full-time University Academic Staff member who:

- a) holds the rank of Associate Professor or above and serve the University for a total of ten years or assistant professor with 10 years service after holding such status ;

AND

- b) demonstrates a desire to continue to serve the University as a staff member for an indefinite period;

AND

- c) has demonstrated throughout their professional career:

- i) scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and
- ii) Service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.

ARTICLE 40: Procedure for Awarding Tenure

The University may offer tenure appointments on request of the applicant, endorsement of the DC/SC and Approval of the Senate.

ARTICLE 41: Right of Tenured Staff

An Academic Staff member awarded tenure is guaranteed continued employment by the University at their present rank, or any rank to be promoted, and at their present salary scale or any other salary scale to which the Staff member may be elevated, so long as the Staff member does not violate any of the conditions justifying discharge of Academic Staff members.

ARTICLE 42: Academic Freedom

- a) Through contact with students for teaching purposes, an Academic Staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the course including, where appropriate, discussions on controversial points and the presentation of particular views therein without forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.
- b) However, the academic freedom recognized under sub-article a) of this Article may not be exercised as a vehicle for the purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation.
- c) An Academic Staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the DC/SC and approval of the VPARCS.

ARTICLE 43: Arrest or Conviction

An Academic Staff member who is arrested, charged with, or convicted of, any criminal offence, save for petty offences like violation of traffic regulations, etc., shall take all reasonable measures to inform anyone of the respective superiors.

ARTICLE 44: Working for Other Institutions or Private Interest

- a) An Academic Staff member shall give full energy and attention, to the best of his ability, to the required duties in the University unless with the endorsement of head of the academic unit and approval of AVP, assigns duties for other institutions.
- b) No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with his/her duties.
- c) No Academic Staff member shall take up or accept any activities outside prearranged University duties for remuneration which may impede upon University time and without written prior permission of the head of the academic units.
- d) The provisions of this Article, however, shall not be deemed to constitute a bar on an Academic Staff member from participating in social organizations, civil societies, and professional associations without affecting the University working time and tasks given to him/her by the University.

ARTICLE 45: Breaches of Duty and Disciplinary Regulations**45.1 Minor Disciplinary Offenses**

The following acts and/or forbearances, which are not committed repeatedly, shall constitute non-serious breach of duty and/or violation of disciplinary regulations by an academic staff.

- a) Unpunctuality to any of duties/responsibilities to be discharged in the University;
- b) Dressing clothes or hair style below/different from the standard(common usage) of an instructor and inappropriate clothing etc which does not go with the profession of teaching (to be determined by colleagues or officials of the University);
- c) Inappropriate wordings and annoying intonation in speeches to any member of the University community;
- d) Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- e) Failure to respect first day first class, giving continuous assessments, feedbacks and showing results of final exams to students, submitting exam banks on time and respecting other deadlines;
- f) Absence from meetings, seminars, leaving without permission from meetings etc., without adequate reason/s and prior permissions from the immediate responsible body of the University;
- g) Become bad/wrong model to students;

h) Negligence of responsibilities and duties;

45.2 Serious Breach of Duties

The following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an Academic Staff.

- a) Absence from classes, invigilation duties,
- b) Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar);
- c) Willful refusal to perform assigned teaching and/or research function or other assignment/s of the University or school/department committee assigned to him/her by the appropriate University leadership;
- d) Willful failure to perform any or all of the obligations stipulated in one's contract of employment with the University and/or any or all of the duties and responsibilities expected from an academic staff;
- e) Continuation of a willful course of conduct, despite warning from the head of academic unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
- f) Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- g) Continuation of a willful course of conduct, despite warning by Head of academic unit specifying the conduct disapproved of, that exhibits neglect of duties, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- h) Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- i) Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic/religious clashes, theft or breach of trust, abuse of power and accepting bribes;
- j) Failure to meet minimum evaluation result for more than a semester for an academic staff with the rank of a lecturer or above. The details of this sub article shall be worked out in detail in a separate guideline.

ARTICLE 46: Type and Classification of Disciplinary Measures

Depending on the gravity of the offense, one of the following penalties may be imposed on an academic staff for breach of discipline.

46.1 Measures to be taken for minor disciplinary breaches:

- a) Oral warning;

- b) Written warning
- 46.2 Measures to be taken for serious disciplinary breaches
- a) Final written warning;
 - b) Fine up to one month salary;
 - c) Fine up to three months salary;
 - d) Withholding the next academic rank or salary increment up to the period of two years;
 - e) Dismissal

ARTICLE 47: Disciplinary Action by a Head of the Academic Unit

- 47.1 The immediate boss or the department head may take measures specified under Art. 46.1 a or b.
- 47.2 The dean/director of a college/institute may take measures specified under Art. 46.2 a-c
- 47.3 Any sanctions beyond these shall be referred to AVP.
- 47.4 An academic staff dissatisfied with the action taken by the head of the academic unit can appeal to the dean and by the dean to the AVP, whereas appeal against AVP's decision shall be submitted to the President, within two weeks time.

ARTICLE 48: Academic Staff Disciplinary Committee (ASDC)

- a) At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective head of the college or to the AVP, for inter college case/s, for disciplinary measures that may fall under Art. 46.2 d-e;
- b) When there are inter college cases that cannot be seen by a single college/institute, or in events when the AVP finds it necessary to scrutinize the findings with a different arrangement, the AVP or the President may set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
- c) The ASDC shall be chaired by a senior Academic Staff member to be assigned by the head of the college and shall have no less than two and no more than four other members to be elected by the general staff meeting of the college from among the full-time staff members for a period of two years.
- d) The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of this Legislation.

- e) The University shall establish rules of procedures for ASDC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.
- f) An initiation of disciplinary proceedings to the ASDC shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law.
- g) Proceedings before the ASDC/SC may be initiated by:
 - i) The head of the academic unit where an Academic Staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
 - ii) Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.
- h) The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to AVP.
- i) The AVP, upon the recommendation of the ASDC, shall take the sanctions under Art. 46 c-e.
- j) An Academic Staff member dissatisfied with the findings and recommendations of the ASDC and action taken by AVP may appeal in writing to the president for reconsideration within a week time. The decision of the President shall be final.

PART FOUR: PROGRAM DEVELOPMENT AND REVIEW**ARTICLE 49: Procedures for Program Development and Review****49.1 Needs assessment shall be carried out at two levels**

- a) University/high level and program level need assessments is conducted centrally to understand the general needs and expectations of the stakeholders/society from the University. Information obtained at this level can be used as input for launching, revising and/or closing down of existing programs in the University.
- b) The program level need assessment refers to the investigation of the felt and anticipated need of the society for the specific program. At this stage the economic feasibility of the program is checked by preparing detailed business plan. Depending on the results of program level need assessment and/or business plan the need for initiating a program can be acceptable or unacceptable; in the latter case it can either be modified or dropped.

49.2 Drafting the curriculum involves the following detailed activities

- a) identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses)
- b) developing acceptable evidence to assure the desired results are achieved (outcome is obtained)
- c) develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies
- d) work out inputs required (facilities, human resource, etc)
- e) determine admission and certification/graduation requirements

49.3 Review workshop

It is a forum where a completed draft curriculum is presented to internal and external stakeholders for further feedback and enrichment. After the review workshop the comments shall be incorporated and the final document shall be presented for final approval. The approved program/curriculum shall be sent for accreditation. However, the program can be launched without being delayed by the accreditation process. A point of concern here was whether there is a need for accreditation or a central approval mechanism including accreditation can be worked out.

49.4 Program approval

The program shall be approved by the University Senate following appropriate channel. However, in order to avoid unnecessary duplication and to comply with the government policy, the Ministry of Education is expected to periodically review national needs and issue directions on the fields to be launched.

PART FIVE: ACADEMIC RULES AND REGULATIONS**ARTICLE 50: Policy Premises**

The University establishes relevant programs of study and research with a view to expanding higher education geared towards the overall effort of socio-economic development and the betterment of the standards of living of the Ethiopian peoples. In all its department, institute and schools, it shall see to it that standards for the measurement of the scholastic achievements of all that go through its program are duly set up and effectively carried out. It shall also devise mechanisms for monitoring and evaluating the effectiveness of existing programs as well as their relevance to the needs of the nation.

ARTICLE 51: Academic Calendar

- a) In its regular program, the University shall have a two-semester calendar of eighteen weeks (sixteen weeks of classes and/or practical and two weeks of exam) each, running from September to June. In continuing education program (CEP), there are two semesters, eighteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks. The programs of Health Sciences may employ a system of annual rather than semester course offerings.
- b) The Calendar for each year shall be prepared by the University Registrar in consultation with the AVP and approved by the Senate. The University Calendar, among other things, shall provide the following:
 - i) admission, readmission and registration;
 - ii) adding and dropping of courses/modules, examination periods, beginning and end of semesters, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the registrar, date of submission of annual research progress reports to the office of the research and development director, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, etc.

ARTICLE 52: General Provisions on Admissions to Undergraduate Programs

- a) Admissions to undergraduate programs of any institution from preparatory schools shall be based on completion of the preparatory program and obtaining the necessary pass marks in the Ethiopian Higher Education Entrance Examination (EHEE). Admissions may also be granted to students completing

- their secondary education in foreign countries on the basis of equivalent academic achievements that shall be determined by the Ministry.
- b) Admissions to all undergraduate continuing education programs shall be processed through the Academic units, in consultation with the University Registrar, according to policies set for such admissions.
 - c) The University in certain circumstances may admit students jointly with other affiliated universities or institutes. Such admission may be processed at anytime of the academic calendar as deemed appropriate. Students may also be admitted to more than one program at the same time. However, criteria for such special admissions to individual programs shall be developed and recommended by DC/SC and endorsed by the admission and placement committee (APC).
 - d) Without prejudice to other provisions of this Article and this legislation and other applicable laws, every institution shall admit:
 - i) for undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry;.
 - ii) for second degree-level graduate studies, candidates who have completed their undergraduate studies with the academic results required by the institution; or, for doctoral programs, candidates who have second-level degrees and the academic results required by the institution;

ARTICLE 53: Admission Requirements

a) Regular Admission

As per the criteria set by ministry of education

b) Special Admission

- i) Special admissions into some programs may be granted to attract potentially resourceful candidates such as mature students. Details shall be worked out by the APC.
- ii) A student who has successfully finished a set of particular modules which entitles him/her to a degree may also peruse other related modules and earn another degree continuously. Details guidelines shall be worked out by Academic Standard and Quality Assurance Committee (ASQAC).
- iii) Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other

expenses may apply for admission into the regular program. However, such admissions should be approved by the APC.

- c) Under no circumstances private admissions to a regular program may exceed 5% of the total students admitted in such a program.
- d) Other special admission, such as people from disadvantaged areas, physically challenged people, people needing special training etc may be granted by the decisions of the University.

ARTICLE 54: Admission Requirements for Continuening Education Program (CEP)

- a) Admission to all full time and part-time studies for CEP are processed by the academic unit, in consultation with the University Registrar's office, as per the rules and regulations proposed by APC and approved by the University Senate.
- b) Special admission criteria developed by the Academic Unit Council and approved by the APC may be employed for special admissions of females, mature students and for upgrading programs.
- c) University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations of the University.

ARTICLE 55: Choice of Program of Study

- a) Students will be admitted into the programs of their choice on a competitive basis using their grade as a measure. However, special provisions shall be made for female students and other socially disadvantaged groups that require affirmative action.
- b) Academic Units may submit specific entrance requirements such as passes in certain subjects or additional test results and may state if, and what, kinds of physical disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant academic units and approved by the APC of the Senate.
- c) Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APC.
- d) In cases where there are more applicants than places in a program, those applicants who fail to get their first choice will compete for their second choice and if they fail to get their second choice they do the same for their third, fourth choice, etc.
- e) Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the program that offers the desired study provided that they meet the minimum entrance requirement for the program and they

provide letters from the Presidents of Regional governments justifying the need for admission into the desired program. However, such admission depends on the availability of place in the particular program.

- f) Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
- g) When there are more applicants with the same grade indicating the same level of preference to a program than places therein, applicants with better grades in the specific entrance requirements shall be given priority.
- h) The academic unit shall notify the relevant heads/director about placement results and if departments or students have complaints on the results, these should be attended to within one week following the announcement.
- i) An applicant who believes that there was an error in the placement may report the case to the academic unit and University Registrar for review.
- j) The Academic unit ,through the University Registrar, shall report to the Senate all admissions and placement made in the University

ARTICLE 56: Major and Minor Fields of Study

When circumstances require the University may design major and minor courses and the proportion thereof may be decided by the guidelines to be developed by ASQAC.

ARTICLE 57: Transfer of Students

57.1 Full-time Programs

- a) A student may transfer from one program to another program within or across academic units under the following conditions. All transfers must be processed by the University Registrar within two weeks following the beginning of classes.
 - i) If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective DC/SC, approves the transfer.
 - ii) If the transfer is between academic units within the same college, the college head in consultation with the respective academic units..
- b) If the transfer is between academic units of the different colleges, the University Registrar, in consultation with the heads of the respective academic units, approves the transfer.

57.2 Students shall be responsible for all the consequences that such transfers may entail.

- a) Academic units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.
- b) In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.
- c) Students seeking transfer to the University from other universities should have stayed in their department or program of study of the previous University for at least one semester. The transfer process shall be handled by the University Registrar and heads of academic units with the approval of the AVP. Detailed guidelines for such transfers shall be set by APC and approved by the Senate.

57.3 Continuing Education Program (CEP)

- a) Transfers from program to program or from one academic unit to another within CEP shall be handled as per the provisions made for regular students.
- b) Students in CEP (evening, distance and Kiremt) may transfer to regular programs as private students upon approval by the concerned DC/SC and endorsed by APC provided they meet the conditions set forth below.
- c) Transfer to the regular study program is to enable CEP students to complete studies quicker and will not change their admission classification from CEP to a regular program and does not entail waiver of tuition fee.
- d) Applicants must have accumulated 75% of the total credits required for graduation.
- e) Outstanding students with a minimum Cumulative Average Number Grade (CANG) of 3.75 and/or students who would complete their studies within one academic year can apply for transfer and selection will be made on a competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the program of study.
- f) Transfer shall take place within the same programs only.
- g) Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the academic unit.
- h) Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
- i) Academic unit may accept or reject transfer requests on the basis of availability of place and facilities on a competitive basis. Such decisions shall be approved by the relevant DC/SC and forward to the Registrar.
- j) All transferred students shall pay all fees applicable to CEP. Under exceptional conditions, such students may be allowed to take courses

offered in evening, Kiremt or regular programs as their situation warrants such an arrangement and when approved by the DC/SC.

ARTICLE 58: Academic Advisor/ Guidance and Counseling

- a) Each student is assigned to one staff member in his/her academic unit department who serves as his/her Academic Advisor. Students should feel free to discuss with their Advisor all personal, social and other problems that directly or indirectly threaten their academic performance.
- b) The Academic Advisor shall keep close track of the students assigned to him/her and is available for consultation and advice on request.
- c) The Advisor shall maintain records of each student's performance and he/she advises the University's senior administrators if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.
- d) Students will also benefit from the guidance and counseling office if their problems are beyond the capacity of their advisors.
- e) Whenever there is change of advisors there should be proper handover of students' record.
- f) It is the full responsibility of every head of a department to assign an advisor to a student.

ARTICLE 59: General Provisions on Modular Courses

- a) All courses are expected to be modular.
- b) While more than one module can be offered in a semester, it is recommended not to stretch a single module more than two semesters.
- c) All modules offered by the University can have leaders/chairs, be numbered and the system of numbering modules and courses shall be based on national modular curricula harmonization guideline.

ARTICLE 60: Courses in General Module Category

- a) All students pursuing undergraduate degree programs, diploma or certificates in the University shall satisfy the general education requirements of this Article.
- b) General modular category courses consist of courses selected for the purpose of:
 - i) enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and
 - ii) developing sound awareness in students' physical and social environment in which they will live and work.
- c) The number of general modular category courses should depend on the extent of coverage of such courses in the curricula of 10+2 Preparatory schools or in their

foreign equivalents and the minimum requirements approved in the curricula of each program.

ARTICLE 61: Elective Modular Courses

An Academic unit shall provide its students with opportunities to take a certain number of elective courses/ modules. The proportion of electives to be taken in the upper and lower divisions should be recommended by the CC/DC and approved by ASQAC.

ARTICLE 62: Phased-out Modular Courses

- a) Students who have taken and passed phased-out modular courses in the University system are not required to take the equivalent new courses upon readmission into the program.
- b) Students who have scored “F”s in phased-out courses shall be required to remove their “F”s by taking equivalent modular courses as determined by the DC/SC of academic unit in which they are enrolled.

ARTICLE 63: Semester Load for Regular Students

- a) A minimum EtCTS or credit hours for full-time regular students especially females and special need students shall be 25 or 15 per semester, respectively. The maximum load shall not be exceeding 35 EtCTS or 22 credit hours unless otherwise stated in the course catalogue/curriculum.
- b) This minimum and maximum load doesn't include the University specific additional load which is 5 to 10 EtCTS.
- c) The maximum load for part time students is 16 EtCTS or 9 credit hours.

ARTICLE 64: Semester Load for Continuing Education Students

- a) The normal load in evening & weekend programs shall be 14 to 18 EtCTS or 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue.
- b) A student may be allowed to take up to 22 EtCTS or 15 credit hours when:
 - i) the student secures a CANG or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;
 - ii) the student is at graduation year after passing all courses taken up to date.
- c) The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 EtCTS or 6 to 8 credit hours.
- d) The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 EtCTS or 13 to 15 credit hours.

- e) For the purpose of determining academic status of Kiremt students, one Kiremt session is counted as a Kiremt Semester, but three Kiremt semesters are counted to one regular academic year.
- f) The Semester Average Number Grade (SANG) or SGPA calculated at the end of each Kiremt Semester, in conjunction with Cumulative Student Status, shall be used to determine the academic status of a student.

ARTICLE 65: Duration of Study and Validity of Modular Courses

Students enrolled in the University shall pursue programs of study for which the maximum lengths of stay in programs and validity of courses are determined as follows:

- a) The duration of study for undergraduate degrees in regular programs shall be from three to six years.
- b) The duration of study for undergraduate degrees in the continuing education programs may be four to eight years depending on the program.
- c) The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
- d) A student who fails to complete any studies within the maximum length of time permitted (sub-articles a) to c) of this Article) shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.

ARTICLE 66: Credit Requirements

- a) A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/practical or tutorial work guided activity.
- b) The minimum total credit points for three years bachelor program shall be 180 EtCTS or 109 credit hours while the maximum shall be based on University specific program which will add 5-10 EtCTS to 180 EtCTS.
- c) The minimum total credit points for four years bachelor program shall be 240 EtCTS or 145 credit hours while the maximum shall be based on University specific program which will add 5-10 (6-12) EtCTS to 240 EtCTS.
- d) The minimum total credit points for five years bachelor program shall be 300 EtCTS or 182 credit hours while the maximum shall be based on University specific program which will add 5-10 (8-16) EtCTS to 300 EtCTS.
- e) The minimum total credit points for six years bachelor program shall be 360 EtCTS or 218 credit hours while the maximum shall be based on University specific program which will add 5-10 (10-20) EtCTS to 360 EtCTS.

- f) The proportion of time (lectures, laboratory works tutorials, home study, etc.) allotted for a particular course/module shall be determined by an academic unit offering that course/module and follow the approval of the DC/SC.

ARTICLE 67: Undergraduate Grading System

- a) On a module/course with practical and/or tutorial, a student should score at least 50% on each to pass that course. A student with Fx shall take supplementary exam within two weeks after the beginning of the next semester; whereas those who scored 'F' grade should repeat that course.
- b) The final grade is obtained based on the sum of continuous assessment and summative assessment (final exam). Their proportion shall be as stated in Article 74.a of this legislation which is 60:40. The Semester Average Number Grade/Semester Grade Point Average (SANG/SGPA) is determined by dividing grade points earned in semester by the number of EtCTS/credit points in that semester.
- c) The final number grade of a module is obtained based on the sum of the number grades of independent courses with its weight given for each course in that module.
- d) In cases where a student does not have full examination records, the instructor shall record "NG" for No Grade. All "NG"s shall be changed to one of the following.
- i) To an "I" (incomplete) by the DC/SC/AC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course. When there is no valid reason, the "I" grade will be changed to "F" within two weeks after the beginning of the semester. OR
 - ii) To a "W" (withdrawn) by the Registrar for a student who has formally
 - iii) Withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester. OR
 - iv) To a "DO" (dropout) by the Registrar for a student who has not withdrawn from a program in accordance with the withdrawal procedures set forth by the University and the time limit specified in the provisions of this article hereof or has not produced evidence justifying a failure to sit for the exam(s).
- e) "W", "DO" and "I" shall not play any part in the computation of the semester grade point average.
- f) A student who obtains a "DO" for a course or courses shall be required to justify the reasons why he/she failed to comply with the withdrawal procedures set forth by the University to the appropriate CC/DC within six (two) weeks after

the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.

- g) If a student repeats a course, the initial credit hour and grade shall appear on the transcript, but be ignored in calculating the semester grade point average (SGPA/SANG) whether or not there is a change in the grade i.e. only, the new grade and credit hour will be considered in determining the status.
- h) All required non-credit work shall be recorded with a grade of “P” (Pass) and “F” (Failure), but neither shall be included in the computation of the SGPA/SANG.
- i) A double asterisk (**) shall be entered in place of a letter grade in those rare cases where a course is in progress and no work has been completed to give the instructor a basis for giving a grade.

ARTICLE 68: Grading Scale and Letter Grade System for Ethiopian Public Universities

68.1 The Grading System: The following fixed grading system is applicable for all students who started modular approach

Raw Mark Interval-[100 %]	Letter Grade	Grade Values	Status Description	Class Description	Class Description
[90,100]	A+	4.00	Excellent	Very Great distinction	First Class
[85, 90)	A	4.00		Great distinction	
[80, 85)	A-	3.75		Great distinction	
[75, 80)	B+	3.50	Very Good	Distinction	
[70, 75)	B	3.00			
[65, 70)	B-	2.75	Good		
[60, 65)	C+	2.50			
[50, 60)	C	2.00			
[45, 50)	C-	1.75	Unsatisfactory		Second Class
[40,45)	D	1.00	Very Poor		
[30,40)	Fx	0.00	Fail		
<30	F	0.00			

68.2 Description of the Grading System

- a) A student who scored ‘C-’ and/or ‘D’ in a course/s can pass to the next semester if s/he has pass mark in Cumulative Average Number Grade/Cumulative Grade Point Average (CANG)/CGPA.
 - i) If the ‘C-’ and/or ‘D’ grade is obtained for a Module or for a course as a module, s/he must re-sit for another exam with self-study to remove ‘C-’ and/or ‘D’ when module status determination is required.
 - ii) A student with a good stand can pass to the next semester and even can graduate if he/she scores “D” and or “C” in any course under module. Nevertheless, if the student is not in good standing, s/he should have a

- re-sit exam within two weeks after the beginning of the semester with self-study.
- iii) A student who scored “Fx” must sit for a re-exam with minor support within two weeks time after the beginning of the next semester. If a student scores “Fx” for the second time, the grade shall be converted into “F” for status determination.
 - iv) A student who scored “F” in a course/module must repeat the course/module for a maximum of two-time. After that, if s/he repeats F grade, the student can request for course change/replacement or waiver as course allergic.
 - v) The final grade of any repeated course shall be maintained regardless of the initial one.

ARTICLE 69: Earning Credits on the Basis of Examination

In some circumstances students may earn credits on the basis of examination alone in certain modular subjects, if the students produce evidence that they have a prior knowledge of such subject matter. In such cases the following conditions should be taken into account:

- a) If academic unit offers courses for which it accepts the earning of credit through examinations alone, it shall submit a list of such courses to the Registrar’s office to be approved by the ASQAC of the Senate.
- b) Of the total number of credit points required by academic unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination.
- c) Any student that can present sufficient and convincing evidence to the head of academic unit showing the acquisition of knowledge, insight or skills taught in any of the courses listed as per sub-article b) of this Article, shall register during the regular registration periods to obtain credits through examinations only.
- d) Registration to earn credits on the basis of examinations should be approved by the concerned DC/SC and ASQAC.
- e) Students who have registered for course(s) for which they seek to earn credits on the basis of examinations shall take the examinations when they are offered to students who have attended the module/course including all assessments.

ARTICLE 70: Student Academic Achievements (Status Determination)

- a) At the end of each semester, the academic unit will examine the status of all students who are registered for the particular semester.

- b) One semester in the regular program is equivalent to two semesters in the evening program. The academic status of evening student is, therefore, determined every other semester.
- c) For Kiremt programs, the academic status of the students shall be determined for a minimum of 25 EtCTS points/15 credit hours.
- d) Grade report should be issued to applicants for semesters to which the status is determined by the CC/DC.
- e) The academic status of part-time students is determined for a minimum of 25 EtCTS points/15 credit hours, starting from the first admission date of the students.

ARTICLE 71: Academic Standing of Undergraduate Students

71.1 Modular Courses

- a) A first year student whose first semester SANG is greater than or equal to **1.75** can pass to the second semester.
- b) A student who earned a **2.0** “C” grade or above in all courses of a semester shall be in good standing (“**Promoted**”).
- c) A student cannot register a course for more than two times in anyway. In case the student scores “**F**” twice, the course shall be considered as **allergic** and the student be given an equivalent course.
- d) A student who scored “**Fx**” in any course/s shall take a **re-exam** within two weeks time after registration in the next semester. If a student didn’t take supplementary examination having “**Fx**” within two weeks due to unjustifiable reason, the “**Fx**” shall be converted into “**F**” for status determination.
- e) Any re-admitted student can repeat courses s/he scored “**F**,”**D**” and or “**C**”
- f) Any consecutive warning leads to **Academic Dismissal**.

71.2 A cut-off SANG/SGPA and/or a CANG/CGPA for status determination of all students shall be as follows:

a) First Year Students

- i) A student who, at the end of the first semester, receives an SGPA/SANG of **less than 1.50** shall be **dismissed** for academic reasons.
- ii) A student, who, at the end of the first semester, scores a semester grade point average (SGPA/SANG) of [**1.50, 1.75**] shall be **warned**.
- iii) If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of **1.75** or a CGPA/CANG of **2.00** during the second semester of the first academic year, he is subject to **dismissal** unless otherwise put on **probation** at the discretion of the academic commission.

- iv) A student, who, at the end of the second semester, receives either an SGPA/SANG of less than **1.75** or a CGPA/CANG of less than **2.00** shall be **warned**.
 - v) If student's SGPA/SANG is **less than 1.75** and his CGPA/CANG is **less than 2.00**, the student is subject to dismissal.
 - vi) If a student fails to achieve a SGPA/SANG of **1.00** at any semester, s/he is subject to **dismissal**.
- b) **Second and Higher Class Year Students**
- i. A student, who fails to achieve either SGPA/SANG of at least **1.75** and/or a CGPA/CANG of at least **2.00** at any semester, shall be warned.
 - ii. A student, who for a second consecutive semester scores either an SGPA of less than **1.75** or fails to maintain a CGPA/CANG of **2.00**, is subject to **dismissal** unless put on **probation**. A student who is subject to dismissal cannot claim probation as a matter of right

71.3 Discretionary probation

- a) The function of discretionary probation, which can only be granted by the respective Academic Unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his/her studies on discretionary probation is based on individual consideration of his/her case and a conclusion that, in view of all the relevant circumstances, there prevails a reason to believe that the student can raise himself/herself academically to the required level of achievement.
- b) At the end of the semester, each academic unit, pursuant to procedures fixed by its DC/SC in collaboration with the Registrar, will examine the case of each student who is subject to dismissal due to academic deficiency. The inquiry will attempt to determine why the student failed and whether there is reason to believe that he/she will meet the required academic standards within the remaining study period of the student. As a result of this inquiry, students may be placed on probation if it is determined by the respective DC/SC that:
 - i) valid reasons exist to explain their low academic performance;
 - ii) the cause/s for the academic deficiencies can be removed;
 - iii) the student can attain the required academic standard during the same semester in which s/he has been put on probation.
- c) An DC/SC of particular academic unit may attach certain conditions to grant a probation, which must be met if the student is to remain enrolled.
- d) When a student is placed on probation, the head of the academic unit will notify of his/her status and what is expected of him/her in his/her academic

performances and what will be the consequences of the failure to meet these requirements in the future.

- e) Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn't remove himself/herself from probation by attaining a CANG/CGPA of 2.00.

ARTICLE 72: Class Attendance

- a) A student is required to attend all lecture, laboratory and practical sessions as well as field work of courses, except for courses in which earning of credits through examination alone is accepted.
- b) Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:
 - i) Some program may like medicine demands 100% attendance where such full attendance is academically indispensable; and
 - ii) Academic units may not allow the 20% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.
- c) A student who has missed more than 20% attendance shall be given a grade of **IA** (Incomplete Attendance) and be required to provide acceptable reasons for failure to attend classes.
 - i) If a student's incomplete attendance is proven to have been for valid reasons, course registration will be cancelled and the student shall be permitted to retake the course.
 - ii) If a student's incomplete attendance was due to reasons that were not valid, the **IA** grade shall be changed to an "**F**" at the end of the second week of the next enrolment in the program.

ARTICLE 73: Repeating, Adding and Dropping of Courses

- a) A student who has obtained "Fx" grade in a course with fulfilling the required attendance shall be allowed to take re-exam. A student who scored a grade of 'F' for any prerequisite course for the third time will be dismissed for academic reasons. However, graduating class student who scored 'F' grade in any course for the third time can apply for course allergic if he fulfils minimum credit points required for graduation.
- b) A grade of a student for repeated exam shall be accepted as it is. The previous 'F', "D" or/and "C" grades shall be shown as cancelled on transcript to indicate that the exam has been repeated and the new grade shall be included in computation of the SANG/SGPA in the reporting period.

- c) Adding and dropping of the courses shall be treated as per the University academic calendar.

PART SIX: ASSESSMENT AND EVALUATION**ARTICLE 74: General Provisions of Examinations**

- a) As a matter of general principle continuous assessment in the form of tests, quizzes, reports, assignments, presentations, field works, project works, etc (at least any three of them should be entertained) should be made for every module/course which shall count for not less than 60% of the total module/course mark. The remaining 40% shall be allotted for a final exam at the end of module/course. However, some disciplines such as Medicine can set out their own general guidelines with a prior approval by the Senate.
- b) Every department/academic unit need to establish an exam committee to oversee exam related issues.
- c) The assessments are meant to follow up the learning growth of student, and hence every assessment shall be followed with an immediate feedback and a remedial in case students result may indicate failure to meet the expected target based on the module/course plan.
- d) Examinations may be written, practical, oral, etc. depending on the nature of the course. However, in those cases where examinations are conducted orally, a written record of the student's performance and the basis for the determination of grades shall be kept by the instructor(s).
- e) Examinations need to comprise different types (at least three) and be organized based on pedagogical principles (simple to complex).
- f) The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course/module plan/outline/syllabus to be issued to students at the beginning of the course.
- g) The module/course plan/outline, as a matter of routine, shall include the time need for each chapter/unit and information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the module/course plan/outline shall be submitted to the academic units at the beginning of each module/course and should be applied.
- h) Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a module/course, shall be kept with the instructor for at least one year. However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the academic unit within three days following the administration of the exams. With the intention of standardizing examinations the copies of all the assessments shall be compiled in the form of exam banks and be submitted as in soft and hard copies to the respective departments,

colleges and the library at the end of each semester, to be available for students as references

- i) In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.
- j) A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and EtCTS/credit hour to one or more sections.
- k) Where common examination(s) have to be given for a course(s) taught by more than one module/course instructor, the academic unit that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The academic unit that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
- l) Where common exams are given or, where more than one instructor teaches a course, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the academic unit before the completion of marking.
- m) Examination papers prepared by the instructor or a panel of instructors shall be submitted to the module/course team for review and endorsement.
- n) Final grades for all module courses shall be reviewed and endorsed by module/course team.
- o) Final grades shall be submitted by the instructor to the registrar and with a copy to the head of the academic unit on duly signed official grade report form before the deadline given by the registrar. This document shall be prepared legibly with no alterations or erasures.
- p) A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the academic unit.
- q) An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.
- r) When, for reasons beyond control, the provisions of this Article cannot be met, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the academic unit head.
- s) In those cases where the head academic unit had to designate someone other than the instructor who had taught the course to either set or mark the

examination, the Head shall forthwith present the case to the CC/DC for endorsement.

- t) Students have the right to see their corrected exam papers.
- u) Official grade report forms shall be prepared by the registrar and shall carry all the names, Identification Card (ID) numbers of students who have been on the official class list for the course.
- v) Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- w) Grades shall officially be announced to students by the registrar.
- x) The Academic unit must make sure that instructors who might leave the University for a short or long leave, transfer or otherwise, have submitted the grades of students and the corresponding exam papers in their hand before departure.

ARTICLE 75: Periodic and Exit Examination

- a) Students in the University shall sit for periodic/holistic and/or exit exams without prejudice to the continuous assessments:
- b) A student may sit for one of the two final/holistic exams to be administered consecutively at an interval of two weeks at each time.
- c) Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program.
- d) Exit exam, if any, should be identified with module/course title and code.
- e) The grade point of exit exam should not be included in the computation of either semester or cumulative status of student.
- f) The exit exam result shall be rated as Pass (P) or Fail (F) status. The pass mark at the exit exam shall be determined by respective program to qualify for graduation.
- g) Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
- h) A student who failed the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.

ARTICLE 76: Administration of Examinations

- a) The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the module/course team leader or delegate and shall be handed over to the invigilators for purposes of checking attendance in the exam.

- b) No student may be admitted into an exam hall 15 minutes after the beginning of the examination. However, all examinations must start on time and no corrections and other announcements made for students at the beginning of the exam shall be repeated.
- c) No student may be allowed to leave an exam hall within 30 minutes of the beginning of an examination and before signing the examination attendance sheet.
- d) In the event that a student is forced to leave an exam hall for health reasons, and in so far as the student is in a conscious and sound state of mind, the invigilator in attendance shall inform the student of the fact that certification from any legally established public medical institutions has to be obtained expeditiously to substantiate the claim of sickness or illness.

ARTICLE 77: Violations of Examination Regulations

77.1 Any one of the following shall be interpreted as an act of cheating in an examination or any other graded exercise and shall have direct consequences on the marking or grading of all kinds of examination papers, term papers, projects or senior essays and for the determination of academic status of students:

- a) Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
- b) Working on or being found in possession of exam papers other than one's own given for the purpose.
- c) Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices/mobiles, in the exam room, which are not switched off) any other instrument which is not specifically permitted.
- d) Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
- e) Sitting on an examination in a course for which one has not been registered.
- f) Taking an examination by proxy, i.e. through a secondary party.
- g) Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
- h) Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.

- i) Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
- j) Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- k) Any one of the following shall be interpreted as intention to cheat in an exam or in any other graded exercise, and shall have direct consequences on the marking and grading of all kinds of examination papers, term papers, projects or senior essay and for the determination of the academic status of students:
 - i) Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
 - ii) Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- l) An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his/her behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).
- m) Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall sign on the exam paper and allow the student to continue to work on the exam and report the case to the concerned academic unit.
- n) Where the invigilator discovers evidence demonstrating that there was intent on the part of the student to cheat but no clear evidence that the student has actually cheated, the student shall be permitted to continue to work on the exam but shall be told that the behavior will be reported. The invigilator shall collect all pieces of evidence on intent to cheat in preparation for reporting.
- o) All pieces of evidence on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be submitted to the course instructor who in turn shall present to the academic unit head in which the student is enrolled.
- p) The Head of the academic unit shall present the case to the DC/SC which shall determine if there had indeed been a clear case of cheating or of intended

cheating. The DC/SC has the authority to seek additional evidence to reach a decision, including one of requiring the candidate involved in the act of violation to testify.

- q) In the event that the DC/SC finds a clear case of cheating, it shall decide and inform the instructor of the course that the student obtains an “F” grade for the course/module. For other disciplinary measures including warning or suspension for at least one semester the case shall be forwarded to students’ discipline committee.
- r) Where the incident of cheating has occurred for the first time in the course of a student’s stay in a particular program, the academic unit head shall warn the student in writing and publicize the case within the campus.
- s) A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the CC/DC. Any student who commits such an offence for the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the CC/DC and approval by the AVP.
- t) Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:
 - i) If all students happen to be enrolled in the course in which the incident has occurred they shall all be penalized in the same way and equally;
 - ii) If any one of the students happens not to be enrolled in the course but happens to be a student of another year in the same academic unit or in any other unit of the University system, that student’s case shall be referred directly to the head of the academic unit or AVP and the provisions previous sub-articles of this Article shall apply.

ARTICLE 78: Marking of Examinations

78.1 General Provisions for Marking

A student who is aggrieved by the grade obtained in a course shall have the right to petition for remarking their exam paper on the basis of the conditions set forth hereunder.

- a) The student has the right to see the results of their examination papers.
- b) The petition shall be formally submitted to the head of academic unit within the time frame set in the Academic Calendar.
- c) The maximum number of courses that the student can apply for remarking shall be only two at any one time. However, if the remarking result proved that the complaint of the student was correct, the remarking shall not be counted against the student in which case the student may apply for

additional remarking as the case may be even after the time frame set in the Academic Calendar.

- d) A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

ARTICLE 79: Re-marking Procedure

- a) Each academic unit shall be in possession of the standard application form to be filled out by students who petition for re-marking. Such forms shall require of the student to specify the reasons for disputing the earned grade.
- b) Upon receipt of the petition for remarking, the Head of the academic unit will, after consulting with the instructor of the course, decide on whether or not there exists a basis for granting the request and where the request is denied the student shall be informed in writing the reasons for the denial.
- c) If it is decided that a student's examination shall be re-marked, the Head academic unit shall:
 - i) obtain all relevant exam papers and grade distribution scale employed by the instructor;
 - ii) Obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.
- d) The Head of the academic unit shall then assign at least two Academic Staff members who shall do the remarking separately and who, if necessary, may consult with the instructor who originally did the marking and report separately to the Head with a recommended grade.
- e) The Head of the academic unit shall then decide what grade to give to the student taking into consideration the grades given by the three Academic Staff members.
- f) The module/course team leaders submit the final result to the head in three copies. The head then:
 - i) Signs and sends the hard and soft copy to the office of the Registrar;
 - ii) Signs and sends one copy to the Head of the academic unit concerned; and
 - iii) Signs and sends one copy to the course instructor.
- g) If, at the end of the remarking process, there is conviction beyond reasonable doubt that the first marking was prejudicial to a particular student in ways that prove that the instructor was deliberately intending on harming the student academically, the head shall take up the matter through proper channels for disciplinary action against the course instructor in question.
- h) If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found,

the instructor concerned shall receive a letter from the Head of the academic unit exonerating the student of any allegations.

- i) The case of a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the module/course team leader which offers the course to the head of the academic unit in which the student is enrolled for disciplinary measures.

ARTICLE 80: Make-up Examinations

- a) Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for an examination for extenuating circumstances, such as hospitalization or accidents, and therefore has an "I" (incomplete) grade against a course may be allowed to sit for a make-up examination in the course.
- b) Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the examination to the Head of the academic unit within two weeks after the start of the subsequent semester.
- c) If the makeup examination is pertinent to continuous assessment part of the course, the case of the student can be decided by the instructor of the course and the head before the final examination.
- d) Where the DC/SC finds that the student did not have valid reasons for not sitting for final examination, the "I" grade on the student's record shall be changed automatically to "F", SANG/SGPA shall be calculated and the status of the student shall be determined accordingly.
- e) An actively enrolled non-graduating student who is allowed to sit for a make-up examination shall normally register for the examination at the beginning of the semester when the final examination in the course is next administered.
- f) A non-graduating student who is not actively enrolled but allowed to sit for a make-up examination shall apply and register for the examination at least one month (the dates to be announced by the Registrar) before the final examination of the course is scheduled to be administered.
- g) A graduating student within the final semester who fails to sit for final examinations in one or more courses for valid reasons shall be allowed to sit for make-up examination within three weeks of the following regular semester. However, if such a student is in the first semester of the final year, shall be allowed to sit for make-up examinations in a maximum of two courses within three weeks of the following semester.
- h) Notwithstanding sub-article f) of this Article, a student who has three or more "I" grades in a semester and is allowed to sit for a make-up examination shall,

irrespective of academic status, withdraw from the University for academic reasons and apply for make-up exam as in Sub-Article f) hereof. No SANG/SGPA shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.

- i) A student who has less than three (one or two) "I" grades in a semester and who is allowed to take a make-up examination may continue studies in subsequent semesters if the student is in good academic standing. For such a student, average point shall be calculated and academic status shall be determined based on the grades obtained and excluding courses in which the "I" grades are registered. Such a student shall also apply and sit for make-up examination in incomplete courses.
- j) A student who has less than three "I" grades but is not in a good academic standing is subject to withdrawal and may apply for readmission and/or be treated as in sub article f) of this article.
- k) Any "I" grade not removed within a year as per the provisions of this Article shall be converted to a "F" grade.

ARTICLE 81: Repeating Courses

- a) A student who obtains a "F" grade in a course may repeat the course in consultation with his/her academic advisor until the "F" grade is removed whenever it is offered. However, if the student does not remove an "F" grade after repeating twice and if such a course is not a major course the DC/SC shall recommend an equivalent course. In case the course is a major course, the student shall get a third chance to take the course.
- b) A student who has been allowed to repeat a course based on an original "D" grade cannot repeat the course more than twice unless it is required to remove the student's academic deficiency for graduation.
- c) If a student repeating a course based on an original grade of "F" or "D" grade, scores an "F", the last "F" grade shall be final unless the student is allowed to take the course again. Previous grade or grades of "F", or "D" should be shown as cancelled on the transcript to indicate that the course has been repeated; and the new grade shall be included in the computation of the SANG/SGPA in the new reporting period.
- d) Students repeating courses in which they scored "F" grades must register for the course and carry out all academic activities pertaining to the course.

ARTICLE 82: Re-admissions

82.1 Without prejudice to the provisions of sub-article 82.2 and 82.3 of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.

82.2 Re-admission of students in good academic standing.

- a) A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.
- b) Notwithstanding the provisions of sub-Article 82.1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
- c) In those cases where there had been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those taken and passed prior. However, where there is an equivalent course such shall be done for the student.
- d) Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased out courses to be taken.

82.3 Re-admission of academically dismissed students.

- a) A student may be readmitted after dismissal provided all of the following are fulfilled:
 - i) The dismissal was not due to acts of violation that resulted in his/her termination with the University;
 - ii) The student may apply for re-admission at least after one semester following withdrawal from the University except for CEP students who may apply for readmission at any time. However, a student may be re-admitted in a semester when there are more courses the student is eligible to register for.
 - iii) Space is available in the program and there exists a likelihood that the student will raise their grade point to the required level after removing any deficiencies which should not take more than one year;
 - iv) The maximum duration of stay in the program has not expired or is not likely to expire before the completion of the remaining courses of study.

- b) A dismissed regular student, who is re-admitted and allowed to repeat a course or courses in a given semester, may be dismissed indefinitely, for not attaining good academic standing upon determination of status. However, such students may be admitted as new student into the CEP as per the rules and regulations of CEP program.

ARTICLE 83: Re-Examinations

83.1 Re-examinations shall be allowed for

- a) A student in any year who may not have a possibility of repeating a course(s) due to discontinuity of an academic program and/or
- b) A graduating student.

83.2 The following shall be the conditions under which re-examination is to be granted:

- a) The courses are those that the student had taken during the foregoing semesters of the program;
- b) The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under 1.1 above; and
- c) The student's CANG/CGPA must be such that when an input of minimum 1.7 or "C" grade on the course is made as a result of the re-examination, the student qualifies for graduation or promotion,
 - i) During the student's tenure at the University, a student can sit for re-examination only twice in the same course and as per 1.1 and 1.2 of this article.
 - ii) any time during a study program
- d) A student who fails in the final year essay or project shall be allowed to re-register for the essay or project to have it completed during the subsequent semester.

83.3 **Re-examination Grade**

The grade obtained for re-exam shall be recorded for the subject.

83.4 **Time and Administration**

a) **Time**

Re-examinations shall be administered any time within three weeks after the commencement of the subsequent semester.

If the time of examination extends into the next period of training, students shall be allowed temporary registration. Depending on the results, the registration may be cancelled or retained as soon as the status is determined.

b) **Administration**

The Academic Unit Head, on behalf of the DC/SC, shall determine and notify re-examinees, set and announce dates of re-examinations to students

and Academic Staff within three days after beginning of the semester. The course/module instructor shall submit to the Registrar the grades of students within two days of the examination dates.

ARTICLE 84: Small Academic Deficiencies at the Completion of a Study Program

84.1 Condition:

- a) The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.
- b) The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc.).
- c) The DC/SC has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a minimum of 1.7 or “C” in each of the courses the student is allowed to repeat, the student can fulfill the requirements for graduation.

84.2 A student who meets the above conditions (a – c) shall be allowed, as a privilege, the following:

- a) A student, who at the end of a study program, has a CANG of at least 1.65 or CGPA of 1.95 shall be allowed to raise the CANG to ≥ 1.70 or CGPA to ≥ 2.00 to graduate by repeating a maximum of four courses (an equivalent of 18 EtCTS) over two semesters.

ARTICLE 85: Waiver

Where peculiar hardship and unique reasons exist, the ASQAC may, at the request of the concerned DC/SC, permit a waiver of course requirements for a particular student. The DC/SC, in recommending a waiver of the course requirements for a particular student, shall provide adequate justifications demonstrating existence of peculiar hardship and unique reasons. There could be circumstances where waiver cannot at all be allowed such as major area course(s).

ARTICLE 86: Graduation Requirement of Undergraduate Program

86.1 General Requirements for Graduation:-

The following constitute Requirements for Graduation:

- a) All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied, except to phase in and phase out program.
- b) A Cumulative Grade Point Average (CGPA)/ CANG of 2.00 must be obtained;
- c) No "F" grade in any course/module taken for undergraduate program

- d) An undergraduate student who fails in an examination ("F" grade) may, with the permission of respective Academic Council, register and repeat the course(s). In such a case the student shall pay all fees for the repeated semester(s).
- e) A student, who fails to graduate due to CGPA/ CANG less than 2.00 but above the required CGPA of 1.85 for three year and 1.92 for five year degree students may, with the permission of the concerned Academic Council, be allowed to register and repeat the course(s) in which he/she scored a "D"/"C" grades. However, such repetition of courses should not be more than once for students who are previously readmitted and two times for those non readmitted students. In such a case the student shall pay all fees for the repeated semester(s).
- f) Students, who fail to graduate due to less CGPA than the required or due to "F" grade and have no more chance to upgrade their CGPA or to remove their "F" may be given certificate of attendance with their transcript stated as "graduate failure".

ARTICLE 87: Graduation with Distinction and Great Distinction

The following shall constitute the requirements for academic distinction upon graduation. A student who, upon completion of the requirements for the baccalaureate degree, has a CANG/CGPA ≥ 3.75 shall graduate with **Very Great Distinction**, between [3.50, 3.75) with **Great Distinction** and between [3.25, 3.50) the student shall graduate with **Distinction**.

ARTICLE 88: The University Medal

88.1 The University Gold Medal is a prize awarded every year at the commencement exercise to one outstanding regular student from each college/faculty. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities. The council of each academic unit shall, each year, recommend to the Senate its outstanding student for the latter's approval.

88.2 The University Medal shall be awarded on the basis of the following criteria:

- a) Eligible students for the award shall be differentiated by academic excellence (90%), and
- b) Character and involvement in extracurricular activities (10%). Such activities are counted only for those who can present official documents from governmental and nongovernmental organizations with a community services in nature. Evidences from political and religious organizations shall not be

considered. The valuation of official documents presented shall be determined by the college /Institute council

- c) A student with disciplinary record during his stay in the university shall not be legible for a medal
- d) Eligible students shall be regular students directly enrolled from the preparatory schools (its equivalent) joining the program from the 1st year to the University.
- e) student who fulfilled the above criteria but transferred from other higher learning institution could be awarded a medal provided he has spent 2/3 of the time required to obtain that degree within the University
- f) A female student will be given additional five points and priority in case there is a tie.

PART SEVEN: ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES

ARTICLE 89: General Provisions on Graduate Program

89.1 Each academic unit may offer programs of study and research leading to the Master of Arts (M.A.), the Master of Education (M.Ed.), the Master of Science (M.Sc.), Masters of Law (LL.M), and similar other post-graduate degrees. The academic unit may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate diplomas.

- a) The academic units shall function through Department Graduate Committees (DGC).
- b) All University-wide policies, rules and regulations shall *mutatis mutandis* apply to the program.
- c) Academic unit may run joint graduate programs in collaboration with other universities until it develops the necessary capacity to run programs on its own and/or complement each other for better competency of the graduates.

In such cases special procedures may be set to administer such programs in agreement with the collaborating institution.

- d) A minimum academic rank of staff offering courses in the graduate program should be assistant and associate professor for masters and doctorate degrees, respectively. However, in case of staff shortage the DGC shall propose staff with merit with lecturer rank (for masters program) and assistant professor (for PhD program) shall offer courses with the approval of AVP.

ARTICLE 90: The Department Graduate Committee (DGC)

90.1 There shall be established a Department Graduate Committee (DGC), hereinafter referred to as the DGC.

90.2 Compositions and Term of Office.

- a) The DGC shall be composed of the Department Head as Chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the DC/SC.
- b) The term of service of elected members of the committee shall be three years.
- c) A member shall be eligible for re-election.

90.3 Duties and Responsibilities

The DGCs shall:

- a) supervise all activities of the programs;
- b) approve status of the students, and review and endorse grades;
- c) prepare periodic reports on its activities and submit the same to the academic unit;
- d) recommend and/or approve a research adviser for each graduate student;
- e) recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the DC/SC;
- f) review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;
- g) oversee settings of entrance examinations and screen candidates and approve for admission;
- h) screen and assign graduate students eligible for teaching assistantship;
- i) attend to all academic problems that concern the academic unit at graduate studies level;
- j) suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- k) approve graduate program course offerings and thesis research proposals of graduate students;

- l) endorse proposals of the CC/DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- m) accomplish all other duties assigned by the CC/DC and the University
- n) consider any matter entrusted to it by the Senate or the academic unit head;

ARTICLE 91: Admission to the Graduate Program (GP)

91.1 General Admission Provisions

- a) A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
- b) The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective DC/SC taking into consideration the number of staff, availability of space and demand for training.
- c) The academic unit may, from time to time, include additional admission requirements in conformity with University rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.

91.2 Admission Requirements for the Masters Programs

- a) Academic Requirements
 - i) The applicant must have completed the academic requirements for the Bachelors Degree in the specific/related field(s) of study at the University or any other recognized institution of higher learning as recommended in the respective curriculum.
 - ii) The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the academic units concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE/TOEFL/IELTS or equivalent, language proficiency examinations, for applicants whose undergraduate medium of instruction is not English, etc.
- b) Non-academic Requirements

- i) Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
- ii) Academic units may also set appropriate work experience requirements after obtaining the bachelors degree subject to the approval of the ASQAC.
- iii) The candidate must produce a minimum of two letters of recommendation from undergraduate instructors, employers or professional Associates.

91.3 Provisional Admissions

Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take undergraduate courses which will be determined by the DC/SC.

- a) A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate courses will not be considered for SANG/SGPA and/or CANG/CGPA calculation but will appear on the transcript.
- b) The duration of the student's stay in the University as a provisionally admitted student shall be determined by the Academic units concerned, but shall not exceed one academic year.
- c) A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.
- d) A provisionally admitted student may, upon permission of the DGC, register for and take graduate level courses as qualified.
- e) Such a student must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article 93.3 of this Article.

91.4 Transfer of Postgraduate Students between Institutions

- a) Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants:
 - i) have successfully completed a minimum of one year of study in a similar graduate program in another institution; and
 - ii) meet the special requirements of the program they are applying to.
- b) Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

ARTICLE 92: Enrollment and Registration at the GP

- a) Application for admission into the graduate program is normally processed before the beginning of each semester.
- b) Every student of the PG must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.
- c) The Academic units may provisionally register candidates, but such cases must be presented within six weeks for approval by the DGC followed by official registration if the admission is approved.

ARTICLE 93: Program of Study for Graduate Studies

- a) Within the general program of the academic units, candidates shall have their programs of study approved by the DGC of the academic unit in which they are enrolled. The program shall be based on thesis and course-work or course-work alone under special conditions. The candidate shall study under a thesis advisor who may be assisted by a co-advisor and/ or an advisory committee for the student if and when required. At least one member of the committee should be nominated by the academic unit on its behalf. The supervisor and the student advisory committee shall be approved by the DGC.
- b) The DGC shall present its program of graduate studies to the DC/SC which, after careful consideration, shall present it to the ASQAC which in turn shall present it to the Senate for approval before implementation.
- c) The DGC determines credits for all course work and thesis, which is to be approved by the ASQAC. One credit of study shall be one lecture hour or two to three hours of laboratory/practical hours per week for a semester. Literature reviews, laboratory reports, term papers, etc. (with/without presentation) shall normally be required for each graduate course.

ARTICLE 94: Credit Requirements and Course Load at the GP

- a) A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time Masters candidate for programs requiring thesis work, whereas a minimum of 15 credit hours is required for non-thesis programs.
- b) A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate.

- c) A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.
- d) Notwithstanding the provisions of sub-articles a) and b) hereof, the credit requirements for candidates shall be determined by the CC/DC.

ARTICLE 95: Duration of Study at the Graduate Program

- a) The Master's programs shall normally take two academic years for completion in all academic units.
- b) No Master candidate may anticipate finishing a program in less than one and a half academic year.
- c) A Master candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the Department Graduate Council (DGC) and/or CC/DC. Such extension of time shall be recommended by the DGC and approved by the CC/DC every semester.
- d) A Master candidate taking more than the normal two-year duration for completion of a program shall fulfill the special conditions set forth by the CC/DC.
- e) The PhD programs shall normally take three to four academic years for completion in all academic units.
- f) No PhD candidate may anticipate finishing a program in less than two academic years.
 - a) A PhD candidate may be allowed to continue for up to a maximum of six years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC and DC/SC. Such extension of time shall be recommended by the DGC and approved by the DC/SC every semester.

ARTICLE 96: The Grading System at the GP

- a) Examinations are graded on the following letter grading system with corresponding points.

Raw Mark	Letter Grades	Grade Points	Status Description	Class Description
[90, 100]	A ⁺	4.00	Excellent	First class with Great Distinction
[85, 90)	A	4.00		
[80, 85)	A ⁻	3.75		
[75, 80)	B ⁺	3.50	Very Good	First class with Distinction
[70, 75)	B	3.00		
[65, 70)	B ⁻	2.75	Good	First class
[60, 65)	C ⁺	2.50		Second class

[50, 60)	C	2.00	Satisfactory	
<50	F	0.00	Failure	Fail

- b) To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00 and a maximum of one “C” grade in all courses for Master and no “C” grade for PhD candidate.

ARTICLE 97: Academic Status of Graduate Students

- a) Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances which are convincing that the student can academically raise himself to the required level of academic achievement.
- b) At the end of each semester the DGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.
- c) To the extent that inquiry into the cases of probation indicates, the DGC may attach certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure.
- d) When a candidate is placed on probation the candidate shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.
- e) Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
- f) A first year graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results.
- g) Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.
- h) If a student (in sub-article g) above) who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above

but still retains a CGPA below 3.00, the DGC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.

- i) For research-based thesis programs, if a student who had been placed on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but the CGPA still falls below 3.00, the DGC may recommend such a student to repeat courses.
- j) A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
- k) Consecutive probations are given a maximum of two times.
- l) No candidate subject to dismissal may expect discretionary probation as a matter of right.

ARTICLE 98: Repeating Courses at Graduate Program

- a) Courses with "C" grades or lower may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one "C" in Master programs. For PhD student all courses with "C" grades or lower shall be repeated.
- b) The DC/SC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of "C" or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
- c) A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
- d) The final grade for repeated courses or a course in which re-exam has been taken shall be recorded and used for computation of CGPA.
- e) A Master student is allowed to graduate with a minimum CGPA of 3.00 and only one "C". However, students having two "C⁺" shall be allowed to graduate as long as the CGPA is not below 3.00.

ARTICLE 99: Withdrawal from and Readmission to the Graduate Program

99.1 Withdrawal

- a) A student who wishes to withdraw from the GP must consult and explain any reasons to their academic advisor. Any student who withdraws from GP must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.

- b) Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

99.2 Readmission

- a) A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
- b) A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- c) A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder.
 - i) If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
 - ii) If the University is unable to carry out the relevant program and advises the candidate accordingly.
 - iii) If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.
 - iv) A candidate who wishes to withdraw for reasons mentioned under 2.3 of this Article shall petition the concerned DGC stating the justification for, and the duration of, absence sought.
 - v) A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
 - a. if the student, at the end of the first semester, had obtained a SGPA of not less than 2.00 .
 - b. if the student, at the end of second or third semester, had obtained a CGPA of not less than 2.5 or 2.75, respectively.
 - c. No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.
 - d. A candidate who withdraws from the GP without the approval of the concerned DGC as in 2.4 of this Article shall not be eligible for readmission.
 - e. Where withdrawal is effected with the approval of the concerned DGC, a copy of the official withdrawal-form submitted to the admission Officer shall be accompanied by the minutes of the meeting of the DGC in which permission for withdrawal is granted.
 - f. Withdrawal made with the approval of the concerned DGC does not imply automatic readmission whenever it is sought. The length of

absence and the number of places available shall be taken into consideration.

ARTICLE 100: Transfer from one Program to another in the Graduate Program

- a) A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.
- b) The candidate must have very good reason(s) for requesting the transfer.
- c) The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
- d) The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).
- e) The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
- f) Dismissed students may not be allowed to transfer.
- g) The approval of the concerned DGC and DC/SC must be obtained.
- h) Transfer of credits shall be determined by the academic units receiving the candidate.

ARTICLE 101: The Graduate Thesis

101.1 General Requirements

- a) A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
- b) A thesis shall constitute a partial fulfillment of the requirement for the Master's or PhD Degree, except in a program where it is not required.
- c) Selection and Approval of Thesis Topic
- d) The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor. The selection of thesis topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic unit.
- e) The topic of the thesis of each candidate shall be approved by the DGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.
- f) Format of Thesis
The ASQAC shall issue detailed guidelines on Thesis preparation, format, deadlines, etc.
- g) Submission of Thesis

- i) No candidate may be permitted to submit a thesis in less than one academic year from the date of initial registration except with a special permission of the CC/DC.
 - ii) A candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency.
- h) Procedures for Examination and Submission of Thesis

When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining Board and select an external examiner. The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least four weeks before the date set for the defense. The Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense. Normally, internal members of the examining Boards shall be drawn from the advisory committee where this is already established. All members of the examining Board will comment on all aspects of the thesis.

101.2 Thesis Evaluation and Rating

a) Evaluation

Based on the results of the open defense and assessment of the thesis by each member of the Board of Examiners, the Thesis that is defended shall be evaluated as follows:

i) Accepted

The Thesis is:-

- a. Accepted with no change,
- b. Accepted with minor changes to be made to the satisfaction of the advisor, or
- c. Accepted with major modification to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners
- d. If a thesis requires substantial changes in substance, which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of

the nature of the changes required and indicate the time by which the changes are to be completed.

ii) Rejected

A thesis shall be rejected if: The work does not meet the required standards; or

- a. The work is plagiarized as judged by the examining Board; or
- b. The work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject. For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the CGS.

b) Thesis Rating

Name of the Candidate _____

Thesis Components	Points
(a) Abstract	(5%)
(b) Materials and Methods	(15%)
(c) Literature Review	(10%)
(d) Result and Discussion	(40%)
(e) Summary and Conclusion	(10%)
Defense Examination	
(a) Manner of presentation	(5%)
(b) Confidence in the subject matter	(5%)
(c) Ability of answering questions	(10%)
Total	(100%)

Evaluation result (Excellent (A), Very Good (B⁺), Good (B), Fail (C))

Name of Examiner

Signature

Date

NB: The Grading scales of each rank are as follows

Rank	(%)*
Excellent	≥ 85
Very Good	$75 \leq X < 85$
Good	$60 \leq X < 75$
Satisfactory	$50 \leq X < 60$
Fail	< 50

** Evaluation weight (%) = 0.5 x External examiner's + 0.35 x Internal examiner's + 0.15 x Chairperson*

- a) A Thesis that is defended and accepted may be rated "Excellent", "Very Good", "Good" or "Satisfactory" which may appear on the transcript but will not be used for calculation of the CGPA of the student.
- b) A rejected thesis shall be rated "Fail".

101.3 Final Thesis

The candidate should correct the thesis in accordance with the decision of the Board of Examiners and submit it to the Chairperson of the DGC. The DGC should deliberate on the thesis and submit its recommendations to the DC/SC. Then the academic unit will accept five copies of the typed final thesis, both in electronic and hard copy, from the candidate and it will be verified by the DGC.

101.4 Publications

Normally a PhD graduate is expected to publish three articles in peer reviewed journal from the result of the thesis work. However, no PhD candidate shall graduate without publishing at least one article in peer reviewed journal.

ARTICLE 102: Advisorship

102.1 Selection of Advisor(s)

- a) The DGC normally recommends the selected thesis advisor(s) to the DC/SC. The Thesis advisor(s) shall be:
 - i) A full-time academic unit member with the academic rank of Assistant Professor and above for Masters program and Associate Professor and above for PhD.
- OR
- ii) A person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.
 - iii) The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts.
 - iv) The optimum number of students that an instructor can advise shall be determined by the DGC taking into consideration the workload of the

instructor, the number of students in the academic unit, and other prevailing conditions.

ARTICLE 103: The External Examiner

103.1 Purpose

The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the University are comparable in standard with those awarded by other universities, though their content does, of course, vary; and secondly, that the assessment system is fair.

103.2 Functions

The main function of the external examiner is to serve as a member of the Board of examiners a determining role in examining and deciding the fate of the Thesis. The external examiner shall also comment and give advice on course content, balance and structure.

103.3 Selection and Appointment

- a) Normally, one external examiner is required for each student/Thesis except for PhD and Master Thesis in situations where the nature of the Thesis work requires more than one external examiner.
- b) The DGC selects external examiners and recommends to the DC/SC
- c) Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the DC/SC.
- d) The program seeking the appointment for an external examiner should submit to the DC/SC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.
- e) In approving the nomination of an external examiner, the DC/SC shall ascertain the following:
 - i. Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least Assistant Professor (or equivalent) for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the DC/SC on a case by case basis when presented to it by the concerned DGC.
 - ii. An external examiner in general must be external to the University.
 - iii. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.
- f) One external examiner should not be assigned per program for more than three Theses at any one time.
- g) External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

103.4 Participation in Assessment Procedures

- a) The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
- b) The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work.
- c) External examiners are encouraged to comment on the assessment process and the schemes for marking.

103.5 Discussion of Course Structure

Academic Units shall use the opportunities created by the visits of external examiners to discuss the structure and content of the course and of the graduate program and the assessment procedures. Any comments or suggestions made by the external examiners shall be discussed by the academic unit and decisions shall be made whether or not to accept the comments.

103.6 Reports

- a) External examiners may make written confidential reports to the academic unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.
- b) The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

ARTICLE 104: Graduation and Award of Credentials to Graduate Students

A candidate who fulfils the requirements laid down in this Legislation shall be recommended by the head of the academic unit on behalf of DC/SC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential.

PART EIGHT : STUDENTS AFFAIRS

ARTICLE 105: Students' Discipline

All student acts, conducts and behaviors shall be subject to the following disciplinary provisions

105.1 Scope of application

Conducts prohibited by this legislation are unacceptable in all campuses of the University, the classrooms, and in any education related setting outside the campus such as during institutional trips, meetings and social events

105.2 Student participation in disciplinary matters

Responsibility for the oversight of discipline is vested in the President and the Senate. However, the powers of the President and the Senate are delegated, as specified herein, to bodies composed of elected students and staff members.

105.3 Responsibility to report violations of the code of conduct

It is the responsibility of every member of the University Community, whether a student or a staff member, to report to the appropriate authority any acts within his/her knowledge which would appear to show a serious violation of the Code of Conduct.

105.4 Responsibility of implementation**a) Primary responsibility of implementation**

Without prejudice to basic procedural requirements of fairness, primary responsibility for the implementation of provisions pertaining to the Code of Conduct of Students shall rest with the students' dean office.

b) Discipline committee**i) Number of committees in each campus**

In each campus of the University there shall be at least one Students' Discipline Committee. If there is more than one college in the campus, there can be two committees with similar powers and compositions. If the case involves two campuses or two colleges, the students' dean shall establish an ad hoc committee from all concerned committees.

ii) Composition of committee members

The committee shall be composed of the students' dean office as a secretary of the committee, one student representative of the student council, one female student proposed by the students' council, one continuing and distance program student representative, one academic staff appointed by the University President, one Proctor appointed by the students' dean office, and one female academic staff appointed by the University President.

iii) Powers and duties of discipline committee

- a. The committee screens and ascertains the merits of the case and decides on the sanctions of such offenses committed by students which are listed under the previously stated articles.
- b. The offenses committed by students shall be communicated to the committee by the students' dean of the concerned campus.
- c. The committee shall employ fair and impartial procedure that ensure due process of law in the screening process
- d. The committee shall communicate its decisions for implementation for the students' dean office. And the students' dean office shall be responsible for the due follow up of the implementation of the decisions of the committee.

iv) Appointment and accountability of discipline committee

While the chairperson of the committee shall be appointed by the President of the University, the committee shall be accountable to the students' dean office.

a. Term of office of the committee

Each member of the Students' Discipline Committee shall serve for a period of two (2) years at the end of which he/she may be re-elected.

b. Meeting

When a case is forwarded to committee, it shall draw a time line of disposing the case to be approved by the director of the students' dean office.

c. Quorum

A majority (50+1) of the committee composes a quorum.

105.5 Prohibited Acts that constitute grounds for oral warning

- a) Improper placement of cafeteria equipment items such as tray, tea cubs, spoon etc intentionally.
- b) Infringing the normality of queue in areas where student service is delivered like at cafeteria and in other similar services
- c) Washing hands within the cafeteria
- d) Disturbing other students with high sounds such as by opening , mobile phones, radio, tape and making noises in areas where a common service is delivered
- e) Creating conditions that can harm private or common health of other students
- f) Posting pictures in doors, windows and the walls of dormitory
- g) Unwillingness to show identification card at library, at entries to the campus, at cafeteria, at exams, etc.
- h) Washing foot, socks, etc. in hand and face bathe rooms
- i) Improper movement of tables and chairs from class rooms and halls
- j) Improper utilization of water and electric powers
- k) Smoking in class rooms, dormitory, and cafeteria
- l) Damaging ornamental plants and grasses within the University
- m) Breach of any regulations issued by a competent University authority, such as library, laboratory, cafeteria and housing regulations.

105.6 Depending on the nature and occurrence of the above cases, the sanctions for violations of any one of the offences provided in the above Article shall be prescribed by Librarians, Lab Technicians, Instructors, Students Council, Cafeteria head and Proctor and should be reported to the students' dean office for recording

105.7 Prohibited Acts that constitute grounds for written warning

- a) Have already oral warning because of offences stated under the article/s given above and committed the same offences
- b) Bringing person not allowed to cafeterias
- c) Sharing bed with other students

- d) Being drunk and disturbing the community
- e) Taking food out of the cafeteria without permission
- f) Improper utilization of University property such as tables, chairs, television, computers, etc.
- g) Dissemination, by written means, of defamatory material concerning any other member of the community.

105.8 Depending on the nature and occurrence of the above cases, the sanctions for violations of any one of the offenses provided for in this Article shall be prescribed by the department head, college deans, Institute directors, students' dean and alumni directorate office.

105.9 Prohibited acts that constitute grounds for free service punishment in the University

- a) Have already written warning having committed offenses stated under article above (g) and repetition of such offenses will lead to this type of sanction
- b) Removing legal advertisements posted on advertising boards.
- c) Sharing a bed with others not allowed sleeping in the University.
- d) Crossing prohibited areas of the University

105.10 Depending on the nature and occurrence of the above cases, the sanctions for violations of any one of the offenses provided for in the above Article shall be prescribed by Discipline Committee established under students' dean.

105.11 Prohibited Acts that constitute grounds for a period of one academic year dismissal

105.12 Have already sanctioned with free service and repeating such offences will lead to this punishment

- a) Dissemination whether by oral or written means of defamatory expressions to any of University community
- b) Intimidation of any University community member.
- c) Transferring University identity card or service card to other person
- d) Crossing University Campus compound fences
- e) Having soundless weapons or dangerous tools inside University compound
- f) Sharing bed or allowing any access in the dormitory to opposite sex students
- g) Arranging conditions to bring someone to opposites sex's dormitory
- h) Exam cheating such as bringing written documents in to exam halls and copying or allowing someone to copy in any examinations or any form of violation of exam rules
- i) Hacking and accessing others emails and IT facilities, misusing University website, breaking University network and administration security, deliberate virus dissemination

- j) Instigating conflict such as political, ethnic or religious within the University community
- k) Possession of real, fake or other dangerous tools inside University compound.
- l) any student meetings without the permission of the University authority
- m) Initiations, organizations, or promotion of any student's demonstration which result in the disruption of the University activities through encouragement of absences from classes or officially organized meetings.
- n) Manipulating University property or deliberate attempt to destroy University property
- o) Presenting or submitting other work as own work.
- p) Intimidation of females by oral, written or force, like bullying in the workplace, discourage in examination, seduction e.t.c
- q) Selling liquors and drugs such as marijuana, chat, etc. inside the University compound.
- r) Having illegitimate or unsafe sex inside the University compound

105.13 Depending on the nature and occurrence of the above cases, the sanctions for violations of any one of the offenses provided for in this Article shall be prescribed by Students' Discipline Committee.

105.14 Prohibited Acts that constitute grounds for dismissal for good:

- a) Any theft in the University compound
- b) Taking or tearing out of any University property books
- c) Theft or unauthorized accessing of records/data from the University data base
- d) Any attempt to seat for other person examination in the University
- e) Attempting to fraud by copying signature or deleting any documents
- f) Any attempt to harm someone from the University community with any kind of weapons
- g) Committing the act of rape and attempting the same
- h) Sharing bed or allowing any access in the dormitory to non students

105.15 Depending on the nature and occurrence of the above cases, the sanctions for violations of any one of the offenses provided for in this Article shall be prescribed by Students' Discipline Committee.

105.16 A student aggrieved by the decision of the Discipline Committee may appeal to the President or to an official of the University so delegated by the President for this purpose. The decision of the President or his/her delegate shall be final within the University

105.17 Further disciplinary rules and measures may be issued by relevant offices of the University with the authorization of the Senate

ARTICLE 106: Academic Freedom

- a) The "right of academic freedom" means the right to discuss and openly express views on abstract ideas, immediate national and world problems and issues as well as other controversial matters in class, in connection with academic work as indicated in the curriculum of a given course/module or on campus in discussion groups or in print provided the expression of views is, generally, relevant to the subject under discussion and is consistent with rational and intellectual inquiry.
- b) No act compatible with the principles of academic freedom as stated above shall be considered as a violation of this code

ARTICLE 107: Defamation

- a) Defamation covers the act of saying or writing things, which are untrue about another, or if true, are said or written with the sole intent of injuring ones standing and reputation.
- b) The act of defamation under any condition is prohibited.
- c) Criticism forwarded through proper channels may be permissible where:
 - i) it is offered in good faith with a reasonable belief in its truth;
 - ii) it is communicated privately to a person or persons who would have an interest in the matter and a responsibility to act on the criticism if it is valid; and
 - iii) it is not otherwise communicated publicly.

ARTICLE 108: Students Organization/Union**108.1 University Responsibility on Student Organizations**

- a) The University shoulders the responsibility of providing its students with opportunities that would enable them to form student organizations to be employed as self government for enhancing their academic pursuits and for developing their personalities through actual participation in the democratic process of decision making and action.
- b) The University shall recognize and, within the limitations of its resources, provide the necessary assistance to student organizations.
- c) The modalities and procedures of recognition to student organizations shall be as prescribed in this legislation.

108.2 Objectives of Students Organization(s)

Student organization(s) may be formed to pursue the objectives set forth below:

- a) To promote studies, research, academic discussions and publications

- b) To supplement the University curricula by promoting such activities as lectures, panel discussion, debates, seminars, field trips, theatre, films, art exhibitions and other recreational activities among members of the University community and the society.
- c) To promote communication, understanding, tolerance and co-operation among University students, other members of the University community and the University administration
- d) To foster the social and cultural lives of students
- e) To supplement and participate in the socioeconomic activities of the society at large

108.3 Basis of Students Organizations

- a) Without prejudice to the general objectives set forth in this Title, student organizations may be formed by students of the University on University - wide, campus wide, college -wide or department -wide basis to pursue their specific objectives.
- b) Student organizations may also be formed based on special needs such as students of the female sex or students with physical impairments.
- c) A University-wide student organization may be formed consisting of student members of the University either through the direct membership of individual students; or through the student organizations.
- d) Two or more students' organizations may be formed at a campus, college or department level on the basis for the same objectives and purposes
- e) Where two or more applications are submitted for recognition to this effect, the application with more members might be granted support and recognition. The applicant with lesser members may be recognized but not supported.
- f) When other organizations with same objectives are emerged during the next academic year, the ones with more members get support and recognition.

108.4 Requirements for Obtaining Recognition

- a) Students' organizations interested to apply for recognition and/or support shall have more than 20% of their members out of the total number of students at campus, college or department levels.
- b) Recognition to a student organization may only be accorded upon submission of an application signed by all members of the organization or provisional committee.
- c) Application for recognition shall be submitted to the students' dean office.
- d) Application for recognition shall be accompanied by the constitution of the student organization containing inter alia the following particulars:
 - i) The name of the organization;

- ii) The list of its founding members along with their signature and department's names;
- iii) A brief and precise statement of the objectives of the organization;
 - a. The basis of membership of the organization;
 - b. The procedure of election of the leadership of the organization including their terms of office and the ground for their removal from office before their terms of office expire,
 - c. The functions and mandates of the leadership of the organization;
 - d. The procedure for the convening of meetings of members and of leadership;
 - e. The procedures applicable to amend the constitution; and
 - f. The manner of keeping, maintaining and auditing the financial resources of the organization and of the preparation and publication of its financial reports.
 - g. The procedure to enroll new members

108.5 Common Provisions

- a) No student organization may admit as its member or represent any person who is not a registered student of the University.
- b) No student organization may elect to any of its top three offices any student who has not completed at least one full year of study at the University provided, however, that probationary status does not preclude a student from holding office
- c) A duly established disciplinary body may disqualify a student from holding office on established disciplinary grounds.
- d) No student organization shall deny membership to any student on ethnic, gender, religious, regional, linguistic or other similar discriminatory grounds.
- e) No student organization that does not provide in its constitution for the democratic election of its officers and for the democratic procedure of passing decisions shall be recognized.

ARTICLE 109: Rights and Duties of Student Organization(s)

109.1 A duly recognized student organization has the right to:

- a) Arrange gatherings outside normal class hours upon the express permission of the relevant University authorities
- b) Raise funds to finance its legitimate objectives and to support the programs of the University.
- c) Present considered views, grievances, proposals and recommendations to the University authorities.
- d) Organize educational and/or recreational events, trips and programs in consultation with the relevant authorities of the University.

- e) Discuss and express in print or otherwise considered views regarding issues of national and/or international interest and concern in accordance with the provisions of this legislation.
- f) Undertake any other activity incidental and/or conducive to the attainment of its objectives.
- g) Represent its members before any forum with the University authorities on matters pertaining to its membership;
- h) Use University facilities with the prior permit of the relevant University authorities;
- i) Participate in the meetings of the organs of the University relating to academic and administrative matters directly affecting students' interests in such manner as the Senate standing Committee shall determine.

109.2 A duly recognized student organization has the duty to:

- a) Observe and respect rules and regulations issued by the University;
- b) Use University facilities with due care and sense of responsibility;
- c) Use funds and other resources under its custody only for the attainment of its lawful objectives;
- d) Submit to the students' dean office a duly audited annual financial report and publish the same for the benefit of its members;
- e) Notify the students' dean office of the names of its newly elected leadership, if any; and
- f) Give prior notice to the students' dean office of any meeting/s of whole members of the organization to be held within the premises of the University and of any use to be made of University facilities and property.

109.3 Suspension and Withdrawal of Recognition of Student Organizations

The president, in consultation with students' dean office and other concerned bodies, may withdraw the recognition accorded to any student organization at a University level on the following grounds, when;

- a) The organization has clearly violated its constitution to the detriment of the University or its members;
- b) The organization has ceased to exist as a result of dissolution or in fact ;
- c) The organization has sponsored or encouraged activities which violate the University activities; or
- d) Material conditions on the basis of which recognition was accorded are found to no longer exist.
- e) For organizations established at campus and college or department levels, the students' dean office in consultation with the concerned dean/s may withdraw the recognition accorded to any student organization on the grounds listed above.

- f) The President/students' dean office shall, before suspending or withdrawing recognition, provide the concerned organization with the opportunity to be heard.

109.4 Disciplinary Offenses of Student Organizations and their Leaderships

- a) Leadership of any student organization who make use of University facilities without securing the authorization of the relevant University authorities and any student who willfully participates therein shall be subject to the penalties provided for in the provisions pertaining to Students Code of Conduct in this legislation.
- b) Any student who engages in any activity on behalf of a student organization not recognized by the University or on behalf of a student organization whose recognition has been suspended or withdrawn shall, without prejudice to penalties imposed for offences against national law, be deemed to have violated the Students Code of Conduct and shall be subject to the penalty therein prescribed
- c) Disciplinary measures taken pursuant to the above sub-articles are without prejudice to the liability of any student organization and of any individual student to pay damages for any harm done to University facilities and property.

PART NINE: MISCELLANEOUS PROVISIONS**ARTICLE 110: Special Provisions at a State of Crisis**

110.1 Declaration and management of State of Crisis

- a) During times of grave disturbances, including, but not by way of limitation, student or staff boycott of classes, which prevent or imminently threaten to prevent the normal functioning of the University, the President may declare a state of crisis of the University.
- b) A decision to declare and manage a state of crisis shall insofar as practicable be taken in consultation with the University managing council.
- c) A declared crisis shall have duration of no more than two weeks. A crisis declaration may be renewed for such additional fifteen-day periods as may be necessary until the normal functioning of the University is restored.
- d) Each renewal of a crisis declaration shall be effected by the procedure followed for the original declaration, except insofar as practicable, the Senate shall also be consulted.

ARTICLE 111: Duty to report Violation of the legislation

- a) The University academic community is duty bound to respect and implements the rules of this legislation.
- b) Any member of the community who becomes aware of the violation of the rules of this legislation should forward such concerns to the attention of his/her immediate supervisor or to a member of higher managing body of the University.

ARTICLE 112: Interpretation of the Legislation

- a) The AVP shall be responsible for the interpretation of this Legislation in case of ambiguity or disputable provisions.
- b) Every interpretation made by the AVP shall be reported to the senate
- c) The Senate may endorse, amend or revoke any interpretation given by the AVP during its next session.

ARTICLE 113: Power to issue directives and guidelines

- a) The president, the senate and the vice presidents are delegated in their field of responsibility to issue directives and guidelines for the proper implementation of this legislation
- b) The President, the senate and the Vice Presidents, in exercising the powers vested on them by virtue of the above sub-article, shall ensure the observance of the principles of fairness, transparency and staff and student's participation and have to report to the Senate.
- c) The Senate can revoke or cancel with at least 60% of voting members these directives and guidelines if they are not corresponding with HEP or this legislation within three month after reported.

ARTICLE 114: Amendment

- a) Any amendment of any provision/s of this legislation may be initiated by any concerned Academic community member or organ of the University. However it can only be considered as an agenda provided that it is supported by at least one-third of the Senate members.
- b) Any amendment of the provisions of this legislation shall be approved by the vote of at least 60% of the Senate voting members.

ARTICLE 115: Repeal

- a) No other rules and regulations of the University shall, in so far as inconsistent with the provisions of this legislation, be applicable to matters provided for by this Legislation.
- b) No rule of this legislation shall, in so far as they are inconsistent with HEP, have effect with respect to matters provided for by this legislation.

ARTICLE 116: Transitory Provision

Cases pending prior to the coming in to force of this legislation shall be decided in accordance with the provisions of this legislation.

ARTICLE 117: Issuing Authority

This Legislation is issued by the Senate of Adigrat University pursuant to the powers vested in it by the Council of Ministers' Regulation No. 223/2011 for the establishment of Adigrat University.

ARTICLE 118: Effective Date of Implementation

This legislation shall be effective upon approval by Adigrat University Senate; done at Adigrat, this day of 2013.