



Assosa University Senate Legislation



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CHAPTER ONE: GENERAL PROVISIONS

Article 1: Short Title

This Legislation may be cited as “The Senate Legislation of the Assosa University 2012.”

Article 2: Issuing Authority

This Legislation is issued by the Senate of the University pursuant to the powers vested in it by Articles 49 of the Higher Education Proclamation No. 650/2009.

Article 3: Definitions and Gender Reference

1. Definitions

In this Legislation, unless the context requires otherwise:

- 1.1. “University” shall mean Assosa University established as per the higher education proclamation No. 650/2009 article 11.
- 1.2. “Proclamation” shall mean the Higher Education Proclamation No. 650/2009.
- 1.3. “Senate” shall mean the Senate of the University established under the provision of Articles 49 of the Proclamation No. 650/2009.
- 1.4. “Board” shall mean the University Board established in accordance with Articles 43 and 48 of the Proclamation No. 650/2009.
- 1.5. “Faculty” shall mean an academic unit of the University which may coordinate departments sharing similar resources and resolve inter departmental issues.
- 1.6. “School” shall mean an executive academic unit of the University which may run different program(s) in which a degree, a diploma or a certificate may be obtained. The school shall also execute research, extension, development, and consultancies, as well.
- 1.7. “Department” shall mean an executive academic unit of the University which may run different program(s) in which a degree, a diploma or a certificate may be obtained. The department shall also execute research, extension, development, and consultancies, as well.
- 1.8. “Institute” shall mean an academic unit of the University/College whose principal objective is to carry out multi-disciplinary research and graduate level teachings. The institute may run undergraduate studies where appropriate and enjoys the status of a school/department.

- 1.9. “Academic Unit” means a faculty/college, school or an institute, a department or a center established as a constituent unit of the University.
- 1.10. “Academic Commission” shall mean the academic commission of each faculty established under the provisions of Article 107 of this Legislation.
- 1.11. “Module” shall mean a set of courses with in a program. A set of modules would enable one to finish a program of study and graduate thereof.
- 1.12. “Program” shall mean a set of modules in the undergraduate and graduate study disciplines.
- 1.13. “School or Department Council” shall mean the School/Department level decision making body established under the provisions of Article 109 of this legislation.
- 1.14. “University Community” shall mean all students and staff of the University.
- 1.15. “Staff” shall mean the academic and support staff of the University.
- 1.16. “Academic Community” shall mean all those persons studying, teaching and doing research as permanent or visiting members of the University.
- 1.17. “Academic Staff” shall mean all teaching and research staff of the University and shall include Professors, Associate Professors, Assistant Professors, lecturers, Assistant lecturers and graduate Assistants employed for teaching and research, and other employees considered as academic staff by the decision of the Senate.
- 1.18. “Administrative Support Staff” shall mean personnel of the University employed to provide administrative and other support services.
- 1.19. “Technical Support Staff” “shall mean non-administrative personnel employed to support the teaching–learning and research processes, non-academic health professionals employed in teaching hospital and university library.
- 1.20. “President” shall mean the chief executive officer of the University appointed in accordance with Article 52 and 53 of the Proclamation.
- 1.21. “Vice Presidents” shall mean the executive officers of the University appointed in accordance with Article 52 and 54 of the Proclamation.
- 1.22. “Director” shall mean the executive manager of an institute or the University offices.
- 1.23. Head” shall mean an executive manager of an academic unit.

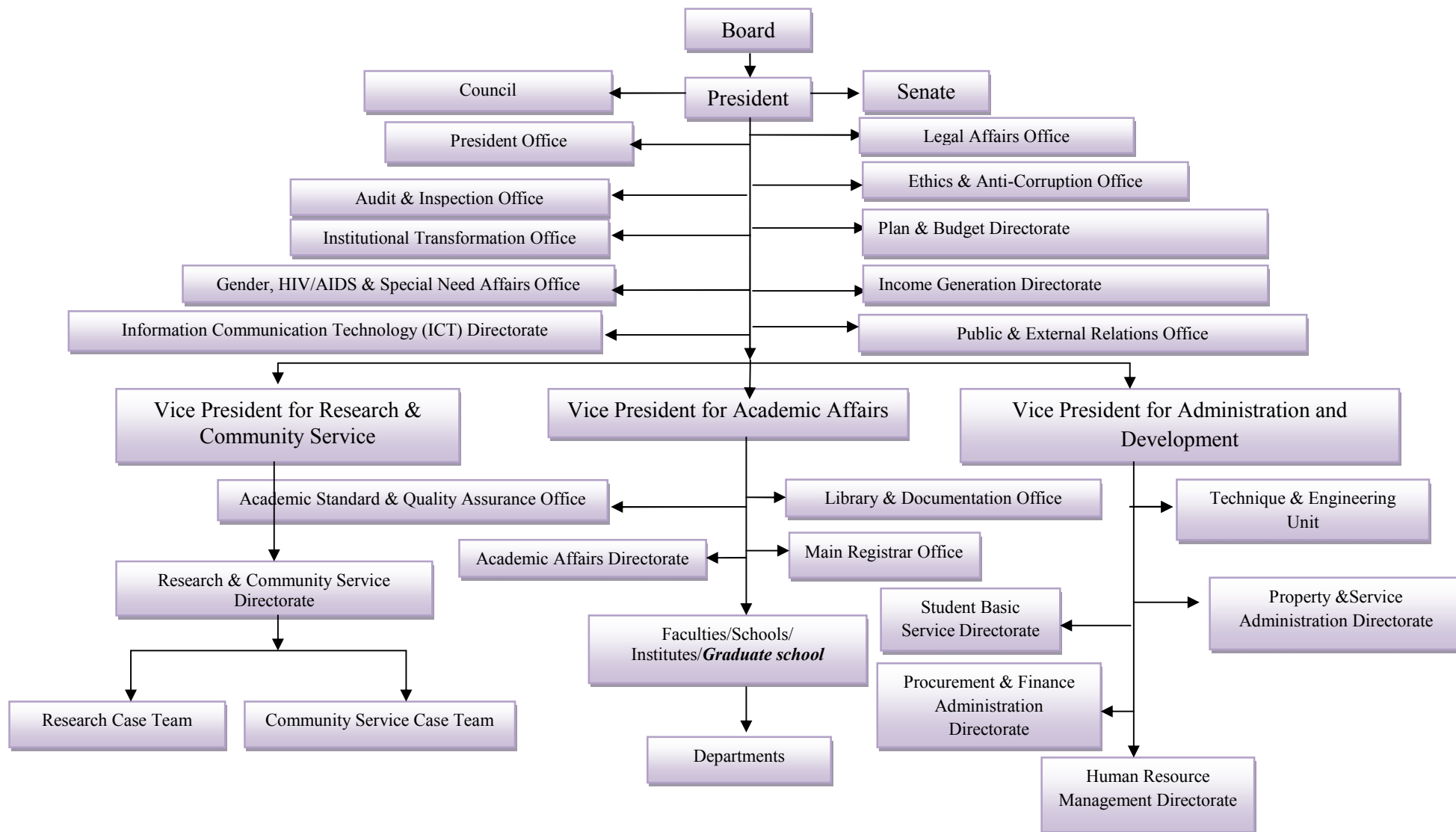
- 1.24. “Fiscal Year” shall mean the Ethiopian fiscal year [Hamle 1 (July 8) – Sene 30 (July 7)].
- 1.25. “Student” shall mean any person admitted and registered at the University in the regular, continuous & distance education program (CDEP) or any other program.
- 1.26. “Center” shall mean a unit that is directly attached to the University for defined purpose.
- 1.27. “Research & Development” shall mean and include research extension, publication, and consultancy and industry/community-University linkage.
- 1.28. “Registrar” shall mean the Registrar of the University.

2. 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.

Assosa University Senate Legislation

Organizational Structure of Assosa University



CHAPTER TWO: THE MAIN GOVERNING BODIES OF ASSOSA UNIVERSITY

Article 4: Governing and Advisory Bodies

Governing and advisory bodies of the University shall consist of the:

1. Board,
2. President,
3. Senate,
4. Managing Council,
5. University Council,
6. Academic Unit Council,
7. Academic Unit Managing Council,
8. Department Assembly,
9. Advisory or specialized committees or councils that may be established by the board, senate or University council.

Article 5: Responsibilities of the President

1. The President shall be the chief executive officer of the University and without prejudice to the responsibilities of the Board entrusted by the proclamation; shall have the responsibilities to:
 - a) direct and administer the University with the aim of ensuring the achievement of its mission;
 - b) ensure that organs of the University and its community uphold the objectives of higher education and guiding values of the institution;
 - c) ensure that the provisions of the proclamation and of other laws applicable to the University are respected;
 - d) ensure that the University, in accordance with its enrollment capacity, prepares graduates with competence and professional mix consistent with the needs of the country;
 - e) create and continuously build a conducive institutional environment stimulating learning and research;

- f) ensure that the University's research and consultancy activities focus on national priorities;
- g) ensure that the University 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;
- h) ensure that the University always keeps abreast national and international developments and positions itself to respond effectively to the country's needs in education, training, research, consultancy and community services;
- i) ensure that the University has a capable system of internal leadership and management;
- j) design and implement, upon ultimate approval by the Board, nomination and appointment systems of officers and academic heads;
- k) 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;
- l) 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.
- m) ensure that policies, directives and procedures of the University are designed in conformity with pertinent laws and government policies;
- n) develop and implement institutional standard measures and ensure that the academic and administrative operations of the institution are on the basis of the standards;
- o) ensure that the University maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
- p) ensure that Board and senate sessions as well as of those other leadership bodies such as the managing council and the University council are well-prepared for and held regularly;
- q) 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;

- r) ensure that all fundamental operations and substantive transactions of the University 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;
 - s) prepare the University plans, budget, organizational structures and directives, and ensure their implementation upon approval;
 - t) inform periodically the Board, government and the public about the state of the University;
 - u) build and maintain a reliable safety and security system that protects life and property in the premises of the University;
 - v) represent the University in all its dealings with third parties;
 - w) open and operate bank accounts in the name of the University;
 - x) delegate, as may be necessary, his powers and responsibilities to the vice presidents and appropriate heads of academic units;
 - y) ensure that his and others foreign travels are of value to the University and planned;
 - z) discharge such other responsibilities as may be given to him by the establishing law of the University and by the Board.
2. The president shall devote his full working time to the requirements of his office; and shall be remunerated appropriately for his services in the form of basic salary and other benefits.
3. In the case of absence from duty, the president shall delegate, as a standard practice, the Vice President for Academic Affairs (VPAA) on his behalf and, in the case of simultaneous absence of the said vice president, any of the other vice presidents.

The University Senate

The University Senate is established according to the Higher Education Proclamation 650/2009.

Article 6: Responsibilities and Powers of the Senate

1. Determine the academic calendar of the University.
2. Accredite academic programs and their curricula and supervise academic units to ensure the relevance and quality of education and research.

3. Legislate and ensure proper implementation of the University's statutes related to all academic and research matters in accordance with proclamation 650/2009
4. Determine conditions on which degrees are awarded or revoked;
5. Determine an institution-wide framework for quality enhancement and student assessment.
6. Advise the president, upon request, on appointments of academic office holders;
7. Recommend to the board promotion of academic staff to the rank of professor and promote to the rank of associate professor;
8. Approve nomination by academic units for employment of academic staff with the rank of professor;
9. Decide on the type, number, and membership, and responsibilities of its specialized committees,
10. Award honorary degrees and other academic prizes to persons with outstanding achievement meriting recognition by the University, upon request by the president;
11. Examine and approve recommendations by the president in respect of opening, closure or merger of academic units under the public institution;
12. Ascertain that disciplinary actions are taken in accordance with the policies and guidelines of the University;
13. Perform other responsibilities which may be given to it in the establishing law of the University or may be referred to it by the president.

Article 7: Members of the Senate

1. Membership and the number of members of the Senate and their terms of office shall be determined by the establishing law of the University.
2. Notwithstanding the provisions of sub-article (1) of this Article, at least the majority of the member of the senate shall be meritorious and senior members of the academic staff appointed by the president.
3. The president shall chair the senate and ensure that the institution's academic community is appropriately represented in its membership.
4. Notwithstanding the provisions of this Article, the board of the University 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.

5. The following are voting members of the University Senate.

The President	Chairperson
The Vice Presidents	Members
Academic Affairs Director	Member
Research & Community Service Director	Member
Curriculum Standard & Quality Assurance Office Head	Member
The University Registrar	Member
The Faculty/College Deans	Members
The Student Service Director	Member
Plan, Budget & Income Generation Director	Member
Information Communication Technology (ICT) Director	Member
The selected heads of academic units' and meritorious and senior staff members	Member
The Head Office of Public & External Relations	Member
Gender, HIV/AIDS and Special Need Affairs Office Head	Member
Ethics & Anti-Corruption Office	Members
Two elected academic staff representatives	Members
Two representatives of students	Members
The President Office Head	Secretary

6. The academic units' heads and meritorious and senior staff members shall be nominated by the president of the University.

Article 8: Sessions of the Senate

1. 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.
2. Notwithstanding the provisions under sub-article (1) of this Article, the senate may hold continuous sessions upon request by the president.

3. The senate may hold extraordinary sessions upon the request of the president, the Board or one-third of its members.
4. The president shall ensure that senate sessions are well-facilitated and prepare for, properly documented and the documentation kept in order, and are exhausted in the discussion of issues; and that senate decisions are properly communicated and implemented.
5. 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.
6. 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 result of the evaluations shall be duly communicated to the board.
7. The senate at its discretion may invite resource persons it deems necessary to any of its sessions.

Article 9: Term of Office for Elected Members of the Senate

1. The University academic units' heads and meritorious and senior staff members, nominated by the president of the University, shall serve in the senate for a period of three years.
2. The academic staff representatives of the University and student union shall serve the senate for two and one year, respectively.
3. If any elected member of the Senate shall resign or, for other reasons, be unable to continue the term of office, the appropriate body shall replace the member to complete the rest of the term.
4. Elected Senate members can be re-nominated or re-elected for not more than one more consecutive term.

Article 10: Organization/Structure of the Senate

1. The University Senate shall be established according to the Higher Education Proclamation 650/2009.
2. The Senate shall have its own secretary from among its members.
3. The Senate functions through standing and ad hoc committees to be created under it.

4. The office of the Senate shall be at the head office of the University.

Article 11: Powers and Duties of the Chairperson and Secretary of the Senate

1. The University President or a delegate shall be the Chairperson of the Senate and has the following powers and duties.
 - 1.1. Leads and supervises the activities of the Senate.
 - 1.2. Directs and follows up the implementation of Senate decisions.
 - 1.3. Calls the regular and extraordinary meetings of the Senate.
 - 1.4. Sees to it that the Senate members are notified in time of the agenda of Senate meetings.
2. Duties and responsibilities of the Secretary of the Senate
 - 2.1. Keeps the files and documents of the Senate
 - 2.2. In consultation with the Chairperson, sets agenda for Senate meetings and dispatches letter of call for meeting to all Senate members.
 - 2.3. Records minutes of the Senate meetings and when necessary arranges for audio-visual records.
 - 2.4. Ensures proper handling, documentation and distribution of the minutes taken thereof.
 - 2.5. Provides the Senate members with information concerning the activities of the Senate, dates of future meetings, etc.
 - 2.6. Makes the necessary arrangements for Senate meetings (Organize the meeting place and reception).
 - 2.7. Administers the Office of the Senate.
 - 2.8. Undertakes any additional relevant tasks pertaining to senate matters given by the chairperson of the senate.
3. In the absence of the Chairperson, the VPAA shall act as Chairperson of the Senate.

Article 12: Rights and Obligations of the Senate Members

1. Every member of the Senate has the right to:
 - 1.1. express his idea freely at every Senate meeting;
 - 1.2. support or oppose motions or abstain from voting at Senate meetings;

- 1.3. present criticisms or self-criticisms on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
 - 1.4. generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;
 - 1.5. enjoy any benefits that the Senate members may be entitled therein; and
 - 1.6. be provided with a certificate for his contributions as a member of the Senate.
2. Every member of the Senate is obliged to:
- 2.1. attend all Senate meetings and to be punctual;
 - 2.2. notify the Chairperson in advance through any means available when one is unable to attend a meeting for good causes;
 - 2.3. refrain from disclosing confidential issues discussed on the Senate meetings;
 - 2.4. be governed by the rule of majority vote; and
 - 2.5. perform other tasks pertaining to Senate matters that may be assigned by the Senate.

Article 13: Senate Meetings and Decision Procedures

1. The Senate shall hold regular meetings at least four times a year. These meetings shall be held at the beginning of each semester and just before students' graduation day.
2. Extraordinary meetings of the Senate may be called whenever the Chairperson finds it necessary, or if more than a third of the Senate members present a written request for such meetings.
3. A quorum shall consist of more than half (50% + 1) of the members, including the Chairperson.
4. A resolution that obtained a simple majority vote (50% +1) of the meeting shall be taken as the decision of the Senate.
5. The Chairperson has a voting right as any other member of the Senate.
6. In cases of equal votes, the Chairperson shall have a casting vote.
7. A Senate decision may be reconsidered for discussion if demanded by more than two-third of the Senate members.

Article 14: Communication of Senate Decisions

Vice presidents, Senate members of Academic Units' Heads, Directors, staff and student representatives are expected to communicate pertinent Senate decisions to their respective constituents.

Article 15: Senate Committees

1. The Senate functions through an Executive Committee and Standing Committees as provided hereunder.
2. Ad-hoc committees may be formed by the Senate as deemed necessary. Unless otherwise stated, these committees shall be discharged once they have reported to the Senate.

Article 16: The Senate Executive Committee

1. Membership

The Senate Executive Committee (SEC) is composed of the following members of the University Senate: the President, the Vice Presidents, Academic Affairs Director, Research & Community Service Director, the Registrar, two elected Senate members preferably from among Faculty/College Heads and the Secretary of the Senate (as its secretary).

2. Rules of Procedure

- 2.1. The President of the University shall be the Chairperson of the SEC.
- 2.2. In the absence of the President, the VPAA shall act as Chairperson of the SEC.
- 2.3. The SEC shall have at least one meeting every time before the Senate meeting.
- 2.4. Subject to Article 13 sub-article 2, the Chairperson can call for an extraordinary meeting whenever he finds it necessary, or if more than a third of the SEC members request for such a meeting.
- 2.5. The power of the SEC can be exercised by a majority of a quorum. Quorum for a SEC shall consist of more than half (50%+1) of the members.
- 2.6. Elected members of the SEC shall be elected by majority votes.
- 2.7. Elected members of the SEC shall serve for two years.

Article 17: Powers and Duties of the SEC

The Senate Executive Committee shall:

1. Advise the Chairperson on the agenda of meetings of the Senate and on ways in which issues that are brought before the Senate may be clarified to promote orderly and efficient deliberations;
2. Keep the Senate advised of recommendations and interim decisions of its Standing Committees;
3. Receive and transmit all reports of Standing Committees of the Senate to each member of the Senate; and in doing so the SEC may add further comments as it may find it necessary;
4. Recommend to the Senate Chairperson the convening of extraordinary sessions of the Senate, whenever a matter within the jurisdiction of the Senate is of such urgent importance as to warrant such action;
5. Direct issues and problems coming to the attention of the Senate to the appropriate Standing Committee for advice and recommendations, unless in the opinion of the SEC the matter is of such extraordinary urgency as to warrant direct submission to the Senate;
6. Determine, whenever the need arises, the limits of jurisdiction of the Standing Committees; and to select the appropriate committee to which a matter falling within the Senate's general jurisdiction shall be referred to;
7. Submit nominations for the membership of each Standing Committee to The University Senate;
8. Deliberate and decide on matters that require urgent decision and cannot await the Senate meeting;
9. Exercise all powers necessary and proper to the above, including in its discretion of the power to co-opt members of the Senate for consultation in the course of its deliberations;
10. Charter student organizations; and perform such other duties given to it by the Senate.

Article 18: Senate Standing Committees

1. The Standing committees of the University Senate shall include the following.
 - 1.1. Academic Standards and Quality Assurance Committee (ASQAC)
 - 1.2. Admissions and Placement Committee (APC)
 - 1.3. Research and Community Service Committee (RCSC)
 - 1.4. Academic Staff Affairs Committee (ASAC)
 - 1.5. Students' Affairs Committee (SAC)

2. The Senate Standing Committees are accountable to the University Senate.
3. The University Senate shall elect persons to serve on each of these committees.
4. The Chairpersons of the Standing Committees of the Senate can recruit additional members which shall have ex-officio, (i.e., non-voting) status.
5. Each elected member of a Standing Committee shall serve for a period of two years at the end of which he can stand for re-election.
6. Each Standing Committee shall have at least two regular meetings in a semester. If and when a request for a meeting of a Standing Committee is made by more than a third of the members, the Chairperson must call a meeting of the committee within two weeks.
7. A majority (50% +1) of any committee composes a quorum.
8. Faculty/College Deans shall be informed by the Chairpersons of the Committees whenever any agenda item of the Committee meeting includes a matter of direct concern to the particular Faculty/College. The Dean/Head shall have the right to appear personally, or through a representative, to present his position on the matter. However, the Dean/Head or his representative shall not have the right to vote unless he is a member of the Committee.
9. Each Standing Committee shall submit its recommendation to the Senate through its Chairperson and/or the appropriate office of the University.
10. If any person feels aggrieved by the decisions of the committees, the person shall have the right to appeal to the Senate.
11. If matters are appealed on the stay of execution of the decision shall be ordered. However, if the right is to expire because of the appeal, the president shall act on the matters as deemed necessary
12. At the end of each academic year, the Chairperson of each Standing Committee shall submit a written report to the Senate on the activities of the Committee.

Article 19. The Academic Standards and Quality Assurance Committee

1. Membership

The Academic Standards and Quality Assurance Committee (ASQAC) shall have the following members:

The VPAA

Chairperson

Curriculum Standard & Quality Assurance Head

Members

One ASQAC representative from each faculty	Members
The University Registrar	Member
Academic Affairs Director (AAD)	Member & Secretary

2. Duties and Responsibilities

The ASQAC shall:

- 2.1. Initiate studies on possibilities for diversifying educational programs in conjunction with faculty/college ASQAC members and forward recommendations on the establishment and maintenance of faculties, schools, institutes, departments and other teaching units in the University.
- 2.2. Evaluate and approve courses and educational programs with regards to their relevance and accountability.
- 2.3. Approves and registers minor curricular changes reported and passed by Department Council.
- 2.4. Formulate guidelines for evaluating the depth, contents and credit hours allocation of courses offered in various Academic Units of the University.
- 2.5. Oversees implementation of curriculum development and reviews. Coordinate implementation of curriculum development and reviews.
- 2.6. Reports to the University Senate on matters pertaining to students' academic performance and teaching standards within the University.
- 2.7. Consider faculty/school/Academic Commission (SC/AC) decisions on certain deviations from the established academic standards legislated by the Senate where peculiar hardships and unique reasons exist.
- 2.8. Recommends to the Senate on the degrees, diplomas and certificates of proficiency to be granted by the University.
- 2.9. Approves course equivalence, waivers, and exemptions presented by concerned academic units.
- 2.10. Evaluate and recommend changes on make-up exam rules, academic achievements of students repeating courses and issuance of credentials.
- 2.11. Determine its own rules of procedures within the framework of the University Legislation.

- 2.12. Undertake periodic supervision on quality of teaching environment, teaching aid, quality of exams, student teachers ratio, optimal class size, staff profile compositions, staff load etc. and prepare report thereof.
- 2.13. Prepares quality assurance criteria and standards, and audits efficiency thereof.
- 2.14. Advise and provide guidelines on administering examinations.
- 2.15. Give guidelines on the grading policies of the various academic units.
- 2.16. Perform any other duties given to it by the Senate.

Article 20. The Admissions and Placement Committee

1 Membership

The Admission and Placement Committee (APC) shall have the following members

AAD	Chairperson
Students' Basic Service Head	Member
Senate-elected Heads of Academic Units	Members
The University Registrar	Member & Secretary

2. Duties and Responsibilities

The APC shall:

- 2.1. prepare, update and recommend criteria and procedures on overall admission and placement of students.
- 2.2. oversee the implementation of admissions and placement of students of various categories.
- 2.3. determine regular, private and/or advanced standing admissions to available places in the regular and Continuing and Distance Education Programs of the University on the basis of the guidelines of the Ministry of Education and:
 - a) the University Entrance Examination, or;
 - b) special admission requirements established by Academic Commissions of Faculties of the University (considering gender, disability, being educationally disfavoured, etc.).The prior knowledge and approval by the APC is necessary before these special admission requirements are implemented, especially if these criteria are different from the ones approved by the Senate when the program was first launched, or

- c) secondary and post-secondary education pursued elsewhere. All such credentials, however, must be evaluated by the Faculty to which a student is applying.
- 2.4. seek and act upon the advice of the ASQAC on certificates that do not fall into any one of the above categories;
- 2.5. propose to the Senate areas of study and investigation related to Admissions and Placement;
- 2.6. determine its own rules of procedures within the framework of the University Senate Legislation;
- 2.7. perform any other related duties as may be required.

Article 21. The Research and Community Service Committee

1. Membership

The Research and Community Service Committee (RCSC) shall have the following members:

VPRCS	Chairperson
Students' Basic Service Head	Members
Senate-elected Heads of Academic Units	Members
Two senior researchers designated by the Senate	Members
Research and Community Service Director	Member & Secretary

2. Duties and Responsibilities

- 2.1. Formulate policies and strategies that foster research undertakings in line with national research priorities and for the development of science and technology. The Committee may involve concerned faculties or resource persons in these processes.
- 2.2. Formulate guidelines for implementation of research policies and strategies of the University;
- 2.3. Oversee coordination of research undertakings of the University in collaboration with the Research Coordinating Offices of the different colleges, faculties, institutes, etc.
- 2.4. Assist each Academic Unit in its efforts to solicit fund for research and extension from sources in Ethiopia or abroad.
- 2.5. Establishes ethical clearance committee and follow up the duties of the committee thereof.

- 2.6. Establishes policies and procedures for visiting research scholars from other universities who seek formal association and collaboration with and sponsorship by an Academic Unit.
- 2.7. Establishes policies and allocates funds, for research & development and preparation of text books or reference books or books.
- 2.8. Establish and provide guidelines for ad hoc technical committees which screen specific or area specialized projects when deemed necessary.
- 2.9. Suggest feasible options, including incentive mechanisms, of encouraging academic staff members to undertake research, extension and teaching material preparation activities.
- 2.10. Review and recommend to the Senate the creation and termination of research stations.
- 2.11. Ensure that certain minimum standards are maintained by all publications of the University;
- 2.12. Establish the list of reputable journals in various disciplines and make them available for use in promotion requests.
- 2.13. Monitors and evaluates the research & development activities of the University.
- 2.14. Determine its own rules of procedures within the framework of the University Senate Legislation.
- 2.15. Perform any other duties as may be required.

Article 22. The Academic Staff Affairs Committee

1. Membership

The Academic Staff Affairs Committee (ASAC) shall have the following members:

The VPAA	Chairperson
VPRCS	Member
The VPAD	Member
Senate-elected Heads of Academic Units	Members
Two Staff representative of the Senate	Member
Legal Affairs Office Head	Member
Gender, HIV/AIDS & Special Need Affairs Head	Member

2. Duties and Responsibilities

- 2.1. Follow up and check that staff recruitments are implemented as per the rules and regulations of the University.
- 2.2. Report to the University Senate on matters relating to the general welfare of the academic staff.
- 2.3. Develops guidelines and advise the Senate on Honorary Degree for those scholars contributing to the University, in particular, and also the country at large.
- 2.4. Scrutinize promotions of all Academic Staff, according to the general procedures in the Statute on academic rank, salaries and promotions.
- 2.5. Assess the overall academic manpower requirements of the University.
- 2.6. Handle selection of candidates for contested training/research opportunities.
- 2.7. Initiate institutional policies, procedures and programs with respect to staff development and scholarship that assist the academic staff to meet the institutional needs.
- 2.8. Recommend the optimal staff size and composition in terms of academic rank and qualification required by various units of the University.
- 2.9. Approves the number of the University staff going for further studies and for sabbatical/research leaves.
- 2.10. Follow up the progresses of staff going for further studies and for sabbatical/research leaves.
- 2.11. Develops and update guidelines on administration of scholarships.
- 2.12. Approves extension of all sorts of leaves when necessary.
- 2.13. Formulates policies and strategies concerning the welfare of the academic staff.
- 2.14. Encourage the academic staff to participate in the University and community affairs.
- 2.15. Design strategies to improve staff services and promote extra-curricular activities and follow up the implementations thereof.
- 2.16. Devises mechanisms for promoting accountability and positive attitudes towards professional development.
- 2.17. Fosters the development of healthy relationship among staffs and the University community at large.

- 2.18. Oversees the proper implementation of the rules, regulations and other provisions pertaining to rights and benefits of the academic staff.
- 2.19. Assists and facilitates the establishment of the teachers association.
- 2.20. Proposes relevant incentive mechanisms for the academic staff.
- 2.21. Determines rules of procedures within the framework of the University senate legislation.
- 2.22. Performs any other related duties as deemed necessary.

Article 23. The Student Affairs Committee

1. Membership

The Student Affairs Committee (SAC) shall have the following members:

VPAD	Chairperson
One representative of students (from each campus if more)	Members
Gender, HIV/AIDS & Special Need Affairs Head	Member
<i>Guidance and Counselling Officer</i>	Member
Students' Basic Services Director	Member & Secretary

2. Duties and Responsibilities

- 2.1. Formulates ways of improving student services and promoting extracurricular activities.
- 2.2. Assists and facilitate in developing guidelines for the establishment and management of student organizations;
- 2.3. Encourage students' participation in the University and/or community affairs.
- 2.4. Devise mechanisms for promoting positive attitude among students towards their professional obligations.
- 2.5. Fosters the development of healthy relationships among students and between students and the University community
- 2.6. Assist Departments, faculties, schools and institutes in developing student disciplinary rules and regulations;
- 2.7. Develops guidelines on student loan and financial services;
- 2.8. Determine its own rules of procedures
- 2.9. Perform any other duties as may be required.

Article 24: Managing Council

1. Without prejudice to the power of the president to include other pertinent officers, the president, the vice presidents, and the officer in charge of institution-wide student affairs shall constitute the core members of the managing council; and the president shall chair the managing council.
2. 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.
3. The managing council shall meet regularly at least twice a month on a regular day and time that shall be determined by the president.
4. The managing council shall hold and conduct its sessions with a majority of its core members present.
5. Minutes of sessions of the managing council shall be taken by a secretary designated by the president.
6. 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.
7. 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.

Article 25: University Council

1. The president shall chair the University council, and its members shall consist of the core members of the managing council, all heads, Directorates, members of the Senate Standing Committee, the chief librarian, the registrar, other key academic officers, service 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.
2. The University council shall advise the president by expressing its views on institutional proposals regarding plans, budget, organizational structures, academic programs,

agreements of cooperation, and on division, merger, change of name and closure of academic units as well as on performance.

3. The University council shall meet at least once every six months on the day and time that shall be fixed by the president.
4. Attendance of the 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.
5. 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.
6. The secretary of the managing council shall also serve as the non-voting and non-consultative secretary of the University council.
7. No member of the University council other than the president or a person nominated by the president shall serve as its official spokesperson.
8. Without prejudice to the provisions of this Article, the University council may adopt its own rules of procedures.

CHAPTER THREE: ACADEMIC AND TECHNICAL HUMAN RESOURCES POLICY

Article 26: Planning

Every institution shall prepare academic and technical support staff development plan based on:

- Higher education staff development and enrolment plan,
- Existing staff profile and load,
- Existing programs and future expansion,
- Student staff ratio, and
- Nature of academic programs and their mix

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 also be submitted to the Academic Staff Affairs Committee (ASAC) of the Senate for its endorsement.

Article 27: Academic Ranks

University Academic ranks and general qualifications for these ranks are fixed by this Policy.

1. The University uses the following hierarchy of academic staff in the ascending order:

1.1. Teaching Staff

- a) Graduate Assistant I
- b) Graduate Assistant II
- c) Assistant Lecturer
- d) Lecturer
- e) Assistant Professor
- f) Associate Professor
- g) Professor

1.2. The rank of Research staff shall be as in 1.1 (a-g) above.

1.3. Adjunct staff and honorary staff may be considered as academic staff.

2. The University uses the following hierarchy of academic and technical support staff in the ascending order:

2.1. 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

2.2. 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

3. 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.
4. 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.
5. 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.
6. 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.

7. 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.

Article 28: Appointment and Promotion Requirements for Teaching Staff

1. Principles and Procedures for Promotion

1.1. General Provisions

The procedures for promotions shall be as follows:

- a) The staff member should initiate the promotion request by applying to the respective academic unit head.
 - b) The academic unit council/commission shall approve promotions up to the rank of lecturer based on the recommendations of academic unit council.
 - c) For promotion to the rank of Assistant Professor and above the endorsement of the AC shall be submitted to the VPAA for further handling.
- 1.2. 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.
- 1.3. For promotions to the rank of Assistant Professor and above, the AAD shall convene the ASAC of the Senate to evaluate and recommend to Senate the promotion in request.
- 1.4. The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval.

2. 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 AAD 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.

3. Effective Dates of Promotion

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

- a) promotion to the rank of Professor, when approved by the Board;
- b) promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate;
- c) promotion to the ranks of Lecturer and below, when approved by the Academic Unit Council.

3.2 The date of promotion for staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty holding the appropriate credentials.

4. Criteria for Promotions of Academic Staff

4.1. 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.

4.2. Length of Service with a given Rank

- 4.2.1. 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.
- 4.2.2. Academic staff member who have served in other accredited institutions 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.

- 4.2.3. 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.

4.3. Effective Teaching

- 4.3.1. 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.
- 4.3.2. 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.

Evaluation by students.....50%

Evaluation by Head of Academic Unit.....35%

Evaluation by colleagues.....15%

- 4.3.3. For fulfillment of the effective teaching criteria, the weighted average of the evaluation since the last promotion shall not be less than 75%.
- 4.3.4. 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%.

4.4. Requirements on the Number of Publications

- 4.4.1. 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.
- 4.4.2. The reputability of journals shall be determined by the academic unit and approved by the University's Research standing Committee.
- 4.4.3. 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.

- 4.4.4. Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. and others mentioned in sub-article 4.3 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.

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%

- 4.4.5. 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.

4.4.6. Publications arising out of Theses or Dissertations may be used for promotion provided that the author did not use the Thesis for rank adjustment.

4.4.7. 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 in the Theses or Dissertations and is published by the staff member after the last promotion. Articles published in reputable journal must be presented for promotion request and letter of acceptance shall not be entertained.

4.4.8. 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

For the sake of clarification, attempt is made below to define the most essential characteristics of each of the above items.

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 Community Service Committee.

The following shall constitute the criteria on which the reputability of journal is determined:

- i. The professional reputation and competence of the editor(s), the advisory board and editorial staff;
- ii. Sound editorial policy regarding selection and evaluation of articles submitted for publication;

- iii. Seriousness of the journal as judged by such factors as its regularity and continuity, and its maintenance of standard; and
- iv. The backing and respect given on the journal by relevant professionals and/or their association(s).
- v. Indexed journal.
- vi. Impact factor – Reflecting the average number of citations to articles published in science and social science journals.
- vii. Reputability of Journals published by a University shall be approved by the Senate of the respective university.

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 favourably assessed by both internal (one) and external (two) evaluators.

4.5. Participation in the Affairs of the University and Professional Activities

- 4.5.1. 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 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:

Assistant Lecturer and below

Academic administration	30%
Work in committees	60%
Professional activities	10%

Lecturer

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

Assistant Professor and above

Academic administration	60%
Work in committees	20%
Professional activities	20%

4.5.2. 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. 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.

4.6. **Community Service**

The following may constitute activities of community service:

- participation in local, regional and national committees whenever called upon and other non-religious services relevant to the community;
- conducting press, radio and/or TV programs for public education and outreach; and
- 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.

5. 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.

5.1. For promotion to the rank of Assistant Lecturer and below:

a) Effective teaching.....	60%
b) Participation in University affairs etc.	40%

5.2. For promotion to the rank of lecturer

- 3.1. Effective teaching50%
- 3.2. Publication (authorship or co-authorship of an article in a
reputable journal)30%
- 3.3. Participation in University affairs.....20%

5.3. For promotion to the ranks of Assistant and Associate Professor the following weights shall apply:

- a) Effective teaching..... 40
- b) Publications35%
- c) Participation in University affairs..... 15%
- d) Professional and related public services..... 10%
- Total100%

5.4. For promotion to the rank of Professor the following weights shall apply:

- a) Effective teaching35%
- b) Publications40%
- c) Participation in University affairs15%
- d) Professional and related public service.....10%
- Total100%

Apart from the fulfilment 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.

6. 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:

- 6.1. 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.

- 6.2. 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 29: 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 three (3) additional points 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 AAD.

1. Graduate Assistant

- 1.1 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. However, minimum CGPA of 2.5 and above may be considered under special circumstances justified by an academic unit and approved by the AAD.
- 1.2 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.
- 1.3 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.
- 1.4 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 member.
- 1.5 A graduate Assistant may be given the following duties:

- a. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
- b. 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.
- c. 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.
- d. Assist in research activities under the supervision of senior staff members.

1. Graduate Assistant I

Appointment

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

2. Graduate Assistant II

Promotion

One year of effective performance as Graduate Assistant I;

OR

Appointment

A candidate with the qualification of a Bachelor's degree in a four-year program.

3. Assistant Lecturer

Promotion

One year of effective service as a Graduate Assistant II;

OR

Appointment

A candidate with the qualification of a Bachelor's degree in a five-year program

4. Lecturer

Appointment

Normally a candidate with the qualification of a Masters degree and with at least CGPA of 2.5 during BA/BSc studies.

OR

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

5. Assistant Professor

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

Promotion

5.1

1. The qualification of a Masters degree or MD or DVM degree without specialty certificate or equivalent;

AND

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

AND

- c) 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

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

AND

- e) Active participation in the affairs of the University and the community

OR

5.2

- a) the qualification of a bachelors degree or equivalent;

AND

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

AND

- c) 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

- d) Active participation in the affairs of the University and the community.

6. Associate Professor

- 6.1 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

- 6.2 Four years of effective teaching as an Assistant Professor;

AND

- 6.3 Publications as provided hereunder;

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

OR

- b) one textbook or book based on original research;

OR

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

OR

- d) 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

- 6.4 Active participation in the affairs of the University;

AND

- 6.5 Public service.

7. Professor

7.1 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

7.2 Four years of effective teaching as an Associate Professor;

AND

7.3 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:

a) Four articles in reputable journal(s) out of which, at least, one publication as first author.

OR

b) A textbook and two articles in a reputable journal;

OR

c) A book based on original research in one's area of specialization and one article in a reputable journal.

OR

d) 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

7.4 Active participation in the affairs of the University;

AND

7.5 Public service

Additional Criteria for the rank of Professorship:

- Average 3.25 of both external and internal evaluation would be considered for promotion
- 75% of the publications shall unambiguously focus on the field of specialty the remaining 25% contribution can be related field in the profession.
- A teaching material shall not be considered for promotion to professorship rank.

- 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.
- The external evaluators of the article or textbook or technology should have a Professor academic rank in the field of specialization.

8. Professor Emeritus

Professors or associate professors who meet the requirements of article 42 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 30: Promotion of Research Staff

1. Promotions pertaining to research staff shall follow the same roots as in the teaching staff as stipulated in article 29 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.
2. 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.
3. 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 31: Joint Appointment

1. 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.

2. 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.
3. 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.
4. 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 32: Honorary Academic Staff Appointment

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.

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.

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.

4. Procedure

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:

- a) Honorary Lecturer
- b) Honorary Assistant professor
- c) Honorary Associate Professor
- d) Honorary Professor
- e) Professor Emeritus

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.

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:

- a) the duties and responsibilities of the proposed appointee;
- b) 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;
- c) the benefits that will flow through to the department from the appointment; and
- d) in case of reappointment, how the university has realized the expected benefits from the previous appointment.

5. Offer of Appointment

After the honorary appointment has been approved, AAD 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.

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.

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.

8. Conditions of Appointment

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

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.

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 33: Criteria for Appointment and Promotion of Professional Librarians

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 AAD. However, such CGPA should not be less than 2.50.

2. Assistant Librarian IV

- a) B.A., B.Sc. or the equivalent;
- AND
- b) One year of effective experience as an Assistant Librarian V.

3. Assistant Librarian III

- 3.1 a) B.A., B.Sc. or the equivalent;
- AND
- b) Two years of effective experience in a library after the bachelor's degree;
- OR
- 3.2 The degree of Masters of Library and Information Science or its equivalent.

4. Assistant Librarian II

- 4.1. 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
- 4.2 a) The degree of Master of Library and Information Science or its equivalent;
- AND
- b) Two years of effective experience in library as an Assistant librarian III.

5. Assistant Librarian I

- 5.1. 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

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

AND

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

AND

- c) Effective performance in any relevant teaching assignment.

OR

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

6. Associate Librarian

- 6.1 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

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

AND

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

AND

- c) 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

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

7. Librarian

- 7.1 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

- 7.2 a) PhD in Library Science or its equivalent;

AND

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

AND

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

AND

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

OR

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

AND

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

Article 34: Criteria for Recruitment and Promotion of Technical Assistants

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

1. Technical Assistant

1.1 Technical Assistant I

Appointment

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

1.2 Technical Assistant II

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

Promotion

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

AND

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

AND

- c) Active and effective service in the University.

1.3 Technical Assistant III

Promotion

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

AND

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

AND

- c) Active and effective service in the University.

1. Senior Technical Assistant

1.1 Senior Technical Assistant I

Appointment

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

Promotion

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

AND

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

AND

- b) Active and effective service in the University.

1.2 Senior Technical Assistant II

Promotion

Senior Technical Assistant I with two years of effective experience

AND

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

AND

- c) Active and effective service in the University.

1.3 Senior Technical Assistant III

Promotion

Senior Technical Assistant II with two years of effective experience

AND

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

AND

- d) Active and effective service in the University.

2 Chief Technical Assistant

2.1 Chief Technical Assistant I

Appointment

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

Promotion

- a) Senior Technical Assistant III with two years effective service

AND

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

AND

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

2.2 Chief Technical Assistant II

Promotion

- 1. Chief Technical Assistant I with two years effective service

AND

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

AND

- 3. Active and effective service in the service

OR

- b) Senior Technical Assistant III with three years effective service

AND

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

AND

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

2.3 Chief Technical Assistant III

Promotion

- 4. Chief Technical Assistant II with two years effective service

AND

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

AND

- 6. Active and effective service in the service

OR

- e) Chief Technical Assistant I with three years effective service

AND

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

AND

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

Article 35: Duties and Responsibilities of Academic Staff

- 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.
- 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.
- 3. Without limitation to the generality of the provisions of sub-article 1 of this Article, a member of the Academic Staff at the University shall:

- 3.1. uphold the objective of higher education and the guiding principles applicable to the institution;
- 3.2. prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
- 3.3. treat and interact with students and other members of the institutions community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid off oneself from injuries bias and prejudice, iniquitous and discriminatory practices;
- 3.4. participate and play due role in curriculum development, review, enhancement and/or enrichment;
- 3.5. respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;
- 3.6. 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;
- 3.7. 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;
- 3.8. 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.
- 3.9. give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University;
- 3.10. educate, examine, and evaluate students;
- 3.11. conduct problem solving research that contributes to the advancement of knowledge or has direct impact on community development;
- 3.12. participate in University Affairs as required;
- 3.13. participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University;
- 3.14. render services to the University as full-time employment;

- 3.15. consult and advice students;
- 3.16. accept teaching assignments in Continuing and Distance Education Programs;
- 3.17. submit exams and grade reports on time to the academic units;
- 3.18. use and properly handle all University properties;
- 3.19. accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;
- 3.20 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;
- 3.21. accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;
- 3.22. submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- 3. 23. be empathic to the solidarity of the University community;
- 3.24. carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- 3.25 within the resources available, endeavour to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;
- 3.26 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;
- 3.27 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 AAD;
- 3.28 not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

Article 36: Rights of the Academic Staff

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

1. exercise academic freedom consistent with the university's mission;
2. 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;
3. be entitled to enjoy institutional mission bound and informed academic freedom;
4. be entitled to further education and or training for professional development and subject to internal rules and regulations of the University;
5. be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
6. enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;
7. 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;
8. be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
9. 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;
10. 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;
11. elect and be elected where election of academic and/or by academic staff shall be necessary or is the norm;
12. receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.

Article 37: 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 38: 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 39: Teaching and Research Load

1. Measurement Unit for Teaching Load

- 1.1. 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.
- 1.2. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS. Therefore, for such courses:

$$\begin{aligned}\text{Credit Point (CP) in ECTS} &= \text{Conventional Credit Hours (Cr. Hr)} \\ &= \text{Lecture contact hours.}\end{aligned}$$

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

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

Where a= lecture hours in ECTS, b= tutorial hours in ECTS

- 1.4. A course that has lecture, tutorial and laboratory/practice hours in ECTS 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 ECTS. Therefore:

Credit Hours (Cr. Hr) in conventional system = $a + [(b \cdot 2/3) + (c \cdot 2/3)]$

Where c= laboratory/practical hours in ECTS

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

1.5. 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:

- 1.5.1. One undergraduate course credit = 1.0 LEH
- 1.5.2. One graduate course credit = 1.5 LEH
- 1.5.3. One hour Lab/Practical/ or Tutorial session.....=0.33 LEH
- 1.5.4. One undergraduate student senior Project/essay advising =0. 20 LEH
- 1.5.5. Undergraduate senior Project/essay group advising.....= 0.33 LEH*
- 1.5.6. One PhD student Dissertation advising= 2.0 LEH*
- 1.5.7. One PhD student Dissertation Co-advising= 1.5 LEH*
- 1.5.8. One Master's Thesis advising= 1.5 LEH*
- 1.5.9. Co-advisory for one Master's Thesis.....= 1.0 LEH
- 1.5.10. Advising one medicine or veterinary student.....=0.5 LEH

2. Class Sizes per Section

- 2.1 Lecture for undergraduate program except for Language.....80 students
- 2.2 Language courses40-60 students
- 2.3 Lab/Field sessions.....30 - 40 students
- 2.4 Tutorial and seminar classes except for language courses.....40-60 students
- 2.5 For clinical attachment 15 students
- 2.6 Lecture for graduate program..... 25 students

Note:

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.

* Such teaching load can only be considered for duration of essay or thesis advising.

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.

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.

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, 12 LEHs 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..

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.

3. Teaching Load

A full teaching load in the regular program for the different categories of Academic Staff is recommended to be as follows:

3.1 Full-time Academic Staff	12 LEHs
3.2 University Approved Project Coordinators/equivalent.....	9 LEHs
3.3 Department Heads/Coordinators at Academic unit level/or equivalent...	6 LEHs
3.4 Deans, Directors and Coordinators at university level/equivalent	5 LEHs
3.5 Campus heads /equivalent.....	4 LEHs
3.6 Research staff	3 LEHs
3.7 The Vice-Presidents may be required to teach maximum load	3 LEHs.
3.8 President.....	0 LEHs

Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses. Regardless of the number of sections a course is offered, the course load of each section will be equal to the LEH in a regular program.

4. Maximum Teaching Load

In order not to overload Academic Staff to the detriment of the quality of instruction, the total full teaching load in the University, in both the regular and continuing education program, shall not be more than **two courses** or six LEHs.

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 AAD or designate.

4.1. Overload in Teaching Assignments

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 3 of this Article for the regular program may be compensated in one of the following two ways:

a) Proportional reduction in teaching load in the succeeding semester;

OR

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

4.2. Reporting Teaching Load

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 AAD 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.

5. 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. The duration of every research project shall be determined by the appropriate office of the university.

Article 40: Leaves

1. Study Leave

- 1.1. 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.
- 1.2. 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 can be granted a study leave in a shorter time frame. Such special circumstances include the following:
 - 1.2.1. 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.
 - 1.2.2. The condition in 1.2.1 above is in line with the staff development plan of the University and approved by ASAC.
- 1.3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave.
- 1.4. 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. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or major Professor of the staff member in the University or College. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
- 1.5. 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 M.A./M.Sc/LL.M. 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 enrolment into a higher degree is not normally desired, extension may be granted upon the recommendation of the SC/DC and the approval of AAD.

- 1.6. 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.
- 1.7. 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.

2. Research Leave

- 2.1. 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.
- 2.2. 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.
- 2.3. 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 SC/DC on and decide on the application of the Academic Staff. The decision of the SC/DC shall be sent to the AAD. The AAD, in consultation with the SAC, 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.

- 2.4. Research leaves provided in this Article shall be granted with full pay and benefits.
- 2.5. Research leave may be extended without pay for a period not exceeding six months on the condition that:
 - a) The academic Unit confirms that such extension will not seriously impede its academic or research programs;
 - b) 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.

3. Sabbatical Leave

- 3.1. 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:
 - a) 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.
 - b) 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.

- c) 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.
 - d) 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.
- 3.2. 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.
- 3.3. The Head shall convene the SC/DC 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.
- 3.4. The decision of the SC/DC 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.
- 3.5. 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 SC/DC. The AAD, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.
- 3.6. 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.

- 3.7. 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.

4. Other Leaves

- 4.1 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.
- 4.2 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.
- 4.3 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:
- a) The teaching assignment of the Academic Staff can be covered by another staff;
 - b) The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
 - c) The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;

- d) 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.
- e) Such leave of absence must be approved and endorsed by SC/DC, and any leave longer than one month at a time should be approved by the AAD.

4.4 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:

- a) 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.
- b) That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.
- c) 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.
- d) A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.

5. Accumulating Leaves

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

Article 41: Tenure

1. 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.
2. 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.
3. Professors or associate professors who meet the requirements of sub-article (1) of this Article may, upon retirement, be given the rank and status of professor emeritus or associate professor emeritus.

4. 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:
- a) the staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;
 - b) the institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;
 - c) the staff has freely consented to extension of the retirement age.

Article 42: Criteria for Awarding Tenure

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

- 1. 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
- 2. demonstrates a desire to continue to serve the University as a staff member for an indefinite period;

AND

- 3. has demonstrated throughout their professional career:
 - 3.1. scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and
 - 3.2. 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 43: Procedure for Awarding Tenure

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

Article 44: 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 45: Academic Freedom

1. 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.
2. However, the academic freedom recognized under sub-article 1 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.
3. 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 SC/DC and approval of the RDD.

Article 46: 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 47: Working for Other Institutions or Private Interest

1. 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 AAD, assigns duties for other institutions.
2. No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.

3. 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.
4. 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.

Article 48: Breaches of Duty and Disciplinary Regulations

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.

- 1.1. Unpunctuality to any of duties/responsibilities to be discharged in the University;
- 1.2. Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- 1.3. Inappropriate wordings and annoying intonation in speeches;
- 1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- 1.5. Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- 1.6. Negligence of responsibilities and duties;
- 1.7. Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar).

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.

- 2.1. Willful refusal to perform assigned teaching and/or research function or assignments of the University or school/department committee;

- 2.2. Willful failure to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 44 of this Legislation;
- 2.3. 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;
- 2.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 2.5. Continuation of a willful course of conduct, despite warning by Head of academic unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- 2.6. 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;
- 2.7. Favouritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes.

Article 49: 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.

1. Measures to be taken for Minor disciplinary breaches:
 - a) Oral warning
 - b) Written warning
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 50: Disciplinary Action by a Head of the Academic Unit

A head of academic unit may take measures specified under a & b in both measures stipulated in Article 49 above. Any sanctions beyond these shall be referred to VPAA. An academic staff dissatisfied with the action taken by the head of the academic unit can appeal to the VPAA, whereas appeal against VPAA's decision shall be submitted to the President, within two weeks time.

Article 51: Academic Staff Disciplinary Committee (ASDC)

1. 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.
2. When there are cross-cutting disciplinary that cannot be seen by the college/institute level ASSC/DC, or in events that the VPAA finds it necessary to scrutinize the findings of ASSC/DC, the VPAA/President shall set up an ad-hoc disciplinary committee. The composition of the committee is at the discretion of the VPAA. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
3. The ASSC/DC 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 campus from among the full-time staff members for a period of two years.
4. The ASSC/DC 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 sub-article 6 hereof.

5. The university shall establish rules of procedures for ASSC/DC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.
6. An initiation of disciplinary proceedings 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.
7. Proceedings before the ASSC/DC may be initiated by:
 - a) 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;
 - b) 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.
8. The findings of the ASSC/DC and the recommendations of the sanctions to be applied thereon shall be submitted to VPAA.
9. The VPAA, upon the recommendation of the ASSC/DC, shall take the sanctions under Article 49 c-e.
10. An Academic Staff member dissatisfied with the findings and recommendations of the ASSC/DC and action taken by VPAA may appeal in writing to the president for reconsideration within a week time. The decision of the President shall be final.

CHAPTER FOUR: PROGRAM DEVELOPMENT AND REVIEW

Article 52: Procedures for Program Development and Review

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.

2. Drafting the curriculum involves the following detailed activities: -

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

i. 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.

ii. Quality Assurance

The quality of the program shall be audited in accordance with the guidelines set by Higher Education Relevance and Quality Agency (HERQA).

CHAPTER FIVE: ACADEMIC RULES AND REGULATIONS

Article 53: 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 54: Academic Calendar

1. 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 and Distance Education Program (CDEP), 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.
2. The Calendar for each year shall be prepared by the University Registrar in consultation with the AAD and approved by the Senate. The University Calendar, among other things, shall provide the following:
 - admission, readmission and registration; 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 Community Service Director, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defence dates, etc.

Article 55: General Provisions on Admissions to Undergraduate Programs

1. 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.
2. Admissions to all undergraduate Continuing and Distance Education Programs shall be processed through the Academic units, in consultation with the University Registrar, according to policies set for such admissions.
3. 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 SC/DC and endorsed by the admission and placement committee (APC).
4. Without prejudice to other provisions of this Article and this legislation and other applicable laws, every institution shall admit:
 - a) for undergraduate studies, technical and vocational education and training graduates with pertinent qualifications and who satisfy entrance qualifications assessment set by the Ministry;
 - b) 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 56: Admission Requirements

1. Regular Admission

As per the criteria set by ministry of education

2. Special Admission

1. 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.
2. 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).
3. Private applicants who fulfil 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.
4. Under no circumstances private admissions to a regular program may exceed 5% of the total students admitted in such a program.
5. 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 57: Admission Requirements for Continuing and Distance Education Program

1. Admission to all full time and part-time studies for Continuing and Distance Education Program (CDEP) 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.
2. The criteria for admission set for full-time regular degree programs are the criteria to be employed for admission into similar programs in the CDEP with some justified deviations.
3. 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.
4. 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 58: Choice of Program of Study

1. 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.
2. 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 challenges 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.
3. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APC.
4. 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.
5. 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.
6. Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
7. 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.
8. 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.

9. 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.
10. The Academic unit ,through the University Registrar , shall report to the Senate all admissions and placement made in the University

Article 59: 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 60: Transfer of Students

1. Full-time Programs

- 1.1 A student may transfer from one program to another program within or across academic units under the following conditions.
 - (a) All transfers must be processed by the University Registrar before registration in the program.
 - (b) If the transfer is within the same academic unit, the Head of the academic unit involved, in consultation with the respective SC/DC, approves the transfer.
 - (c) If the transfer is between academic units within the same college, the college head in consultation with the respective academic units..
 - (d) 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.
 - (e) Students shall be responsible for all the consequences that such transfers may entail.
 - (f) Academic units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.
 - (g) In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.
- 1.2 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. In special circumstances transfer of students from other universities shall be decided by The University president. The transfer process shall be handled by the university Registrar and heads of academic units with the approval of the AAD. Detailed guidelines for such transfers shall be set by APC and approved by the Senate.

2. Continuing and Distance Education Program (CDEP)

Transfers from program to program or from one academic unit to another within CDEP shall be handled as per the provisions made for regular students.

Students in CDEP (evening, distance and Kiremt) may transfer to regular programs as private students upon approval by the concerned SC/DC and endorsed by APC provided they meet the conditions set forth below.

- 2.1. Transfer to the regular study program is to enable CDEP students to complete studies quicker and will not change their admission classification from CDEP to a regular program and does not entail waiver of tuition fee.
- 2.2. Applicants must have accumulated 75% of the total credits required for graduation.
- 2.3. 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.
- 2.4. Transfer shall take place within the same programs only.
- 2.5. 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 and CDEP office.
- 2.6. Applications shall be submitted and the transfer process should be completed before registration in the program.
- 2.7. 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 SC/DC and forward to the Registrar.

- 2.8. All transferred students shall pay all fees applicable to CDEP. 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 SC/DC.

Article 61: Academic Advisor/ Guidance and counseling

1. 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.
2. The Academic Advisor shall keep close track of the students assigned to him/her and is available for consultation and advice on request.
3. 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.
4. Students will also benefit from the guidance and counselling office if their problems are beyond the capacity of their advisors.
5. Whenever there is change of advisors there should be proper handover of students' record.

Article 62: General Provisions on Modular Courses

1. All courses are expected to be modular.
2. While more than one module can be offered in a semester, it is recommended not to stretch a single module to the next semester.
3. All modules offered by the University shall have leaders/chairs, be numbered and the system of numbering courses shall be provided by the Registrar as approved by the ASQAC of the Senate.

Article 63: General Education Courses

1. All students pursuing undergraduate degree programs, diploma or certificates in the University shall satisfy the general education requirements of this Article.

2. General education modular courses consist of courses selected for the purpose of:
 - 2.1. enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and
 - 2.2. developing sound awareness in students' physical and social environment in which they will live and work.
3. The number of general modular education 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 64: Elective Modular Courses

Each academic unit should provide its students with opportunities to take a certain number of such elective modules. The proportion of electives to be taken in the upper and lower divisions should be recommended by the SC/DC and approved by ASQAC.

Article 65: Phased-out Modular Courses

1. 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.
2. Students who have scored Fs in phased-out courses shall be required to remove their Fs by taking equivalent modular courses as determined by the SC/DC of academic unit in which they are enrolled.

Article 66: Semester Load for Regular Students

1. A minimum ECTS or credit hours for full-time regular students shall be 25 or 15 per semester, respectively. However, female students may drop one course per semester from their batch to be approved by Academic Council (AC). The maximum load shall not be exceeding 32 ECTS or 19 credit hours unless otherwise stated in the course catalogue/curriculum. A student who has justifiable reasons for deviation from the normal load has to secure a special permission, not exceeding 35 ECTS or 22, from the respective Academic Council (AC).

2. The maximum load for part time students is 16 ECTS or 9 credit hours.

Article 67: Semester Load for Continuing Education Students

1. The normal load in evening & weekend programs shall be 14 to 18 ECTS or 8 to 12 credit hours per semester unless otherwise prescribed in the course catalogue.
2. A student may be allowed to take up to 22 ECTS or 15 credit hours when:
 - a) the student secures a “first class status” as per European Credit Transfer System (ECTS) or CGPA of 2.5 and above upon completion of an equivalent course work corresponding to one academic year;
 - b) the student is at graduation year after passing all courses taken up to date.
3. The normal load for evening and weekend students in a Kiremt semester shall be 12 to 14 ECTS or 6 to 8 credit hours.
4. The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 ECTS or 13 to 15 credit hours.
5. 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.
6. 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 68: 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:

1. The duration of study for undergraduate degrees in regular programs shall be from three to six years.
2. The duration of study for undergraduate degrees in the Continuing and Distance Education Programs may be four to eight years depending on the program.

3. The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
4. The duration of study for undergraduate diplomas in the Continuing and Distance Education Program shall be two to four years. The maximum length of time students may stay actively enrolled or otherwise in such programs may not exceed five years plus the maximum duration of study for that particular program.
5. A student who fails to complete any studies within the maximum length of time permitted (sub-articles 1 to 4 of this Article) shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.

Article 69: Credit Requirements

1. A credit value is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/practical or tutorial work guided activity.
2. The minimum total credit points for three years bachelor program shall be 150 ECTS or 102 credit hours while the maximum is 180 ECTS or 114 credit hours.
3. The minimum total credit points for four years bachelor program shall be 200 ECTS or 136 credit hours while the maximum is 280 ECTS or 152 credit hours.
4. The minimum total credit points for five years bachelor program shall 250 ECTS or 170 credit hours while the maximum is 350 ECTS or 190 credit hours.
5. The minimum total credit points for six years bachelor program shall be 300 ECTS or 204 credit hours while the maximum is 420 ECTS or 228 credit hours.
6. 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 SC/DC.

Article 70: Undergraduate Grading System

The European credit accumulation and transfer system grading calculation shall be as follow:

Table 1 : ECTS Grading System

Raw Mark Interval	Interval of	Corresponding fixed	Corresponding
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[100 %]	Number Grade	Number grades	Letter grade
[95, 100]	=4	4.0	A ⁺
[90, 95)	$3.5 \leq X < 4.0$	3.7	A
[85, 90)	$3.0 \leq X < 3.5$	3.3	A ⁻
[83, 85)	$2.7 \leq X < 3.0$	3.0	B ⁺
[80, 83)	$2.5 \leq X < 2.7$	2.7	B
[78, 80)	$2.3 \leq X < 2.5$	2.5	B ⁻
[70, 78)	$2.0 \leq X < 2.3$	2.3	C ⁺
[60, 70)	$1.7 \leq X < 2.0$	2.0	C
[50, 60)	$1.3 \leq X < 1.7$	1.7	C ⁻
[40, 50)	$1.0 < X < 1.3$	1.3	D
[30, 40)	= 1.0	1.0	F _x
[0, 30)	0	0	F

1. Conversion from the number grade to the conventional letter grade shall be done as per the last column of Table 2. The Registrar office shall be responsible for this conversion.
2. 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 F_x shall take supplementary exam, whereas those who scored 'F' grade should repeat that course.
3. For any course having lecture, laboratory/practice and tutorial, raw mark evaluation should be treated independently from 100 %.
4. The final number grade is obtained based on the sum of the percentage of independent raw mark with its weight given for each course element.
5. Semester Average Number Grade is determined by dividing grade points earned in semester by the number of credit points in that semester.
6. 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.
7. 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.
 - a) To an "I" (incomplete) by the SC/DC in consultation with the instructor concerned for a student who, because of illness or extenuating or extraordinary circumstances, fails to complete the module/course.

OR

- b. To a “W” (withdrawn) by the Registrar for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester.

OR

- c) 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 sub-article 7a hereof or has not produced evidence justifying a failure to sit for the exam(s).
- 6. Neither “W” nor “DO” shall play any part in the computation of the semester grade point average.
 - 7. 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 SC/DC within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
 - 8. 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 (SGPA/SANG) whether or not there is a change in the grade.
 - 9. 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.
 - 10. 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 71: Conversion of ECTS to Conventional grading system

The University may adopt ECTS grading system and the converted grade shall be indicated in the student copy/transcript, the conversion to the conventional grading system can be accomplished as in table 2 below:

Table 2: Conversion ECTS to Conventional Letter Grade system

Raw Mark Interval-[100 %]	Interval of Number Grade	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description	Class Description	ECTS Conversion to the Conventional Grading System	Conventional Grade Points
[95,100]	=4	4.0	A ⁺	Excellent	First class with Great distinction	A ⁺	4.0
[90, 95)	3.5 ≤ X< 4.0	3.7	A			A	4.0
[85, 90)	3.0 ≤ X< 3.5	3.3	A ⁻			A ⁻	3.75
[80, 85)	2.7 ≤ X< 3.0	3.0	B ⁺	Very Good	First class with Distinction	B ⁺	3.5
[75, 80)	2.5 ≤ X< 2.7	2.7	B				
[70, 75)	2.3 ≤ X< 2.5	2.5	B ⁻	Good	First class	B	3.0
[65, 70)	2.0 ≤ X< 2.3	2.3	C ⁺		Satisfactory	Second Class	B ⁻
[58, 65)	1.7 ≤ X< 2.0	2.0	C	C ⁺			2.5
[50, 58)	1.3 ≤ X< 1.7	1.7	C ⁻	Pass		C	2.0
[40, 50)	1.0 < X< 1.3	1.3	D	Unsatisfactory	Unsatisfactory	C ⁻	1.75
[30, 40)	= 1.0	1.0	Fx	Fail	Fail	D	1.0
[0, 30)	0	0	F			F	0

Article 72: 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:

1. If a 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.
2. 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.
3. 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 2 of this Article, shall register during the regular registration periods to obtain credits through examinations only.
4. Registration to earn credits on the basis of examinations should be approved by the concerned SC/DC and AAD.
5. 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 73: Student Academic Achievements

1. At the end of each semester, the academic unit will examine the case of student who fails to achieve the required academic standard in line with the university legislation.
2. 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.
3. For Kiremt programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points/15 credit hours.
4. Grade report should be issued to applicants for semesters to which the status is determined by the SC/DC.
5. The academic status of part-time students is determined for a minimum of 25-30 ECTS points/15 credit hours, starting from the first admission date of the students.

Article 74: Academic Standing of Undergraduate Students

1. Modular Courses

- a) A first year student whose first semester SANG is >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.
- c) A student cannot register a course for more than three times in anyway. In case the student scores F after three times, article 50.5 will apply.
- d) If a student didn’t take supplementary examination having “Fx” within two weeks time due to unjustifiable reason, the “Fx” shall be converted into “F” for status determination.
- e) Any re-admitted student can repeat courses he/she scored “F”, ”D” and or “C”
- f) Any consecutive warning leads to Academic Dismissal.

A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows:

First Year Students

- A student who, at the end of the first semester, receives an SGPA of less than 1.50 shall be dismissed for academic reasons.
- A student, who, at the end of the first semester, scores a semester grade point average (SGPA) of 1.50 up to 1.74 both inclusive, shall be warned.
- If a student, who has been put on warning during the first semester, fails to maintain an SGPA of 1.75 or a CGPA 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.
- A student, who, at the end of the second semester, receives either an SGPA of less than 1.75 or a CGPA of less than 2.00 shall be warned.
- If student’s SGPA is less than 1.75 and his CGPA is less than 2.00 the student is subject to dismissal.

- If a student fails to achieve a SGPA of 1.00 at any semester is subject to dismissal.

Second and Higher Class Year Students

- A student, who fails to achieve either SGPA of at least 1.75 and/or a CGPA of at least 2.00 at any semester, shall be warned by his dean. However, a student who fails to achieve a SGPA of 1.00 at any semester is subject to dismissal.
- A student, who for a second consecutive semester scores either an SGPA of less than 1.75 or fails to maintain a CGPA 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

2. Discretionary probation

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.

- i. At the end of the semester, each academic unit, pursuant to procedures fixed by its SC/DC, 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 SC/DC that:
 - a) valid reasons exist to explain their low academic performance;
 - b) those causes for their academic deficiencies can be removed;
 - c) the students can attain the required academic standard during the same semester in which they have been put on probation.
- ii. An SC/DC of particular academic unit may attach certain conditions to grant a probation, which must be met if the students are to remain enrolled.

- iii. When students are placed on probation, their head of the academic unit will notify of their status and what is expected of them in their academic performances and what will be the consequences of the failure to meet these requirements in the future.
- iv. 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 CGPA of 2.00.

Article 75: Class Attendance

- 1. 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.
- 2. Except for extenuating circumstances, students are required to maintain a minimum of 80% attendance to earn credit in the given course. However:
 - 2.1 Some program may demand 100% attendance where such full attendance is academically indispensable; and
 - 2.2 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.
- 3. Departments or faculties demanding 100% attendance in a course or in a portion of a course should provide the list of such courses to the Registrar and notify the concerned students in advance.
- 4. 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.
 - 4.1 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.
 - 4.2 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 sixth week of the next enrolment in the program.

Article 76: Repeating, Adding and Dropping of Courses

1. A student who has obtained “F” 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.
2. A grade of a student for repeated exam shall be accepted as it is. The previous ‘F’ grade 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.
- 3 Adding and dropping of the courses shall be treated as per the University academic calendar.

CHAPTER SIX: ASSESSMENT AND EVALUATION

Article 77: General Provisions of Examinations

As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count for 50% of the total module/course mark. The remaining 50% shall be allotted for a final exam at the end of module/course. However, some discipline such as Medicine can set out their own general guidelines.

1. 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).
2. 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 outline/syllabus to be issued to students at the beginning of the course.
3. A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the academic units at the beginning of each module/course.
4. 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 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.
5. 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.
6. A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.

7. 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.
8. 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.
9. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the module/course team for review and endorsement.
10. Final grades for all module courses shall be reviewed and endorsed by module/course team.
11. 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. This document shall be prepared legibly with no alterations or erasures.
12. A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the academic unit.
13. 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.
14. When, for reasons beyond control, the provisions of sub-article 13 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.
15. 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 SC/DC for endorsement.

16. Students have the right to see their corrected exam papers.
17. Official grade report forms shall be prepared by the registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.
18. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
19. Grades shall officially be announced to students by the registrar.
20. Academic unit must make sure that instructors on leave have submitted the grades of students in their hand before departure.

Article 78: Periodic and Exit Examination

Students in the University shall sit for periodic/holistic and/or exit exams without prejudice to the continuous assessments:

1. 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.
2. Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program.
3. Exit exam, if any, should be identified with course title & code.
4. The grade point of exit exam should not be included in the computation of either semester or cumulative status of student.
5. 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.
6. Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
7. A student who failed the exit exam can repeat it twice but no special re-examination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he fails for the third time.

Article 79: Administration of Examinations

1. 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.
2. 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.
3. 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.
4. 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 80: Violations of Examination Regulations

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.
 - 1.1 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.
 - 1.2 Working on or being found in possession of exam papers other than one's own.
 - 1.3 Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted.

- 1.4 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.
 - 1.5 Sitting on an examination in a course for which one has not been registered.
 - 1.6 Taking an examination by proxy, i.e. through a secondary party.
 - 1.7 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.
 - 1.8 Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
 - 1.9 Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - 1.10 Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
2. 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.
- 2.1. 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.
 - 2.2. 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.
3. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student that his/her behaviour 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.).
4. 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.
 5. 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 behaviour will be reported. The invigilator shall collect all pieces of evidence on intent to cheat in preparation for reporting.
 6. 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.
 7. The Head of the academic unit shall present the case to the SC/DC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/DC 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.
 8. In the event that the SC/DC 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.
 9. 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.
 10. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the SC/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 SC/DC and approval by the AAD.
 11. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:

- 11.1. 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;
- 11.2. 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 AAD and the provisions sub-articles 10 & 11 of this Article shall apply.

Article 81: Remarking of Examinations

General Provisions for Remarking

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.

- 1.1 The student has the right to see the results of their examination papers.
- 1.2 The petition shall be formally submitted to the head of academic unit within the time frame set in the Academic Calendar.
- 1.3 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.
- 1.4 A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

Article 82: Re-marking Procedure

1. 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.
2. 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 83: Make-up Examinations

1. 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.
2. 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.
3. 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.
4. Where the SC/DC 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.
5. 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.
6. 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.
7. 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.

8. Notwithstanding sub-article 6 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 6 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.
9. 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 as in sub-Article 4 hereof.
10. 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 6 of this article.
11. Any "I" grade not removed within a year as per the provisions of this Article shall be converted to a "F" grade.

Article 84: Repeating Courses

1. 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 SC/DC shall recommend an equivalent course.
2. 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.
3. 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.

4. 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 85: Re-admissions

1. Without prejudice to the provisions of sub-article 2 and 3 of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.
2. Re-admission of students in good academic standing.
 - 2.1 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.
 - 2.2 Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
 - 2.3 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.
 - 2.4 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.
3. Re-admission of academically dismissed students.
 - 3.1 A student may be readmitted after dismissal provided all of the following are fulfilled:

- a. The dismissal was not due to acts of violation that resulted in his/her termination with the university;
- b. The student may apply for re-admission at least after one semester following withdrawal from the University except for CDEP 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.
- c. 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;
- d. 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.

3.2 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 CDEP as per the rules and regulations of CDEP program.

4. A cut-off SANG/SGPA and/or a CANG/CGPA for readmission of an academically dismissed student shall be as follows:
 - 4.1. A first year student, dismissed at the end of the first semester with a SANG of not less than 1.3 or SGPA of not less than 1.25 shall be readmitted.
 - 4.2. A first year student dismissed at the end of the second semester with a CANG of not less than 1.50 or CGPA of not less than 1.67 shall be readmitted.
 - 4.3. A second year and above student dismissed at any semester with a CANG of not less than 1.60 or CGPA of not less than 1.75 shall be readmitted.
 - 4.4. Any readmitted student may be allowed to repeat courses in which the student scored "<1.3 (D)" or "1 (F)" in both ECTS and conventional system grades with the approval of the student's academic advisor/Head of academic unit.

Article 86: Re-Examinations

1. Re-examinations shall be allowed for

- 1.1. 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
 - 1.2. A graduating student.
2. The following shall be the conditions under which re-examination is to be granted:
 - 2.1 The courses are those that the student had taken during the foregoing semesters of the program;
 - 2.2 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
 - 2.3 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,
 - a) 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.
 - b) any time during a study program
3. 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.
4. Re-examination Grade
The grade obtained for re-exam shall be recorded for the subject.
5. 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 SC/DC, 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 87: Small Academic Deficiencies at the Completion of a Study Program

1. Condition:

- 1.1. The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.
- 1.2. The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc.).
- 1.3. The SC/DC 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 fulfil the requirements for graduation.

2. A student who meets the above conditions (1.1 – 1.3) shall be allowed, as a privilege, the following:

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 ECTS) over two semesters.

Article 88: Waiver

Where peculiar hardship and unique reasons exist, the ASQAC may, at the request of the concerned SC/DC, permit a waiver of course requirements for a particular student. The SC/DC, 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 89: Graduation Requirement of Undergraduate Program

1. General Requirements for Graduation:- The following constitute Requirements for Graduation:
 - i. 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.
 - ii. A Cumulative Grade Point Average (CGPA) of 2.00 or CANG of 1.70 must be obtained;
 - iii. No "F" grade in any course/module taken for undergraduate program
 - iv. 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).
 - v. A student, who fails to graduate due to CGPA less than 2.00/CANG 1.70 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" 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).
 - vi. 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 90: Graduation with Distinction and Great Distinction

The following shall constitute the requirements for academic distinction upon graduation.

1. A student who, upon completion of the requirements for the baccalaureate degree, has a $CANG \geq 3.70$ or $CGPA \geq 3.75$ shall graduate with Great

Distinction. If the student has CANG between 3.00 and 3.69 or CGPA between 3.25 and 3.74 the student shall graduate with Distinction.

Article 90: The University Medal

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 SC/DC of each academic unit shall, each year, recommend to the Senate its outstanding student for the latter's approval.

CHAPTER SEVEN: ACADEMIC RULES AND REGULATIONS OF THE OLD CURRICULUM

Article 91: Short Definition

This Chapter is intended to be applied for students who are admitted in 2004 E.C and who started and continued their studies in the old/conventional curriculum (where the new curriculum is the Nationally Harmonized Curriculum). The addition of this chapter is aimed at adding those Articles in the old legislation which are partly or completely different from corresponding articles in this legislation (Chapters 5 & 6) and at the same time avoiding having two legislations of same chapters with the same idea being repeated. But articles which are thought to have similar ideas are included in the Chapters 5 & 6 of this legislation. Therefore, this chapter will be applied for only the first batch of the university even after their graduation.

Article 92: Academic Calendar

1. In its regular program, the University shall have a two-semester calendar of sixteen weeks of classes/or practical each, running from September to June.
2. The preparation for the calendar is as per Article 54 sub article 2 of this legislation.

Article 93: General Provisions on Admissions to Undergraduate Programs

1. Admissions to all regular undergraduate programs are processed through the Ministry of Education of the Federal Democratic Republic of Ethiopia until such time that the University establishes its own admissions policies and procedures.
2. Admissions to all undergraduate continuing education programs shall be processed through the University Registrar according to policies set for such admissions and in consultation with the CDEP Office.
3. Criteria for special admissions to individual programs shall be developed and recommended by faculty academic commissions and endorsed by the Senate Admissions and Placement Committee (APC).

Article 94: Admission Requirements

1. Regular Admission

The University shall admit, for undergraduate studies:

- 1.1 Students who have completed Ethiopian high school education and those who satisfy its entrance qualification assessments.
- 1.2 Applicants with foreign high school education that has equivalent level to the Ethiopian high school education, as determined by the Ministry of Education, and who satisfy entrance requirements.

2. Special Admission

- 2.1 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.
- 2.2 Degrees may be conferred by assessing students rigorously provided that the person has practically tested skills pertaining to the sought qualification. Special guideline shall be worked out by the APC.
- 2.3 A student who has fulfilled 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 ASQAC.
- 2.4 A student who has completed a minimum of one academic year of study in good academic standing in an undergraduate degree program of an accredited Ethiopian institution or in a foreign institution recognized by the ministry of education may also be admitted as private tuition paying student.
- 2.5 Under no circumstances private admissions to a regular program may exceed 10% of the total students admitted in such a program.
- 2.6 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 95: Admission Requirements for Continuing and Distance Education Program

5. Admission to all full time and part-time studies for Continuing and Distance Education Program (CDEP) evening and other programs are processed by the Registrar's office as per the rules and regulations developed by ASQAC and approved by the University Senate.

6. The criteria for admission set for full-time regular degree programs are the criteria to be employed for admission into similar programs in the CDEP with some justified deviations.
7. Special admission criteria developed by the Academic commission and approved by the ASQAC may be employed for special admissions of females, mature students and for upgrading programs.
8. The University employees and their dependents can apply and register in the evening and other special programs as per the rules and regulations set by the Senate.

Article 96: Private Admission

Private applicants who fulfill admission requirements and produce evidence of financial support to cover tuition fees and other expenses may apply for admission into the regular program. The Registrar's office shall set guidelines for such admissions which would be reviewed periodically and approved by the Senate.

Article 97: Advanced Standing Admission

1. A student may apply for advanced standing admission if he:
 - 1.1 has completed a minimum of one academic year of study in good academic standing in an Ethiopian institution of higher education or in a foreign institution recognized by the Ministry of Education or has a diploma in the same or related field he is applying for (if applying for admission into a degree program) from an institution of higher learning.
- AND
- 1.2 meets the special requirements of the faculty or department he is applying to. Such requirements must have already been approved by the various relevant bodies of the University and are communicated to the Registrar well ahead of the dates of application; and
2. A student admitted in accordance with the conditions set forth under the provisions of sub-article 1 of this Article may be exempted from courses of equivalent standard to the courses that he has already taken.

3. Without prejudice to the provisions of sub-articles 1 and 2 hereof, the Academic commission shall draw up programs of study for students admitted on advanced standing basis that will lead them to qualify for the degree sought.

Article 98: Choice of Program of Study

11. Students will be admitted into the department 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.
12. 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 unit and approved by the ASQAC.
13. Students shall fill out application forms indicating their choices of discipline, grade and other particulars for review by the APC.
14. 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.
15. Regular students sponsored by governmental institutions to fill specific vacancies shall be placed in the department that offers the desired program of study provided that they meet the minimum entrance requirement and they provide letters from the president of the regional government justifying the need for admission into the desired program. In any particular program, the number of students placed in this manner shall not exceed 10% of the total number of students placed in that program.
16. Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
17. 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.

18. The APC, through the Registrar, shall notify the relevant Deans about placement results and if departments or students have complaints on the results, these should be attended to within one week following the announcement.
19. An applicant who believes that there was an error in processing his placement application may report the case to the Registrar for review by the APC.
20. The academic unit, through the University Registrar, shall report to the Senate all admissions and placement made in the University.

Article 99: Major and Minor Fields of Study

2. In academic units that run bachelor degree programs with a major only the proportion of credits in the major area shall not be below 60% for graduation.
3. Bachelor degree programs, especially in teacher education, may provide students with opportunities for major and minor area of concentration. Major and minor combinations shall be worked out in ways that enable students to acquire acceptable levels of specialization in both disciplines.
4. In degree programs that offer Major-minor opportunities, the minimum total credit hour requirement for a major shall be 40% and for a minor 20%. Subject to the approval of ASQAC of the Senate, courses taken from other departments but required for the major may be counted towards satisfying the major requirement. Where identical courses are required in major programs of two departments, they may be credited to more than one department, subject to the approval of the ASQAC of the Senate. Courses in a minor subject shall at least include those offered at the senior year level.

Article 100: Transfer of Students

1. Full-time Programs

- 1.3 A student may transfer from one program to another program within or across academic units under the following conditions:
 - (h) if the transfer is within the same faculty/school/department, the head of the faculty/school/department involved, in consultation with the respective Academic commission, approves the transfer.

- (i) if the transfer is between faculty/school/departments within the same college, the college head in consultation with the respective faculty/school/department and the VPAA approves the transfer.
 - (j) if the transfer is between schools/departments of the different colleges, the QAD and the University registrar. In consultation with the heads of the respective faculty/school/department, approves the transfer.
 - (k) any head of department, school, college, Registrar and QAD who decline the permission for transfer to or from a faculty/school/department shall advise the VPAA in writing of the reasons for refusal in order to help the latter in reviewing the decision in case of appeal;
- 1.4 Students shall be responsible for all the consequences that such transfers may entail.
- 1.5 Academic units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.
- 1.6 The transfer process shall be handled by the Registrar and academic units with the approval of the VPAA. Detailed guidelines for such transfers shall be set by the Senate. In special circumstances transfer of students from other universities shall be decided by The University president.

2. Continuing and Distance Education Division

Transfers from program to program or from faculty/department to faculty/department within CDEP shall be handled as per the provisions made in sub-article 1 of this Article. Students in CDEP (evening and kiremt) may transfer to regular programs as private students upon approval by the Academic commission and endorsed by APC provided they meet the conditions set forth below.

- 2.1. Transfer to the regular study program is to enable CDEP students to complete their studies quicker and may not change their admission classification from CDEP to a regular program and does not entail waiver of tuition fee.
- 2.2. Applicants must have accumulated 75% of the total credits required for graduation while in the evening or Kiremt Program.
- 2.3. Outstanding students with a minimum CGPA 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 competitive basis. However, such students may not exceed 2% of the total student enrolled in the batch of the program of study.

- 2.4. Transfer may take place within the same programs only. Changes of major and/or minor areas of study are not allowed.
- 2.5. Applicants who meet the requirements stated above should fill in forms prepared for this purpose by the Registrar and submit them to the regular academic department and to the CDEP.
- 2.6. Applications shall be submitted within a maximum of one week after the date of registration in the program and the transfer should be completed within the period of add and drop in the academic calendar.
- 2.7. Academic unit may accept or reject transfer requests on the basis of availability of space, facilities and on a competitive academic achievement. Such decisions shall be approved by the relevant Academic commission and forward to the registrar.
- 2.8. All transferred students shall pay all fees applicable to CDEP. Under exceptional conditions, students enrolled in evening or kiremt programs 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 Academic commission of the concerned faculty.

Article 101: General Provisions on Courses Offered by the University

4. All courses shall be semester courses with the exception of some Health Science and modularized Courses.
5. All courses offered by the University shall be numbered and the system of numbering courses shall be provided by the Registrar as approved by the ASQAC.

Article 102: General Education Courses

1. All students pursuing undergraduate degree or diploma programs in the University shall satisfy the general education requirements of this Article.
2. General education courses consist of courses selected for the purpose of:

- 2.1. enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and
- 2.2. developing sound awareness in students of the physical and social environment in which they will live and work; and
3. The number of general education courses should depend on the extent of coverage of such courses in the curricula of 10+2 secondary schools or in their foreign equivalents and the minimum requirements set in the curricula of each program.

Article 103: Elective Courses

Each academic unit should provide its students with opportunities to take a certain number of elective courses. The proportion of electives to be taken in the upper and lower divisions should be approved by faculty Academic Commission (AC) and by the ASQAC.

Article 104: Phased-out Courses

1. Students who have taken and passed phased-out general education courses in the University system are not required to take the equivalent new courses upon readmission into advanced levels.
2. Students who have scored F's in phased-out courses shall be required to remove their F's by taking equivalent courses as determined by the SD/DC of the Faculty in which they are enrolled.
3. When a course replaces two other courses with varying credits and,
 - 3.1. if an "F" grade is earned in each of such courses, the grade earned in the substitute course shall replace the "F" in both the previous courses; or
 - 3.2. if an "F" grade is earned in only one of the two courses, both grades go into his transcript but only the grade earned for the substitute course goes into the computation of his CGPA.

Article 105: Minimum and Maximum Semester Load

1. The minimum credit hours to be taken by a regular student shall be 15 and the maximum shall be 19. In some special cases the maximum, when approved by the Academic Commission, may be as high as 22 and not more than one additional course.

2. The minimum credit hours specified in sub-article 1 above shall not apply to part-time students that take courses in the regular program. The minimum load of such part-time students shall be 6 credit-hours.
3. The normal credit hours to be taken by a CDEP evening student shall be 9-12 and the normal credit hours to be taken by kiremt students shall be 10-13 for an eight-week kiremt program and 12-15 credit hours for a twelve-week kiremt program. In some special cases the maximum, when approved by the SD/DC, may be as high as 15 for evening students and, 15 and 17 for eight and twelve week kiremt students, respectively, and not more than one additional course in all cases.
4. In exceptional cases, where graduating students apply for registration out of the ranges given in sub-articles 1 to 3 of this Article, the Academic commission will make extraordinary decisions. However, such decisions will only be implemented upon the approval of the Senate.
5. A student in CDEP and/or regular program should earn a minimum of 15 credit hours for his academic status to be determined.

Article 106: Duration of Study and Validity of 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:

6. The duration of study for undergraduate degrees in regular programs shall be from three to six years.
7. The duration of study for undergraduate degrees in the continuing education programs may be four to seven years depending on the program.
8. The maximum length of time students may stay in such programs may not exceed twice the normal duration of study depending on the program.
9. The duration of study for undergraduate diplomas in the continuing education program shall be two to four years. The maximum length of time students may stay actively enrolled or otherwise in such programs may not exceed five years plus the maximum duration of study for that particular program.

10. A student who fails to complete his studies within the maximum length of time permitted (sub-articles 1 to 4 of this Article) shall be dismissed from that program.

Article 107: Credit Requirements

1. A credit is defined as a lecture or recitation of 50 minutes or two to three hours of supervised laboratory/practical work per week. For every hour of credit it is expected that the student shall spend a minimum of two hours per week of independent study or laboratory/practical work.
2. The minimum total credit hours for the three-year bachelor program shall be 102 credits while the maximum is 114.
3. The minimum total credit hours for the four-year bachelor program shall be 136 credits and the maximum 144.
4. The minimum and maximum total credits hours for five-year bachelor programs shall be 170 and 180, respectively.
5. The minimum and maximum total credits hours for five-and-a half years programs shall be 187 and 198, respectively.
6. The minimum and maximum total credit hours for a two-year diploma program shall be 68 and 76, respectively.
7. Any academic units wishing to deviate from the above stated maximum and minimum total credits should obtain the approval of the Senate.
8. The proportion of time to be given to lectures, laboratory/practical work, tutorials, exercises, etc., shall be determined by an academic unit offering the course and be clearly indicated in the curriculum.

Article 108: Earning Credits on the Basis of Examination

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

1. If a department 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.
2. Of the total number of credit hours required by a department/faculty for graduation, not more than 20% shall be taken through earning credits on the basis of examination.
3. If a student can present sufficient and convincing evidence to the Head of the Department in which he is enrolled showing that he has acquired the knowledge, insight or skills taught in any of the courses listed as per sub-article 2 of this Article, he shall register during the regular registration periods to obtain credits through examinations only.
4. Registration to earn credits on the basis of examinations should be approved by Academic commission and ASQAC.
5. 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 course(s) including all assessments.

Article 109: Student Academic Achievements

1. At the end of each semester, the department will examine the cases of student who fails to achieve the required academic standards in line with the guidelines fixed by the Legislation.
2. One semester in the regular program is equivalent to two semesters in the continuing education program. The academic status of continuing education student is, therefore, determined every other semester.
3. Grade report should be issued to applicants for semesters to which the status is determined by the Academic commission.

Article 110: Class Attendance

1. 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.

2. In situations where a student, because of reasons beyond his control, fails to attend all sessions, a minimum of 75% attendance shall be required if he is to earn credit in a given course. However:
 - 2.3 some faculties may demand 100% attendance where such full attendance is academically indispensable; and
 - 2.4 Departments may not allow the 25% non-attendance provision for certain portion of a course, such as laboratory or field experiences judged academically indispensable for the student.
3. Departments or faculties demanding 100% attendance in a course or in a portion of a course should provide the list of such courses to the Registrar and notify the concerned students in advance.
4. A student who has missed more than 25% attendance shall be given a grade of IA (Incomplete Attendance) and be required to provide acceptable reasons for his failure to attend classes.
 - 4.1 If a student's incomplete attendance is proven to have been for valid reasons, his registration for the course will be cancelled and he shall be permitted to retake the course.
 - 4.2 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 sixth week of his next enrolment in the program.

Article 111: The Undergraduate Grading System

1. Academic achievement in all the undergraduate programs of The University, with the exception of courses for which special dispensation is provided by the Senate, shall be graded on the letter system as follows:

<u>Grade</u>	<u>Description</u>
A	Excellent
B+	Very Good
B	Good
C+	Satisfactory

C	Fair
D+	Unsatisfactory
D	Poor
F	Failure

2. Grade points are related to grades earned for each course according to the following scheme:

a grade of “A” yields 4.00 grade points for each credit hour
a grade of “B+” yields 3.50 grade points for each credit hour
a grade of “B” yields 3.00 grade points for each credit hours
a grade of “C+” yields 2.50 grade points for each credit hour
a grade of “C” yields 2.00 grade points for each credit hour
a grade of “D+” yields 1.50 grade point for each credit hour
a grade of “D” yields 1.00 grade point for each credit hour
a grade of “F” yields 0.00 grade points for each credit hour

3. Semester grade point averages (SGPA) are determined by dividing grade points earned in a semester by the number of credit hours attempted in that semester. Cumulative grade point averages (CGPA) are determined by dividing the sum of grade points totally earned by the total number of credit hours taken.

4. In case 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 or another of the following.

- 4.1. To an “I” (incomplete) by the Academic commission in consultation with the instructor concerned for a student who, because of illness or of other reasons beyond his control, fails to complete the course.

OR

- 4.2. To a “W” (withdrawn) by the Dean/Registrar for a student who has formally withdrawn from the program within eight weeks (50% of the semester duration) after the beginning of the semester.

OR

- 4.3. To a “DO” (dropout) by the Dean/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 sub-article 4.2 hereof or has not produced evidence justifying his failure to sit for the exam(s).
5. Neither “W” nor “DO” shall play any part in the computation of the semester grade point average.
6. A student who obtains a “DO” for a course or courses shall be required to justify the reasons why he failed to comply with the withdrawal procedures set forth by The University to the appropriate academic commission within six weeks after the commencement of the subsequent semester. Failure to do so shall result in an automatic “F” grade.
7. The modalities of converting “I” grades to other grades shall be as per the procedures set forth under Article 90 of this Legislation.
8. If a student repeats a course in which he earned an “F” or a “D” grade, the initial credit hour and grade shall be ignored in calculating his grade point average whether or not there is a change in the grade.
9. 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 grade point average.
10. 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 letter grade.

Article 112: General Provisions of Examinations

As a matter of general principle continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every course. In cases where continuous assessment is not possible, at least any one of the continuous assessments mentioned above, a mid-term exam and a final examination are mandatory for every course.

21. 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.
22. The number, type and schedule of exams or tests in a course are determined by the instructor of the course but shall be stated on the course outline to be issued to students at the beginning of the course.
 23. A course outline, as a matter of routine, shall include information on the distribution of grade points among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the department at the beginning of each course.
 24. 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 course, shall be kept with the instructor. However, copies of the mid-term and final examinations along with their answer keys and marking schemes shall be deposited with the academic unit within three days following the administration of the exams.
 25. 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.
 26. A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and credit hours to one or more sections.
 27. Where common examination(s) have to be given for a course(s) taught by more than one instructor, the department 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 departments 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.
 28. Where common exams are given or, where a course is taught by more than one instructor, a marking scheme shall be worked out by a panel of instructors and a copy shall be submitted to the academic unit before the completion of marking.

29. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the Section/Department Examination Committee of the Section/Department for review and endorsement.
30. Final grades for all courses shall be reviewed and endorsed by departmental examination and grade approval committees.
31. Final grades shall be submitted by the instructor to the Registrar with a copy to the Department Head on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
32. A copy of grade report sheets and minutes of the grade approval committee for all courses shall be kept at the Department.
33. An official grade report form shall be filled out only by the instructor(s) who had taught the course, who had set or participated in the setting of the exam questions and who had marked the exam papers.
34. When, for reasons beyond control, the provisions of sub-article 13 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 Department Head.
35. In those cases where the department head had to designate someone other than the instructor who had taught the course to either set or mark the examination, he shall forthwith present the case to the department council for endorsement.
36. Students have the right to see their corrected exam papers.
37. Official grade report forms shall be prepared by the office of the Registrar and shall carry all the names, ID numbers of students who have been on the official class list for the course.
38. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
39. Grades shall officially be announced to students by the Office of Registrar and this may be done by posting the tear-off section of the grade report forms on official notice boards.
40. Academic unit must make sure that instructors on leave have submitted the grades of students in their hand before departure.

Article 113: Administration of Examinations

5. The number of candidates sitting for an examination in every exam hall shall be prepared in advance of the examination by the course instructor(s) and shall be handed over to the invigilators for purposes of checking attendance in the exam.
6. 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.
7. No student may be allowed to leave an exam hall within 60 minutes of the beginning of an examination or half of the time allotted for the particular exam and before signing the examination attendance sheet.
8. 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 him of the fact that certification from a medical doctor has to be obtained expeditiously to substantiate the claim of sickness or illness.
9. Upon conclusion of an examination the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose. The report shall be submitted to the Head of the Department that offers the course.

Article 114: Violations of Examination Regulations

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.
 - 1.11 Copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
 - 1.12 Working on or being found in possession of exam papers other than one's own.
 - 1.13 Exchanging information in the exam hall through oral, symbolic, written, and electronic or any other means where these are not specifically permitted.

- 1.14 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.
 - 1.15 Sitting on an examination in a course for which one has not been registered.
 - 1.16 Taking an examination by proxy, i.e. through a secondary party.
 - 1.17 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.
 - 1.18 Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
 - 1.19 Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - 1.20 Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
2. 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.
 - 2.1. 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 not specifically permitted.
 - 2.2. 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.
 3. An invigilator who apprehends a student in the act of cheating in an exam or exercise shall forthwith inform the student of the fact that his behavior will be reported. The invigilator shall also make as detailed and complete a note of the incident(s) as possible in preparation for this reporting. He 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.).

4. Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall allow the student to continue to work on the exam and report the case to the concerned department.
5. 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 his behavior will be reported. The invigilator shall collect all evidences on intent to cheat in preparation for his reporting.
6. All evidences on cheating or attempted cheating and reports in justification of decisions made by the chief invigilator on the spot shall forthwith be submitted to the Head of the Department in which the student is enrolled.
7. The Head of the Department shall present the case to the Department Council (SC/DC), which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/DC 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.
8. In the event that the SC/DC finds a clear case of cheating, it shall recommend to the instructor of the course that the student obtain zero points for that exam or work and such other disciplinary measures including suspension for at least one semester to the Dean.
9. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the exam or exercise on which cheating had occurred and not on the overall grade he would earn for the course. Thus, if a student obtains zero points on any exam, a term paper, etc. due to cheating or plagiarism that should not constitute the ground for a grade of "F" or for disqualification in the course as a whole.
10. Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the Department Head shall warn the student in writing and publicize the case within the campus.

11. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the Academic commission and he who commits such an offence for the third time while enrolled in a program shall be dismissed for good from the program. Dismissal shall be decided by the Academic Commission of the Faculty on the recommendation of the Dean and approval by the VPAA.
12. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:
 - 12.1 If all the students happen to have been enrolled in the course in which the incident has occurred they shall all be penalized in the same way and equally.
 - 12.2 If any one of the students happens not to have been enrolled in the course but happens to be a student of another year in the same faculty or in any other faculty of the University system, his case shall be referred directly to the Dean of the college or faculty in which he is a student and the provisions sub-articles 10 through 12 of this Article shall apply.

Article 115: Remarking of Examinations

1. General Provisions for Remarking

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

- 1.5 The student has the right to see the results of their examination papers.
- 1.6 The petition shall be formally submitted to the Department Head within the time frame set in the Academic Calendar.
- 1.7 A student is allowed to apply for re-marking for a maximum of two times during his entire stay in a program of study. The maximum number of courses that he 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 him 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.
- 1.8 A grade obtained in remarking shall be final even if it is lower than the one previously obtained.

2. Re-marking Procedure

Each Department 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 grade he has earned.

Upon receipt of the petition for remarking, the Head of Department 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.

If it is decided that a student's examination shall be re-marked, the Head Department shall:

- a) obtain all relevant exam papers and grade distribution scale employed by the instructor;
- b) obtain the answer sheets or papers written by the petitioning and other students in the section to which the student belongs.

The Head of Department 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 Department Head with a recommended grade.

The Head of Department shall then decide what grade to give to the student taking into consideration the grades given by the three academic staff members.

The Head of the Department submits the final result to the Dean in three copies. The Dean then:

- a) signs and sends the original to the office of the Registrar;
- b) signs and sends one copy to the Head of the Department concerned; and
- c) keeps one copy in the Faculty's file.

If, at the end of the remarking process, there is a 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 Dean shall take up the matter through proper channels for disciplinary action against the course instructor in question.

If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor could have unfairly graded his 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 Department exonerating him of the allegations.

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 Head of the Department which offers the course to the Dean of the Faculty in which the student is enrolled for disciplinary measures.

Article 116: Make-up Examinations

1. Make-up examinations shall not be allowed for the purpose of raising grade point averages. However, a student unable to sit for a final examination for reasons beyond his control, 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.
2. Any such student, or a person representing the student, shall submit in writing valid and documented reasons for not having sat for the final examination to the Head of the Department within four weeks after the start of the subsequent semester.
3. If the make-up examination is pertinent to mid-term, the case of the students can be decided by the instructor of the course and the head before the final examination.
4. Where the academic commission 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", GPAs shall be calculated and the status of the student shall be determined accordingly.
5. 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.
6. 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.

7. A graduating student in his 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 semester. However, if such a student is in the first semester of his final year, he shall be allowed to sit for make-up examinations in a maximum of two courses within six weeks of the following semester.
8. Notwithstanding sub-article 6 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 his academic status, withdraw from the University for academic reasons and apply for make-up exam as in sub-article 5 hereof. No GPAs shall be calculated and no academic status shall be determined for such a student until the results of the make-up examination are known.
9. 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 his studies in subsequent semester if he is in good academic standing. For such a student, GPA shall be calculated and his 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 as in sub-article 4 hereof.
10. A student who has less than three "I" grades but is not in good academic standing is subject to forced withdrawal and may apply for readmission and/or be treated as in sub-article 6 of this Article.
11. Any "I" grade not removed within a year as per the provisions of this Article shall be converted to an "F" grade.

Article 117: Minimum GPA Requirements

1. First Year Students

- 1.1. A student who at the end of the first semester receives a GPA of less than 1.50 shall be dismissed for academic reasons.
- 1.2. A student who at the end of the first semester scores a semester GPA 1.5 up to 1.74, both inclusive, shall be warned.

- 1.3. At the end of the second semester a student who receives a semester GPA of less than 1.75 or CGPA of less than 2.00 shall be warned by the Dean.
- 1.4. A student who fails to achieve a CGPA of 1.75 during the second semester of the first academic year is subjected to dismissal unless otherwise put on probation at the discretion of the Academic commission.

2. Students above First Year

Any student who does not get a SGPA of at least 1.75 and/or a CGPA of 2.00 shall be warned by the Dean. However, a student who fails to achieve a SGPA of 1.00 at any semester is subject to dismissal.

- 2.1. Any student who for a second consecutive semester either falls below a 1.75 SGPA or fails to maintain a cumulative average of 2.00 is subject to dismissal, unless put on probation at the discretion of the Academic commission.
- 2.2. A student placed on probation for one semester will be dismissed, if he does not remove himself by bringing his CGPA up to 2.00, unless the probation was given at the end of the first semester of the first academic year in which case a minimum CGPA of 1.75 would be required.

3. Graduation Requirements

- 3.1. A minimum CGPA 2.00 is required for graduation in the undergraduate program.
- 3.2. No student shall graduate with an “F” grade in any course unless the course is an obsolete course and has no equivalent substitution whatsoever.

Article 118: Repeating Courses

5. A student may repeat a course or several courses to remove academic deficiency at the discretion of the Academic commission.
6. A student who obtains an “F” grade in a course may repeat the course until he removes the “F” grade. However, if the student does not remove an “F” grade after repeating twice and if such a course is not a major course the Department shall suggest an equivalent course that should be approved by the Academic Commission (AC).

7. A student who has been allowed to repeat a course in which he has obtained a “D” grade cannot repeat more than twice unless it is required to remove his academic deficiency for graduation.
8. If a student repeating a course, in which he obtained an “F” or a “D” grade, scores an “F”, the last “F” grade shall be final unless the student is allowed to take the course again. The maximum grade for a repeated course is a “C”. 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 which should not exceed “C”, shall be included in the computation of the CGPA in the new reporting period.
9. Students repeating courses in which they scored “F” and/or “D” grades must register for the course and carry out all academic activities pertaining to the course.

Article 119: Dismissal and Probation

1. Students subject to dismissal for academic reasons shall be dismissed unless placed on probation. No student subject to dismissal may expect probation as a matter of right. Probation is a discretionary decision to allow students failing below the academic requirements to continue their studies. Since the purpose of probation is to permit the academic rehabilitation of the student, the decision to permit a student to continue his studies on probation must be based on individual consideration of his case and a conclusion that, in view of all the relevant circumstances, there is reason to believe that the student can raise himself academically to the required levels of academic achievement.
2. At the end of each semester, each Faculty or Department, pursuant to procedures fixed by its academic commission, shall examine the case of each student subject to dismissal on academic grounds. The inquiry shall attempt to determine why the student failed and whether there is reason to believe that he will meet the required academic standards in the future. A student may be placed on probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and excuse his low GPA.
3. To the extent that an inquiry into the cause of probation indicates, those administering probation for a particular faculty may attach certain conditions to the granting of

probation which must then be met if the student is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure. Thus, where warranted, probation may entail restrictions or requirements relating to participation in extra-curricular activities, special tutoring to overcome academic deficiencies, class attendance, or other requirements designed specifically not as punishment but to bring about the student's academic improvement.

4. Where a student is placed on probation, he shall be notified by his Dean or his designate precisely of his status and what is expected of him by way of academic performance in the future and what restrictions or requirements he shall face as a condition of the probation and what will be the consequences of failure to meet these conditions. The Dean of Students and the Registrar shall, in each case, receive a copy of the notice thus administered to the student. The Dean of Students shall enforce whatever probationary restrictions may have been imposed where the restricted activity comes within the purview of his office, for example, restriction on extra-curricular activities, which are under his administration.
5. Each faculty shall establish and maintain an advisory program so that each student is personally known to at least one faculty member who will be in a position to give a full report on the student under his charge, and competently advise those on probation, should the question of probation ever arise. In addition, each faculty shall provide an appropriate academic orientation to all of its entering students in order to advise them of academic performance, work and study habits expected of them.
6. The ASQAC of the Senate and each faculty shall, from time to time, undertake evaluation of the experiences acquired from the provision of the Legislation on administration of probation and dismissal so as to determine the causes of academic failure and take appropriate measures to remedy them.

Article 120: Additional Academic Requirements

With the approval of the Senate, Faculties may fix additional academic requirements for students, and may see to it that students failing to meet the standard will be subject to dismissal.

Article 121: Re-admissions

1. Without prejudice to the provisions of sub-article 2 and 3 of this Article, all re-admissions shall be processed in accordance with the procedures laid down by the Senate.
2. Re-admission of students in good academic standing.
 - 2.1 A student who, for reasons beyond his control, discontinues his 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 his studies. However, a student who has 90% attendance shall be readmitted before two weeks to the final exam.
 - 2.2 Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
 - 2.3 In those cases where there had been curricular changes in a program, the Department may require the readmitted student to take new courses that have replaced those he had taken and passed earlier.
 - 2.4 Upon re-admission of a student in good standing, the Department shall supply him with a list of courses from which he will be exempted and of new courses substituting phased out courses which he will have to take.
3. Re-admission of academically dismissed students.
 - 3.1 A student may be readmitted after dismissal provided all of the following are fulfilled:
 - 3.1.1 the dismissal was not due to repeated acts of violation;
 - 3.1.2 the student may apply for re-admission at least after one semester following his withdrawal from the University except for CDEP students who may apply for readmission any possible time;
 - 3.1.3 space is available in the program and there exists a likelihood that he will raise his grade point to the required level after removing his deficiencies which should not take more than one year;

- 3.1.4 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.
- 3.2 If a dismissed student who is re-admitted and allowed to repeat a course or courses in a given semester does not attain good academic standing upon determination of status, he shall be dismissed for good. However, such students may be readmitted into the CDEP as long as the student pays the necessary fees.
- 3.3 A student re-admitted into a program after dismissal shall not be entitled to dormitory and cafeteria services.
- 3.4 Separate guidelines shall be issued with respect to re-admission of CDEP students.
- 4. A cut-off semester grade point average (SGPA) and/or a cumulative grade point average (CGPA) for readmission of an academically dismissed student shall be as follows:
 - 4.1. A first year student, dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.
 - 4.2. A first year student dismissed at the end of the second semester with a CGPA of not less than 1.50 shall be readmitted.
 - 4.3. A second or third year student dismissed at the end of any semester with a CGPA of not less than 1.75 may be readmitted.
 - 4.4. In a four-year study program, a fourth year student dismissed at the end of any semester of the final academic year with a CGPA of not less than 1.85 may be readmitted.
 - 4.5. In a five or six year study program, a fourth year student dismissed at the end of the first semester with a CGPA of not less than 1.80 may be readmitted.
 - 4.6. In a five or six year study program, a fourth year student dismissed at the end of the second semester as well as a fifth year student dismissed at the end of any semester with a CGPA of not less than 1.92 may be readmitted.
 - 4.7. Any readmitted student may be allowed to repeat courses in which he scored "D" or "F" grades with the approval of his academic advisor who should seek the consent of the department head.

Article 122: Re-Examinations

1. Re-examinations shall be allowed for
 - 1.1. A student in any year who may not have a possibility of repeating a course(s) due to discontinuity of an academic program
 - 1.2. A graduating student
2. The following shall be the conditions under which re-examination is to be granted:
 - 2.1 the courses are those that the student had taken during the foregoing semesters of the program;
 - 2.2 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
 - 2.3 the student's CGPA must be such that when an input of "C" grade on the course is made as a result of the re-examination, he qualifies for graduation or promotion,
 - 2.4 During his entire the University tenure, a student can sit for re-examination only:
 - a) once in the same course
 - b) two times in a study program
3. Re-examinations shall be administered within four weeks after the commencement of the subsequent semester.
4. A student who fails in his final year essay or project shall be allowed to re-register for the essay or project to have it completed during the subsequent semester. His grade on the course shall be determined in accordance with the provisions of sub-article 5 of this Article.
5. Re-examination Grade

A maximum grade of "C" shall be given and recorded for each re-examination subject. Should the student score an "F" or "D", the "F" or "D" shall be the final grade recorded.
6. **Status Review After Examination**

The status of each re-examinee shall be determined as per existing regulation approved by the Senate.
7. **Time and Administration**
 - a. **Time**

Students shall be given a minimum of three weeks to prepare for re-examinations. The date shall be determined for each year separately, depending on available vacation time. 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 Dean, on behalf of the Academic Commission, shall determine and notify re-examinees, set and announce dates of re-examinations to students and academic staff as early as possible and submit to the Registrar the grades of students within ten days of the examination dates.

Article 123: Small Academic Deficiencies at the Completion of a Study Program

1. Conditions:

- 1.1. The student has taken all the courses in his study program and has completed his program of study unsatisfactorily.
 - 1.2. The student has exhausted all his entitlements (readmission, repeating of courses, re-examination etc.).
 - 1.3. The Academic commission has examined the academic files and proved beyond doubt that if the student is given this last chance and scores a maximum of “C” in each of the courses he is allowed to repeat, he can fulfil the requirements for graduation.
- 2.** A student who meets the above conditions (1.1–1.3) shall be allowed, as a privilege, the following:
- A student, who at the end of his study program, has a CGPA of at least 1.95 shall be allowed to raise his CGPA to 2.00 or more to graduate by repeating a maximum of four courses (an equivalent of 12 credit hours) over two semesters.

Article 124: Waiver

Where peculiar hardship and unique reasons exist, the Senate ASQAC may, at the request of the concerned Academic commission, permit a waiver of course requirements for a particular

student. Academic commission, 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.

Article 125: Graduation with Distinction and Great Distinction

The following shall constitute the requirements for academic distinction upon graduation.

2. A student who, upon completion of the requirements for the baccalaureate degree, has a cumulative grade point average of 3.75 or higher shall graduate with Great Distinction. If his grade point average is 3.25 to 3.74, he shall graduate with Distinction.
3. A student who, upon completion of the requirements for the diploma, has a cumulative grade point average of 3.25 or higher shall graduate with Distinction.

Article 126: The University Medal

The University Medal is a prize awarded every year at the Commencement Exercise to one outstanding regular student from each Faculty. The award is made on the basis of academic excellence, character, gender and participation in extra-curricular activities. The Academic commission of each faculty shall, each year, recommend to the Senate its outstanding student for the latter's approval. The Senate shall issue detailed guidelines with respect to selection criteria of awardees.

Article 127: Teaching Load and Student-Teacher Ratio

1. Class Sizes per Section

2.7 Lecture type classes except for language courses	80-100 students
2.8 Language Courses	40 - 50 students
2.9 Lab sessions.....	40 - 50 students
2.10 Tutorial classes.....	60 - 80 students
2.11 For Clinical attachment assumed to have 3 - 5 hrs of contact hr/week	15 students

2.12 For forestry and agricultural training having 3 hrs of field practical
hr/week..... 40 - 60 students

For cases where class sizes are given as a range each department shall determine the optimum size for each course. The optimum size determined for each course will have to be justified and approved by the VPAA and issued as an integral part of this ruling.

CHAPTER EIGHT: ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES

Article 128: General Provisions on Graduate Program

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.
2. The academic units shall function through Department Graduate Committees (DGC).
3. All University-wide policies, rules and regulations shall *mutatis mutandis* apply to the program.
4. 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.
5. 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 VPAA.

Article 129: The Department Graduate Committee (DGC)

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

1 Compositions and Term of Office.

- 1.1 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 SC/DC.

1.2 The term of service of elected members of the committee shall be three years.

1.3 A member shall be eligible for re-election.

2 Duties and Responsibilities

The DGCs shall:

2.1 supervise all activities of the programs;

2.2 approve status of the students, and review and endorse grades;

2.3 prepare periodic reports on its activities and submit the same to the academic unit ;

2.4 recommend and/or approve a research adviser for each graduate student;

2.5 Recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the SC/DC;

2.6 review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;

2.7 oversee settings of entrance examinations and screen candidates and approve for admission;

2.8 screen and assign graduate students eligible for teaching assistantship;

2.9 attend to all academic problems that concern the academic unit at graduate studies level;

2.10 Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;

2.11 approve graduate program course offerings and thesis research proposals of graduate students;

2.12 endorse proposals of the SC/DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;

2.13 accomplish all other duties assigned by the SC/DC and the University

2.14. Consider any matter entrusted to it by the Senate or the academic unit head.

Article 130: Admission to the Graduate Program (GP)

2. General Admission Provisions

- 1.1 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.
- 1.2 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 SC/DC taking into consideration the number of staff, availability of space and demand for training.
- 1.3 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.

2. Admission Requirements for the Masters Programs

2.1 Academic Requirements

- a. 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.
- a. 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.

2.2 Non-academic Requirements

- a. Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
- b. Academic units may also set appropriate work experience requirements after obtaining the bachelors degree subject to the approval of the ASQAC.

2.3 The candidate must produce a minimum of two letters of recommendation from undergraduate instructors, employers or professional Associates.

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 SC/DC.

3.1 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.

3.2 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.

3.3 A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.

3.4 A provisionally admitted student may, upon permission of the DGC, register for and take graduate level courses as qualified.

3.5 Such a student must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article 3.3 of this Article.

4. Transfer of Postgraduate Students between Institutions

4.1 Qualified persons may apply for advanced standing admission which is determined by the concerned DGC if applicants:

- a. have successfully completed a minimum of one year of study in a similar graduate program in another institution; and

b. meet the special requirements of the program they are applying to.

4.2 Upon admission of such a student, the DGC shall determine the courses from which the student is to be exempted.

Article 131: Enrollment and Registration at the GP

1. Application for admission into the graduate program is normally processed before the beginning of each semester.
2. Every student of the PG must register at the beginning of each semester in order to keep enrolment 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.
3. 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 132: Program of Study for Graduate Studies

1. 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.
2. The DGC shall present its program of graduate studies to the SC/DC which, after careful consideration, shall present it to the ASQAC which in turn shall present it to the Senate for approval before implementation.
3. 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 133: Credit Requirements and Course Load at the GP

1. 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.
2. A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate.
3. A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.
4. Notwithstanding the provisions of sub-articles 1 and 2 hereof, the credit requirements for candidates shall be determined by the SC/DC.

Article 134: Duration of Study at the GP

1. The Master's programs shall normally take two academic years for completion in all academic units.
2. No Master candidate may anticipate finishing a program in less than one and a half academic year.
3. 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 DGC and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester.
4. 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 SC/DC.
5. The PhD programs shall normally take three to four academic years for completion in all academic units.
6. No PhD candidate may anticipate finishing a program in less than two academic years.
7. 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 SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester.

Article 135: The Grading System at the GP

1. Examinations are graded on the following letter grading system with corresponding points.

Raw Mark	Letter Grade	Grade Points
[95, 100)	A ⁺	4.00
[90, 95)	A	4.00
[85, 90)	A ⁻	3.75
[75, 80)	B ⁺	3.50
[70, 75)	B	3.00
[65, 70)	B ⁻	2.75
[58, 65)	C ⁺	2.50
[50, 58)	C	2.00
[40, 50)	D	1.00
< 40	F	0.00

2. 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 136: Academic Status of Graduate Students

1. 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.
2. 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.

3. 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.
4. 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.
5. Probations are given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
6. 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.
7. 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.
8. If a student (in sub-article 7 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.
9. 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.
10. 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.
11. Consecutive probations are given a maximum of two times.

12. No candidate subject to dismissal may expect discretionary probation as a matter of right.

Article 137: Repeating Courses at Graduate Program

1. 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.
2. The SC/DC, 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.
3. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
4. 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.
5. 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 138: Withdrawal from and Readmission to the Graduate Program

1. Withdrawal

- 1.1. 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.
- 1.2. 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.

2. Readmission

- 2.1. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
- 2.2. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- 2.3. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder.
 - a. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
 - b. If the University is unable to carry out the relevant program and advises the candidate accordingly.
 - c. If the candidate is unable to continue due to force majeure other than those outlined in (a) and (b) above.
- 2.4. 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.
- 2.5. 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.
- 2.6. No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.
- 2.7. 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.
- 2.8. 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.

- 2.9. 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 139: Transfer from one Program to another in the Graduate Program

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

Article 140: The Graduate Thesis

1. General Requirements

- 1.1. A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
- 1.2. 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.

2. Selection and Approval of Thesis Topic

- 2.1. 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.

- 2.2. 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.

3. Format of Thesis

The ASQAC shall issue detailed guidelines on Thesis preparation, format, deadlines, etc.

4. Submission of Thesis

- 4.1. 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 SC/DC.
- 4.2. 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.

5. 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 defence. 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 defence. 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.

6. Thesis Evaluation and Rating

6.1. Evaluation

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

a. Accepted

The Thesis is:-

- i. Accepted with no change,
- ii. Accepted with minor changes to be made to the satisfaction of the advisor, or
- iii. 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

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.

b. Rejected

A thesis shall be rejected if:

- i) The work does not meet the required standards; or
- ii) The work is plagiarized as judged by the examining Board; or
- iii) 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.

6.2. 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".

6.3. 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 SC/DC. 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.

6.4. 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 104: Advisorship

1. Selection of Advisor(s)

- a) The DGC normally recommends the selected thesis advisor(s) to the SC/DC. 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.
- b) 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.
- c) 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 141: The External Examiner

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.

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.

3. Selection and Appointment

- 3.1. 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.
- 3.2. The DGC selects external examiners and recommends to the SC/DC
- 3.3. Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the SC/DC.
- 3.4. The program seeking the appointment for an external examiner should submit to the SC/DC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.
- 3.5. In approving the nomination of an external examiner, the SC/DC shall ascertain the following:
 - a. 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 SC/DC on a case by case basis when presented to it by the concerned DGC.
 - b. An external examiner in general must be external to the University.
 - c. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.
- 3.6. One external examiner should not be assigned per program for more than three Theses at any one time.

- 3.7. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

4. Participation in Assessment Procedures

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

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.

6. Reports

- 6.1. 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.
- 6.2. 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 142: 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 SC/DC to the University Senate, through the Office of the Registrar, for the award of the appropriate credential.

CHAPTER NINE: INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY

Article 143: Academic Commissions

For each faculty there shall be established an academic commission (AC) which is responsible, through the Dean, to the College Head or the VPAA.

1. Composition

The AC shall consist of:

- 2.14 the Dean of the faculty, Chairperson;
- 2.15 the heads of the teaching departments of the faculty;
- 2.16 Dean of students, wherever applicable
- 2.17 the Assistant registrar of the faculty
- 2.18 the coordinator of the Continuing and Distance Education Program in the faculty;
- 2.19 the research and extension coordinator of the faculty;
- 2.20 two elected faculty members (with the rank of lecturer or above wherever possible);
- 2.21 representative of the students of the faculty;
- 2.22 A representative of the gender office
- 2.23 Associate or Assistant Dean of the Faculty who shall serve as its Secretary.

2. Organization

- 2.3. The terms of service of elected members of the AC shall be two years.
- 2.4. The AC shall have its own rules of procedure
- 2.5. The AC shall have the following standing committees:
 - a. Faculty Academic Standards and Quality Assurance Committee (FASQAC)
 - b. Faculty Academic Staff Affairs Committee (FASAC)
 - c. Faculty Research and Community Service Committee (FRCSC)
 - d. Faculty Academic Staff Disciplinary Committee (FASDC)
 - e. Faculty Students' Affairs Committee (FSAC)
 - f. Faculty Practical Attachment Committee (FPAC)
- 2.6. The AC may establish ad-hoc committees to perform specific tasks.

- 2.7. The AC may, from time to time, co-opt other persons to attend its meetings. However, such persons shall not have voting rights.

3. Meetings

- 3.1. The AC shall meet at least once every month and shall maintain a proper system of agenda and minutes for its meetings.
- 3.2. It is mandatory for the Chairperson of each AC to send its minutes to the President, Vice Presidents, Associate Vice Presidents, the Registrar and CDEP coordinator.
- 3.3. Meetings may be called at any time by the Dean or when requested in writing by more than a third of its members.
- 3.4. A quorum shall consist of more than half (50% + 1) of the members, including the Chairman.

4. General Powers and Responsibilities

The AC shall be the highest body of a faculty/college for educational/research matters and shall exercise such powers as may be conferred upon it by the Senate or the President. Without prejudice to the generality of the foregoing, the AC shall:

- 4.1 arrange for, co-ordinate and control the teaching-learning process and the setting/marking of examinations in the faculty in accordance with rules and regulations approved by the Senate and issue general and specific guidelines for exercising these duties and powers;
- 4.2 recommend to the Senate the establishment of new programs and modifications of existing programs pertaining to studies and research in the faculty;
- 4.3 consider and decide upon all cases presented to it through the faculty standing committees (Su-article 2.3 of this article) ;
- 4.4 recommend all leaves of academic staff members;
- 4.5 promote research works within the faculty, issue guidelines on their execution, on the basis of regulations issued by the Senate and follow-up/monitor their implementations;
- 4.6 review the missions and objectives of the faculty on a periodic basis and monitor their realization;
- 4.7 promote the welfare of staff and students and ensure observance of discipline within the faculty;

- 4.8 review grades and determine academic status of undergraduate students of the faculty every semester;
 - 4.9 recommend to the Senate the graduation of students of the faculty;
 - 4.10 review and recommend budget proposals and allocate approved budgets for the various activities of the faculty;
 - 4.11 develop staff development schemes for the faculty; prioritize training programs for the staff and approve candidates for training;
 - 4.12 issue guidelines on conditions of engagement and remuneration for consultancy services in the faculty in line with the general the University policies;
 - 4.13 receive and assess the results of the periodic evaluation of performance of the staff members of the faculty and advice the Dean on possible actions to be taken as a result of the evaluation;
 - 4.14 issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhance the faculty's academic/research functions in line with the rules and regulations of the University;
 - 4.15 initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the faculty;
 - 4.16 determine the allocation and appropriate utilization of the physical resources of the faculty based on considered recommendations of the Dean;
 - 4.17 Issue guidelines and procedures on the functions and activities of the AC standing committees established under sub-article 2.3 of this article as well as the DC and its sub-committees established under article 101; and
 - 4.18 perform such other functions relevant to the betterment of the teaching learning processes and promotion of research in the faculty.
5. Colleges which have two or more faculties shall have independent academic commissions accountable to the College head or Dean.

Article 144: Faculty Deans

5.1.1.1. Appointment

The President or the VPAA, in consultation with the AC of the faculty, shall appoint a dean from among the full-time teaching staff of the faculty with the rank of Lecturer or above. The manner of consultation may be meeting with the AC, seeking the nomination of possible candidates or any other mechanism the President or the VPAA finds it appropriate.

2. Term of office

The term of office of a dean shall be three years.

3. Powers and Duties

The Dean, as the chief executive officer of a faculty, acts as a representative of the VPAA in the faculty and is accountable to him. He shall:

- 3.1 be the Chairperson of the AC;
- 3.2 execute all decisions of the AC with respect to appointment and promotion, renewal of contracts, admission of students, graduation etc., in accordance with the rules and regulations of the University;
- 3.3 endeavour to promote multidisciplinary academic/research programs;
- 3.4 propose to the AC the establishment of new programs; revision of existing programs; dissolution or amalgamation of programs, etc.
- 3.5 follow-up on the periodic review and improvement of curricula and recommend changes to the AC;
- 3.6 co-ordinate the preparation of faculty plans, programs and budgets in collaboration with department heads and submit to the AC for review and endorsement and also recommend to the AC schemes for the allocation of the approved budget among the various units of the faculty and follow-up on the implementation of the AC's decisions;
- 3.7 direct and co-ordinate the activities of the teaching departments and other units of the faculty;
- 3.8 co-ordinate all research activities of the faculty;
- 3.9 oversee Continuing and Distance Education Programs, professional development courses, seminars, workshops and similar other non-formal educational programs in the faculty;
- 3.10 administer and oversee the proper utilization of the physical and other resources of the faculty;

- 3.11 issue rules and procedures for the proper administration of the faculty in line with the overall policies and regulations of the University;
- 3.12 ensure that the policies, rules and regulations of the University are well known by the staff and students of the faculty;
- 3.13 endeavour to foster good working relationships with the relevant research institute and other faculties of the University;
- 3.14 endeavour to promote external links with relevant institutions in consultation with the President or VPAA.
- 3.15 promote the good image of the faculty with clients of the University by providing appropriate and full information on the activities of the faculty; and seek the participation of professionals from outside in support of teaching and research in the faculty;
- 3.16 plan and execute schemes and programs that promote academic excellence and welfare of both staff and the students;
- 3.17 ensure the proper maintenance of student records in the faculty in accordance with guidelines to be set by the Registrar;
- 3.18 carry out other tasks assigned to him by the University authorities and the AC;
- 3.19 delegate his duties and powers as appropriate to the Associate Dean, Assistant Deans or department heads; and
- 3.20 submit quarterly and annual reports to the University and the AC on the activities of the faculty.
- 3.21 Colleges with more than one faculty shall administer the faculties in place of The University. Colleges, institutes, schools etc. shall be directly accountable to the President/VPAA and faculties under such institutions shall be accountable to the heads of the institutions.

Article 145: Department Council

1. Each department of every faculty shall have a department council (DC) the composition, powers and duties of which are set forth as follows.

2. Composition

- 2.1. The DC is composed of all full time teaching staff of the department.
- 2.2. Quorum shall be 50% + 1 of the number of teaching staff in the department at the time.
- 2.3. The department head shall act as Chairperson of the DC.
- 2.4. The DC shall have its own rules of procedure within the framework of this Legislation.
- 2.5. The DC shall have the following sub-committees:
 - a. Academic Standards and Quality Assurance Subcommittee.
 - b. Research and Community Service Subcommittee.
 - c. Academic Staff Affairs Subcommittee.
 - d. Exam and Grade Approval Subcommittee
- 2.8. The DC, when it deems it necessary, may appoint ad-hoc subcommittees, to perform specific tasks.

3. Powers and Duties

The DC shall:

- 3.1 prepare the department's short and long term objectives, plans and programs, and necessary budgets for their execution and submit the same to the Dean through the department head;
- 3.2 recommend to the AC criteria for the selection of students joining the department;
- 3.3 ensure that all examinations for undergraduate courses are reviewed by the quality Assurance sub-committee for completeness of content, rigor and soundness;
- 3.4 review grades and recommend the academic status of undergraduate students to the AC every semester;
- 3.5 recommend graduation of undergraduate students;
- 3.6 plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research, proper utilization of departmental resources, maintenance of academic standards and quality of the programs of the department;
- 3.7 recommend to the Dean, through the department head ideas regarding:
 - a. promotion of the well-being of the staff and the students of the department;
 - b. staff development scheme for the department; and

- c. institution of scholarships, fellowships, prizes and other awards to students of the department;
- 3.8 recommend to AC, through the department head, the appointment and promotion of faculty members of the department;
- 3.9 recommend to AC scholarship award as well as research and sabbatical leaves of faculty members of the department;
- 3.10 review and approve research proposals and funding presented to it through its Research and Community Services sub-committee;
- 3.11 promote and co-ordinate consultancy services in the department; and insure that procedures for their proper conduct are adhered to; and
- 3.12 consider and decide on disciplinary cases of students pertaining to academic matters.
- 3.13 Handle all academic and related departmental issues that are brought to its attention.

Article 146: Department Heads

Each academic department shall have a head who shall be accountable to the Dean of the faculty.

1. Appointment

Upon nomination by the department council, the faculty/College Dean appoints the Head of the Department. The nominee shall be a full-time teaching staff member of the department with a minimum rank of lecturer or above, where possible, who has worked in the department at least for a year. In situations where an academic staff member with the required rank is not available in a department, the Dean of the faculty shall temporarily appoint a faculty member from another department with the consent of the VPAA. Such a department head shall be appointed for only a period of time until a staff member with the required rank is available in the department.

2. Term of Office

The term of office of a head of department shall be two years

3. Powers and Duties

- 3.1 Directs the teaching and research activities of the department.

- 3.2 Promotes the enhancement of the quality and relevance of teaching and research in the department.
- 3.3 Initiates proposals for deliberations by DC on matters within the jurisdiction of the latter.
- 3.4 Follows up and executes the decisions and recommendations of the AC and the DC.
- 3.5 Seeks to provide opportunities for educational and professional development of the staff and students of the department.
- 3.6 Follows up on the processing of appointments, promotions, salary increments and other benefits due to the staff members of the department in accordance with the rules and regulations of the University.
- 3.7 Ensures the efficient running of the department.
- 3.8 Prepares plans, programs and budgets for the activities of the department and closely supervises the implementation of approved plans, programs and budgets.
- 3.9 Creates conducive atmosphere for the expansion of academic and research efforts in the department.
- 3.10 Prepares relevant information on the teaching, research and service capabilities of the department and disseminates the same.
- 3.11 Assigns:
 - a. an academic advisor for each student; and
 - b. advisors for senior essays or projects and examiners for the same.
- 3.12 Supervises the proper use of resources within the department.
- 3.13 Ensures that teaching staff members of the department submit periodic reports on their teaching and research activities and, in consultation with the DC, takes appropriate actions on issues raised in such reports.
- 3.14 Keeps records of activities of every staff member of the department to serve as inputs for evaluation of staff members. Such records shall, *among other things* include reports on research work, publications, conference papers and talks, status of works in progress during that year, public services and participation in the University affairs.
- 3.15 Conducts performance evaluation of each staff member at the end of each academic year.

- 3.16 Ensures that students' evaluations and peer reviews of staff members of the department are properly conducted and the necessary reports are submitted to the Dean as per procedures on these matters.
- 3.17 Keeps or ensures the keeping of proper academic records of students of the department.
- 3.18 Delegates his powers to other full-time academic staff members of the department, where necessary.
- 3.19 Carries out other tasks assigned to him by the Dean or the University authorities.

CHAPTER TEN: CONTINUING AND DISTANCE EDUCATION PROGRAM

Article 147: Functions of the Continuing and Distance Education Program

It is the function of the Continuing and Distance Education Program (CDEP) to identify the educational needs of the Ethiopian people and to make provisions to meet these needs by proposing, in consultation with the appropriate faculty, programs leading to the University degrees and diplomas and organizing certificate programs, short courses, lectures, seminars or workshops, and related activities through the use of appropriate media.

Article 148: The Role of Faculties in Continuing and Distance Education

1. The decision to initiate and offer a program leading to a degree or diploma and the academic aspects of its implementation shall be the responsibility of the faculty that awards the same. However, all programs offered in the University should be approved by the Senate before implementation.
2. Courses offered in CDEP, including correspondence courses shall have the same content and carry the same credits as those offered in the regular program and be taught at accepted the University standards. Such course credits shall be transferable where appropriate.
3. Continuing and distance education courses shall be taught by members of the department in which the courses are being offered and/or other part-time instructors having the commensurate qualifications.
4. Academic staffs that handle continuing and distance education courses shall be paid according to the regulations of the University.

Article 149: Admission to Continuing and Distance Education Program

1. The relevant provisions of Articles 57 through 60 of this Legislation shall apply to all candidates who seek to be admitted to degree and diploma programs.
2. An applicant to a program not leading to a degree or diploma may be admitted if he meets specific criteria set for the program or course arrangements.

3. A limited number of students who qualify under the following criteria may be admitted to continuing and distance education programs.
 - 3.1 Candidates must have completed high school or must have its equivalent qualification.
 - 3.2 They must pass entrance examination to be administered by the University.
 - 3.3 They must have been in a steady employment in a profession or trade to the program of study for which admission is sought.
 - 3.4 They must produce favourable recommendation from their present employer or from persons who can testify to their professional capabilities.

Article 150: Other Provisions

The CDEP shall set other guidelines that shall periodically be updated and approved by the Senate.

CHAPTER ELEVEN: THE UNIVERSITY LIBRARY SYSTEM

Article 151: General Provisions on the University Library System

1. The University Library System consists of a central library and faculty libraries. The University shall not be responsible for any library which is not a recognized part of its library system.
2. Faculty libraries shall register books or other reference materials they acquire following The University library cataloguing system.

Article 152: The University Librarian

1. Appointment

The University Librarian shall be appointed by the President or VPAA as the chief executive officer of the University Library System.

2. Duties

The University Librarian is responsible for planning, budgeting and development of the Library and for promulgation of all rules governing use of the library by students, faculty and external users.

- 2.1. Ensures timely acquisition and adequate collection of relevant books, journals, teaching materials and other publications.
- 2.2. Improve the organization and delivery of services of the library.
- 2.3. Improve the library's information and documentation system.
- 2.4. Foster external linkages with other libraries and supporting agencies.
- 2.5. With respect to constituent libraries the chief librarian shall:
 - a. ensure the availability of trained library staff in adequate capacity;
 - b. ensure adherence to uniform accession and cataloguing of books and other working procedures;
 - c. develop a system which enables that all materials in The University System are available, on reasonable terms, to all The University students and faculty subject to the priority of meeting the academic needs of the faculty housing the constituent library;

- d. receive, from time to time, such statistical information from each constituent library; and
- e. inspect all the constituent libraries to ensure certain minimum standards are met.

Article 153: Library Staff

The Library system shall be staffed with professional librarians and other support personnel. Professional librarians may be required to teach or assist in teaching courses in their areas of specialization. In such cases the employment, terms of engagement, promotion and termination of service of professional librarians shall be governed by the rules and regulations applicable to academic staff whenever appropriate.

CHAPTER TWELVE: RESEARCH AND COMMUNITY SERVICES

Article 154: Policy Premises on Research and Community Service

1. Research is an essential component of the University functions. Teaching faculties and research institutes, when such institutes are established, should work hand in hand for the purpose of offering education and training in various disciplines that are relevant to the development needs of the country, promotion of scholarship, advancement of the frontiers of knowledge and carrying out research which shall contribute to capacity building and continued growth of the University as well as the development of the arts, science and technology in the Nation.
2. Although the primary responsibility of teaching faculties is in the area of training, research is an integral part of their activities since academic staff members in teaching faculties are expected to devote 25% of their time to research. Conversely, staffs of research institutes are expected to have a home base in an academic faculty or department where they are expected to devote 25% of their time to teaching.
3. The University shall endeavour to build its own capacity to publish teaching materials and research finding.
4. Research findings should be disseminated through publications of books and periodicals, presentation of occasional papers and participation and conduct of seminars, symposia and workshops etc.

Article 155: Procedures for Initiating and Conducting Research

1. A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the department council or the departmental Research and Community Service Committee (DRCSC), where it exists, for review and endorsement. Academic staff members carrying out research without the need for financial support shall also have their research project approved by the respective departments.
2. Proposal reviewed and endorsed by the DRCSC shall need to be approved by the FRDC on behalf of the respective AC.

3. Where funds are sought from sources internal to the University, the proposal shall be presented to the Senate RCSC for appropriate action. The RCSC reserves the right to have the proposal reviewed by independent professional assessors notwithstanding the provisions of sub-Article 2 of this Article.
4. Where funds are sought from sources external to the University, the proposal shall be reviewed and approved by the RCSC and handled through the Research and Community Service Vice President Office. However, this should not prevent individual researchers from securing research funds directly from potential donors.
5. The modalities of initiation, review, endorsement and approval of research proposals at the various levels shall be issued in the form of guidelines by the RCSC and /or Research and Community Service Vice President of the University.

Article 156: Administration of Research

1. The overall administration of research in the University is vested in the Research and Community Service Vice President Office.
2. The implementation of guidelines to be issued by the Senate, the RCSC, or the Research and Community Service Vice President is the responsibility of deans.
3. Researchers whose proposals have been approved and funded shall submit periodic reports to department heads, Deans, and the Research and Community Service Director Office in accordance with guidelines set by the RCSC and/or VRCS.
4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Research and Community Service Director or his designate.
5. The financial administration of research funds shall be governed by the existing financial policy and procedure manual of the University and such other relevant guidelines as may be issued by the Vice President for Administration and Development.

Article 157: Property Rights on Research Findings and Research Property

Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided under individual research agreements, the University shall have

proprietary rights on research findings and/or products conducted as per the relevant provisions of this Legislation.

Article 158: Research Priorities

The following are guidelines for the setting of research priorities in the various sectors.

1. The setting of research priorities shall be the responsibility of each department.
2. In determining their research priorities, departments shall take into account:
 - 2.1 the needs and priorities of the country;
 - 2.2 the missions and objectives of the department, faculty, and the University;
 - 2.3 the magnitude of the problem (present/future); and
 - 2.4 its contribution to development of Science and Technology.
3. The decision of a department on its priorities shall be accompanied by the minutes of the meeting of the department that deliberated on the issue.
4. The faculty Research and Community Service committees and the faculty academic commissions shall approve the research priorities of departments.
5. Interfaculty commissions should be set up to deal with multidisciplinary subjects.
6. Faculties shall submit their decisions to the RCSC of the Senate.
7. Departments shall revise their priorities every 3-5 years.

CHAPTER THIRTEEN: CONSULTANCY SERVICES

Article 159: Policy Premises on Consultancy Services

The University as an institution or through its individual staff members shall render consultancy services to fulfill the outreach mandates of the University, and to enhance the professional development of the University staff and to contribute to income generation.

Article 160: General Provisions on Consultancy Services

1. For the purpose of this Legislation, consultancy service is defined as any form of professional or technical service rendered through an appropriate the University channel or through individual staff links for remuneration or otherwise by a staff member of the University to any organization or individual.
2. The types of consultancy services include research, training, program/project planning and evaluation, production of materials, advisory or any other related services of a professional nature.

Article 161: Responsibility Centers on Consultancy Services

1. The University organs responsible for conducting and handling consultancy services are the Research and Community Service Vice President Office and the concerned faculties and departments.
2. The responsibilities of the Research and Community Service Director shall be:
 - 2.1 to coordinate all consultancy activities of the University;
 - 2.2 to register consultancy activities;
 - 2.3 to make periodic follow-up and monitoring of consultancy activities;
 - 2.4 to play an active role in developing markets for consultancy services in collaboration with relevant units and individuals of the University;
 - 2.5 to prepare contract formats in collaboration with the Legal Advisor/Services/Division of the University,
 - 2.6 to develop and, when approved, communicate consultancy policies; and

- 2.7 to take the necessary corrective measures, in case of complaints, in line with the rules and regulations of the University.
3. The responsibilities of faculties and departments shall be:
 - 3.1 to oversee and coordinate consultancy activities of individuals within departments and faculties;
 - 3.2 to register consultancy services;
 - 3.3 to prepare consultancy proposals and technical documents;
 - 3.4 to negotiate terms of consultancy contracts;
 - 3.5 to verify terms of consultancy service contracts, sign contracts when necessary and deposit the same at the Research and Community Service Vice President office;
 - 3.6 to make periodic follow ups on consultancy works and submit reports to the Research and Community Service Director Office;
 - 3.7 to execute consultancy services;
 - 3.8 to authorize payments as per the terms and conditions of the contract;
 - 3.9 to make purchase of goods required for consultancy services in accordance with the contract agreement and the relevant rules and regulations of the University;
 - 3.10 to play an active role in developing markets for consultancy services; and
 - 3.11 to make other decisions related to consultancy services.

Article 162: Determination of Cost for Consultancy Services

1. Consultancy contract preparations shall involve the determination of proper and accurate cost of the consultancy service to be rendered. Due regard being given to the special expertise required in the determination of consultancy costs, each faculty and department shall take full responsibility in the determination of the component parts that should be considered.
2. All cost components shall be considered in the determination of consultancy fees.
3. The academic staff member (or a group of academic staff members) engaged in the consultancy service is entitled to 75-90% of the total consultancy cost.
 - 3.1. A maximum amount of 20% consultancy fee of the total personnel charge shall be set aside to be shared among the faculty and the department in accordance with a

- ratio to be determined by a guideline to be issued by the Research and Community Service Committee of the Senate;
- 3.2. A 5% overhead charge shall be utilized by the University for the promotion of research activities;
 - 3.3. When the consultancy service is carried out using the University time and facilities (office, computers etc.) a maximum of 20% and 5% of the consultancy fee shall be utilized by the University as personnel and overhead charges, respectively.
 - 3.4. When the consultancy service is given without using the University facilities, the rates for personnel and overhead charges shall be 15% and 5% of the total consultancy cost, respectively.
 - 3.5. When the consultancy service is given without using the University facilities and time the rates of personnel and overhead charges shall be a total of 10%.
 4. Where individuals engaged in a consultancy services belong to different departments and/or faculties the share of the fee shall be based on the ratio of the number of consultants involved and/or benefits accrued to the individuals.
 5. Any employee of the University who is found involved in any form of consultancy service (any type of paid service for that matter) without the consent of the faculty Dean shall be considered to have seriously breached The University regulation and will be subject to disciplinary hearing.

Article 163: Sub-contracting Consultancy Service Agreements

Where the faculty or department cannot execute all the components of the consultancy service agreements, it may involve individuals or organizations outside the University in consultation with the Research and Community Service Vice President Office. In such cases the terms and conditions of involvement should be specified.

Article 164: Publication and Intellectual Property Rights

1. The respective rights on the direct and indirect intellectual products obtained as a result of the consultancy service rendered shall be set out in the framework of the contract.

2. The consultant or researcher may seek the proprietor's permission to publish the research results and to use the scientific data obtained. However, in any published material the names of both the consultant or researcher and the faculty or department shall appear with the proper acknowledgement to the proprietor. All intellectual property rights shall belong to the proprietor unless specified otherwise in agreement between the two contracting parties in accordance with the country's laws on intellectual property rights.

CHAPTER FOURTEEN: STUDENT AFFAIRS

Article 165: Policy Premises on Student Affairs

1. Achievement of University goals depend partly on commitment and sense of belongingness of its students as members of the University community
2. The University is committed to foster a positive environment for learning and ensuring the safety, rights and dignity of every member of community. To this effect the University encourages every student to assume individual responsibility of respecting rights and dignity of others, and helping to promote the free and open exchange of ideas in the atmosphere of mutual respect.
3. Students of the University are free, in so far as the requirements of curricula permit, to inquire into many subjects that interest them, to organize discussion groups or study clubs for the consideration of any subject, and to invite and address them any speaker they may choose. The responsibility and accountability of students' publications shall be in accordance with the rules and regulations of the University and the general press.
4. Every student has the right to petition or disseminate information on campus as per the code of conducts on the freedom of speech. However, those who circulate petitions must identify themselves to appropriate administrative body before circulating such petitions. Students have rights to picket peacefully in the University.
5. Any type of discrimination on the basis of race, sex, religion, national origin, disability, and marital or retirement status is prohibited. Equal opportunity and access to rights and privileges are the University's core values addressing unity in diversity. Judgments about students shall be based on their abilities and performances only.
6. Academic integrity is a fundamental University value. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for their respect for others' academic endeavors. Academic dishonesty includes, but not limited to, the following: submitting somebody's work, plagiarism, cheating, falsification of academic materials, misrepresentation of documents, selling academic or computer assignments, misuse of computing resources.
7. As a community, which strive always toward the ideals of a community of scholars and a community of people of integrity, the University relies as far as possible upon a

system of self-discipline founded upon tolerance for differences and mutual trust and respect of govern relationships among its members.

8. Nevertheless, like any other community, Assosa University community requires rules to safeguard its effective institutional functioning, fair procedures for investigation of charges of violation of these rules, and sanctions to deter persons violating the rules and to penalize those who are not deterred effectively. The law of the community governs. However, the University is neither a law reinforcement agency nor a “sanctuary” for lawbreakers.” The University has been and continues to be concerned whenever students are involved in legal problems or misconduct they be adequately advised and counseled to correct themselves.

Article 166: Duties and Responsibilities of Students

1. A student of the University is required to be engaged in a sustained and independent pursuit of truth, transmission and application of knowledge, and nation building in a coupled interactive relationship with University scholars. It shall be a student’s primary duty to conform to the academic functions and regulations of the University.
2. Without limitation to the generality of the provisions of sub-article 1 of this article, a student of Assosa University shall:
 - 2.1. attend classes, examination sessions, and other forms of instruction or evaluation procedures in line with the policies and guidelines set forth by the University.
 - 2.2. accept homework, project assignments, practical attachments, laboratory or field tasks and other forms of engagement intended by an instructor or department to create learning opportunities for the student.
 - 2.3. do research that would contribute to the professional growth and benefit the society.
 - 2.4. cooperate with the academic department and its staff in running academic functions to meet its objectives.
 - 2.5. seek information, assistance, and necessary guidance according to arrangement of consultation and student advising.
 - 2.6. demonstrate honesty and integrity in behavior and performances

- 2.7. demonstrate self discipline, respect to others' ideas, tolerance of differences, and nondiscrimination.
- 2.8. take good care of University properties under possession.
- 2.9. reporting to the concerned bodies any willful violation of rules and regulations by any member of University community.
- 2.10. respect for elders, advisors faculty members and other members of University community.
- 2.11. demonstrate belongingness to the University.
- 2.12. abide by the rules and regulations of the University.

Article 167: Students' Basic Service Office

1. Appointment of Students' Basic Service Director

The Students' Basic Service Director shall be appointed by the President or the Vice President for Administration and Development resident and given the staff, supervisory powers and authority, to operate the office on a fixed budget to discharge all the responsibilities enumerated below.

2. Term of Office of Students' Basic Service Director

- 2.1. The terms office of the Students' Basic Service Director shall be three years.
- 2.2. However, the incumbent Students' Basic Service Director can be reappointed subject to periodic performance evaluation which may result in termination of office.

3. Powers and Duties of Students' Basic Service Director

The Directorate of Students' Basic Services is responsible for the following:

- 3.1. The administration of University Students' Basic Service is to provide for the maintenance of students, including supervision of all activities relating to housing, cafeteria, health care, counseling, guidance and orientation for new intakes;
- 3.2. The administration of social and cultural activities for the benefits and personal development of students;
- 3.3. The administration of sports and other recreational activities in cooperation with the Department of Physical Education and Sports;

- 3.4. The administration of all University-wide programs to obtain and provide financial aid, stipends, employment for students;
- 3.5. The administration of all personnel matters relating to a particular office, including facilitation of employment of staff;
- 3.6. The preparation of student handbooks in cooperation with the University Registrar;
- 3.7. The initiation and handling of disciplinary proceedings in consultation with any relevant faculty dean or college head;
- 3.8. The implementation of any properly decided disciplinary sanctions in consultation with any concerned faculty dean or college head;
- 3.9. The administration of student organization and overseeing unions, councils, and clubs that operate under the organization;
- 3.10. The facilitation of the services provided to the students by other units of the University such as library, registrar, campus police, academic and administrative departments through playing mediator and advisory role regarding the guidelines and working procedures of these units;
- 3.11. The supervision of special activities directed to assist disadvantaged students
- 3.12. The administration of an office for foreign students as applicable
- 3.13. The promotion of creativity of students in various fields.

4. Support Staff for Student Affairs Administration

Assistant heads of the Directorate of Students' Basic Services for Guidance and counseling, foreign Students, etc may be assigned with the necessary support staff and logistics to enhance the activities of the Students' Basic Service.

5. Student Affairs Committee

Student Affairs Committee (SAC) shall have members indicated in Article 23 sub-article 1 and duties and responsibilities indicated under Article 23 sub-article 2.

6. Student Discipline Committee

6.1. Students ought to know their rights, duties and responsibilities strictly; any disciplinary breach is subject for a disciplinary measure. Student Discipline Committee (SDC), which shall be established by the Vice President for Development and Administration of the University, shall investigate disciplinary breaches.

6.2. In each Campus there shall be one Student Discipline Committee headed by the Associate Students' Basic Service Head assigned in each campus to help facilitate suitable management of student disciplinary affairs. In the main campus there shall be two Student Discipline Committees as number of students is very large. Yet if the disciplinary cases are University-wise and pervasive, the Vice President for Administration and Development would form an ad hoc committee to investigate the cases.

6.3. Student Discipline Committee shall have the following members:

Director of Student the Service	Chairperson
Campus/faculty academic Staff Representative	Member
Representative of Gender Office	Member
Representative of University Police,	Member
Student representative	Member

Article 168: Codes of Conduct

1. Violation of the University Student Codes of Conduct may result in disciplinary sanctions. Student discipline committee of University or campus shall initially consider cases of violation of codes of conduct.
2. The purposes of codes of conduct is to prevent abuse of the rights of others and to maintain the public order appropriate to a University campus without which there can be no intellectual freedom, and they shall be interpreted to that end.
3. University Codes of Conduct includes, but not limited to, the following
 - 3.1. Willfully causes physical injury to any other person, or threaten to do so for any purpose
 - 3.2. Physically, verbally, graphically, or electronically harass any person on campus or outside (this includes: intentional insults, stalks, assaults, strikes, threats, intimidations based on ones ethnic, religious, political, social etc backgrounds)
 - 3.3. Willfully damage or destroy property of the institution or remove or use such property without authorization.

- 3.4. Enter into prohibited areas, facility or private office of staff member without expressed or implied permission.
- 3.5. Refuse to leave any such building, facility or private office after being required to do so by any authorized person.
- 3.6. Temper with the fire safety equipment, electricity, water pool, etc that may cause danger
- 3.7. Obstruct the free movement of persons or vehicles in any place
- 3.8. Deliberately disrupt or incite others to disrupt the peaceful conduct of teaching, research administration, disciplinary proceeding or other University functions.
- 3.9. Possession of any rifle, shotguns, pistols, ammunitions, or other firearm or weapon upon any promises.
- 3.10. Possession of any illegal drugs and controlled substances in any promises. Illegal drugs and controlled substances include, but are not limited to, alcohol, beverage, chat, heroin, cocaine, etc
- 3.11. Take or steal any property
- 3.12. Harbor stolen property
- 3.13. In any manner deface walls or any structure of the institution
- 3.14. Carelessly litter walkways, residence and classroom areas
- 3.15. Picket and demonstrate on campus without order or in a way that jeopardize public order and peace
- 3.16. Dress oneself in culturally and morally indecent manner or against standards of professional ethics
- 3.17. Misuse or abuse laboratory equipment, library, sport field, classroom and computing resources without due attention to safety and property regulations
- 3.18. Failing to present identification upon request by a concerned University staff and or to comply with proper and lawful and of a University official
- 3.19. Failing to appear for a disciplinary proceeding to respond to allegation or witness
- 3.20. Violate any published laws of the state, region, and municipality or kebele ordinance and published University rules or guidelines of the University service units or any disciplinary sanctions.

- 3.21. Attempt, aid, conspire, hire or be an accessory to any prohibited act by these codes of conduct.
- 3.22. Furnish any false information and or withhold any true information before a hearing or at the time of admission, examination or withdrawal
- 3.23. Retaliate or intimidate by stalking or threaten or harass complainant or other person alleging misconduct.
- 3.24. Attempt or make sexual assault or contact, including but not limited to, inappropriate touching or founding, against the person's will.
4. The University reserves the right to investigate and adjudicate the cases where a student is alleged to have been violated any part of the code of conduct of a campus.
5. The Proceedings under the code of conduct shall not be stalled or postponed merely because the complainant is proceeding against the accused under any other provision of civil or criminal law.
6. The provision of these codes of conduct shall apply in line with relevant law, Statutes, Ordinances, Regulations Proclamations, Directives and Rules of country.

Article 169: Sexual Harassment and Abuse

1. Assosa University, as a higher learning institution, envisages a learning environment free from sexual harassment and abuse. One of the core values of the University is gender sensitivity with due emphasis to equity that enable the University to render equal and fair opportunities and services regardless of the gender.

2. Sexual Harassment Dimensions

Sexual harassment is deemed to include, but is not restricted to:

- 2.1. Unwanted sexual attention by a person who knows or ought to reasonably know that such an attention is unwanted.
- 2.2. Expressed or implied promise of reward for complying with a sexual oriented request
- 2.3. Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with a sexually oriented request.

- 2.4. Actual denial of opportunity or an expressed or implied threat of denial of opportunity for refusal to comply with such a sexually oriented request
- 2.5. Sexually oriented behavior or gender-based abusive and unwelcome conduct or comment, which has the purpose or effect or creating an intimidating, hostile or offensive environment.

3. Violations of the codes of sexual conduct

Violations of the codes of sexual conduct shall result in sanctions indicated below under Article 134 Sub article 3

Article 170: Handling Cases of Violations of the Codes of Conduct

1. Grievance of Process

The codes of conduct serve as conduct standards at the University to give the students general notice of the prohibited acts. University shall secure equitable and transparent treatment of every party to a dispute relating to students. To this end, the University oversees the grievances process through conduct offices paying heed not only to procedural integrity, but also to considerations of substantive fairness.

2. Hearing Procedures

The aim of the student conduct proceeding is to determine whether the standard of conduct are violated, and not to determine criminal guilt.

- 2.1. Any member of the University, third party, or outsider may initiate a complaint against a student for an alleged violation of these codes of conduction writing to the Directorate of Students' Basic Service and or Gender Office.
- 2.2. Any such complaint in writing has to be signed by the person making the complaint with clear and authenticated identity and address. The complainant will at this stage be afforded full confidentiality.
- 2.3. In the event of the complaint being made to the concerned body, within not more than five working days, the responsible authorities to whom the complaint is made shall communicate to the student discipline committee of pertinent faculty/campus for hearing.

- 2.4. The student discipline committee of pertinent faculty/campus shall pursue student conduct proceedings to judge cases of violations of these codes of conduct.
- 2.5. The University will pursue working guidelines for the student discipline committee.
- 2.6. Student conduct proceedings shall be informal in nature and need not comply with formal processes associated with the criminal and civil courts, but still being valid.

3. Range of Sanctions

- 3.1 The committee shall have power to recommend the following one or more range of sanctions:
 - a) Verbal warning
 - b) Notation on record at faculty dean's office
 - c) Restitution
 - d) Loss of privileges
 - e) Written warning
 - f) Disciplinary probations with or without loss of a designated privileges for specified time
 - g) Suspension from the University for a definite period of time subject to the review
 - h) Expulsion from the University subject to the President's review. Other sanctions may be approved by the University disciplinary bodies.

4. Rights in the Students Conduct Proceedings

The following rights apply to a student conduct proceeding that might results in any of the sanctions indicated in the codes of conduct. An accused student, subject to less severe sanctions, at the discretion of the Student Discipline Committee, be afforded but not guaranteed these rights.

- a) Right to be informed verbally or in writing of all charges at least three class days before any hearing may proceed.
- b) Right to reasonable access to the case file which is with the faculty/campus student discipline committee.
- c) Right to question witnesses

- d) Right to review all evidences for alleged violation of codes of conduct
 - e) Right to present witness
 - f) Right to access a written statement and or an audio record of the outcome of the proceeding.
 - g) Both the accuser and the accused have the right to appeal to the next higher body in the event of either is not satisfied with the decision of the student discipline.
5. The accused shall remain not responsible unit it is proven that the violation of the code occurred
6. The burden proof results with those bringing the charges. The said burden of proof shall be by preponderance of the evidence considered credible by the hearing.

Article 171: Student Organizations

1. Policy Premises on Student Organizations

The University has the duty to encourage formation of student organizations, and to charter them. Student self-government and actual participation in democratic process is an essential part of education.

2. Purpose of Chartered Student Organizations

In order to promote the enrichment of the University experience, the University will encourage the formation of the student organizations for the following purposes.

- a) To promote communications among students and between students and other members of the University community;
- b) To ensure more effective consideration, by all members of the University community, of all problems concerned with the relationship between students and other members of the University.
- c) To promote study, discussion and expression on an academic level concerning intellectual, social and other problems; to supplement the academic curriculum by film and art exhibitions; and
- d) To promote other intellectual, social, economic and recreational activities among members of the University community and members of the larger community.

2.1. Right of Students

All students of the University, regardless of their admission category, have the right to form/join University student associations and or clubs that go in line with this legislation.

2.2. Limits of the University Responsibility

Assosa University will encourage majority participation in student organizations and it may be the University's responsibility to acquaint incoming students with patterns of the University student organizations and to promote democratic conduct of the elections. However, the University takes no responsibility for the activities of any organizations that are not chartered in accordance with the procedures described in the section. Normally, a charter only approves specified on-campus activities. However, a student organization may be permitted to carry on clearly defined educational activities off-campus and the University will give support and assistance to chartered organization which wish to pursue legitimate educational and extra curriculum interest off-campus.

2.3. University's Limited charter Power

As a privilege to those persons who desire, the University will continue to charter organizations of members of the University with purpose to carry on legal educational and extracurricular activities. However, the University is not mandated to charter organizations whose membership will extend beyond University members, whose activities will be illegal, or whose activities will be simultaneously to side the scope of educational and extracurricular activities, physically outside the University, and directed principal to persons not members of the University community. Students wishing to form organizations have the choice of taking advantage of this privilege or not, as they choose.

3. Activities of Student Organizations

In order to achieve the purpose set out in the previous section, any duly chartered student organization may engage in activities as set forth below.

- 3.1. To govern itself in accordance with its constitution;
- 3.2. To arrange gatherings outside of normal class hours by prearrangement with University authorities, for such purposes, including fund-raising to support legitimate programs of the organization;
- 3.3. To given an appropriate leadership to student's participation in community development endeavor

- 3.4. To present considered views or grievances to relevant authorities by peaceful means; and
- 3.5. To express and discuss national and international issues and concerns in rational ways consistent with the intellectual standards of a University.

4. Principal Student Association

Active involvement in self-government is an essential part of the educational process. Without prejudice to the existence of other student organizations for self-government, it is therefore stipulated that in each campus where the University offers residential instruction, there shall be a student council which is responsible to represent the interest of the University student of the location, chartered according to the provisions given below.

5. Chartered Restrictions

Any organization must comply with the provision of this Title in order to obtain and retain a University Charter by

- 5.1. ensuring protection of the rights of the members of the organization vis-à-vis the officers thereof,
- 5.2. complying with University regulations including the Codes of Conduct, and
- 5.3. ensuring that University facilitates and financial resources, when rendered, shall be used in accordance with the purpose for which they are intended.

6. Prerequisites and Procedures for Obtaining Charter

6.1 Procedure

Applications for the University charter must be submitted to the Directorate of Students' Basic Service. The Directorate of Students' Basic Service, in consultation with the Senate Student Affairs Committee, shall decide whether the prerequisites for a charter have been met. Before any application for a charter is finally denied, the students requesting it shall have the right to be heard by the Director of the Students' Basic Service and the Student Affairs Committee.

6.2 General Constitutional Requirements

No student organization will be chartered unless it submits to the Director of Students' Basic Services a constitution containing at least the following provisions:

- a) The name of the organization and a comprehensive but brief and precise statement of purposes which is consistent with the policy principles set out in this Title.
- b) Identification of the students who are entitled to memberships in the organization and who it purports to represent.
- c) Identification of the titles, terms of office and duties of those officers who will manage the affairs of the organization and delineation of the extent of their authorities to speak for it to other members of the University Community.
- d) Provision for a means for the selection of officers by secret ballot, which will enable the membership of the organization, and the persons it represents to exercise a reasonable voice in its affairs. The top three officers must each have completed at least one full semester of study at Assosa University.
- e) Probationary status does not disqualify a student from holding office in student organizations. However, a duly qualified academic or disciplinary body may prohibit office holding by individual students in such organizations if it sees unfit.
- f) Provision for a means whereby the constitution may be amended upon petition or by secret ballot of a majority of its members or those whom the organization represents, and a means whereby the proposed amendments will be filed with and approved by Director of Students' Basic Services in consultation with student Affairs Committee before being put into effect.
- g) Provision for the keeping of complete financial records of the organization, for an annual audit of those records by competent persons not member of the student body and for the immediate publication to Student Affairs Committee and all members, of a thorough report of the auditors. The University may assist in accomplishing such an audit if requested to do so by the organization.
- h) Provision for informing the Director of Students' Basic Service of the names of the newly elected officers and, in advance of all meetings proposed to be

held on University property and of all other uses desired to be made of University facilities.

- i) Provisions for a means for the conduct of meetings, and
- j) Procedures for the recall of officers.

6.3 Grounds for Denial of charter

The sole grounds for denial of a charter are as follows:

- a) Except with respect to student government, if a charter has been granted to one organization represent a given group of students for certain purposes, not other organizations will be chartered to represent the same group for the same purposes.
- b) Organizations with restricted membership may be chartered only as follows:
 - i. Restrictions with respect to gender may be permitted under certain circumstances.
 - ii. Discipline based associations or clubs are expressly permitted. Such an association is one whose members have a common academic field of study or interest and a common interest in the problems of the field, both theoretical and practical.
 - iii. No charter may be granted to an organization to carry out activities in of the principles stated above.
 - iv. No proposed organization will be chartered until it has complied with the general constitution requirements se out above.
 - v. No organization to be chartered by Assosa University may include in its membership any person who is not a student of the University.
 - vi. Senate Student Affairs Committee shall take up the questions of the organizational rights Continuing and Distance Education Program and Part time students.

7. Amendment of Constitution of Chartered Organizations

7.1 Grounds for Disapproval

The Director of the Students' Basic Services, in consultation with the Senate Student Affairs Committee, shall disapprove of a proposed constitutional amendment only if the constitution, as amended, would violate relevant provisions of this legislation.

7.2 Revocation of Suspension of Charter

A charter may be revoked or suspended by the Director of Students' Basic Services in consultation with Student Affairs Committee only on the following grounds.

- a) The organization has clearly violated its constitution to the detriment of the University or its members.
- b) The organization has ceased to exist, either pursuant to a constitutional provision or otherwise.
- c) The organization has sponsored or encouraged activities violating the University Codes of Conduct.

7.3 Procedure for Revocation

If a student organization shall fail to comply with this legislation, the Director of Students' Basic Service may ask the Student Affairs committee to consider suspension or revocation of the organization's charter for a specified period of time. Appeal regarding such a suspension order shall be made to the Senate.

8. Use of University Facilities

- 8.1. No student organization or group shall use University facilities for meetings or other purposes without first requesting in writing, permission from the Director of Students' Basic Services or in appropriate case the Assistant head, and if so required, agreeing to pay for any damage that may be caused to the facilities.
- 8.2. The Director of Students' Basic Service or the Assistant shall grant permission for such use, unless the facilities requested have been previously reserved for someone else for the same time, or the Dean or the Assistant Dean, in consultation with Student Affairs Committee as the case may be, concludes that there is reasonable ground to believe that damage to the University facility is likely to occur if permission is granted for their use.

9. Disciplinary Provisions

Any student organization or group which uses University facilities without first securing permission as provided in Article on Codes of Conduct shall be denied further use of University facilities. Any student who organizes or participates knowingly in prohibited use of University facilities shall be considered to have violated the codes of Conduct and be subject to disciplinary action.

9.1. Continued Disruptive Activity

Any individual, despite warning, activities within the University on behalf of an unrecognized organization, with the effect of disrupting the University or interfering with the legitimate activities of chartered organization, shall be considered to have violated the code of conduct and be subject of disciplinary action.

10. Policy Premises on Student Publications

10.1 Freedom of Expression

University students have the same rights as other citizens of Ethiopia to freedom of speech and the press. The University as an academic institution encourages the exercise of these rights to their full extent.

10.2 Responsibility

Similarly students, like others, are fully responsible for any abuse of their freedom of speech and subject to prosecution or disciplinary action, as appropriate, for publication or any other printed matter that may infringe the provisions of national law or of the code of conduct. The University can in no way take any responsibility for any publications or printed matter not issued in compliance with this legislation.

10.3 The Faculty of Advisors

The Senate strongly recommends that the student groups wishing to publish or issue writings have, either officially or unofficially, a faculty advisor to advise them on such matters as literary quality, proper use of language, measures to ensure factual accuracy and, if they wish, legality of proposed publications. Such an advisor could help ensure that any matter published would clearly convey the author's meaning.

11. Publication Under University Auspices

11.1 Like other members of the University, students who wish to publish or otherwise print a material other than those under the auspices of the University must submit their substantial final manuscript for review by the Board of Student Publications. The procedures for such review are described below.

11.2 Board of Student Publications: This Board will be established as a subcommittee of Student Affairs Committee, subject to approval by the Senate. Staff and student membership shall be in the same proportion as in Students Affairs Committee.

11.3 Function of the Board: Any student or student organization who wishes to publish or otherwise print a material under the auspices of the University must submit all

substantially final manuscripts to be published or printed to the Board of Student Publication. The Board shall consider such manuscripts from the standpoint of compliance with the standards of academic freedom, and the code of conduct. If it finds that the proposed publication conforms to these standards, it shall approve it for publication. If the proposed publication does not meet these standards, the Board shall disapprove it in whole or in part as appropriate, stating the reason for the disapproval. Failure to disapprove within 30 days from the date of submission for approval, or such other period as student Affairs Committee may establish from time to time, shall be deemed approved for the manuscripts for publication.

11.4 Disciplinary Provision: No publication issued otherwise than in accordance with the above provisions may bear the University's name. Any student or student organization who issues a publication bearing the University's name in violation of this regulation shall be considered to have breached the codes of conduct and be subject to disciplinary action. Furthermore, the University shall not be responsible for the publication issued in such manner.

11.5 Public circulation: Student publication may, if they satisfy the legislation, be sold and circulated off campus as a public educational service.

Article 172: Gender Mainstreaming, HIV/AIDS Protection and Supporting the Special Needs

1. Appointment of Gender, HIV/AIDS and Special Need Affairs Office Head

The Head of Gender, HIV/AIDS and Special Need Affairs Office shall be appointed by and directly responsible to the President and given the staff, supervisory powers and authority, to operate the office to discharge all the responsibilities enumerated below.

2. Term of Office of Gender, HIV/AIDS and Special Need Affairs Head

2.1 The terms of office of Gender, HIV/AIDS and Special Need Affairs Head shall be three years.

2.2 However, the in office Directorate can be reappointed subject to periodic performance evaluation which may result in termination of office.

3. Powers and Duties of Gender, HIV/AIDS and Special Need Affairs Office Head

The general duties of Gender, HIV/AIDS and Special Need Affairs Office shall be working in the areas of gender, HIV/AIDS and Special Needs in the University. This office facilitates, guides, and supervises special activities directed to assist female students, HIV/AIDS prevention and gives special support to the disabled students so that they can succeeded in their duty. Moreover the Gender, HIV/AIDS and Special Need Affairs office shall have the following specific duties:

- a) Facilitation of activities planned to support female students such as tutorials, trainings on assertiveness, study skills, etc.
- b) Provision of counseling service to female and disabled students
- c) Establishing and supervising female students' club activities
- d) Motivating female students by providing awards to outstanding female students.
- e) Involving in all University activities planned to promote female and disabled students participation
- f) Raise the awareness of the University community and the society at large on the HIV/AIDS Pandemic.
- g) Coordinate HIV/AIDS prevention efforts of the University.
- h) Organize and deliver short trainings, seminars, workshops etc.
- i) Care and support victims of HIV/AIDS disease.
- j) Fight against stigma and discrimination of people affected by HIV/AIDS.
- k) Raise fund in collaboration with NGO's and others working in the area of HIV/AIDS prevention for training, awareness creation and care of the victims.

4. Support Staff for Student Affairs Administration

Gender Officer, HIV/AIDS Officer and Special Need Affairs Officer may be assigned with the necessary support staff and logistics to enhance the activities of the Students' Basic Service.

Article 173: Amending the Legislation

This Legislation can fully or partly be amended by the Senate when deemed necessary.

Article 174: Effective Date

This legislation shall enter into force since the approval date by the Senate.