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## **PREAMBLE**

**WHEREAS**, it has become necessary to lay down a legal system to enable Debre Berhan University to effectively discharge teaching -learning, research and community service delivery responsibilities vested in it by the Higher Education Proclamation (HEP) No.1152/2019;

**WHEREAS**, it is deemed necessary to create a transparent and appropriate legal framework by which the University is able to focus on critical issues of relevance and quality of education, research as well as community services with a view to contributing fundamental values to the country's social, economic and democratic development endeavors;

**WHEREAS**, based on their geographic comparative advantages, contextual factors, development potentials and access, each University of Ethiopia will have its own focus areas of excellence. To that end, Debre Birhan University as an applied University is expected to undertake professional, practice-oriented teaching and research; focusing on bachelor, and Master programs, and some times professional and work-based doctorate.

**WHEREAS**, it is necessary to create a democratic University with a student-centered educational environment where the role of students is transformed from that of passive consumers of ready- made facts and information to that of active stakeholders in the collective pursuit and production of authentic knowledge and the creation of productive and dispassionate citizens through developing habits of free inquiry, critical thinking and problem-solving capacity as well as for inculcating the attitude and values of respect for the wide diversity of views all of which are essential for the achievement of excellence in higher education;

**WHEREAS**, it has become necessary to make the University be a sanctuary for the search for the truth and intellectual excellence through the pursuit of free inquiry and scholarship as well as advanced scientific knowledge, the production of development-orientated research result, the inculcation of student-centered education and governance which best support the achievement of the major national goals of democratization and development;

**WHEREAS**, it is deemed necessary to promote robust institutional autonomy of the University with the aim of facilitating free inquiry and the practice of self-government with a strict sense of democratic accountability that leads to the fulfillment of the primary goals upheld by the nation;

**WHEREAS**, it is necessary to tailor its support services in such a way that they stand subservient to its core activities of teaching -learning, research and community services leading toward the fulfillment of the University's vision as well as the attainment of its mission and values;

**Whereas**, it is necessary to make the Senate Legislation and other rules of the University consistent with the newly enacted Higher Education Proclamation No. 1152/2019, Regulations

and other new policies concerning institutions of higher education;

**Whereas**, it is deemed necessary to harmonize University's rules and practices with the Ministry of Education Academic Rules and Regulations of the Ethiopian Public Higher Education Institutions 2019 in order to have a common, if not the same, academic policies with other public institutions of higher learning in the country; make smooth transfer of staff and students among the institutions; maintain uniformity in academic and technical support human resource management; produce graduates with more or less similar standards and create equal chance and similar opportunities for the graduates of the University to pursue further studies in any educational institutions;

**Whereas**, it is necessary to revise the previous 30<sup>th</sup> Day of August, 2012 Senate legislation to accommodate new developments, both external and internal;

**NOW, THEREFORE**, the Senate of Debre Berhan University, in accordance with the power vested in it under Article 49(3) of the HEP No.1152/2019, article 6(1(c)) of Regulation No. 210/2011 and Regulation No. 228/2011, hereby issues this Senate Legislation.

## **PART ONE GENERAL PROVISIONS**

### **Article 1. Short Title**

This Legislation may be cited as “Debre Berhan University Senate Legislation, 2021(the 3<sup>rd</sup> revised version).”

### **Article 2. Definitions**

In this Legislation, unless the context requires otherwise:

1. “University” shall mean Debre Berhan University established by Council of Ministers Regulation No. 228/2011 issued for the establishment of Debre Berhan University, and as per Higher Education Proclamation No.1152/2019.
2. “Universities of Applied Sciences” are Higher Education Institutions with professional oriented study programs. Students at these institutions focus on learning how to apply their theoretical knowledge in practice. Various projects, work placements, and internships in national and international companies are part of the Degree programs offered at these Universities.
3. “Proclamation” shall mean the Higher Education Proclamation No. 1152/2019.
4. “Board” shall mean the Debre Berhan University Board established in accordance with Article 45 and 46 of the Proclamation No. 1152/2019.
5. “Senate” shall mean the Senate of Debre Berhan University established under the provision of Article 50 of the proclamation No. 1152/2019.
6. “Academic Advisor” refers to an academic staff assigned to students to offer them academic guidance and counseling including, but not limited to, courses of study available, the content, structure, and requirements of each course as well as academic status.
7. “Academic Calendar” refers to the time allotted to the teaching-learning process as approved by the Senate.
8. “Academic Commission” shall mean the academic commission of each college or institute, or faculty or schools as the case may be.
9. “Academic Community” shall mean all those persons engaged in studying, teaching and doing research as permanent or visiting members of the University.
10. “Academic Council” refers to the highest academic-decision making body found in each academic unit and which is constituted in accordance with this Legislation.
11. “Academic Matter” refers to issues of teaching and learning process and includes

matters relating to admissions, course contents, course delivery, assessment, examination, grading and graduation and extends to embrace related activities such as laboratory and field works, conducting tutorials, seminars, workshops and panel discussions.

12. “Academic Staff” shall mean all teaching, research and community service delivering staff of the University and shall include professors, associate professors, assistant professors, lecturers, assistant lecturers and, under unique circumstances or conditions of transition, graduate assistants employed for teaching, research, community services and other employees considered as academic staff by the decision of the Senate.
13. “Academic Affairs Council” shall mean an academic council comprising the Academic Vice President, college/faculty/ school/institute deans and other directors within the jurisdiction of the academic Vice President.
14. “Academic Unit” shall mean a college/faculty/school/ an institute, a department or a center established as a constituent unit of the University which may coordinate academic program(s) sharing similar resources and resolve inter program issues.
15. “Academic Year” shall mean a minimum standard of an academic year of regular programs with 300 calendar days, divided equally into appropriate semesters.
16. “Administrative Support Staff” shall mean personnel of the University employed to provide administrative, business management, accounting, catering, maintenance, safety, security and such other services.
17. “Associate Dean” shall mean vice- executive manager of a college/faculty/school.
18. “Center” shall mean a unit that is directly attached to the University for defined purpose/s.
19. “Chief Executive Director” is a director entrusted managing campus as Vice President.
20. “College” shall mean academic unit of Debre Berhan University, which in line with Article 12 of the 1152/2019 Higher Education Proclamation.
21. “Continuing and Distance Education” means all instructions offered outside the regular full-time through formal and non-formal means, such as evening programs, summer-in-service programs, distance education, correspondence, radio and/ or online or e-learning programs as well as seminars and workshops to working adults and those who, for various reasons, are not enrolled in the regular programs.
22. “Credit Hour (s)” means credit value to an individual course on the basis of time allocated to lecture, tutorial, laboratory works or practices in the conventional system.
23. “Credit Point (s)” means values credited to an individual course on the basis of hours allocated to lecture, tutorial, lab/practice, or home study in the European Credit and Transfer System.
24. “Credit Value” is defined as 50 minutes in lecture or 2 to 3 hours of laboratory/

practical or tutorial work guided activity.

25. “Cumulative Average Letter Grade” (CALG) is letter grade corresponding to Cumulative Average Number Grade (CANG).
26. “Cumulative Average Number Grade” (CANG) is the ratio of sum of products of Grade Point (GP) and Cumulative Point (CP) of all courses that have been taken in all previous semesters and in that particular semester.
27. “Dean” shall mean an executive manager of a college/faculty/school/institute.
28. “Department Council” shall mean department level decision-making body.
29. “Department” shall mean the basic organizational administrative unit in a college/faculty/school/institute, which is responsible for research, community service, University industry linkage academic functions in a field of study so that it enrolls students, offers courses, awards Degree, conducts research and provides community service.
30. “Director” shall mean the executive manager of an institute or University Offices.
31. “Examination and Assessment Committee” refers a committee composed of course chairs established at academic program level.
32. “Fiscal Year” shall mean the Ethiopian fiscal year [Hamle 1 (July 8) - Sene 30 (July 7)].
33. “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.
34. “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 course, teaching, research, community services, administrative work, committee assignment, student advising and other related/assigned tasks.
35. “Head” shall mean an executive manager of a department and college registrar.
36. “Home Study” means all the activities students are required to perform excluding lecture, tutorial, and laboratory/practice.
37. “Hospital” shall mean the teaching hospital of Debre Berhan University entrusted with teaching, research and community services and shall be accountable to the President/Vice Presidents.
38. “Institute” shall mean a unit within the University which primarily conducts research and renders community services in addition to offering at least one degree program.
39. “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 and

other duties which the Senate or the President or Vice-Presidents may consider as a load.

40. “Managing Council” of the University shall mean, in accordance with Article 44(1(d)) and 56 of the proclamation, , a governing advisory body comprising the University’s President, Vice-Presidents, Head of Institutional Change , Administrative Council, and the Student Services Director.
41. “Ministry” shall mean the Ministry of Education Institutions.
42. “Module” shall mean a set of interrelated courses within a program, leading to a similar competence.
43. “Over Load” is defined as a work load in the regular program above the normal full load.
44. “Part-time Student” is defined as a non- traditional student who pursues higher education, typically after reaching physical maturity, while living off-campus, and possessing responsibilities related to family and/or employment.
45. “President” shall mean President of Debre Berhan University appointed in accordance with Article 52 of Proclamation 1152/2019.
46. “Program” shall mean a set of modules in the undergraduate and post-graduate study disciplines.
47. “Registrar” shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records.
48. “Regulation” shall mean the Council of Ministers Regulation No. 228/2011, which is issued for the establishment of the University.
49. “Research and Development” shall mean and include research extension, publication, consultancy and industry/ community - University linkage.
50. “Research Staff” shall mean an academic staff with work load of 75% engagement in research and 25 % in teaching.
51. “Sabbatical Leave” means academic leave of the seventh year with full pay, when the academic employee has been working for six consecutive years.
52. “School” shall mean an academic unit of the University having more than one interrelated undergraduate fields of study with specific trainings, with or without post graduate program.
53. “School Council” shall mean the school level decision making body.
54. “Scientific Director” shall mean the executive director of the Institute of Technology (IoT).
55. “Staff” shall mean the academic, research, administrative and technical staff of Debre Berhan University.

56. “Student” shall mean any person admitted and registered at the University in the regular, Continuing and Distance Education Program (CDEP) or any other program.
57. “Teaching Hospital” means a hospital owned and operated by the University that accomplishes a joint teaching, service and research activities.
58. “Technical Staff” shall mean non-administrative personnel employed to support the teaching-learning, research and community service processes, technical assistants and non-academic professional medical personnel employed in a teaching hospital.
59. “University Council” shall mean, in accordance with Article 44 (1(e)) and article 57 of the proclamation, a governing advisory body consisting of the core members of the managing council, all deans, directors, 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.
60. “University Community” shall mean all students and staff of the University.
61. “Vice Presidents” shall mean the executive officers of the University appointed in accordance with Article 54 of the Proclamation.

### **Article 3. Issuing Authority**

This Legislation is issued by the Senate of Debre Berhan University pursuant to the powers vested in it by Article 49(3) of the Higher Education Proclamation No.1152/2019, article 6(1(c)) of Regulation No. 210/2011 and Regulation No. 228/2011.

### **Article 4. Interpretation of this Legislation**

1. The Legislation shall be interpreted in good faith in accordance with the ordinary meaning to be given to the terms of this Legislation in their context as well as in light of its object and purpose.
2. The determination of the objectives or purposes of this Legislation shall be made considering the following:
  - a. The preamble, and
  - b. The supplementary means of interpretation, which shall include policies of the University, approved prior to the coming into force of this Legislation, the preparatory work of the Legislation and the deliberations of the Senate on the final draft of this Legislation.
3. Interpretation of provisions of this Legislation shall be compatible with the provisions of the Proclamation No. 1152/2019 and Regulation No. 228/2011 issued for the establishment of Debre Berhan University and the object and purposes of this Legislation.
4. The Senate shall have a final say when there are controversies regarding the interpretation of the provisions of this Legislation.
5. The interpretation given by the Senate shall be final and binding, not only for the specific case in relation to which the interpretation was sought but for all subsequent applications of the provision concerned.

### **Article 5. Gender Reference**

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

### **Article 6. Scope of Application**

Unless expressly provided otherwise in this legislation and subject to the provisions of relevant laws of the country, the provisions of this Legislation shall only apply to academic staff, research staff and academic affairs of the University.

## **PART TWO THE SENATE AND ITS STANDING COMMITTEES**

### **CHAPTER ONE: THE SENATE**

#### **Article 7. Members of the Senate**

1. The Senate shall have the following members:
  - a. The President;
  - b. The Vice Presidents of the University;
  - c. The Chief Executive Director for the College of Health Sciences
  - d. Director for Technology Institute;
  - e. Director for the University Registrar and Alumni;
  - f. Director for the University Library and Documentation Center;
  - g. Director for Children, Youth and Women;
  - h. Twelve to twenty-five leaders of academic units and/or academic staff selected on the basis of their individual merit and academic seniority;
  - i. Two representatives of the University teachers' union, and
  - j. Two representatives of the University students' union.
2. Senate members mentioned under paragraph (h) of sub-article 1 of this article shall be appointed by the President.
3. Notwithstanding to the provisions of sub article (2) of this article, at least the majority of the members of the Senate shall be meritorious and senior members of the academic staff.
4. Without prejudice to the generalities of the provisions of this article, the tenure of membership of the members listed in paragraph (h) to (j) of sub-article 1 of this article shall be three years; provided, however, that they may be reappointed as may be appropriate.
5. Members listed in paragraph (h) to (j) of sub-article 1 of this article shall be selected based on gender parity, and membership of the Senate in general shall, to the extent possible, ensure gender mix and balance.
6. The President may change or modify Senate membership and term of office, as necessary and consistent with good practice, but solely to ensure

that it shall be fit for purpose.

7. The President of the University shall chair the Senate.
8. The Senate shall have its own secretary as designated by the President.

### **Article 8. Powers and Duties of the Senate**

Without prejudice to the provisions of Higher Education Proclamation No. 1152/2019 and Regulation No. 210/2011, the Senate shall have the following powers and duties:

- a. Determine the academic calendar of the University;
- b. Accredite academic programs with the consensus of the board and the ministry; accredit curricula and supervise academic units to ensure the relevance and quality of education and research;
- c. Legislate and ensure proper implementation of the University's statutes related to all academic and research matters in accordance with the proclamation;
- d. Determine conditions on which Degrees are awarded or revoked;
- e. Determine the University's wide frame work for quality enhancement and student assessment;
- f. Recommend to the board promotions of academic staff to the rank of professor;
- g. Approve and promote academic staff to the rank of assistant and associate professor;
- h. Approve nominations by academic units for employment of academic staff with the rank of professor;
- i. Decide on the type, number, membership, and responsibilities of its Committees;
- j. Award honorary Degrees and other academic prizes to persons with outstanding achievements meriting recognition by the University, up on request by the President;
- k. Examine and approve recommendations by the President in respect of opening, closure or merger of academic units under the University;
- l. Perform other responsibilities which may be given to the Senate in the establishing law of the University or may be referred to it by the President.

**Article 9. Powers and Duties of the Chairperson of the Senate**

The University's President, being the Chairperson of the Senate, shall have the following powers and duties:

1. Ensures that the University's academic community is appropriately represented in its membership;
2. Leads and supervises the activities of the Senate;
3. Ensures that the Senate sessions are well-facilitated and prepared for, properly documented and the documentation kept in order, and are exhaustive in the discussion of issues; and that Senate decisions are properly communicated and implemented;
4. Calls the regular and extraordinary meetings of the Senate as deemed necessary;
5. Sees to it that the Senate members are notified in time of the agenda of Senate meetings, and
6. Calls for reconsideration of decisions or casts for voting under circumstances where deems necessary to maintain the mandate of the University.

**Article 10. Powers and Duties of the Secretary of the Senate**

1. In consultation with the Chairperson, sets agenda for Senate meetings and dispatches written notes to all Senate members ahead of the regular meeting;
2. Records minutes of the Senate meetings and when necessary arranges for audiovisual records;
3. Keeps the files and documents of the Senate;
4. Ensures proper handling, documentation and distribution of the minutes both in Amharic and English languages on the web-site of the University and on other documentation centers as deemed necessary;
5. When there is a disparity in terms of meaning and interpretation between the Amharic and English version of the minute kept by the secretary, the Amharic version shall have final legal authority;
6. Provides the Senate members with information concerning the activities of the Senate and dates of meetings;
7. Makes the necessary arrangements for Senate meetings such as organizing the meeting place and reception;
8. Publicizes and communicates, as deemed necessary and in consultation with the Chairperson, decisions of the Senate to concerned bodies of the University;
9. Keeps in list statutes, internal regulations, rules of procedure and detailed

operational guidelines that are approved by the Senate; and with the collaboration of the ICT director releases same in the web-site of the University, and

10. Undertakes any additional tasks given to him by the Chairperson of the Senate.

### **Article 11. Rights of the Senate Members**

In accordance with this Senate legislation, every member of the Senate has the right to:

1. Express his idea freely at every Senate meeting;
2. Support or oppose motions or abstain from voting at Senate meetings;
3. Present criticisms or self-criticisms on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
4. Generate new ideas at the Senate meetings and suggest new agenda items through the proper mechanism;
5. Enjoy any benefits that the Senate members are entitled to, and
6. Be provided with a certificate for his contributions as a member of the Senate.

### **Article 12. Obligations of the Senate Members**

Every member of the Senate shall have the following obligations pursuant to this legislation:

1. Attend all Senate meetings and to be punctual;
2. Notify the Chairperson in advance through any means available when finding oneself unable to attend a meeting;
3. Refrain from disclosing confidential issues discussed on the Senate meetings;
4. Be governed by the rule of majority vote, and
5. Perform other tasks as may be assigned to him by the Senate.

### **Article 13. Senate Meetings**

1. The President shall chair the Senate and ensure that the University's academic community is appropriately represented in its membership.
2. In the absence of the President, the AVP, the Vice President for Research and Community Service, the Administrative Vice President, or the Vice President for Business and Development or Chief Executive Director shall preside over the meetings of the Senate, respectively.
3. If, for any reason, the President or his deputies cannot be present at a meeting, the Senate shall be presided over by a *pro-tempore* chairperson who shall be elected from the members of the Senate present at that particular meeting.

4. The Senate shall hold a minimum of three regular meetings, at the beginning of each semester and before students' graduation day. Of these meetings, academic staff promotion will be entertained at the end of each semester.
5. Without prejudice to sub-article 4 of this article, the Senate may hold extraordinary meetings upon the request of the President, the board or one-third of its members. The request from the members of the Senate shall be presented in writing to the President or the Board of the University.
6. The presence of more than half of the members of the Senate shall constitute a quorum.
7. Decisions of the Senate shall be passed by a majority vote of the members present and voting, and in case of a tie, the chairperson shall have a casting vote.
8. The Senate, consistent with its mandate, shall devote some of its sessions to evaluations of the academic performance of the academic units, of its Committees, and its own performance; and the results of the evaluations shall be duly communicated by the President to the board.
9. The Senate at its discretion may invite resource persons it deems necessary to any of its sessions with no voting right.
10. Membership of the Senate shall not be delegated except in accordance with the permission of the President.

**Article 14. Communication of Senate Deliberations and Decisions**

1. Issues on which the Senate deliberated and decided upon shall be communicated in writing to deans, directors, campus chief executive directors, centers and department heads by the Office of the President. Such communication shall be made within one week after every Senate meeting.
2. Deans, directors, campus chief executive directors, center and department heads shall communicate the decisions, in any modality they deem appropriate, to academic staff in their respective department, college, faculty, school, institute or center within seven days as of the date they received the written communication from the Office of the President

## CHAPTER TWO: COMMITTEES OF THE SENATE

### Article 15. General Provision

1. The Senate shall have Executive, Standing and *Ad-hoc* Committees.
2. The Committees shall serve as the arm of the Senate and function on its behalf in accordance with the mandates vested in them.
3. The Committees shall be accountable to the Senate.
4. Each Committee shall adopt its own guidelines and rules of procedure, having regard to the relevant provisions of this Legislation.
5. Committee work is expected of all University staff as part of their obligation to the University. Serving on the committees shall be deemed to be part of the duties of an academic staff.
6. The President shall promptly notify in writing members elected to serve on Senate Committees together with their respective duties and responsibilities.
7. Unless provided otherwise in this Legislation, a Committee of the Senate shall elect its chair person.
8. The term of Office of Committee members shall be three years.

### Article 16. The Senate Executive Committee (SEC)

#### 1. Membership

- a. The Senate Executive Committee is composed of the University's President, Vice Presidents and other members of the Senate.
- b. The Senate shall approve other members of the Senate Executive Committee up on their recommendation by the President.
- c. Members of the Senate Executive Committee shall be approved by majority votes of the Senate members.
- d. Elected members of the Senate Executive Committee shall serve for two years.

#### 2. Rules of Procedure for the Senate Executive Committee

- a. The President of the University shall be the Chairperson of the Senate Executive Committee.
- b. In the absence of the President, the Academic Vice President, the Vice President for Research and Community Service, the Administrative Vice President, and the Vice President for Business Development shall, respectively act as Chairperson of the Senate Executive Committee.
- c. The Senate Executive Committee shall have at least one meeting every

time before the Senate meeting.

- d. The Chairperson can call for an extraordinary meeting whenever he finds it necessary, or if more than half of the SEC members request for such a meeting.
- e. The power of the Senate Executive Committee can be exercised by a majority of a quorum. Quorum for a Senate Executive Committee shall consist of more than half of the members.

### **Article 17. Powers and Duties of the Senate Executive Committee**

The Senate Executive Committee (SEC) 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 University Senate;
8. Deliberate and decide on matters that require an 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, and
10. Perform 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:
  - a. Academic Standard and Quality Assurance Committee (ASQAC);
  - b. Postgraduate, Research & Community Service Committee (PGRCS);
  - c. Library, Information and Communications Technology Committee (LICTC);
  - d. Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC);
  - e. Students' Affairs Committee (SAC), and
2. Rules of Procedure for Membership of the Senate Standing Committees:
  - a. Each standing committee shall have a minimum of five members.
  - b. The University Senate Executive Committee shall nominate members to the Standing Committees to the Senate and the latter shall approve giving due regard to merit, seniority, and gender parity.
  - c. Excepting the case of *ex-officio* membership, the same academic staff or student cannot serve as a member of more than one Standing Committee at the same time.
  - d. The Standing Committees of the Senate are encouraged to co-opt additional members which shall have *ex-officio*, (i.e., non-voting) status where it deems appropriate.
  - e. 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, and
  - f. Each standing Committee of the Senate shall have a secretary who shall be a pertinent office bearer of the University.
3. Major Functions of the Standing Committees

Without prejudice to the specific duties and responsibilities entrusted to them in subsequent provisions of this Legislation, committees of the Senate shall carry out the following functions within their respective domains:

- a. Monitoring the implementation of this Legislation, and policies, directives and decisions of the Senate;
- b. Deliberating on matters in their capacity and jurisdiction, and making decisions according to the general policy and principles that are provided in this Legislation, directives of the Senate and their own work guidelines;
- c. Reporting to the Senate the results of their deliberations and the implementation of their mandate;
- d. Initiating and proposing new policy guidelines as well as directives to be deliberated upon by the Senate; and

- e. Submitting recommendations for Senate deliberations and decisions.

**4. Meetings of the Standing Committees**

- a. Each Standing Committee shall meet at least four times a year and two times 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.
- b. The presence of more than half of the members of any committee composes a quorum.
- c. The Chairpersons of the Committee shall inform College Deans and Institute Directors whenever any agenda item of the Committee meeting includes a matter of direct concern to the particular College or Institute. The Dean/Director shall have the right to appear personally, or through a representative, to present his position on the matter. However, the Dean/Director or his representative shall not have the right to vote unless he is a member of the Committee.

**5. Decisions of the Standing Committees**

- a. In the exercise of the powers vested in it by the Senate, a Standing Committee may make decisions on matters under its competence and may propose decisions to the Senate;
- b. The Senate may at its discretion review any decision of a committee;
- c. The Secretary of the Committee shall communicate the decisions of the Standing Committee, not awaiting the approval of the Senate on each agenda, to the dean or director within ten days following their rendition.

**6. Report and Accountability**

- a. The standing committees are accountable to the University Senate, and
- b. 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 Standard and Quality Assurance Committee (ASQAC)**

**1. Membership**

The (ASQAC) shall have the following members:

- a. Academic Vice President.....Chairperson;
- b. Director for Academic Quality Assurance and Relevance Directorate.....Secretary and Member;

- c. Director for Registrar and Alumni Directorate.....Member;
- d. Dean for Post Graduate Programs.....Member;
- e. Director for Academic Programs.....Member;
- f. College Deans and Institute Directors.....Member;
- g. Students' Union President.....Member;
- h. Director for Students' Service.....Member;
- i. Teachers' Association Representative.....Member.

**2. Duties and Responsibilities of ASQAC**

The ASQAC shall:

- a. Initiate studies on possibilities of diversifying educational programs in conjunction with college and institute ASQAC members and forward its recommendation on the establishment and maintenance of colleges, schools, institutes, and other teaching units in the University;
- b. Evaluate and revise courses and educational programs with regards to their relevance and social accountability;
- c. Examine and submit to the Senate minor curricular changes reported and passed by colleges, and institutes of academic commissions;
- d. Formulate guidelines for evaluating the depth, contents and credit hours allocation of courses offered in various colleges and institutes of the University;
- e. Oversees implementation of curriculum development, reviews and modular approach;
- f. Advise the University Senate on matters pertaining to students' academic performance and teaching standards within the University;
- g. Consider Academic Commission (AC) decisions on certain deviations from the established academic standards legislated by the Senate where peculiar hardships and unique reasons exist;
- h. Advise the Senate on the Degrees, of proficiency to be granted by the University;
- i. Receive and consider suggestions from the AC and other academic units on matters pertaining to the academic standards of the University;
- j. Determine its own rules of procedures within the framework of the University Legislation; and
- k. Perform any other duties given to it by the Senate.

**Article 20. Postgraduate, Research and Community Service Committee (PGR CSC)**

**1. Membership:**

The PGR CSC shall consist of the following members:

- a. The Research and Community Services Vice President.....Chairperson;
- b. Director for Postgraduate Studies.....Secretary and Member;
- c. Chief- Executive Director for Research Directorate ..... Member;
- d. The Academic Programs Director.....Member;
- e. Director for the University Registrar and Alumni Directorate.....Member;
- f. Director for International Relations and Partnership.....Member;
- g. Each College/School Associate Dean for Research.....Member.

**2. Duties and Responsibilities**

- a. Propose the formulation, revision and amendment of rules and regulations governing graduate programs to the Senate;
- b. Examine proposals by the various graduate programs for improvement, revision or adjustment of existing rules and regulations;
- c. Promote and co-ordinate interdisciplinary programs for graduate studies and ensure research and teaching programs are well integrated;
- d. Recommend for approval by the Senate the graduate programs submitted to it by Academic Unit Councils (AACs);
- e. Set guidelines for admission of candidates to graduate programs;
- f. Propose suggestions on tuition fees and waivers to the Senate;
- g. Facilitate collaboration with graduate programs in other universities or with organizations that seek such collaboration;
- h. Recommend to the Senate the award of the appropriate postgraduate diploma, Degree or certificate in accordance with University rules and regulations;
- i. Participate in the periodic assessment of the graduate programs of the University;
- j. Advise the Senate on all matters regarding Graduate Programs;
- k. Establish its own rules of procedure and set up *ad hoc* Committees as necessary;

- l.** Formulate strategies for promoting research, community services and technology transfer and dissemination of the research results;
- m.** Guide the Research and Community Service Vice President and other units of the University in designing and conducting training workshops on research methods, technology transfer issues and research writing and preparation of teaching materials;
- n.** Help Research and Community Service Vice President Office specify priorities for research and community services and identify research thematic areas the University shall be doing for years to come;
- o.** Set guidelines for the approval of research, community service and technology transfer proposals;
- p.** Monitor the activities of the Research and Community Service Vice President in relation to approved research work;
- q.** Provide procedure for launching of new journals and determine criteria for establishing the reputability of journals and, re-assess the reputability thereof every three years;
- r.** Determine courses of action in the case of breach of agreement by researchers;
- s.** Specify the calendar for submission of research, community service and technology transfer proposals and research reports; examine and endorse the activity reports of college/faculty/school/institutes' PGRCSs;
- t.** Advise and assist the Research and Community Service Vice President in securing annual budget from the government and funds from organizations outside the University;
- u.** Design, facilitate and endorse collaborative activities with local, regional, national and international institutions; as well as establish award system for recognizing outstanding research, community service or technology transfer projects;
- v.** Assist the Research and Community Service Vice President in preparing the code of ethics governing/safeguarding research and intellectual property rights;
- w.** Issue guidelines pertaining to visiting researchers who wish to be affiliated with various units of the University and present them to the Senate for approval;
- x.** Promote the publication of outstanding theses and dissertations; as well as ensure the appropriate academic standard of publications;

- y. Set standards for the preparation and review of teaching materials, text books and books;
- z. Advise the Senate on all matters pertaining to research and publications.

3. Meeting and Reporting

- a. The Committee shall meet at least once before each Senate meeting.
- b. The chairperson may also convene a meeting of the committee whenever he deems it is appropriate or whenever one-third of its members make a request for such a meeting.
- c. The committee shall submit bi-annual reports to the Senate on the implementation of its duties and responsibilities.

**Article 21. Library, Information and Communications Technology Committee (LICTC)**

1. Membership

The LICTC shall consist of the following members:

- a. The Academic Vice President.....Chairperson;
- b. Director for Information and Communications Technology (ICT).....Secretary and Member;
- c. Academic Programs Director.....Member
- d. Research and Community Services Vice President.....Member;
- e. The Vice President for Administration and Student Service.....Member;
- f. Vice President for Business and Development.....Member;
- g. The Director for Library and Documntation Center.....Member;
- h. Dean for College of Computing Science.....Member;
- i. Director for Management Information and Analysis System Directorate.....Member;
- j. Two instructor representatives with related fields to LICTC.....Member;
- k. Two student representatives from graduate and undergraduate students.....Member

2. Duties and Responsibilities

The LICTC shall:

- a. Formulate library policies and devise strategies in relation to the development of resources for instruction, research, and other services;

- b.** Oversee that the libraries are maintained as a national and international scholarly resource;
- c.** Formulate policy for the allocation of funds for the libraries;
- d.** Set mechanisms to enhance the potential of libraries to contribute to maximize the information resources available to researchers, and the facilitation of their access;
- e.** Formulate rules and regulations on the distribution, utilization, etc., of donated books, manuscripts, projects, pieces of arts and other materials including the rights of donors and their families;
- f.** Formulate regulations on the implementation of the University's Library and Information Service Policy;
- g.** Set regulations on the control, management, and security of the use of the facilities of the University Library Services;
- h.** Formulate a policy for the acquisition, development, management, and disposal of collections in the libraries;
- i.** Formulate guidelines for the preservation of materials in the University's library collections;
- j.** Devise strategy and plan for the provision of electronic information resources;
- k.** Prepare and submit to the Senate a strategy for the development, utilization and maintenance of all types of teaching/ learning materials including textbooks, references, manuals, manuscripts, technical equipment, modules, films, etc;
- l.** Participate actively in the effort to secure suitable teaching materials from external sources;
- m.** Develop a system for assessing the relevance, appropriateness and other similar qualities of audio-visual teaching materials in cooperation with the relevant units of the University;
- n.** Assess periodically the major needs of the various programs of the University for educational materials;
- o.** Ensure the formulation and continued development of a University-wide strategic plan on Information and Communications Technology (ICT) in furtherance of the University's aims and objectives;
- p.** Facilitate the efficient utilization of ICT in the University;
- q.** Formulate policy to enhance the University's potential in information and communications technology, and its application in teaching-learning research and administrative services;

- r. Facilitate and establish link with user organizations and collect feedback about the quality of the University graduates at work;
- s. Establish contacts with agencies, NGOs and potential donors for the purpose of engaging in collaborative projects;
- t. Publicize the University’s periodic achievements to the University community, the public and other institutes abroad through various means such as information newsletters;
- u. Formulate policy on University related website publication, and
- v. Set regulations on the control management, and security of the use of the University’s ICT facilities.

**3. Meeting and Reporting**

- a. The Committee shall meet at least four times a year.
- b. The Chairperson may also convene a meeting of the Committee whenever he deems it appropriate or whenever on a third of its members make a request for such a meeting.
- c. The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

**Article 22. Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC)**

**1. Membership**

The SRPSC shall consist of the following members:

- a. Academic Vice President.....Chairperson;
- b. Academic Staff Development Director.....Secretary and Member;
- c. Vice President for Research and Community Service.....Member;
- d. Vice President for Administrative and Student Service.....Member;
- e. Director for Children, Youth and Women.....Member;
- f. Director for Human Resource Management.....Member;
- g. Dean of the College where the candidate staff belongs.....Member;
- h. Concerned Department Head.....Member;
- i. One Representative from Teachers’ Association .....Member.

## **2. Duties and Responsibilities**

The Academic Staff Recruitment, Promotions and Scholarship Committee shall:

- a.** Devise policies on human resource development schemes;
- b.** Formulate guidelines on recruitment and selection, contractual matters, training and development, with equal opportunities for all;
- c.** Set criteria and procedures for academic promotion, probation and confirmation of promotions, renewal of tenure, resignation and retirement;
- d.** Examine and recommend promotions in rank and pass same to the Executive Committee;
- e.** Formulate various mechanisms of rewarding merit and innovation in teaching and research;
- f.** Formulate policies for retention of academic staff;
- g.** Set criteria for scholarship and propose candidates;
- h.** Formulate policies and devise strategies to enhance diversity of staff through affirmative recruitment system for applicants for disadvantaged groups such as women, persons with disability and marginalized communities;
- i.** Receive and consider complaints regarding recruitment and promotion as well as oversee implementation of policies in this regard; and
- j.** Handle other policy issues related with academic staff recruitment, promotion and scholarship.

## **3. Meeting and Reporting**

- a.** The Committee shall meet at least four times a year.
- b.** The Chairperson may also convene a meeting of the Committee whenever he deems it is appropriate or whenever one-third of its members make a request for such a meeting.
- c.** The Committee shall submit a biannual report to the Senate on the implementation of its duties and responsibilities.

**Article 23. The Student Affairs Committee (SAC)**

**1. Membership**

The Student Affairs Committee shall have the following members:

- a. Vice President for Administrative and Students Service.....Chairperson
- b. Director for Students’ Service.....Secretary & Member;
- c. Director for Student Ethics and Personality Development.....Member;
- d. Director for Children ,Youth and Women, .....Member;
- e. Dean for College of Law.....Member;
- f. Guidance and Counseling Officer.....Member;
- g. Two representatives from Students’ Union, one of them is female.....Member.

**2. Duties and Responsibilities of Student Affairs Committee (SAC)**

SAC shall:

- a. Develop ways of improving student services and promoting extracurricular activities;
- b. Assist and facilitate in developing guidelines for the establishment and management of student organizations;
- c. Encourage students’ participation in the University and/or community affairs;
- d. Devise mechanisms for promoting positive attitude among students towards their professional obligations;
- e. Foster the development of healthy relationships among and between students and the University Community;
- f. Assist colleges and institute in developing student disciplinary rules and regulations;
- g. Develop guidelines on student loan and financial services;
- h. Determine its own rules of procedures, and
- i. Perform any other duties given to it by the Senate as may be required.

**Article 24. Ad hoc Committees**

- 1. The Senate may establish *ad hoc* Committees whenever it deems it necessary. Unless otherwise provided by the decision of the Senate, these Committees shall be disbanded upon completion of the tasks for which they are set up and upon submission of their reports to the Senate.
- 2. The terms of reference of *ad-hoc* Committee shall be issued by the Executive Committee subject to approval by the Senate.

## **Article 25. Managing Council**

### **1. Members**

Without prejudice to the power of the President to include, the President, the Vice Presidents, and the Head of the Office of Institutional Change, Administrative Council, and Student Services' Director shall constitute the core members of the Managing Council; and the President shall chair the Managing Council.

### **2. Duties and Responsibilities**

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 University's operations.

### **3. Meetings**

- a.** The Managing Council shall meet regularly at least twice a month on a regular day and time that shall be determined by the President;
- b.** The Managing Council shall hold and conduct its sessions with a majority of its core members present;
- c.** Minutes of sessions of the Managing Council shall be taken by a secretary designated by the President;
- d.** 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; and
- e.** 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 26. University Council**

### **1. Members**

The President shall chair the University Council, and its members shall consist of the core members of the Managing Council, all Deans/Directors, all department heads, members of the Senate Standing Committee, 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. Duties and responsibilities**

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. Meetings**

- a.** The University Council shall meet at least once every three months on the day and time that shall be fixed by the President;
- b.** Attendance of University Council sessions by members shall be mandatory.
- c.** Membership shall not be delegated except in accordance with the permission of the President;
- d.** Sessions may be held without a requirement for quorum;
- e.** The President shall ensure a democratic atmosphere stimulating free expression of opinions and ideas in sessions of the University Council;
- f.** The President may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions;
- g.** The Secretary of the Managing Council shall also serve as the non-voting and non-consultative secretary of the University council;
- h.** No member of the University council other than the President or a person nominated by the President shall serve as its official spokesperson;
- i.** Without prejudice to the provisions of this Article, the University Council may adopt its own rules of procedures.

**PART THREE**  
**ACADEMIC STAFF, PROFESSIONAL**  
**LIBRARIANS AND TECHNICAL HUMAN**  
**RESOURCES POLICY**

**CHAPTER THREE: GENERAL PROVISIONS ON**  
**ACADEMIC STAFF, PROFESSIONAL LIBRARIANS**  
**AND TECHNICAL SUPPORT STAFF**

**Article 27. Policy Premises on Academic Staff**

1. The satisfactory fulfillment of the vision of the University and the effective realization of its mission and objectives set out in the Preamble of this Legislation is premised on the professional competence and quality as well as intellectual and moral discipline of its academic staff.
2. It is through the instrumentality of its academic staff that the University can best accomplish its core activities and strives to serve the society in the production of skilled and knowledgeable human resources and in the creation of knowledge relevant to meet the needs of the country in all spheres of life and to develop itself as a community of scholars devoted to teaching, research and community and national services in the best traditions developed by universities throughout the world.
3. The academic staff of the University shall endeavor to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective fields of study.
4. The University, on its part, shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavor to develop itself and discharge its responsibility with efficacy.
5. The University shall also clearly define what is required of its academic staff in the areas of teaching, research and community services.
6. The University shall develop or propose to relevant governmental institutions policies, as the case may be, with respect to benefits, academic ranks and promotion, which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence, which the University might demand from them.
7. The University is also duty bound to work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff. Such rules and regulations shall have the purpose of regulating

opportunities for regular research and sabbatical leaves to enable academic staff members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers and scholars.

**Article 28. Status of this Legislation in the University Contracts**

This Legislation shall form an integral part of the employment contracts for full-time academic staff unless it or a part thereof is expressly waived by the parties.

**Article 29. 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 based on the national laws; the University's mission, values rules and regulations;
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 further education and/or training for professional development and subject to internal rules and regulations of the University;
4. Be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
5. 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;
6. Participate on his performance evaluations and be informed on his results and of any records kept in his personal file without his prior knowledge as well as enjoy confidential maintenance of information in his personal file except for the official business of the institution or the provisions of pertinent laws require otherwise;
7. Participate, as feasible, in formulations of institutional direction, plans, regulations, and in curricula development and make comments on the quality and appropriateness of the teaching-learning process;
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;
- 11.** Elect and be elected where election of academic and/or by academic staff is the norm;
- 12.** Receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions, and
- 13.** Enjoy campus security for himself and for his personal property.

### **Article 30. 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:
  - a.** Uphold the objective of higher education and the guiding principles applicable to the institution;
  - b.** Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
  - c.** Treat and interact with students and other members of the 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;
  - d.** Participate and play due role in curriculum development, review, enhancement and/or enrichment;
  - e.** Respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;
  - f.** Refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political

- partisanship, preaching of religion, impositions of one's belief and views on students of the University in class rooms;
- g.** Be evaluated for once performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
  - h.** Contribute to the best of one's ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts.
  - i.** Give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University; and endeavor to stay abreast of the latest thinking in the area of specialization and shall periodically update pedagogical skills and teaching material;
  - j.** Educate, examine, evaluate, consult and advise students;
  - k.** Conduct problem-solving research that contributes to the advancement of knowledge or has direct impact on community development; and participate in community service activities of the University.
  - l.** Participate in University Affairs as required;
  - m.** Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University; and carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
  - n.** Without prejudice to the provisions of the Proclamation concerning joint appointment, devote his energy, working time and attention to teaching and research, and community engagement in connection with the mandates of his academic unit and of other academic units;
  - o.** Accept teaching assignments in Continuing and Distance Education Programs;
  - p.** Submit exams and grade reports on time to the academic units;
  - q.** Use and properly handle all University properties;
  - r.** Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;
  - s.** 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;
  - t.** Accept additional teaching assignments when compelling circumstances

arise in any Academic Unit of the University;

- u. Submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- v. Be empathic to the solidarity of the University community;
- w. Inform the respective immediate supervisor well in advance if and when he cannot report to duty due to involvement in field work, seminars, workshops or any similar events;
- x. Arrange makeup classes, in consultation with the head of the academic unit and students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25 % of the course unless approved by AVP, and
- y. Not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.

4. Academic staff who are medical and health professionals shall have also the responsibility to render health services in the University's teaching hospital.

#### **Article 31. University Ranks for Academic Staff**

1. University academic ranks and general qualifications for these ranks are fixed by this legislation.
2. The University shall use the following hierarchy of academic ranks in the ascending order in all disciplines:
  - a. Graduate Assistant I
  - b. Graduate Assistant II
  - c. Assistant Lecturer
  - d. Lecturer
  - e. Assistant Professor
  - f. Associate Professor
  - g. Professor
3. The rank of research staff shall be as in paragraph (a) up to (g) of sub-article 2 of this article.
4. 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.
5. A research staff may change his status to 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.
6. Adjunct/honorary academic ranks may be assigned to qualified instructors employed based on joint appointment, part-time, or other arrangements in

accordance with the general University policy.

7. Adjunct staff and honorary staff may be considered as academic staff.
8. 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.
9. 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 32. General Provisions on Technical Support Staff**

1. Pursuant to Article 35 of the Higher Education Proclamation No.1152/2019, academic technical support staff of the University employment, governance and benefits shall be determined by regulation to be issued by the Council of Ministers.
2. Without prejudice to the provisions of Sub article(1) of this article, the academic technical support staff professional career, rights and responsibilities and workload shall be determined by a directive set by the Senate.
3. The University shall ensure that its academic technical support staff meet the required level of competence and that they are not in excess of the optimum number.
4. The University in consultation with the Ministry shall, establish standard ratios that shall be applicable in determining the optimum number of the administrative and academic technical support staff of the University.
5. The University shall ensure slim organization and frugal employment of support staff to conduce for the application of the provisions of sub article (3) and (4) of this article.

### **Article 33. Ranks for Professional Librarian and Technical Support Staff**

The University shall use the following hierarchy of professional librarians and technical support staff in the ascending order:

#### **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. Technical Support Staff**

- a.** Technical Assistant
- b.** Senior Technical Assistant
- c.** Chief Technical Assistant I
- d.** Chief Technical Assistant II

**CHAPTER FOUR:REGULATIONS FOR THE  
APPOINTMENT AND PROMOTION OF ACADEMIC  
STAFF, PROFESSIONAL LIBRARIANS AND  
TECHNICAL SUPPORT STAFF**

**Article 34. Principles Governing Promotions**

1. The length of service in a given rank, effectiveness in teaching, participations in the affairs of the University, and community services and engagement given to the public at various capacities shall remain to be the basic criteria up on which the principles of academic promotion is based.
2. With respect to academic determination, an academic staff with a second Degree, DVM or MD is equivalent to a lecturer position; while a PhD holder or a DVM/ MD with a specialization/is equivalent to Assistant Professor.
3. Promotion of an existing academic staff, or determination of an academic rank for a transfer, or newly recruitment applicant, shall be initiated by the applicant, and to be reviewed at different stages by the Department Council, College/School Academic Commission/Academic Staff Affairs Standing Committee, and to be decided at Senate or Board levels.

**Article 35. Procedures for Promotions of Academic staff**

1. The staff member should initiate the promotion request by applying to the respective academic unit head.
2. To all ranks up to lecturer, the concerned department shall assess the application and upon denial, inform the applicant of it and, upon acceptance, refer it to the Dean who then forwards it to the AC thereof within one month of the receipt of the application. Upon receipt of the recommended application from the pertinent academic unit, the AC shall process the same within two weeks. The AC approval of the promotion shall be final and it shall be communicated by the Dean to the candidate and relevant University bodies within one week from the date of approval, or return to the department if denied. If the deadlines mentioned above cannot be adhered to, the respective units shall make sure the applicant is informed of the reasons for the delay.
3. Promotions to the rank of Assistant Professor, Associate Professor and Professor are considered by the Senate during a meeting following recommendation of it by the ASAC for final approval in case of assistant and associate Professorship, and for submission to the Board in case of Professorship.

4. Promotion requests for the rank of Professor that are endorsed by the Senate shall be presented to the Board, for its final approval, by the President at the next meeting.
5. Upon approval by the Senate or by the Board, as appropriate, the President communicates the appointments to the candidates and relevant University bodies within one week.
6. When a Head of Academic Unit or Officer of the University is a candidate for promotion, the AVP or immediate supervisor shall designate a senior member of the unit/committee to act as Chairperson of the respective Academic Council/Committee for the specific purpose of processing the promotion.

### **Article 36. Promotion of an Academic Staff Member on Leave**

1. Promotion request of an academic staff member on any kind of leave shall not be entertained. However, the promotion request of a staff on study leave that fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Registration slip shall be considered as an evidence for the start date of his leave.
2. Academic staff on study leaves and who contribute greater than or equal to 50 % of workload, which is expected from full time staff, are eligible to apply for promotion.
3. Promotion request of an academic staff member on maternity, postdoctoral research leave/research leave and sabbatical leave who fulfills all the requirements for promotion shall be entertained.

### **Article 37. Effective Date of Promotion**

Effective dates of promotion shall be as follows:

1. Promotion to the rank of Professor, when approved by the Board.
2. Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate
3. Promotion to the ranks of Lecturer and below, when approved by the Academic Commission.
4. 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. In case, the staff member reports late, it will be governed by the directive of the Human Resource Office.

### **Article 38. Criteria for Promotions of Academic Staff**

1. The criteria for promotion of existing academic staff shall be based on the following :
  - a. Effective teaching
  - b. Publication and patent
  - c. Community service and engagement; and
  - d. Participation in University affairs
2. Whereas, the determination of an academic rank for a transfer or, newly recruited academic staff shall be based on review and equivalence of the credentials.
3. Minimum requirement for academic staff promotion.

The requirement for academic staff promotion is based on fulfilling four compulsory criteria and the minimum requirement and percent value shall be as to the Harmonized Standard for Academic Staff Promotion in Public Universities issued by Ministry of Science & Higher Education on October 16/2020.

### **Article 39. Appointment and Promotion Requirements for Academic Staff**

#### **1. Principles**

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 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 AVP.

#### **2. Graduate Assistant: Appointment and Duties**

- a. A candidate with the qualification of a Bachelor's Degree in a three or four or five years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 for females, and 3.0 (for males). However, minimum CGPA of 2.5 for females and 2.75 for males and above may be considered under special circumstances justified by an academic unit and approved by the AVP.
- b. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.
- c. Graduate Assistants shall be given every opportunity for gaining insight into as

many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.

- d. A graduate Assistant may be given the following duties:
    - i. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
    - ii. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
    - iii. Take over classes with the approval of the head of the academic unit in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
    - iv. Assist in research activities under the supervision of senior staff members.
  - e. A candidate for the appointment of Graduate Assistant I is required to have a qualification of a Bachelor's Degree in a three or four year program.
  - f. A candidate for the appointment of Graduate Assistant II is required to have a Bachelor's Degree in a four year program. An Assistant Graduate I with one-year effective performance shall be promoted to Assistant Graduate II.
3. Assistant Lecturer: a candidate for the appointment of Assistant Lecturer is required to have a qualification of a Bachelor's Degree in a five-year program. A Graduate Assistant II with one year of effective service shall be promoted to an Assistant Lecturer.
  4. Lecturer: Normally a candidate with the qualification of a Master's Degree with at least CGPA of 3.5 for male, and 3.25 for female, and at least a CGPA of 2.75 for females, and 3.0 for males during BA/BSc/LLB studies; or, Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization, with a CGPA of at least 2.75 for females, and 3.0 for males.
  5. Assistant Professor: A candidate for the appointment of Assistant Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty certificate or equivalent.
  6. Associate Professor: A candidate for the appointment of Associate Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty and/or sub-specialty certificate or a Master's Degree or its equivalent.
  7. Professor: A candidate for the appointment of Professor is required to have the

qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty and/or sub-specialty Certificate or Master's Degree or its equivalent.

#### **Article 40. 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.
2. While joint appointment is conducted with the consent of the two institutions, professionals with high Degree of relevant expertise from industry, business, research centers and other organizations can be considered in joint appointment.
3. Without prejudice to the provisions of the proclamation and other applicable laws, an academic staff or a government employee, may be employed, with his consent and the consent of his institution or organization, on a joint appointment basis if he has the required capability to do so. Where there is a scarcity of qualified experts in some fields, institutions and organizations shall cooperate with one another for the joint appointment of an academic staff or a government employee.
4. 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.
5. 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 41. 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 serve 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 an appointment 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

- a. The University shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and also recognized industry experts to honorary research and teaching positions in the following categories and titles:
  - i. Honorary Lecturer
  - ii. Honorary Assistant Professor
  - iii. Honorary Associate Professor
  - iv. Honorary Professor
  - v. Professor Emeritus
- b. The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 53 of this legislation. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the relevant Dean 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 Affairs 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 the University Senate.
- c. Nomination and appointment of honorary staff request of the department must contain the following specific information that should be addressed to the approving organ:
  - i. The duties and responsibilities of the proposed appointee;
  - ii. How the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;

**iii.** The benefits that will flow through to the department from the appointment, and

**iv.** In case of reappointment, how the University has realized the expected benefits from the previous appointment.

**d. Offer of Appointment**

After the honorary appointment has been approved, AVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant college/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.

**5. 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.

**6. 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.

**7. Conditions of Appointment**

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

**8. 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.

**9. 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 42. Employment Tenure and Extension of Retirement Age of Academic Staff**

1. Tenured employment of academic staff shall constitute a privilege to be attained through meritorious continuous service of not less than ten years and outstanding scholarly teaching and/or research or institutional leadership achievements as an incentive to encourage academics to continue to excel in their professions.
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 legislation.
3. The University may ask the Ministry for the extension of retirement age of an academic staff. The Ministry may extend the retirement age of an academic staff for two consecutive sets of terms of three years each where:
  - a. The University reasonably justified, on the basis of actual and projected demand the need to extend the retirement age whereby the request be presented and approved by the Ministry before three months of retirement age;
  - b. The academic staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;
  - c. The academic staff has freely consented to extension of the retirement age.
4. Without prejudice to sub-article 3 of this article, academic staff with Professor rank may stay in their job up on the decision of the Minister of the Ministry.

## **Article 43. Designation of Emeritus**

1. Principle
  - a. A natural corollary of the lifetime commitment of a college/faculty/school/an institute member to the University is the expectation that he will be a welcome and contributing member of the University community, even after formal retirement has occurred. The University's treatment of retired faculty/college/school member should be consistent with this expectation.
  - b. It is appropriate to assume that a person who was a creative scholar or scientist will continue his creativity afterwards. The University should, therefore, devise regulations which are sensitive to these facts and which maximize the opportunities for continuous contributions that can be made by retired faculty.
  - c. The designation of Emeritus is offered in a University setting to individuals who have left the employment of the University and who have earned by

service the privilege of such an honorific title since the honor is provided in recognition of distinguished service to the University.

- d.** The major criterion for nomination and approval should be the associative benefit to the University in continuing a formal relationship with a previous academic staff who has maintained a distinguished record of scholarly service to the University.

## **2. Mode of Appointment**

- a.** Designation for the title of Emeritus may be initiated by the department in which the scholar has rendered his services, by another academic staff of the department concerned, or any other unit of the University;
- b.** The proposal, along with the recommendation of the department and the candidate's curriculum vitae, shall be submitted to the relevant academic commission;
- c.** The recommendation of the college /faculty//school/institute shall be submitted to the Office of the Academic Vice President who shall submit for eventual consideration of the Senate.

## **3. Requirements**

An academic staff member who fulfills the following criteria is eligible for the title of Emeritus:

- a.** Has a rank of associate Professor and above;
- b.** Served the University for a minimum of ten years;
- c.** Is retired at the time of application from the University;
- d.** Has the desire to work for the University after retirement, and
- e.** Is a distinguished scholar with notable publications or a significant body of work.

## **4. Privileges**

An academic staff member who is awarded the title of Emeritus shall have the following privileges:

- a.** To hold a University identification card which allows him to make full use of libraries, sport facilities, e-mail and any other system privilege enjoyed by the regular academic staff provided, however, that direct cost items such as travel, office space, photocopying and clerical support may not be construed as consisting automatic system privileges;
- b.** To attend campus events that are open to other staff;
- c.** To participate in public ceremonies, commencements, processions and convocations;

- d. To participate in campus seminars, colloquia, lectures, ad-hoc committees and other scholarly pursuits as and where appropriate;
- e. To be listed in the University catalogue and appropriate publications with other academic staff;
- f. To be invited to serve as a member of a Senate Committee or other bodies of the University, and
- g. There shall not be formal duties and remuneration associated with the title of Emeritus.

#### **Article 44 . Criteria for Appointment and Promotion of Professional Librarians**

##### **1. Assistant Librarian V**

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

##### **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**

- a. B.A., B.Sc. or the equivalent, and two years of effective experience in a library after the Bachelor's Degree; or
- b. The Degree of Masters of Library and Information Science or its equivalent.

##### **4. Assistant Librarian II**

- a. B.A., B.Sc. or its equivalent, and 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
- b. The Degree of Master of Library and Information Science or its equivalent, and two years of effective experience in library as an Assistant Librarian III.

##### **5. Assistant Librarian I**

- a. i. The Degree of Master of Library and Information Science or its equivalent;
- ii. Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II;
- iii. At least one publishable bibliography/catalogue favorably assessed by

competent librarians, preferably senior advisors and

- iv. Effective performance in any relevant teaching assignment.

**OR**

- b. i. Three years of effective experience two of which must have been spent at the rank of an Assistant Librarian II;

- ii. At least one publication in a reputable journal and

- iii. Effective performance in any relevant teaching assignment.

**OR**

- c. The Degree of Doctor of Philosophy in library science or its equivalent.

## **6. Associate Librarian**

- a. i. The Degree of Master of Library and Information Science or its equivalent;

- ii. At least seven years of effective library experience four years of which must have been spent at the rank of Assistant Librarian I;

- iii. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I and

- iv. Effective performance in any relevant teaching assignments.

**OR**

- b. i. The Degree of PhD in Library Science or its equivalent;

- ii. At least four years of effective library experience at the rank of Assistant Librarian I;

- iii. 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

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

## **7. Librarian**

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

- ii. Four years of library service as Associate Librarian;

- iii. Effective teaching in the training programs of the University relevant to the library profession;

- iv. Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science and

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

**OR**

- b. i. PhD in Library Science or its equivalent;
- ii. At least three years of effective library experience as an Associate librarian;
- iii. Effective teaching in the training programs of the University relevant to the library profession and
- iv. At least one text-book in the field of Library Science and two publications in peer reviewed journal.

**OR**

- c. i. At least four articles published in a reputable journal(s) since becoming Associate librarian and
- ii. Dedication to and creative participation in University affairs and in community services outside the University.

**Article 45. 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

a. Technical Assistant I

Appointment and Promotion

A candidate with the qualification of 10+3 or College Diploma, or Level III with two years' experience, or Higher (Advanced) College Diploma, or Level 1V with no experience.

b. Senior Technical Assistant

Appointment and Promotion

A candidate with 10+3 or College Diploma, or Level III with a three years' experience as a technical assistant, or Advanced (Higher) College Diploma, or Level IV with two years' experience as a technical assistant, or a Bachelor Degree with no experience. .

c. Chief Technical Assistant I

Appointment and Promotion

A candidate with Advanced (Higher) College Diploma, or Level IV with three years' experience as a senior technical assistant, or a Bachelor Degree with two years' experience as a senior technical assistant, and published two laboratory manuals approved by experts in the specific field, or a Master's Degree with no experience.

D. Chief Technical Assistant II

Appointment and Promotion

A candidate with Master's Degree with two years' experience as A chief technical assistant I ,and published two laboratory manuals approved by experts in the specific field

**Article 46. 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.

## CHAPTER FIVE: TEACHING, RESEARCH AND COMMUNITY SERVICE LOAD

### Article 47. Teaching Load

#### 1. Measurement Unit for Teaching Load

- a. The teaching load of an Academic Staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload.
- b. A course having only lecture hours in 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:

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

- c. 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:

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

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

- d. 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:

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

Where c= laboratory/practical hours in ECTS.

$$\text{The total credit hours of a course} = a + [(b \times 2/3) + (c \times 2/3)]$$

- e. A “credit point for a course that has biomedical/ skill laboratory practice; community/home/hospital visit attachments; clinical practice (patient bed side teaching, operation theater and procedure teaching) is considered as 3 LEHs, 3 LEHs and 5 LEHs respectively.

Therefore:

$$\text{Credit Hours (Cr. Hr) in conventional system for courses having biomedical/skill laboratory practice} = a + [(b \times 2/3) + (3 \times c \times 2/3)]$$

Where a= biomedical/ skill laboratory practice in ECTS;

$$\text{Credit Hours (Cr.Hr) in conventional system for courses having}$$

Community/home/hospital visit attachments =  $a + [(b \times 2/3) + 3*c]$

Where b= community/home/hospital visit attachments in ECTS

Credit Hours (Cr. Hr) in conventional system for courses having clinical practice (patient bed side teaching, operation theater and procedure teaching =  $a + [(b \times 2/3) + 5*c]$

Where c= clinical practice (patient bed side teaching, operation theater and procedure teaching) in ECTS.

- f. For the purpose of computing staff load, course credits, lab/tutorials, senior project/essay or thesis advising are expressed in terms of LEHs according to the following category:
  - i. One undergraduate course credit.....= 1.0 LEH
  - ii. One graduate course credit.....= 1.5 LEH
  - iii. One hour lab/practical/ or tutorial session.....= 0.67 LEH
  - iv. One undergraduate student senior project/essay advising...= 0.33 LEH\*
  - v. Undergraduate senior project/essay group advising.....= 0.5 LEH\*
  - vi. One PhD student dissertation advising.....= 2.0 LEH\*
  - vii. One PhD student dissertation co-advising.....= 1.5 LEH\*
  - viii. One Master’s thesis advising.....= 1.5 LEH\*
  - ix. Co-advisory for one Master’s thesis.....= 1.0 LEH\*
  - x. Advising one medicine or veterinary student.....= 1.5 LEH\*
  - xi. Undergraduste Internship student advising..... =\_0.33LEH\*

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

**2. Class Sizes**

**2.1. Class Sizes per Section**

- a. Lecture for undergraduate program except for language.....40-60 students
- b. Language courses.....30-40 students
- c. Lab/Field sessions.....30-40 students
- d. Tutorial and seminar classes except for language courses.....30-40

- students
- e. Lecture for graduate program.....5-25  
students
- f. Biomedical/skill Lab.....5-15  
students
- g. Community/home/hospital visit attachments.....10-15  
students
- h. Problem based learning (PBL).....8-12  
students
- i. Patient bed side teaching.....8-15  
students
- j. Operation theater and procedure teaching.....3-5  
students

2.2. The class size issue for all CDEP (Extension, Summer and Distance) will be regulated by the directive of the Directorate.

3. Load: Definition

- a. **Load** is defined as the total credit hours of teaching and related assignment an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other activities that the Senate considers as a load.
- b. **Full work load** is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, community service, administrative work, committee assignment, student advising, etc...
- c. **Full teaching load** is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered. 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.
- d. 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 and community service for more than 25% and 15% of their time respectively.

**4. Teaching Load for the Different Categories of Academic Staff**

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

- a. Full-time Academic Staff.....12 LEHs
- b. University Approved Project Coordinators/equivalent.....9 LEHs
- c. Department Heads/Coordinators at Academic unit level/or equivalent.....6 LEHs
- d. Deans, Directors and Coordinators at University level/equivalent.....5 LEHs
- e. Campus Heads/equivalent.....4 LEHs
- f. Research Staff.....3 LEHs
- g. The Vice-Presidents/equivalent may be required to teach maximum load..3 LEHs
- h. President.....0 LEHs
- i. Except in extra ordinary situation, an academic staff is not expected to handle more than three different courses. In case a course is offered to more than one section, each extra section will be treated as separate class.

**5. 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 AVP or designate. However, this may not be applicable in some health science disciplines due to practical nature of courses delivered in these programs, such as community/home/hospital visit attachments, problem based learning patient bed side teaching , operation theater and procedure teaching.

**6. 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 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.

## 7. 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 AVP on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load of an Academic Staff is below the average or above the maximum.

## Article 48. Research Load

### 1. Research Load for Academic Staff

- a. A full time teaching staff member who carries out a research approved by his respective AAC and/or Vice President for Research and Community Service will get a reduced teaching load of up to 3LEH from his weekly LEHs for the duration specified for the specific research.
- b. The duration of every research project shall be determined by the Office for Research and Community Service Vice President.
- c. When more than one academic staff members are involved in a research project, the LEHs shall be shared among the researchers.
- d. Detailed implementation of the research load shall be carried out by a separate research guideline/ directive of the University.

### 2. Research Load to Research Staff

The following are the components of research activities to research staff of the University:

- a. Project formulation and preparation;
- b. Conducting full time research, research administration and coordination of research activities of the institute;
- c. Research management by each project leader;
- d. Data management by each project participant;
- e. Reporting by each project participant;
- f. Preparation of publications by each researcher or research group;
- g. Seminars/workshops/training programs organized and conducted by specified staff, and
- h. Others to be determined by the appropriate University authority.

3.The time allocation for research and teaching shall be governed by the contract entered into by the employee as a research staff and the University as well as laws and regulations of the University.

4.The amount of time available to research staff in the University to carry out any combination of the above components of research is about 32 hours per week. The tasks in which a research staff will be engaged in any given semester may vary from semester to semester. The breakdown or distribution of the total weekly hours for undertaking any of the tasks enumerated above may, therefore, vary for a particular staff member. The Deans/Heads of the relevant unit shall prepare the research load of staff in terms of the number of hours per week spent on the various components of research activity by the staff.

5.Without prejudice to the generality of the foregoing provision, it is a requirement that a staff member undertake research activities either personally or in collaboration with others in the institute, faculty or organizations outside the University.

#### **Article 49. Community Service Load**

1. An academic staff member is required to engage in community services. A full time teaching staff member who carries out a community service project approved by his respective AAC and/or Vice President for Research and Community Service will get a reduced teaching load up to 2LEH from his weekly LEHs for the duration specified for the specific community service project.
2. The duration of every community service project shall be determined by his respective AAC and/or the Office for Research and Community Service Vice President.
3. When more than one academic staff members are involved in a community service project, the LEHs shall be shared among the community service provides.
4. Detailed implementation of the community service load shall be carried out by a separate research guideline/ directive of the University.

#### **Article 50. Pay for Extra-Teaching Assignment**

The University shall make payments to the teaching staff for services rendered in teaching beyond the full load expected of them. The community service the staff provides and the research he conducts shall be taken into account in determining the full load. The payment shall vary depending on the rank of the staff rendering the service and the kind of service rendered. The payment shall follow the rates proposed by the Ministry for regular program.

## CHAPTER SIX:LEAVES AND OTHER ADMINISTRATIVE MATTERS

### Article 51. Study Leave

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 by Academic Vice President.
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 provided that:
  - a. 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.
  - b. The condition in 2 (a) above is in line with the staff development plan of the University and approved by Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC).
3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave or any other rules that may be issued by the University.
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.
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 Ph.D Degree or its equivalent. However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrollment into a higher Degree is not normally desired, extension may be granted upon the recommendation of the SC/DC and the approval of AVP.

6. A staff member who fails to return to the University to resume his work within the period specified in this Article shall lose his standing in the University. The University may claim against the staff member the total sum of salaries paid to him in study leave and compensation for damage sustained to it because of the staff member's failure to return. Nothing in this sub-article shall affect the special provisions stated in a contract entered into between the University and staff.
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.

#### **Article 52. Research Leave**

1. A full-time Lecturer and above 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. 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.
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 AVP. The AVP , 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.

4. Research leaves provided in this Article shall be granted with full pay and benefits.
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 and
  - 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.

#### **Article 53. Sabbatical Leave**

1. A full-time Academic Staff member holding academic rank of Lecturer and above who has served the University continuously for a period of six 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.
2. Sabbatical leave shall be applied for and granted as follows:
  - a. 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.
  - b. 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.
  - c. 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.
  - d. 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 AVP, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.

3. 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.
4. 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.
5. 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.
6. Irrespective of sub-article 1 of this article, a staff member who has served as an academic administrator for at least five years is entitled to a sabbatical leave at the end of five years of uninterrupted service to the University.
7. Detailed implementation of the sabbatical leave shall be carried out by a separate guideline/directive of the University.

#### **Article 54. Other Leaves**

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.
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.

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 AVP.
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. Other leveas like maternal and occasional leave shall be granted to Academic Staff in accordance with the Civil Servants Proclamtion.

#### **Article 55. Accumulating Leaves**

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

**Article 56. 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, and governed by the Civil Servants Proclamation.

**Article 57. 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 AVP, 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.

## CHAPTER SEVEN:ACADMEIC STAFF DISCIPLINE

### Article 58. 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.

- a. Un punctuality to any of duties/responsibilities to be discharged in the University;
- b. Clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- c. Inappropriate wordings and annoying intonation in speeches;
- d. Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- e. Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- f. Negligence of responsibilities and duties;
- g. 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.

- a. Willful refusal to perform assigned teaching and/or research function or assignments of the University or school/department committee;
- b. 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 41 (2) of this Legislation;
- c. 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;

- d. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
  - e. 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;
  - f. 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;
  - g. Favoritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes;
  - h. discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS or other unreasonable status;
  - i. Plagiarism on research work, publications, or violations of patent rights, etc.
3. Other breaches of duties shall be handled as to the University's Disciplinary Regulation.

### **Article 59. 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 up to the period of two years or the next salary increment up to the period of two years
  - e. Dismissal

**Article 60. Disciplinary Action by the Head and Dean of the Academic Unit**

The Head of Academic Unit may take oral and written warning as specified under article 59 sub-article 1 and 2; whereas the Dean may even take fine up to one month salary as specified under article 59 sub-article 2. Any sanctions beyond these shall be referred to AVP.

**Article 61. Academic Staff Disciplinary Committee (ASSC/DC)**

1. At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective Dean of the college.
2. 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.
3. 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 5 hereof.
4. 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.
5. A complaint for the initiation of disciplinary proceedings shall be made in writing and shall contain all the allegations, which are said to constitute the conduct disapproved of along with evidences available.
6. Proceedings before the ASSC/DC may be initiated by:
  - a. The Dean and/or 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.
7. The findings of the ASSC/DC and the recommendations of the sanctions to be applied thereon shall be submitted to the Dean or the AVP as the case may be.
8. The AVP, upon the recommendation of the ASSC/DC, shall take the sanctions under Article 59(2) (c - e).

## **Article 62. Inter-College/Institute Disciplinary Proceedings**

1. Breaches of duty or violations of disciplinary regulations that are inter-college in nature shall be heard or investigated by an ad-hoc committee of five academic staff to be established for this purpose by the AVP.
2. The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
3. The provisions of Article 59 and 60 of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply *mutatis mutandis* on a case being considered by such an ad-hoc committee.
4. On the basis of the recommendation to be made by the ad-hoc committee, the AVP may take any one of the sanctions specified under the provisions of Articles 59 on a staff responsible for breaches of duty or violations of disciplinary regulations.

## **Article 63. Appeal Procedure**

An academic staff against whom measure are taken in accordance with Article 59 and 60 of this legislation may lodge appeal as per the following rules.

1. An academic staff dissatisfied with measure taken by the head of an academic unit may appeal in writing to the Dean within one week from the date the staff is notified of the measure.
2. An academic staff dissatisfied with measures taken by the dean of a college/institute may appeal in writing to the AVP within two weeks from the date the staff is notified of the measure.
3. An academic staff dissatisfied with measures taken by the AVP may appeal in writing to the President of the University within two weeks from the date the staff is notified of the measure.
4. Decision taken by the President shall be final.

## **PART FOUR**

### **PROGRAM DEVELOPMENT AND REVIEW**

#### **CHAPTER EIGHT: PROGRAM DEVELOPMENT AND REVIEW**

##### **Article 64. Procedures for Program Development and Review**

1. Needs assessment should be conducted with rigor and strong professional integrity. The needs assessment report should clearly demonstrate that all potential stakeholders have been consulted, market needs and employment demands over a period of time, presence of similar institution/s or organizations producing graduates needed for the market, the graduate profile needed, the skill gaps and competencies filled by launching the new program.
2. Composition of the team designing curriculum should be determined to include curricular experts besides subject specialists. Needs assessment shall be carried out at two levels:
  - a. University/high level and program level need assessment 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. 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.
3. Drafting the curriculum involves the following detailed activities:
  - a. Identifying desired learning outcomes expressed as graduate and professional profile (detailed job and task analyses);
  - b. Developing acceptable evidence to assure the desired results are achieved (outcome is obtained);
  - c. Develop course list, course distribution over the study period (course profile) and descriptions for each course including learning and assessment strategies;
  - d. Work out inputs required (facilities, human resource, etc)

- e. Determine admission and certification/graduation requirements.

#### **4. 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.

- a. Program Approval

The program shall be approved by the University Senate following appropriate channel. It starts from the Department level and then, at the College level . After the approval of the AC the curriculum document with the necessary attachments (AC, DC, and Validation Workshop Minute) shall be sent to the AVP signed by the college dean for further evaluation by the ASAC before presenting it to the Senate.

- b. Quality Assurance

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

**PART FIVE**  
**ACADEMIC RULES AND REGULATIONS**

**CHAPTER NINE:ACADEMIC RULES AND**  
**REGULATIONS**

**Article 65. 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 people. In all its department, institute and colleges, it shall see to it that standards for the measurement of the scholastic achievements of all that go through its programs 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. It shall also create access to higher education at all levels through different modalities of delivery.

**Article 66. 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 Distance Education Program has a three term system. The programs of Health Sciences may employ a system of semester or annual based course offerings.
2. The Calendar for each year shall be prepared by the University Registrar and Almuni and CDEP in consultation with the Academic Vice President, Research and Community Service Vice President and approved by the Senate. The University Calendar, among other things, shall provide the following: The date for:
  - a. Admission, readmission and registration;
  - b. Adding and dropping of courses/modules;
  - c. Examination periods, beginning and end of semesters;
  - d. Inter-semester breaks;

- e. Application of research and teaching material proposals;
  - f. Annual research review;
  - g. Last date for reporting exam results to the registrar;
  - h. Date of submission of annual research progress reports to the office of the research and development director;
  - i. Instructor evaluation weeks;
  - j. The regular meetings of the Senate and
  - k. Final thesis submissions and open defense dates, etc.
3. The calendar may be amended as and when the need arises.

### **Article 67. General Provisions on Admissions to Undergraduate Programs**

1. Admissions to undergraduate programs of any institution from Secondary School shall be based on completion of the Secondary Schools 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 until such time that the University establishes its own admissions policies and procedures and implements it.
2. Admissions to all undergraduate continuing education programs shall be processed through the Academic Units, in consultation with the University Registrar and Almuni, 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 any time 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, the University 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 under- graduate studies with the academic results required by the University, or for doctoral programs, candidates who have second level Degrees and the academic results required by the

University.

5. Admissions to all undergraduate Continuing and Distance Education Programs shall be processed through the academic units taking into account criteria to be developed by the Office of Continuing and Distance Education with the approval of the Senate.

## **Article 68. Admission Requirements**

### **1. Regular Admission**

Placement of students into departments of each college/faculty/school/institute shall be decided as per the criteria set by Ministry of Education.

### **2. Special Admission**

- (a) 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.
- (b) A student who has successfully finished a set of particular modules which entitles him/her to a Degree may also pursue other related modules and earn another Degree continuously. Details guidelines shall be worked out by ASQAC.
- (c) Private applicants who fulfill admission requirements as regular students and produce evidence of financial support to cover full tuition fees and other expenses may apply for admission into the regular program. However, such admissions should be approved by the APC.
- (d) Under no circumstances private admissions to a regular program may exceed 5% of the total students admitted in such a program.
- (e) Other special admission, such as people from disadvantaged areas, physically challenged people, people needing special training, or students who demonstrate extraordinary performance in lower grades or high schools may be granted by the decisions of the University.
- (f) Students who demonstrate extraordinary performances in lower grades or high schools may be allowed to be enrolled in a University nearby when the University shows commitment to provide a scholarship and necessary supports in the area that the child/student demonstrates extraordinary potential and performance.

**Article 69. Admission Requirements for Continuing and Distance Education Program (CDEP)**

1. Admission to all full time and part-time studies for 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. 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.
3. 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 70. 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 disabilities prevent students from pursuing studies in their respective disciplines. These requirements need to be developed by the relevant academic units and approved by the APC of the Senate.
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. Regular students sponsored by embassies and foreign governments in line with bilateral agreements with Ethiopian Government shall be placed in the program of their choice provided that the students meet the minimum entrance requirement for the program and that they provide letters from

their embassies or consulate offices justifying the need for admission into the desired program.

7. Physically challenged students shall be placed in accordance with the general regulations governing placement, taking into consideration wherever necessary, their specific needs.
8. 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.
9. 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.
10. An applicant who believes that there was an error in the placement may report the case to the academic unit and University Registrar and Almuni for review.
11. The Academic unit ,through the University Registrar and Almuni , shall report to the Senate all admissions and placement made in the University.

#### **Article 71. 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 72. Transfer of Students**

##### **1. Inter-College or Intra-College Transfer**

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

- b.** Students shall be responsible for all the consequences that such transfers may entail.
- c.** Academic units shall publicize transfer possibilities, if any, within the first week following the day classes are scheduled to begin.
- d.** In case of decline by respective office to approve the transfer request, students may appeal to the next higher office in the structure.

**2. Inter-University transfer**

**a. Principles and Eligibilities**

- i.** Applications for transfer shall be considered exceptionally and based on availability of space facilities and if the student has obtained the grade that would normally be required of students for enrolment in the department concerned.
- ii.** A student can only be transferred to a department/program that is similar to his enrolment in his previous institution.
- iii.** The applicant shall have attended at least one semester in his previous institution at the time of request for transfer and must be in good academic standing (CGPA > 2.00) with 'pass' academic status and with no 'F', 'I', and 'NG' grades.
- iv.** The University shall not allow non-institutional exchange of students based on private dealings between students placed in Debre Berhan University and those in other public institution of higher education unless such private dealing is for one of the reasons indicated herein above.

**b. Grounds for Transfer**

A student eligible for transfer may be granted admission where:

- i.** He is placed in an institution situated in a place or environment that poses unfavorable health conditions while he is already suffering from a serious medical problem or his health condition necessitates that he should live in Debre Berhan or its environs in order to get better access to medical facilities or family care, or
- ii.** He is the only source of income for his family, or he is from a poor family or he is the only one looking after sick parents living in Debre Berhan or its environs; or
- iii.** He is the child or spouse of a staff member who has served the University for at least two years.
- iv.** Where a student invokes any of the above grounds for transfer, he shall have the obligation of providing authentic and relevant evidence

which can prove his case to the satisfaction of the unit or authority of the University.

**c. Procedure of Transfer from Other Universities**

- i.** The office of the Registrar and Alumni shall request departments for the availability of space in all years of study for accommodating students to be transferred, and compile intake capacity of every department;
- ii.** A student wishing to transfer will be required to fill a standard transfer application form which will be available at the office of the Registrar and Alumni.
- iii.** The form must be completed and returned to the Office of the Registrar and Alumni before the commencement of classes for the semester into which enrolment is required;
- iv.** Documents to be deposited along with the application for transfer include: original of the student's score in the Ethiopian Higher Education Entrance Certificate Examination, and his grade report from his previous institution, if any, authentic and relevant evidence for transfer;
- v.** The office of the Registrar and Alumni shall make its reasoned decision either permitting or denying transfer two weeks before the commencement of classes which shall have effect with the approval of the AVP;
- vi.** Such decision shall be reduced in writing and a copy thereof shall be delivered to the concerned department, the student requesting transfer, and his institution of origin;
- vii.** A student who has succeeded in his application for transfer will be expected to report and register by the second week of the semester at the latest;
- viii.** Transfer will be made only at the beginning of an academic calendar.
- ix.** The criteria set forth in this paragraph shall not be applicable when the applicant for transfer is a continuing and distance program student who shall for granted be transferred so long as he has existing grade.

**D. Transfer of Credits**

- 1.** All course work completed by transfer student in the University of origin will be recognized and fully credited for the purpose of granting Degree of the University provided that:

- i.** The course in question has a comparable content and credit as another course provided by the University;
- ii.** The transferred student has achieved, in the particular course, a letter grade or its equivalent that would normally be regarded as a passing grade by the University;
- iii.** The academic commission of the concerned College /Institute /School shall determine the acceptance of course/credits for transfer after scrutiny of the original transcript. The AC shall base its decision on the recommendations of the receiving department with regard to credit transfer and other technical matters.

## **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:

- a.** 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.
- b.** Applicants must have accumulated 75% of the total credits required for graduation.
- c.** 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.
- d.** Transfer shall take place within the same programs only.
- e.** 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.
- f.** Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
- g.** 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.

- h.** 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 73. Academic Advisor/ Guidance and Counseling**

- 1. Each student is assigned to one staff member in his academic unit department who serves as his 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 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 counseling 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 74. General Provisions on Modular Courses**

- 1. All courses are can be modular or conventional.
- 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.

**Article 75. 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/conventional courses consist of courses selected for the purpose of:
  - (a) enabling students acquire necessary communication and analytical skills that enhance their capacities to benefit from their specialized training; and
  - (b) developing sound awareness in students' physical and social environment in which they will live and work.

3. The number of courses should depend on the extent of coverage of such courses in the curricula of Secondary schools or in their foreign equivalents and the minimum requirements approved in the curricula of each program.

**Article 76. Elective Modular/Conventional 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 77. Phased-out Modular /Conventional Courses**

1. Students who have taken and passed phased-out modular/conventional courses in the University system are not required to take the equivalent new courses upon readmission into the program.
2. Students who have scored F's in phased-out courses shall be required to remove their F's by taking equivalent modular/conventional courses as determined by the SC/DC of academic unit in which they are enrolled.
3. If no equivalent courses are found for those phased-out courses, the courses and the results shall be discarded.
4. Providing the equivalent course in time shall be the responsibility of the academic units.
5. When a course replaces two other courses with varying credits and 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
6. When an "F" grade is earned in only one of the two courses, both grades go into the student's transcript but only the grade earned for the substitute course goes into the computation of his CGPA.
7. For those phased-out courses that the student has taken and registered "pass" marks and for which equivalent courses are found, the results of those phased-out courses shall be taken in to consideration while calculating the students' CGPA.

**Article 78. Semester Load for Regular Undergraduate Students**

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 35 ECTS or 22 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 40 ECTS or 25, from

the respective Academic Commission (AC).

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

The credit hour load per semester, number of years for completing a study program, learning contents, and the mode of assessment for students with disabilities should be flexibly modified or adapted in line with their unique learning needs and abilities.

### **Article 79. Semester Load for Continuing and Distance Education Students**

1. The normal load in evening & weekend programs shall be 15 to 20 ECTS or 9 to 14 credit hours per semester unless otherwise prescribed in the course catalogue or curriculum.
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. Two semesters and one Kiremt semester in the evening program is equivalent to two semesters in the regular program. The academic status of evening student is, therefore, determined at the end of Kiremit semester.
8. The normal semester load in the continuing Education for Kiremt students shall be 20 to 22 ECTS or 13 to 15 credit hours unless otherwise prescribed in the course catalogue or curriculum.
9. The normal load of one distance semester for kiremt students shall be 10 to 15 ECTS or 6 to 9 credit hours.
10. For the purpose of determining academic status of Kiremt students, one Kiremt session and distance is counted as one regular Semester; the academic status of Kiremt student is, therefore, determined at the end of distance semester.
11. The normal term load of a distance shall be 15 to 20 ECTS or 9 to 12 credit hours per semester unless otherwise prescribed in the course catalogue or curriculum.
12. Two terms in the distance program is equivalent to one semester in the regular program. The academic status of distance student is, therefore, determined every the other term.

## **Article 80. 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:

1. The duration of study for undergraduate Degrees in regular programs shall be from four to seven years depending on the program.
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. A student who fails to complete any studies within the maximum length of time permitted under sub-articles 1 to 3 of this Article shall be cancelled from that program. However, the student will be certified for the modules or courses successfully finished.

## **Article 81. 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 four years bachelor program shall be 240 ECTS or 145 credit hours while the maximum shall be based on University specific program which will add 5-10 ECTS to the 240 ECTS.
3. The minimum total credit points for five years bachelor program shall be 300 ECTS or 182 credit hours while the maximum shall be based on University specific program which will add 5-10 ECTS to 300 ECTS.
4. The minimum total credit points for six years bachelor program shall be 360 ECTS or 218 credit hours while the maximum shall be based on University specific program which will add 5-10 ECTS to 360 ECTS.
5. The minimum total credit points for seven years bachelor program shall be 420 ECTS or 252 credit hours while the maximum shall be based on University specific program which will add 5-10 ECTS to 420 ECTS.
6. The Credit requirement (load of the regular program) shall be taken as a base for determining the loads for other modes of delivery (Kiremt, Distance, Evening).
7. 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 82. Undergraduate Grading System

1. On a module/ course with practical and/or tutorial a student should score at least 50% on each to pass that course. Those who scored 'F' grade should repeat that course.
  2. For any course having lecture, laboratory/practice and tutorial, raw mark evaluation should be treated independently from 100 %.
  3. 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.
  4. Semester Average Number Grade is determined by dividing grade points earned in semester by the number of credit points in that semester.
  5. 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.
  6. 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. When there is no valid reason, the "I" Grade will be changed in to "F" within two weeks after the beginning of the semester.

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 6a hereof or has not produced evidence justifying a failure to sit for the exam(s).
7. Neither "W" nor "DO" nor "I" shall play any part in the computation of the semester grade point average.
8. 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.

9. 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.
10. 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.
11. 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 83. Grading Scale and Letter Grading System**

Raw Mark Interval-[100 %]	Corresponding Fixed Number Grade	Corresponding Letter Grade	Status Description
[90,100]	4.0	A <sup>+</sup>	Excellent
[85, 90)	4.0	A	
[80, 85)	3.75	A <sup>-</sup>	
[75, 80)	3.5	B <sup>+</sup>	Very Good
[70, 75)	3.0	B	
[65, 70)	2.75	B <sup>-</sup>	Good
[60, 65)	2.5	C <sup>+</sup>	
[50, 60)	2.0	C	Satisfactory
[45, 50)	1.75	C <sup>-</sup>	Unsatisfactory
[40,45)	1.0	D	Very Poor
[0,40)	0	F	Fail

**1. Grading Scale and Letter Grade for Undergraduate Students**

The grading scale and the letter grading system for undergraduate students are summarized as in the table below.

**Description of the Grading System**

- a. A student who scored “C” and/or “D” in a course/s can pass to the next semester if he or she has pass mark in Cumulative Average Number Grade (CANG).
- b. If the ‘C-‘ and/or “D” grade is for a Module or for a course as a module, he/she must re-sit for another exam with self-study to remove ‘C-‘ and/or “D” when module status determination is required.
- c. A student with a good stand can pass to the next semester and even can graduate if he/she scores “D” and/ or “C-” in any course. Nevertheless, if the student is not in good standing, he or she should re-sit for an exam within two weeks after the beginning of the semester with self study.
- d. A student who scored “F” in a course/module must repeat the course/module for a maximum of two times. After that, if s/he repeats “F” grade, the student can request for course change/replacement or waiver as course allergic.

**2. Grading Scale and Letter Grade for Health Sciences**

Letter grades shall be given based on the points earned out of 100. The letter grading system has a **fixed scale** as described in the table below.

Letter of Grade	Point scored	Description	Corresponding fixed Number grades
A <sup>+</sup>	[90,100]	Outstanding	<b>4.0</b>
A	[85, 90)	Excellent	<b>4.0</b>
A <sup>-</sup>	[80, 85)	Excellent	<b>3.75</b>
B <sup>+</sup>	[75, 80)	Very Good	<b>3.50</b>
B	[70, 75)	Good	<b>3.00</b>
C <sup>+</sup>	[65, 70)	Satisfactory	<b>2.50</b>
C	[60, 65)	Fair	<b>2.00</b>
D	[50, 60)	Unsatisfactory	<b>1.0</b>
F	<50	Fail	<b>0</b>

## Description of the Grading System for Health Sciences

- (a) Pass mark for any course or module or attachment will be at least a “C” grade.
- (b) Any student who scores “D” or below in any module or attachment will not be allowed to progress to the next academic year.
- (c) A student with any practical /theoretical course/module/ who score incomplete “I” grade, the student will repeat the practical course /module/. If his /her evidence is accepted by Academic Commission of the College or a student with any incomplete “I” course should bring evidence before status determination to get withdrawal and readmission in the next year
- (d) Any Health Science student who scored a grade less than “C” on professional/clinical practice, CBTP, CHP, TTP shall not be allowed to sit for remedial exam; he/she should repeat the same duration of practice as per the respective curricula. But a student who scores one or two “D” in any of the following modules (Clinical methods, Psychiatry, Dentistry, Radiology, ENT, Dermatology, Emergency Medicine and Ophthalmology) shall be allowed to take remedial exam.
- (e) A student who failed (got “D” or below) only in one minor module, he/she shall be allowed to take qualification exam, but he/she must repeat the course and secure pass mark before joining internship.
- (f) Any student who fails in the final comprehensive qualifying internal/external examination is required to work under supervision based on the respective curriculum (the duration of the reattachment will depends based on specific curriculum instruction), and then he/she shall take examination with internal assessors.
- (g) The comprehensive exam result shall be rated as Pass (“P”) or Fail (“F”) status or may be assigned letter grade. The pass mark at the comprehensive exam shall be determined as per the respective Academic Commissions.

### Article 84. 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 an 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 the respective Academic Commission.
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.
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 85. 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. Two semesters in the regular program is equivalent to three semesters in the evening program. The academic status of evening student is, therefore, determined after three semesters.
3. For Kiremt programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points/15-18 credit hours.
4. For distance programs the academic status of the students shall be determined after two terms.
5. Grade report should be issued to applicants for semesters to which the status is determined by the SC/DC.
6. The academic status of part-time students is determined for a minimum of 25-30 ECTS points/15-18 credit hours, starting from the first admission date of the students.

#### **Article 86. Academic Standing of Undergraduate Students**

1. Modular/Conventional Courses
  - a. A student who earned a 2.0 (C)'' grade or above in a semester shall be in good standing.
  - b. A student cannot register a course for more than three times in anyway. In case the student scores F after three times, article 83(1d) will apply.
  - c. Any consecutive warning leads to Academic Dismissal.
2. A cut-off SANG/SGPA and/or a CANG/CGPA for status determination of all students shall be as follows:
  - a) First Year First Semester Students

- i. A student whose first semester SANG/SGPA is greater than or equal to 1.75 can pass to the second semester
- ii. A student, who, at the end of the first semester, scores a semester grade point average (SGPA/SANG) of 1.50 up to 1.74 both inclusive, shall be warned.
- iii. A student who, at the end of the first semester, receives an SGPA/SANG of greater than equal to 1.00 and less than 1.50 shall be **academically dismissed with readmission.**
- iv. A student who fails to score a SANG/SGPA of less than 1.00 shall be **completely dismissed.**
- v. A student who has been dismissed because of academic status shall not be allowed to take immediate sup-exams.

Accordingly, therefore, the status of **First Year students in the first semester in all program** is determined as in the following table:

Year	Semester	SGPA	CGPA	Previous Status	Final Status
I	I	[1.75,4.00]	[1.75,4.00]	-	Pass
		[1.50, 1.75)	[1.50, 1.75)	-	Warning
		[1.00, 1.50)	[1.00, 1.50)	-	Academic Dismissal With Readmission
		[0.00,1.00)	[0.00,1.00)	-	Complete Dismissal

**b) First Year Second Semester and Above Students**

Student, who fails to achieve either SGPA/SANG of at least 1.75 and/or a CGPA/CANG of at least 2.00 at any semester shall be warned by his dean.

If a student, who has been put on warning during the first semester, fails to maintain an SGPA/SANG of 1.75 or a CGPA/CANG of 2.00 during the second semester of the first academic year, he is subject to dismissal unless otherwise put on probation at the discretion of the academic commission.

A student, who, at the end of the second semester, receives either an SGPA/SANG of less than 1.75 or a CGPA/CANG of less than 2.00 shall be warned.

- i. If student’s SGPA/SANG is less than 1.75 and his CGPA/CANG is less than 2.00, the student is **subject to complete dismissal.**
- ii. A student who fails to achieve a SGPA/SANG of 1.00 at any semester is **subject to complete dismissal.**

- iii. A student, who for a second consecutive semester scores either an SGPA /SANG of less than 1.75 or fails to maintain a CGPA/CANG of 2.00, is subject to **dismissal with readmission unless put on probation.**
- iv. **An academically dismissed with readmission student may get probation based on the decision of the Academic Comission.**
- v. A student who is subject to dismissal cannot claim probation as a matter of right.
- vi. Students who are **academically dismissed with readmission** may apply for readmission the next year in the same semester.

Accordingly, therefore, the status of the above mentioned students in all programs is decided as in the following table

Year	Semester	SGPA/ SANG	CGPA/ CANG	Immediate Previous Status	Any Previous (Academic Dismissal/prob ation )	Final Status
I	II	[1.75,4.00]	[2.00,4.00]	P	No	Pass
			[1.75, 2.00)	W	No	Academic Dismissal/Probation
					YES	Complete Dismissal
				P	No	Warning
			[1.00, 1.75)	Any	Any	Complete Dismissal
		[1.00, 1.75)	[2.00,4.00]	P	No	Warning
			[1.75, 2.00)	P	No	Academic Dismissal/Probation
					P	YES
			[1.00, 1.75)	Any	No	Complete Dismissal
			[0.00, 1.00)	Any	Any	No
II and above	any	[1.75,4.00]	[2.00,4.00]	P/W/PR	No	Pass
			[1.75, 2.00)	W	No	Academic Dismissal/Probation
					YES	Complete Dismissal
				P	No	Warning
			[1.00, 1.75)	Any	No	Complete Dismissal
		[1.00, 1.75)	[2.00,4.00]	P	No	Warning
			[1.75, 2.00)	P	No	Warning
				W	No	Academic Dismissal/Probation
				P	YES	Complete Dismissal
			[1.00, 1.75)	Any	No	Complete Dismissal
	[0.00, 1.00)	Any	Any	No	Complete Dismissal	

Status Determination Rule for Year II and above Students' of Health Sciences

II and above	any				[1.75,4.00]	[2.00,4.00]	P/W/P R	No	Pass	
						[1.75, 2.00)	W	No	Academic Dismissal/Probation	
							YES	Complete Dismissal		
							P	No	Warning	
						[1.00, 1.75)	Any	Any	No	Complete Dismissal
						[1.00, 1.75)	[2.00,4.00]	P	No	Warning
							[1.75, 2.00)	P	No	Warning
								W	No	Academic Dismissal/Probation
								P	YES	Complete Dismissal
						[1.00, 1.75)	Any	Any	No	Complete Dismissal
				[0.00, 1.00)	Any	Any	No	Complete Dismissal		
		1 D	0	0	Any	Any	Any	NO	Remedial exam	
		1 D	0	0	Any	Any	Sup	Yes	Readmission	
		1D	1F or 1D	0	Any	Any	Any	NO	Sup	
		1D	2D or 1F + 1D	0	Any	Any	Any	NO	Sup	
		2D or 1F + 1D	0	0	Any	Any	Any	NO	Re-admission	
		2D or 1F or 1F + 1D	0	0	Any	Any	Readm ission	Yes	CD	
		0	0	D or F	Any	Any	Any	NO	Re-admission	

### 3. Discretionary probation

- (a) The function of discretionary probation, which can only be granted by the respective Academic Unit, is to allow students who fall below the required academic standards to continue their studies. The decision to permit a student to continue his 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 academically to the required level of achievement.
- (b) 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 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:
  - i. valid reasons exist to explain their low academic performance;
  - ii. those causes for their academic deficiencies can be removed;
  - iii. the students can attain the required academic standard during the same semester in which they have been put on probation.
- (c) 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.
- (d) 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.
- (e) Even so, a student shall be dismissed after being placed on warning for one semester and on probation for another consecutive semester if he/she doesn't remove himself/herself from probation by attaining a CGPA of 2.00.

#### **Article 87. 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:

- (a) Some programs, for instance Health Sciences, may demand 100% attendance where such full attendance is academically indispensable; and
  - (b) 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. A student who has missed more than 20% attendance shall be given a grade of IA (In- complete Attendance) and be required to provide acceptable reasons for failure to attend classes.
- (a) 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.
  - (b) 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 88. Repeating, Adding and Dropping of Courses**

1. 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 allergy if he fulfills 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.

#### **Article 89. Course Exemption and Credit Transfer**

- a. Exemptions are allowed for students who had already done courses in tertiary level institutions or their equivalents with the same credit hours and content, or the cases such as the nationally harmonized Ethiopian undergraduate curricula. Exemption in non-harmonized curricula should be allowed with some restrictions in line with the decision by University registrar for course equivalence in content, credit hour weight, provided that adequate evidences are presented for scoring a grade of "C" or above.
- b. Course exemption or credit transfer is not allowed for specially designed courses or tailor-made programs.

- c.** Course exemption is given to Advanced Standing student based on individual academic records and the regulation for it.
- d.** Exemption criteria: The course title of both courses (already taken and to be taken) should be the same, similar or closely related;
  - i.** The description and/or outline of both courses should be the same or similar.
  - ii.** The credit hours of the courses taken should be equal or greater than the course requested for exemption.
  - iii.** Two or more related courses already taken and each passed with a score of C or above can be combined for one course exemption request if the descriptions fit into.

## **CHAPTER TEN:ASSESSMENT AND EVALUATION**

### **Article 90. 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 disciplines such as Health Sciences 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 through SIMS.
- 12.** 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.
- 13.** When, for reasons beyond control, the provisions of sub-article 12 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.
- 14.** 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.
- 15.** Students have the right to see their corrected exam papers.
- 16.** 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.
- 17.** Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 18.** Grades shall officially be announced to students by the registrar.
- 19.** Academic unit must make sure that instructors on leave have submitted the grades of students through SIMS before departure.
- 20.** Standard-based exams shall be prepared and administered on each course. The University is required to prepare its own guidelines for the implementation.
- 21.** For Health Science Students, the assessment shall be governed by the following principles:
  - a.** Theoretical Courses should be assessed by:-  
assignments, quiz, test, project work, seminar and mid exam (50%);  
Final exam (50%);
  - b.** Practical Courses should be assessed by:-

**Progressive/ Continuous Assessment: (50%);**

Long Case Discussion,  
Short Case Discussion;  
Direct Observed Procedures (DOP);  
Case Base Discussions (CBD);  
Practical Clinical Evaluations (PCE).

**Final Exam (50%)**

Objectively Structured Clinical Examination (OSCE)  
Objectively Structured Practical Examination (OSPE);  
Comprehensive Written Exam (CWE); Structured Oral Examination (CWE)

**Article 91. 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 and 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.

**Article 92. 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 93. 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.
  - (a) Found in possession and copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
  - (b) Working on or being found in possession of exam papers other than one's own.
  - (c) 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.
  - (d) Making use of someone else's work, or parts thereof, without acknowledging the same and with deliberate intent to represent such material as one's own.
  - (e) Sitting on an examination in a course for which one has not been registered.
  - (f) Taking an examination by proxy, i.e. through a secondary party.
  - (g) Submitting a work or works for which it can clearly be established that the work or part of it is not produced by the student claiming authorship or production.
  - (h) Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
  - (i) Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
  - (j) Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
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.
  - (a) 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.

- (b) 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 behavior will be reported. The invigilator shall also make as detailed and complete note of the incident(s) as possible in preparation for this reporting. The invigilator shall collect all evidence of cheating (copies of plagiarized material, scraps of smuggled papers, notebooks, exchanged exam papers, prohibited devices, testimonies by other supervisors, etc.).
  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 behavior 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 from the program. Dismissal

shall be recommended by the SC/DC and approval by the AVP.

11. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:

- (a) 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;
- (b) 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 respective academic units or AVP and the provisions sub-articles 10 & 11 of this Article shall apply.

#### **Article 94. Remarking of Examinations**

##### 1. 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.

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

#### **Article 95. 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 respective head academic unit 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.
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:
  - (a) Signs and sends the hard and soft copy to the office of the Registrar;
  - (b) Signs and sends one copy to the Head of the academic unit concerned; and
  - (c) 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 instructor 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 96. 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 an “F” grade.

**Article 97. Repeating Courses**

1. A student who obtains an “F” grade in a course may repeat the course in consultation with his 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 98. 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:
  - (a) A student who, for reasons beyond control, discontinues studies may apply for re-admission into the same program for any number of times provided that the maximum duration of stay in the program, counted from the date of first enrolment, has not expired or will not have expired before completion of the program following re-admission. Such readmission shall be to the same semester that the student discontinued studies. However, a student who has 80% attendance shall be readmitted before two weeks to the final exam.
  - (b) Notwithstanding the provisions of sub-Article 1 of this Article, re-admission of students in good standing is subject to availability of facilities and necessary budgetary allocations.
  - (c) In those cases where there had been curricular changes in a program, the academic unit may require the readmitted student to take new courses that have replaced those taken and passed prior. However, where there is an equivalent course such shall be done for the student.
  - (d) Upon re-admission of a student in good standing, the academic unit shall supply a list of courses from which the student will be exempted and of new courses substituting phased out courses to be taken.

3. Re-admission of academically dismissed students.

(a) A student may be readmitted after dismissal provided all of the following are fulfilled:

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

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

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

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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 99. Re-Examinations**

1. Re-examinations shall be allowed for:

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

**2. The following shall be the conditions under which re-examination is to be granted:**

- (a)** The courses are those that the student had taken during the foregoing semesters of the program;
- (b)** The maximum number of courses shall be two for a graduating student and a maximum of four for a student described under 1(a) above and
- (c)** The student's CANG/CGPA must be such that when an input of minimum 1.7 or "C" grade on the course is made as a result of the re-examination, the student qualifies for graduation or promotion,
  - i.** During the student's tenure at the University, a student can sit for re-examination only twice in the same course and as per 1(a) and 1(b) of this article.
  - ii.** 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 100. Small Academic Deficiencies at the Completion of a Study Program**

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 when the following conditions:

1. The student has taken all the courses in the designated study program and has completed the program of study unsatisfactorily.
2. The student has exhausted all entitlements (readmission, repeating of courses, re-examination etc.).
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 fulfill the requirements for graduation.

**Article 101. Waiver**

Where peculiar hardship and unique reasons exist, the AC 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 the 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 102. Graduation Requirement of Undergraduate Program**

General Requirements for Graduation:

- a. All the required courses/modules and the minimum credit hours set by the respective academic unit should be satisfied, except to phase in and phase out program.
- b. A Cumulative Grade Point Average (CGPA) of 2.00 or CANG of 1.70 must be obtained;
- c. No "F" grade in any course/module taken for undergraduate program
- d. An undergraduate student who fails in an examination ("F" grade) may, with the permission of respective Academic Council, register and repeat the course(s). In such a case the student shall pay all additional cost sharing fees for the repeated semester(s).
- e. 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 four year and 1.92 for five, six or seven year Degree students may, with the permission of the concerned Academic

Commission, 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).

- f. Students, who fail to graduate due to less CGPA than the required or due to “F” grade and have no more chance to upgrade their CGPA or to remove their ”F” may be given certificate of attendance with their transcript stated as “graduate failure”.

### **Article 103. Graduation with Distinction and Great Distinction**

A student who, upon completion of the requirements for the baccalaureate Degree, has a CANG > 3.70 or CGPA > 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 104. 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.

In case of a tie;

1. A female candidate will be given priority;
2. A regular student will be awarded rather than an advance standing student; and
3. A student who completed his program in regular time shall get the award rather than the one who has taken repeated make-up examinations.

## **CHAPTER ELEVEN:ACADEMIC RULES AND REGULATIONS FOR GRADUATE STUDIES**

### **Article 105. 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 Master's program) and assistant professor (for PhD program) shall offer courses with the approval of AVP.

### **Article 106. 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.
  - a. The DGC shall be composed of the Department Head as Chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the SC/DC.
  - b. The term of service of elected members of the committee shall be three years.
  - c. A member shall be eligible for re-election.

**2. Duties and Responsibilities** The DGCs shall:

- a.** supervise all activities of the programs;
- b.** approve status of the students, and review and endorse grades;
- c.** prepare periodic reports on its activities and submit the same to the academic unit;
- d.** recommend and/or approve a research adviser for each graduate student;
- e.** recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the SC/DC;
- f.** review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;
- g.** oversee settings of entrance examinations and screen candidates and approve for admission;
- h.** screen and assign graduate students eligible for teaching assistantship;
- i.** attend to all academic problems that concern the academic unit at graduate studies level;
- j.** suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- k.** approve graduate program course offerings and thesis research proposals of graduate students;
- l.** endorse proposals of the SC/DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;
- m.** accomplish all other duties assigned by the SC/DC and the University; and
- n.** Consider any matter entrusted to it by the Senate or the academic unit head.

**Article 107. Admission to the Graduate Program (GP)**

**1. General Admission Provisions**

- a.** A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
- b.** The minimum intake of a Master program shall be five students. However, the optimum (minimum and maximum) number of students in the different graduate programs shall be determined by the respective SC/DC taking into consideration the

number of staff, availability of space and demand for training.

- c. The academic unit may, from time to time, include additional admission requirements in conformity with University rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.
- d. Admission to regular and other graduate programs is processed by the respective academic departments/units based on the requirements in the curriculum including entrance examination
- e. Admission to the Masters and PhD graduate programs shall be given to candidates who have successfully completed the academic requirements for the first and second Degrees, respectively.
- f. Given the availability of intake capacity admission to a graduate program shall be on competitive basis in line with the admission requirements of the specific curriculum
- g. A candidate should cover all his/her living and other expenses including accommodation, tuition fees unless the University gives him/her a scholarship.
- h. Admission for regular students may take place twice in a year depending on the number of applicants and available resources in the University
- i. PhD admission can be done at any time.

## **2. Admission Requirements for the Masters Programs**

### **a. Academic Requirements**

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

### **b. Non-academic Requirements**

- i. Academic units may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
  - ii. Academic units may also set appropriate work experience requirements after obtaining the bachelor's Degree subject to the approval of the ASQAC.
- c. The candidate must produce a minimum of two letters of recommendation from under- graduate instructors, employers or professional Associates.

- d. The candidates must produce a sponsorship letter from their sponsoring organization(s) or deposit, in cash, tuition fee for the semester they are applying for prior to registration if they are self-sponsored.

### **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.

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

### **4. Transfer of Postgraduate Students between Institutions**

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

## **Article 108. Enrollment and Registration at the GP**

1. Application for admission into the graduate program is normally processed before the beginning of each semester.
2. A student has to submit an official transcript before registration and granting of official admission letter.
3. Every student of the PG must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration

without officially withdrawing from GP shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission to the GP. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

4. 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 109. 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 110. 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 unless indicated in the curriculum
2. Student load for extension and summer graduate programs shall not exceed 9 and 12 credit hours per semester respectively unless indicated in the curriculum.
3. A total of 9 to 12 credit hours per semester shall normally be regarded as full load for full time PhD candidate unless indicated in the curriculum.
4. A total of six credit hours shall be allotted to Master Thesis and 12 credit hours for PhD Dissertation.
5. Notwithstanding the provisions of sub-articles 1, 2 and 3 hereof, the credit requirements for candidates shall be determined by the SC/DC.
6. The maximum total credit hours required for a Masters program shall be between 24

up to 40 credit hours, while for a PhD program, it shall not exceed 24 credit hours unless indicated in the curriculum.

7. A student must complete and register pass grades for all the courses of the program before registering thesis work.

#### **Article 111. Duration of Study at the Graduate Program**

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 student's advisor, the DGC and SC/DC. Such extension of time shall be recommended by the DGC and approved by the SC/DC every semester. It should also be communicated to the sponsor of the student with written letter signed by the AVP or his delegate.
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. It should also be communicated to the sponsor of the student with written letter signed by the AVP or his delegate.

**Article 112. The Grading System at the Graduate Program**

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

**Table 5: GP Grading System.**

Raw Mark Interval	Letter Grade	Grade Points
[90, 100]	A <sup>+</sup>	4.00
[85, 90)	A	4.00
[80, 85)	A <sup>-</sup>	3.75
[75, 80)	B <sup>+</sup>	3.50
[70, 75)	B	3.00
[65, 70)	B <sup>-</sup>	2.75
[60,65)	C <sup>+</sup>	2.50
[50, 60)	C	2.00
< 50	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. A student who scored more than one C shall repeat the course or courses for a maximum of two times. A student who repeated a course and failed to score A or B shall be subject to dismissal.

**Article 113. 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.

**Tabular Representation of the above Status Determination Rules for Regular Master’s Program Students**

Year	semest er	SGPA	CGPA	Immediate Previous Status	Is there any previous AD	Is there any previous PRO	Final Status		
1	I	[3.00,4.00]	[3.00,4.00]	--	--	--	P		
		[2.5, 3.00)	[2.75, 3.00)	--	--	--	AD/PRO1		
				AD	YES	NO	CD		
		[2.00, 2.50)	[2.00, 2.50)	AD	No	NO	CD		
				--	--	--	AD		
		[0.00,2.00)	[0.00,2.00)	AD	Yes	--	CD		
	--			--	--	CD			
	II	[3.0,4.0]	[3.00,4.00]	[2.5, 3.00)	PRO1	NO	Yes	AD/PRO2	
				AD	YES (any)	ANY	CD		
				[0.0,2.5]	Any	Any	Any	CD	
		[2.50,3.00]	[3.00,4.00]	[2.50, 3.00)	P	NO	NO	AD/PRO1	
				Yes	NO	CD			
				PRO2	Any	Any	CD		
				PRO1	Any	Any	PRO2		
				AD	Any	Any	CD		
				[0.00,2.5)	Any	Any	Any	CD	
				[0.00,2.50)	[3.00,4.00]	P	No	No	p
		P	No			No	AD		
		Any	Any			Any	CD		
		2 and above	I & II		[3.00,4.00]	Any	Any	Any	P
					[2.75,3.00)	P	NO	NO	AD/PRO1
							YES	NO	AD/PRO2
							YES	NO	CD
					PRO1	NO	YES	NO	NO
YES								ANY	CD
Any	YES							AD	

		[0.00,4.00]		PRO2	ANY	YES	CD
				AD	ANY	ANY	CD
			[0.0,2.75)	ANY	ANY	ANY	CD

Where:-

AD refers Academic Dismissal with Readmission; CD refers Complete Dismissal; PRO refers Prohibition; and P refers Promoted/Pass

**Article 114. Repeating Courses and Graduation Requirements 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 115. Withdrawal from and Readmission to the Graduate Program**

1. Withdrawal
  - a. A student who wishes to withdraw from the GP must consult and explain any reasons to their academic advisor. Any student who withdraws from GP must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.
  - b. Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

## 2. Readmission

- a. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the academic unit into the discontinued semester.
- b. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- c. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder.
  - i. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
  - ii. If the University is unable to carry out the relevant program and advises the candidate accordingly.
  - iii. If the candidate is unable to continue due to force majeure other than those outlined in (i) and (ii) above.
- d. A candidate who wishes to withdraw for reasons mentioned under (c) of this Article shall petition the concerned DGC stating the justification for, and the duration of, absence sought.
- e. A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
  - i. If the student, at the end of the first semester, had obtained a SGPA of not less than 2.00.
  - ii. 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.
- f. No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.
- g. A candidate who withdraws from the GP without the approval of the concerned DGC as in 2-d of this Article shall not be eligible for readmission.
- h. 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.
- i. 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 116. 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.
  - a. The candidate must have very good reason(s) for requesting the transfer.
  - b. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
  - c. The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).
  - d. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
  - e. Dismissed students may not be allowed to transfer.
  - f. 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 117. The Graduate Thesis**

1. General Requirements
  - a. A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
  - b. A thesis shall constitute a partial fulfillment of the requirement for the Master's or PhD Degree, except in a program where it is not required.
2. Selection and Approval of Thesis Topic
  - a. 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.
  - b. 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.
  - c. The thesis proposal shall be defended in front of department staff members and interested students if need be.

**3. Format of Thesis**

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

**4. Submission of Thesis**

- a.** 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.
- b.** 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 defense. The Board shall have a minimum of three and a maximum of five members consisting of at least one other member of the University. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense. Normally, internal members of the examining Boards shall be drawn from the advisory committee where this is already established. All members of the examining Board will comment on all aspects of the thesis.

**6. Thesis Evaluation and Rating**

**a. Evaluation**

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

**i. Accepted**

The Thesis is:

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

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

**ii. Rejected**

A thesis shall be rejected if:

- a.** The work does not meet the required standards; or
- b.** The work is plagiarized as judged by the examining Board; or
- c.** 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.
- d.** The fate of a candidate whose thesis has been rejected will be decided by a joint meeting of the DC and DGC of the department concerned.
- e.** For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the College Graduate Studies.

**b. Thesis Rating**

Name of the Candidate.....

<u>Thesis Components</u>	<u>Points</u>
<b>i.</b> Abstract.....	(5%)
<b>ii.</b> Materials and Methods.....	(15%)
<b>iii.</b> Literature Review.....	(10%)
<b>iv.</b> Result and Discussion.....	(40%)
<b>v.</b> Summary and Conclusion.....	(10%)
<b>Defense Examination</b>	
<b>i.</b> Manner of presentation.....	(5%)
<b>ii.</b> Confidence in the subject matter.....	(5%)
<b>iii.</b> Ability of answering questions.....	(10%)
<b>Total.....</b>	<b>(100%)</b>

Evaluation Result

Excellent (A), Very Good (B+), Good (B), Satisfactory(C), Fail (F)

.....  
Name of Examiner

.....  
Signature

.....  
Date

The Grading scales of each rank are as follows

Table 6: Grading Scale of a thesis

Rank	% (*)
Excellent (A, A+)	$\geq 85$
Very Good (B+, A-)	$75 \leq X < 85$
Good (C+, B-, B)	$60 \leq X < 75$
Satisfactory (C)	$50 \leq X < 60$
Fail (F)	$< 50$

- Evaluation weight (%) = 0.6 (External examiner's) + 0.4 (Internal examiner's)
  - i. 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.
  - ii. A rejected thesis shall be rated “Fail” and shall be repeated fully or partly depending on the recommendations of the evaluators.

**c. 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 signed by the board of examiners from the candidate and it will be verified by the DGC.

**d. 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 118. Advisor ship**

### **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 Master's 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, advises 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 119. 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**

- a.** Normally, one external examiner is required for each student/Thesis except for PhD and Master Thesis in situations where the nature of the Thesis work requires more than one external examiner.
- b.** The DGC selects external examiners and recommends to the SC/DC
- c.** Appointment is made by the head of the academic unit after the recommendation of the DGC is approved by the SC/DC.

- d.** 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.
- e.** In approving the nomination of an external examiner, the SC/DC shall ascertain the following:
  - i.** 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.
  - ii.** An external examiner in general must be external to the University.
  - iii.** Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.
- f.** One external examiner should not be assigned per program for more than three Theses at any one time.
- g.** External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

#### **4. Participation in Assessment Procedures**

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

#### **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**

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

**Article 120. Graduation and Award of Credentials to Graduate Students**

A candidate who fulfills 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 TWELVE: BESTOWAL OF HONORARY DOCTORATE

### Article 121. Principles

1. The rank of honorary doctorate or *doctor honoris causa* is an honorific title granted by a special procedure to persons of exceptional achievement as a token of respect.
2. The University may award honorary doctorate Degrees to honor persons of outstanding contributions, and this may include a person deserving of honor by virtue of scholarly distinction, noteworthy public service resulting in significant contributions either to the University or to education in Ethiopia, to other spheres of development in Ethiopia, Africa or the world at large.
3. The University may honor individuals with the highest caliber, distinguished as learned persons whose knowledge and wisdom are considered exemplary. The University considers the attribution of such an honorary title as a means for:
  - a. recognizing an outstanding person who has contributed notably to his field of expertise;
  - b. Exercising the rightful social roles of a University, and improving its public image as an institution that gives high regards to outstanding intellectual and creative accomplishments, thereby allowing the University to make public declaration of its values. In selecting candidates, the University shall attempt to choose individuals of such a caliber that in honoring them, it too is honored.

### Article 122. Fields for Conferring *Doctor Honoris Causa*

1. The common fields for conferring doctor *honoris causa* and the appropriate nomenclature of the Degrees shall include, but are not restricted to, the following fields of knowledge:
  - a. **Honorary Doctor of Laws, *honoris causa* (LL.D):** This Degree shall be awarded for outstanding scholarly achievement in law or for exceptional public service;
  - b. **Honorary Doctor of Letters, *honoris causa* (DLitt):** This Degree shall be awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature;
  - c. **Honorary Doctor of Humane Letters, *honoris causa* (DHLitt):** This Degree shall be awarded for outstanding achievement in the humanities, social sciences, or in the performing arts, of a scholarly or creative nature with more

contributions to social well-being and humanity; or

- d. **Honorary Doctor of Science, *honoris causa* (DSc):** This Degree shall be awarded for outstanding achievement in the pure and applied sciences, usually of a scholarly nature.

#### **Article 123. Criteria for Selection**

The award of honorary Degrees by the University shall be for high distinction and/or outstanding service in one or more of the following:

1. **Accomplishments:** Outstanding intellectual/academic work of an exceptional and exemplary nature, distinctive for creativity and for contribution to the general welfare of the Ethiopian society, Africa and the world;
2. **Service to the public:** Outstanding leadership in education, business, public service, or other appropriate sectors of society;
3. **Service to the University:** Support for the University of a nature so distinctive and major as to constitute a most significant element in the growth and development of the institution.

#### **Article 124. Nomination and Approval of Honorary Degrees**

1. All aspects of the nomination process shall be confidential; in particular, a person so nominated shall not be consulted beforehand, or at any time prior to the Senate decision on the proposal, and all deliberations, investigations and recommendations relating to the nomination shall be treated as strictly confidential by all persons concerned therewith.
2. Nominations may be submitted by individual academic staff, departments, schools, institutes, centers, Senate and board members of the University, anonymously if need be.
3. Each nomination shall include the full name of the nominee, the Degree proposed and a biographical sketch of the candidate, a summary of the accomplishments or deeds for which the nominee would be honored along with supporting document.
4. The Academic Staff Affairs Committee (ASAC) shall handle the task of receiving nominations, preparing citations for Senate deliberations, preparing Degrees and medals and extending invitations to the nominee(s) through the President and the relevant offices of the University upon approval by the Senate.
5. The Senate shall decide the occasion for the award of doctor *honoris causa*.

#### **Article 125. Title of Address**

A person holding the title of Honorary Doctorate shall be entitled to use the title '*Honorary Doctor*' in writing, with his names, and the title shall be abbreviated as *Hon. Dr.* Such person may use the title only with the adjective '*Honorary*' or the abbreviation *Hon.*

**Article 126. Restrictions**

1. No person who is employed by the University and affiliated to it in some formal way, including through its academic units, academic staff members and members of the University Board, may be granted an honorary Degree until after he has relinquished to hold that position.
2. No honorary Degree shall be conferred in the absence of the recipient, except for reasons which the University Senate may deem sufficient to excuse the recipient's absence.
3. No honorary Degree is to be confirmed without the written acceptance of the recipient.
4. No more than three (3) honorary Degrees shall be conferred during any academic year. However, the Senate of the University shall judge exceptional circumstances.
5. The University may reimburse recipients for expenses incurred to attend the recognition ceremony; however, no honorarium will be provided to a recipient of an honorary Degree.
6. Individuals holding a political office are not eligible for honorary Degrees while they are in office.
7. A Degree *honoris causa* may be awarded posthumously under exceptional circumstances

**Article 127. Honorary Doctorate Degree conferral during graduation Ceremony**

1. The University President will present, in brief, the major achievements of the candidate that led the University to confer this highest Degree upon him.
2. The general template of the speech of the University President will be as follows:  
The Debre Berhan University confers the Honorary Doctorate Degree of .....to ..... for his or her outstanding work in .....
3. After this speech, the President will invite the guest of honor of the graduation to officially award the honorary Degree to the candidate and together they will hold the Honorary Doctorate.
4. Finally, the President will call upon the Honorary Doctor of ..... to make an acceptance speech.

**Article 128. Testamur/Testimonial**

The conferral of a Degree of *honoris causa* shall be evidenced by a Testamur (testimonial) issued under the seal of the University.

**Article 129. Additional guideline**

The ASAC may develop additional guidelines on procedures and schedule of activities.

**PART SIX**  
**OFFICES, DIRECTORATES AND INTERNAL**  
**ACADEMIC ORGANIZATION OF THE UNIVERSITY**

**CHAPTER THIRTEEN: OFFICES OF THE PRESIDENT AND**  
**VICE PRESIDENTS**

**Article 130. The Office of the President**

1. The President of the University shall be the chief academic and administrative officer of the University.
2. Without prejudice to the provisions of the Proclamation, all academic and administrative actions are answerable to him; the authority of final adjudication of administrative and academic decisions resides in his office.
3. The President exercises the powers vested in him under the Proclamation and the relevant provisions of this Legislation.
4. The President shall determine the organizational structure of his office.

**Article 131. Vice Presidents**

1. The University shall have a Vice President for Academic Affairs, Vice President for Research and Community Services, Vice President for Administration and Students Services' and Vice President for Business and Development.
2. The President may recommend such other Vice Presidents as he deems appropriate to the Board or other appropriate government bodies as per Article 53 of Higher Education Proclamation.
3. A Vice President of the University shall exercise the powers and duties provided in relevant parts of this Legislation in addition to those entrusted to him under Article 54 of Higher Education Proclamation.
4. A Vice President shall carry out such other activities, which may be specifically entrusted to him by the Board, the President or the Senate.
5. A Vice President shall determine the organizational structure of his office subject to approval by the President.

## CHAPTER FOURTEEN: DIRECTORATES OF THE UNIVERSITY

### Article 132. The University Registrar and Alumni

#### 1. General Provisions on the Directorate of the University Registrar and Alumni

- a. The Directorate for the University Registrar and Alumni is a unit of the University responsible for all operational matters pertaining to student admission, selection, placement, registration, and academic records of all faculties and graduates.
- b. The Directorate carries out the duties and responsibilities set forth in the provisions of this Chapter in close cooperation with colleges/schools/ faculties/institutes and other offices of the University.

#### 2. Responsibilities of the Directorate for the University Registrar and Alumni

The Directorate of the University Registrar and Alumni shall:

- a. Prepare the academic calendar of the University each year in consultation with the college, faculties, schools, institutes the Vice Presidents and submit to the Senate for approval;
- b. Ensure that pertinent laws, this Legislation, directives of the Senate and its committees and guidelines on students (admission, registration, graduation,) and curricula (courses, credit requirements, etc.) are equitably observed;
- c. Maintain up-to-date records on programs of study of the University;
- d. Create and maintain up-to-date, confidential, private, safe, and permanent records of all students, including drop-outs, dismissals, withdrawals, and alumni of undergraduate and graduate programs;
- e. Create and maintain up-to-date and accurate information on student admission, placement, registration, academic performance, retention, attrition and graduation based on types, programs and modes of delivery;
- f. Prepare and issue the Academic Calendar, University Catalogue(s) and admission prospectus and student handbooks of the University on a regular basis;
- g. Issue transcripts, Degrees, diplomas and certificates;
- h. Be responsible for the custody of the Common Seal of the University;
- i. Establish links with University registrar offices in and outside Ethiopia;

- j.** Support, coordinate and oversee the registrar units of the University;
- k.** Without prejudice to the Proclamation, and upon approval of the President and Vice Presidents, consult with the Ministry of Education (MoE) on intake capacity, admission, and set University-wide general criteria for admission as per the decision of the Senate and its committee;
- l.** Oversee the colleges/faculties/schools/institutes intake;
- m.** Prepare the list of candidates approved by the AAC and the Senate eligible for the award of Degrees, diplomas, and certificates;
- n.** Oversee all admissions of students from foreign schools are conducted as per the rules and regulations of the University;
- o.** Manage all finance related issues of the Directorate; and
- p.** Perform such other tasks as assigned by the V/President for Academic Affairs.

### **Article 133. The University Registrar and Alumni Director**

#### **1. Appointment**

The University Registrar and Alumni Director shall be appointed by the President in consultation with the Vice President for Academic Affairs and shall be accountable to the latter.

#### **2. Powers and Responsibilities of the University Registrar and Alumni Director**

The University Registrar shall:

- a.** Administer all operational matters, coordinate, supervise, evaluate and assess the activities and personnel of the Directorate of the University Registrar and Alumni and its various units;
- b.** Submit the annual budget of the Directorate of the Registrar to the Vice President for Academic Affairs and administer such funds as may be placed at his disposal;
- c.** Be responsible for the implementation of the policies and directives laid down by the Senate and the College of Post Graduate studies pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.);
- d.** Continually analyze and evaluate all existing rules and regulations on registration, (academic performance, attrition, graduation, etc. and curricula (courses, credit requirements, etc.) and recommend modifications where necessary;
- e.** Submit to the Senate, after approval by AACs or the College of Post Graduate Studies the names of candidates eligible for the award of certificates, diplomas and Degrees in conformity with University rules and regulations;
- f.** Maintain such files and records as are necessary to provide a clear and continuous

picture of the activities of the Directorate of the Registrar and Almuni pertaining to students (admission, placement, registration, academic performance, attrition, graduation, etc.) and curricula (courses, credit requirements, etc.);

- g.** Submit to the Senate, the President and the Vice President for Academic Affairs and other appropriate bodies of the University timely progress reports on student admission, placement, registration, academic performance and attrition, and make any recommendations thereon;
- h.** Submit to the Senate, the Vice President for Academic Affairs and other appropriate bodies of the University regular reports on the activities of the Office of the Registrar and its various units, and make recommendations on how to improve the overall operations of the Directorate of the Registrar and Almuni and its various units;
- i.** Perform such other duties consistent with his responsibility as may be assigned to him by the Senate, the President and the Vice President for Academic, Research and Community Services; and
- j.** Delegate some of his powers as deemed necessary to the responsible person.

#### **Article 134. Academic Program Directorate**

##### **1. Accountability and Term of Office**

The Director for Academic Program Directorate who is to be appointed by the President, is accountable to the Office of the AVP. The Director shall have three years of term, upon the completion of which he might be reelected.

##### **2. Powers and Responsibilities**

The Director for Academic Program Directorate shall have the following powers and responsibilities.

- a.** Oversee the smooth implementation of the teaching-learning process in Undergraduate, Postgraduate and Continuing and Distance Education in both regular and continuing programs responsibly;
- b.** Facilitate the academic affairs supervision and provide support for colleges/faculties/schools/ institutes;
- c.** Facilitate and follow the Academic Program Development;
- d.** Assess college /faculty/ school human power requirements in terms of placement policy, total volume of work, the prevailing staff load and report such issues to the AVP;

- e.** Follow up the implementation of field works and internship activities, and practical attachment works;
- f.** Oversee the implementation of assessment and evaluation of students;
- g.** Facilitate the smooth conduct of the teaching-learning process by monitoring activities which range from summer preparations right through student registration to graduation in all regular, continuing and summer programs;
- h.** Safeguard the quality of education by designing educational quality enhancements plans in collaboration with the Educational Quality and Relevance Directorate and oversee their implementation by units;
- i.** Do everything necessary for the issuance of precise guidelines relating to educational quality management, identify gaps in the teaching-learning process in the teaching learning process and search for solutions with others;
- j.** Provide the required support and follow up to the endeavors that educational units and staff make to run the academic programs effectively.
- k.** Conduct due follow up to see to it that course syllabi and continuous assessment systems develop;
- l.** Initiate methods, which will help, minimize the wastage of teaching learning time;
- m.** Participate in meetings conducted on the teaching-learning process representing his own Office or that of the AVP in the absence of the latter;
- n.** Take the initiative to oversee and execute student transfer from department to department, college to college, faculty to faculty, school to school, institute to institute, University to University, etc, accordingly to set guidelines;
- o.** Keep up to date records of students, academic staff, administrative staff, technical staff, programs and report such issues to the concerned bodies;
- p.** Organize and submit reports to the AVP periodically;
- q.** Work in consultation with the Office of the AVP to accomplish the duties listed above, and
- r.** Perform such other duties as assigned to him by the AVP.

**Article 135. Educational Quality Assurance and Relevance Directorate**

**1. Accountability and Term of Office**

The Director for Education Quality Assurance and Relevance Directorate, who is to be appointed by the President, is accountable to the office of the President. The Director shall have a three year term, upon the completion of which he might be reelected.

**2. Powers and Responsibilities**

The Director for Education Quality Assurance and Relevance Directorate shall have the following powers and responsibilities.

- a.** Assess the quality and relevance of education in the University;
- b.** Advise the University management, deans and department heads on matters related to quality and relevance of education;
- c.** Conduct and/or coordinate research on various issues of quality and relevance of education;
- d.** Organize training to teaching staff and management on quality and relevance of education;
- e.** Help academic units employ appropriate teaching, learning and assessment methods to ensure effective implementation of their programs;
- f.** Help academic units document student progress and graduate outcomes and seek to improve student retention and achievement;
- g.** Ensure faculties and schools justify the relevance of their programs and have robust procedures stated in this Legislation;
- h.** Work out the annual budget for quality assurance and audit;
- i.** Solicit funds for research from external resources;
- j.** Coordinate different units under his office;
- k.** Organize forums for awareness on new ideals on quality education;
- l.** Represent the Office on issues related to quality education, act as a professional resource and service unit for supporting the of educational quality and relevance; and
- m.** Undertake other duties as assigned to him by President and the Senate.

**Article 136. Office of the University Graduate Studies**

**1. General Provisions on the College of Graduate Studies**

- a.** There shall be an office the Graduate Programs of the University to which a dean, accountable to the office of AVP, will be appointed by the President.
- b.** The Dean/Director shall have three years of term, upon the completion of which he might be reelected.
- c.** The Dean/Director of University Graduate Studies shall take care of the administration of the programs of study and research leading to the Master of Arts (M.A.), the Master of Sciences (M.Sc.), the Master of Laws (LL.M), the Doctor of Philosophy (Ph.D.) programs leading to specialty certificates in MD or other similar programs as well as programs of study and research leading to post-graduate and post-doctoral diplomas.

**2. The Dean/Director of University Graduate Studies shall have the following duties and responsibilities to:**

- a.** Present the annual budget of the office, in consultation with the appropriate college/faculty/schools/institutes, Committee for Graduate, Research and Community Services and the AVP.
- b.** Ensure effective implementation of the policies and decisions laid down by the University for the proper administration of graduate programs, and the welfare of students;
- c.** Take appropriate actions in consultation with the respective college/faculty/school/institute deans on recommendations with regard to programs, candidates or other academic matters;
- d.** In cooperation with the concerned college/faculty/schools/institutes registrar, issue directives pertaining to registration, record keeping and the like for graduate programs and ensure their implementation;
- e.** Submit to the AAC through the college/faculty/schools/institutes registrar, the names of candidates eligible for the award of graduate diplomas, certificates and Degrees in conformity with University rules and regulations;
- f.** Submit to the Academic Vice President reports two times a semester and make any recommendations thereof;
- g.** Make recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of graduate studies in the University;
- h.** Study and recommend the initiation of inter-disciplinary and multi-

disciplinary post graduate programs; and

- i. Perform such other duties as may be assigned by the Academic Vice President.

### **Article 137. Directorate of the University Continuing and Distance Education**

#### **1. General Provisions**

Directorate of the University Continuing and Distance Education, which will have branches in all colleges/faculties/schools/institutes that run continuing education programs. The Director shall have a three year term, upon the completion of which he might be reelected.

#### **2. Duties and Responsibilities**

The Directorate of Continuing and Distance Education Programs shall;

- a. Be responsible for coordinating all extension, summer and distance programs at the University level;
- b. Prepare academic calendar for all continuing education programs in consultation with the University Registrar and Alumni to oversee their implementations;
- c. Promote the CDEPs in all Colleges/Faculties/Schools/institutes for better student admission; and
- d. Prepare guideline for student admission in the programs.

### **Article 138. Director of the University of Continuing and Distance Education**

1. The Director of Continuing and Distance Education shall be appointed by the President and be accountable to AVP.

2. Duties and Responsibilities the Director of Continuing and Distance Education  
The Director shall have the following duties and responsibilities to;

- a. Develop strategic plan for the directorate;
- b. Coordinate all continuing programs at University level;
- c. Present the annual budget of the directorate, in consultation with the appropriate academic unit;
- d. Ensure effective implementation of the policies and decisions lay down by the University for the proper administration of continuing education programs in ensuring equal quality of education between the regular and continuing and distance education programs;
- e. Take appropriate actions in consultation with the respective college/faculty/schools/institutes dean/director on recommendations with regard to the programs, candidates or other academic matters;
- f. In cooperation with the concerned college/faculty/schools/institutes College

Registrar, issue directives pertaining to registration, record keeping and the like for continuing education programs and ensure their implementation;

- g. Submit to the Academic Vice President reports two times a semester and make any recommendations thereof;
- h. Make recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of continuing education studies in the University;
- i. Perform such other duties as may be assigned by the Academic Vice President.

### **Article 139. The University Library Directorate**

#### **1. Appointment**

The University Library Directorate Director shall be appointed by the President and shall be accountable to the Vice President for Academic Affairs.

#### **2. Duties and Responsibilities**

- c. The Library Director is the chief administrative officer of the University Library System.
- d. The Library Director is responsible for the general administration of the Library and employment and supervision of its personnel, and in consultation with the Library, Information, and Communications Technology Committee of the Senate, for its planning, budget, and development as a resource for teaching and research and for the promulgation of all rules governing use of the Library by students, faculty and external readers.
- e. The chief librarian shall protect the University interest in its property and ensure the efficient use of library resources. To this end, he shall:
  - i. Ensure the availability of trained library staff in adequate numbers and meeting prescribed standards through employment, transfer and/or appropriate training;
  - ii. Require adherence to procedures regarding the acquisition, accession and cataloging of all information resources;
  - iii. Require adherence to rules to assure that all materials in the University System are available, on reasonable terms, to all University students and faculty subject to the priority of meeting the academic needs of the faculty and the constituent libraries;
  - iv. Request, annual report including statistical information from each constituent library and dean of the faculty, college or school where it is situated as may be necessary to inform the Librarian of its expenditures and operations; and
  - v. Inspect all libraries within the system and take all other steps necessary and

proper to secure the above objectives;

- vi. Other libraries within the University campuses shall be governed as per the memorandum of understanding (MOU) agreed by the University.

#### **Article 140. Weeding of Library Materials**

1. The weeding process is a continual evaluation of resources intended to remove items that become obsolete, are superseded by later editions, are unnecessary, unused, or are in poor physical conditions.
2. Decisions on weeding of materials shall be made by using an item-by-item procedure and requires collaboration between the library professionals charged with the weeding process and appropriate faculty members to evaluate the material and to determine if it is up for weeding. Involvement of faculty members most directly concerned with possible future use of the materials is essential in the weeding process to assure that materials of interest are not inadvertently discarded.
3. The Library Director upon approval by Library, Information and Communications Technology Committee shall formulate an appropriate weeding policy in which procedures and appropriate criteria for carrying out the weeding activity are set. Items weeded out from the Library may, at the discretion of the Library Director be donated to other institutions, sold as used books, kept in store for use wherever the need arises or disposed of by other means upon approval by the University President.
4. The priority to receive donations shall go to public institutions or libraries.

#### **Article 141. Budget Appropriations for the Library**

1. The Library Director shall ensure that faculties in submitting faculty budget request to the University include budgetary request for equipping, staffing, maintenance and development of the library;
2. The chief librarian, in consultation with the relevant University body responsible for planning and budget, shall prevent duplication of expenses, shall submit annual proposal on budgetary matters pertaining to the University library system to the Vice President, to all relevant deans and to the Library, Information, and Communications Technology Committee in order to guide the faculties in obtaining improved planning and clarification of budgetary allocation policies and maintaining a balanced library system.

#### **Article 142. Library Staff**

1. The libraries shall have professional librarians and other support personnel.
2. The terms of employment, promotion and termination of employment of professional librarians shall be governed by the rules and regulations applicable to administrative staff.

**Article 143. Office of Freshman/Common Course Coordinator**

**1. Appointment**

The Office of Freshman/Common Course Dean shall be appointed by the President and shall be accountable to the Vice President for Academic Affairs.

**2. Term of office**

- a. The term of office of a Dean for Freshman/Common Course Coordinator Office shall be three years. However, the Dean may be re-appointed for one term on the basis of good performances.
- b. The Dean shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.

**3. Powers and Duties**

The dean shall be accountable to the Academic vice President and shall have the following duties and responsibilities:

- a. Coordinates and manages the freshman (first year) common courses in the unit that are delivered for first year students in the university;
- b. Assigns freshman/first year students who are placed in the University into sections;
- c. Identifies courses that are delivered in each semester and requests the concerned departments to assign teachers;
- d. Prepares examination schedules, assigns invigilators from those who give the courses and requests colleges to assign invigilators if there is scarcity;
- e. Identifies classrooms and assigns section for freshman /first year students;
- f. Follows up the teaching learning process of freshman/first year programs, organizes teachers’; profile, who give courses, supervises classrooms, and lets students elect class representatives to monitor the teaching learning process;
- g. Identifies problems that hampers the effective implementation of the teaching learning process and seeks for solutions together with others;
- h. Accepts students’ complaints and tries to solve as soon as possible;
- i. Reports the names of teachers who miss classes to their respective departments and urges the departments to take appropriate measures as to the disciplinary rules and regulations of the University;
- j. Facilitates departments choice of freshman/first year students after they finish the first semester or complete the first year program together with college deans and department heads
- k. Sets up the office’s management council and arranges regular meeting program;
- l. Prepares the office’s annual plan, organizes quarterly reports and sends them to the AVP;
- m. Collaborates with the AVP AND with the Director for Academic Program Development / Affairs;
- n. Carries out other duties assigned by the AVP.

## **CHAPTER FIFTEEN : INTERNAL ACADEMIC ORGANIZATION OF THE UNIVERSITY**

### **Article 144. Academic Units of the University**

1. The University includes the following teaching colleges, faculty, schools and institutes.
  - a. Institute of Technology
  - b. College of Engineering
  - c. College of Computing Sciences
  - d. College of Health Sciences
  - e. College of Natural and Computational Sciences
  - f. College of Agriculture and Natural Resource Sciences
  - g. College of Business and Economics
  - h. College of Social Sciences and Humanities
  - i. College/School of Law
  - j. College of Education
  - k. College of Graduate Studies
  - l. Others to be established in accordance with relevant laws
2. The colleges, faculties, schools and institutes consist of Degree awarding departments.
3. The college of graduate studies shall, in consultation with the respective colleges, faculties, schools, institutes, be responsible for the coordination of postgraduate programs.

### **Article 145. Academic Unit Council**

For each academic unit stated under Article 143.1, there shall be established Academic Unit Council (AAC) which is chaired by the AVP.

#### **1. Composition**

The AAC shall consist of:

- a. The Academic Vice President..... Chairperson
- b. Director for Academic Program.....Secretary and Member;
- c. Dean of college/faculty/Institute/school.....Member;

- d. Director for Registrar and Alumni.....Member;
- e. Director for Continuing and Distance Education.....Member;
- f. Director for Post Graduate Studies.....Member;
- g. Director for Library and Documentation Center.....Member;
- h. Director for Academic Change and Reform.....Member;
- i. One elected student representative.....Member;
- j. Representative/Focal Person of Children, youth and women when deemed necessary.....member;  
and
- k. Others to be assigned by the AAC.

## 2. Organization

The terms of service of elected members of the AAC shall be three years. The AAC shall have its own rules of procedure. The AAC shall within its sphere of power have, among others, the following standing committees:

- b. Staff Disciplinary Committee (SDC);
- c. Committee for Student Affairs (CSA);
- d. Academic Staff, Scholarship, Recruitment and Promotions Committee;
- e. Graduate Program, Research, Community Services and Technology Transfer Committee (ASCRC);
- f. The Academic Standards and Curriculum Review (ASCR);
- g. The AAC may establish Ad-hoc committees to perform specific tasks.
- h. The AAC may co-opt other persons to attend its meetings with no voting rights.

## 3.Meetings

The AAC shall meet at least once every month and shall maintain a proper record of the agenda and minutes of its meetings;

Meetings may be called at any time by the dean or when requested in writing by one-third of its membership.

## 4. Powers and Responsibilities

The AAC shall be the highest body of a faculty for academic, research and community service matters. Without prejudice to powers and responsibilities that may be conferred upon it by the Senate or the President, the AAC shall:

- a. Set guidelines to facilitate the teaching-learning process;
- b. Issue guidelines for setting/marking of examinations in the faculty/college/school in

- accordance with rules and regulations approved by the Senate;
- c.** Recommend to the Senate the establishment of new programs and modifications of existing programs pertaining to study and research in the faculty;
  - d.** Deliberate and decide upon all appointment and promotion cases presented to it through the DC;
  - e.** Decide and notify the Academic Vice President about all leave of academic staff.
  - f.** Decide and notify the Vice President for Research and Community Service about all leave of research staff
  - g.** Promote research within the faculty, issue guidelines on their execution on the basis of regulations issued by the Senate or Head of Graduate Programs and follow-up/monitor their implementation;
  - h.** Review the missions and objectives of the faculty/college/school on a periodic basis and evaluate the success of their implementation;
  - i.** Promote the welfare of staff and students and ensure observance of discipline within the faculty as provided by rules and regulations of the University and make final decisions recommended to it by the disciplinary committee chaired by student deans;
  - j.** Review grades and determine academic status of students of the faculty/college/school every semester;
  - k.** Recommend to the Senate the graduation of students of the faculty/college/school and medal winner of same;
  - l.** Review and recommend budget proposals to the Budget Office and allocate approved budget for the various activities of the faculty/college/school;
  - m.** Initiate staff development schemes for the faculty/college/school; prioritize training programs for the staff and recommend candidates for training;
  - n.** Issue guidelines on conditions of employment and remuneration for community/consultancy services in the faculty/college/school in accordance with the general University policies;
  - o.** Receive and assess the results of the annual performance evaluation of the members of the faculty/college/school by the University Staff Development Center and make recommendation to the dean on possible actions to be taken as a result of the evaluation;
  - p.** Issue guidelines for promotion of links with relevant external bodies and organizations with a view to enhancing the faculty's academic, research and community service functions in line with the rules and regulations of the University;
  - q.** Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the faculty/college/school;

- r. Determine the allocation and appropriate utilization of the physical resources of the faculty based on considered recommendations of the dean and administrator of the faculty/college/school;
- s. Issue guidelines and procedures on the functions and activities of its standing committees and of the sub-committees or DC's (department councils) established under Sub-Article 2.6 of Article 139 of this Legislation;
- t. Perform such other functions relevant to the betterment of the teaching-learning process and promotion of research and serving the community in the faculty/college/school;
- u. The powers and responsibilities of AACs with respect to graduate programs shall be to:
  - i. Propose to the Post Graduate Research and community Service Committee graduate programs to be offered by the faculty/college/school including changes thereof;
  - ii. Undertake 2-4 year evaluation of graduate programs, formulate appropriate recommendations to be forwarded to the Committee and supervise the implementation of the decision of the Council thereon;
  - iii. Recommend to the Post Graduate Research and community Service Committee the granting of graduate Degrees, diplomas or certificates;
  - iv. Ensure that the rules governing the appointment of advisors and examination boards as well as those governing their functions are uniformly implemented;
- v. Make use of credit and non-credit courses or alternative methods of knowledge transfer to enable distance and continuing students to become more competitive in employment and personal enrichment with innovative technology and quality customer service; and
- w. Settle all academic problems that concern the faculty/college/school at the committee level.

**Article 146. Academic Commissions**

For each college/ institute, there shall be established an Academic Commission (AC) which is accountable, through the Dean/Director, to the AVP.

**1. Composition**

The AC shall consist of:

- a. The Dean of the college/faculty/school/institute who shall be Chairperson;
- b. The Head of each Department;
- c. Associate Dean for Academic Affairs;
- d. Associate Dean for Research, Community Service and Postgraduate Affairs ;

- e.** College Registrar Head ;
- f.** Director for Continuing and Distance Education Program as deemed necessary;
- g.** Two elected college / institute members with the rank of lecturer or above wherever possible;
- h.** Focal person for gender issues in the college;
- i.** One representative of the students from the respective college/ institute, as deemed necessary;  
and
- j.** Others to be designated by the AC as it deems necessary;
- k.** Members of the AC shall elect the Secretary.

## **2. Organization**

- a.** The terms of service of elected members of the AC shall be two years.
- b.** The AC, on the basis of this Legislation, shall have its own rules of procedure.
- c.** The AC shall have the following standing committees:
  - i.** Academic Standards , Quality Assurance and Curriculum Committee (ASQACC)
  - ii.** Academic Staff Affairs Committee (ASAC)
  - iii.** Research, Community Service Committee and Graduate Program (RCSGC)
  - iv.** Students' Affairs Committee (SAC)
  - v.** Staff Disciplinary Committee (SDC)
  - vi.** Academic Staff Recruitment and Promotions Committee
- d.** The AC may establish ad-hoc committees to perform specific tasks as deemed necessary.
- e.** The AC may, from time to time, co-opt other persons to attend its meetings with no voting.

## **3. Meetings**

- a.** The AC shall regularly meet at least twice every month and shall maintain a proper system of agenda and minutes for its meetings.
- b.** The AC may have an extraordinary meeting as it may be necessary.
- c.** The chairperson of each AC shall send minutes of the AC to the Academic Vice-President, Registrar, Director for Program Development/Review, and to other concerned programs as well as operational units of the University as may be necessary.
- d.** Meetings of the AC may be called at any time by the Dean or when requested in writing by more than a third of its members.

- e. A quorum of the AC shall consist of more than half (50% + 1) of its members, including the Chairperson.

#### **4. Powers and Responsibilities**

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

- a. Set guidelines to facilitate the teaching learning process;
- b. Issue guidelines for setting/marking of examinations in the college in accordance with rules and regulations approved by the Senate;
- c. Recommend to the Senate the establishment of new programs and modifications of existing programs in the college;
- d. Deliberate and decide upon all appointment and promotion cases presented to it through the college staff Affairs committee;
- e. Recommend to the President all leaves of academic staff;
- f. Promote research works within the college, issue guidelines on their execution, and monitor their implementation on the basis of regulations issued by the Senate;
- g. Review the missions and objectives of the college on a periodic basis and evaluate the success of their implementation;
- h. Promote the welfare of staff and students and ensure observance of discipline within the college as provided by rules and regulations of the University;
- i. Approve academic status of students determined by SC/DC of the college every semester;
- j. Recommend to the Senate the graduation of students of the college and college medal winner;
- k. Initiate staff development schemes for the college: prioritize training programs for the staff and recommend candidates for training;
- l. Issue guidelines on conditions of employment and remuneration for consultancy services in the college In accordance wither the University regulation;
- m. Receive and assess the result of the annual performance evaluation of the members of the academic staff and make recommendation to the dean on possible actions to be taken as a result of the evaluation;
- n. Issue guidelines for promotion of links with relevant external bodies and organizations regulations of the University;
- o. Initiate and execute schemes for scholarships, fellowships, prizes and other awards to promote academic excellence within the college in line with the rules and regulations of the University;

- p. Issue guidelines and procedures on the functions and activities of its standing committees; and
- q. Perform such other functions relevant to the betterment of the teaching-learning process and promotion of research in the college.

#### **Article 147. College/Faculty/School Deans and Institute Directors**

##### **4. Appointment**

- a. The college dean or institute director shall be appointed by the University President following an open competition set by a specific competition criteria/guideline of the University.
- b. The nominee shall be a fulltime teaching staff member of the college preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the college for at least two years.

##### **5. Term of office**

- a. The term of office of a Dean/Director shall be three years. However, a Dean/Director may be re-appointed for one term on the basis of good performances.
- b. A Dean/Director shall be subjected to periodic performance evaluation which may result in termination of the office term or for good cause.

##### **6. Powers and Duties**

The Dean, as the chief executive officer, shall be accountable to the Academic vice President and shall have the following duties and responsibilities

- a. Serve as the Chairperson of the AC;
- b. 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;
- c. Endeavor to promote multidisciplinary academic/research/community service programs;
- d. Propose to the AC the establishment of new programs; revision of existing programs; dissolution or amalgamation of programs, etc.;
- e. Follow-up on the periodic review and improvement of curricula and recommend changes to the AC;
- f. Oversee all academic, research, community service, continuing education programs and other related activities of the college/institute ;
- g. Record, follow-up and measure the performance of academic and other units in the college/institute;
- h. Administer and oversee the proper utilization of the physical and other resources

of the college/institute;

- i. Issue rules and procedures for the proper administration of the college/institute in line with the overall policies and regulations of the University;
- j. Ensure that the policies, rules and regulations of the University are well recognized and implemented by the staff and students of the college/institute;
- k. Endeavor to foster good working relationships with the relevant research/community service offices and other college/institute of the University;
- l. Endeavor to promote external links with relevant institutions in consultation with the President or AVP;
- m. Promote the good image of the college/institute with clients of the University by providing appropriate and full information on the activities of the college/institute; and seek the participation of professionals from outside in support of its teaching and re- search/community service;
- n. Plan and execute schemes and programs that promote academic excellence and welfare of both staff and the students;
- o. Ensure the proper maintenance of student records in the college/institute in accordance with guidelines to be set by the Students' Academic Record Center;
- p. Submit appropriate reports both to the academic , research and community vice Presidents, quality assurance directorate and other key stakeholders and the AC on the activities of the college;;
- q. Delegate his duties and powers as appropriate to associate deans. College level heads, faculty associate deans, and school/department heads; and
- r. Carry out such other tasks assigned to him by the University authorities and the AC.

**Article 148. Associate Dean for Academic Affairs**

**1. Appointment**

- a. Associate dean for academic affairs shall be appointed by the University President following an open competition and evaluation by students, staff and the University management.
- b. The nominee shall be a fulltime teaching staff member of the college preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the college for at least two years.

**2. Term of Office**

- a. The term of office of associate dean for academic affairs shall be three years. However, he/she shall be subjected to periodic performance evaluation which may result in termination of the office term.
- b. Associate dean for academic affairs may only be appointed for one more

consecutive term.

### 3. Duties and Responsibilities

The associate dean for academic affairs shall be accountable to the college dean and shall have the following duties and responsibilities.

- a. Coordinate and oversee all academic issues in the regular and continuing education programs;
- b. Serves as the chairperson of the AC in the absence of the college dean and as a delegate of the dean;
- c. Coordinate and oversee periodic review and improvement of curricula;
- d. Oversee the proper maintenance of student records in the college in accordance with guidelines to be set by the Registrar and Alumni Affairs Directorate;
- e. provide support to student academic affairs, including admissions, advising, recruitment and affirmative action, curriculum, peer-learning, and scholastic standards
- f. Monitor quality of implementation of learning and teaching in the college
- g. Is responsible for internal quality assurance/enhancement procedures and events;
- h. Establish strategies ensure the effective realization of assessment procedures in the Department;
- i. Coordinate the dissemination and implementation of codes of practice, policies and procedures with regard to learning-teaching quality assurance to foster the spread of good practice in the Department in order to enhance the quality of the student performance;
- j. Work on different gender-related issues reported by female students and female staff and forward the same to the relevant office, take appropriate actions and follow up progress;
- k. Organize awards offering events for academically outstanding female and needy students of the college;
- l. Initiate and coordinate the development of change –oriented tools and ensures that these tools are updated when appropriate;
- m. Ensure that modules and courses are monitored, updated and reviewed if necessary on an annual basis, including preparation and update of program specifications and profiles, in accordance with the University procedures
- n. prepare activity plan and performance report of all academic issue of the office and submit to the college dean's office;
- o. Carries out other tasks assigned by the college dean

## **Article 149. Associate Dean for Research and Community Service**

### **1. Appointment**

- a. The associate dean for research and community service shall be appointed by the University President following an open competition and evaluation by student, staff and the University management.
- b. The nominee shall be a fulltime teaching staff member of the college preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the college for at least two years.

### **2. Term of Office**

- a. The term of office of associate dean for research and community service shall be three years. However, he/she shall be subjected to periodic performance evaluation which may result in termination of the office term.
- b. Associate dean for research and community service may only be appointed for one more consecutive term.

### **3. Duties and Responsibilities**

The associate dean for research and community service shall be accountable to the college dean and shall have the following duties and responsibilities:

- a. Coordinate and oversee all issues related to research and technology transfer;
- b. Liaison between the office of Vice President for Research and Community Service and the College.
- c. Propose strategic plans for the development of the college towards excellence in research, technology transfer and community service.
- d. Prepare annual activity plan of the office and submit it to the college dean's office ;
- e. Propose incentive mechanisms for instructor- researchers who usually take part in research activities;
- f. Coordinate and guide research and community service activities and collaborative research projects within the college;
- g. Develop a scheme to promote research publications in local and international peer reviewed journals and conference proceedings;
- h. Strive for fund seeking from different organizations for research and technology transfer projects and establishment of core competence laboratories;
- i. Coordinate the allocation of doctoral dissertation and Master's thesis grant;
- j. Evaluate the existing college research capacity and identify gaps and priority areas for capacity building;
- k. Coordinate the development of interdisciplinary research programs
- l. Coordinate and oversee the college-industry linkage and technology transfer activities at the college;

- m. Propose guidelines for selecting instructors to offer postgraduate courses, supervise postgraduate students, and involve in thesis/dissertation examining board;
- n. Organize trainings on writing collaborative research project proposals;
- o. Maintain up-to-date records of contractual work and funded/collaborative projects at the college;
- p. Submit regular quarterly, mid-year and annual activity reports of the office to the college dean's office;
- q. Carry out other tasks assigned by the college dean.

**Article 150. College Registrar, Continuing and Distance Education Unit Head**

**1. Appointment and term of office**

- a. College Registrar, Continuing and Distance Education Unit Head shall be appointed by the Academic Vice President following an open competition and evaluation by student, staff and the college management.
- b. The nominee shall be a fulltime teaching staff member of the college preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the college for at least three years.

**2. Term of Office**

- a. The term of office of registrar and CDE unit head shall be two years. However, he shall be subjected to periodic performance evaluation which may result in termination of the office term.
- b. The College Registrar and CDE unit head may only be appointed for one more consecutive term.

**3. Duties and Responsibilities**

College Registrar, Continuing and Distance Education Unit /Head shall be accountable to the Associate Dean for academic affairs and shall have the following duties and responsibilities:

- a. Oversee the execution of academic calendar;
- b. Coordinate the placement of new students;
- c. Manage the admission and re-admission of students;
- d. Ensure timely submission of grades;
- e. Ensure that students and instructors are aware of the academic rules and regulations regarding registration, course add and drop, withdrawal, readmission, course load, etc...
- f. Facilitate the advertisement of continuing and distance education programs of the college through appropriate media;
- g. Review and propose for appropriate revision of tuition fee and payment for the concerned staff in order to provide quality service at an affordable price and means of revenue generation;

- h. Create collaborations with other similar offices in higher education institutions for the betterment of the duties and responsibilities of his/her office;
- i. Perform other duties assigned by the associate dean for academic affairs.

**Article 151. Department Council (DC)**

Each department of every college/faculty/school/institute shall have a Department Council (DC). The composition, powers and duties of which are set forth as follows:

**1. Composition**

- a. The DC is composed of all full time teaching staff of the department;
- b. The department head shall act as Chairperson of the DC;
- c. One representative of the students from the respective program, as deemed necessary;
- d. One of the members of the DC shall serve as its secretary;
- e. The DC shall have the following standing committees:
  - i. Academic Standards, Quality Assurance and Curriculum Committee (ASQAC);
  - ii. Academic Staff Affairs Committee (ASAC);
  - iii. Research and Community Service Committee (RCSC);
  - iv. Students' Affairs Committee (SAC);
- f. The DC, when it deems it necessary, may establish ad-hoc committees, to perform specific tasks.
- g. The respective college/institute AC, in line with the relevant provisions of this Legislation, shall issue working guidelines for the standing and ad-hoc committees of the DC.

**2. Meetings**

- a. The DC shall regularly meet at least twice every month and shall maintain a proper system of agenda and minutes for its meetings.
- b. The DC may have an extraordinary meeting as it may be necessary.
- c. The chairperson of each DC shall send minutes of the DC to the respective college/school/institute.
- d. Meetings of the DC may be called at any time by the department head or when requested in writing by more than a third of its members.
- e. A quorum of the DC shall consist of more than half (50% + 1) of its members, including the Chairperson.
- f. The DC shall have its own rules of procedure within the framework of this Legislation to be issued by the respective AC.

### 3. Powers and Duties

The DC shall:

- a. Prepare the department's short and long-term objectives, plans and programs, and necessary budgets for their execution and submit same to the Dean/Director through the department head;
- b. Recommend to the AC criteria for the selection of students joining the department;
- c. Ensure the proper implementation of modular course delivery modalities, evaluate same and recommend revisions when deemed necessary.
- d. Ensure the proper implementation of continuous assessment modalities and evaluate continuous assessment results of the students;
- e. Ensure that all examinations for undergraduate and graduate courses are reviewed by the ASQAC for completeness of content, relevance with the course objective and pedagogical soundness;
- f. Review grades and recommend the academic status of undergraduate and graduate students to the AC every semester;
- g. Recommend graduation of undergraduate and graduate students;
- h. Plan and co-ordinate regular reviews of curricula, initiation of new courses, cancellation of obsolete ones, merger of courses, conduct of research/community services, proper utilization of the unit resources, maintenance of academic standards and quality of the programs of the department;
- i. Recommend to the Dean/Director, through the department:
  - i. Promotion of the well-being of the staff and the students of the department;
  - ii. Staff development scheme for the department; institution of scholarships, fellowships, prizes and other awards to the staff and students of the department; and
  - iii. Promotion of the staffs' academic career.
- j. Recommend to AC scholarship award as well as research and sabbatical leaves of college/institute members of the department pursuant to the provisions of this Legislation and other related laws;
- k. Review and approve research proposals presented to it through its RCSC;
- l. Promote and co-ordinate consultancy services in the department; and ensure that procedures for their proper conduct are adhered to the University's consultancy policy and guidelines; and
- m. Carry out such other tasks that may be given to it by the respective AC.

## Article 152. Department Heads

Each department shall have a department head who shall be accountable to the Dean/Director of the respective college/faculty/school/institute.

### 1. Appointment

- a. The Department Head shall be appointed by the Academic Vice President following an open competition and evaluation by student, staff and the college/faculty/school/institute management
- b. The nominee shall be a fulltime teaching staff member of the college preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the college/ faculty/school/institute for at least two years.

### 2. Term of Office

- a. The term of office of department head shall be two years. However, he/she shall be subjected to periodic performance evaluation which may result in termination of the office term.
- b. Department head may only be appointed for one more consecutive term.

### 3. Duties and Responsibilities

- a. Direct and coordinate the learning-teaching activities and research/community service undertakings of the department;
- b. Promote the enhancement of the quality and relevance of learning-teaching and research/community service in the department;
- c. Initiate proposals for deliberations by DC on matters within the jurisdiction of the latter;
- d. Follow- up and execute the decisions and recommendations of the AC and the DC;
- e. Seek to provide opportunities for educational and professional development of the staff and students of the department;
- f. Follow-up on the processing of appointments, promotions, salary increments and other benefits to the staff members of the department in accordance with the rules and regulations of the University;
- g. Ensure the efficient running of the department;
- h. Prepare plans, programs and budgets for the activities of the department and closely supervise the implementation of same;
- i. Create conducive atmosphere for the expansion of academic and research/community service efforts in the department;
- j. Prepare relevant information on the teaching, research/community service and

service capabilities of the department and disseminate same to the concerned bodies;

- k.** Assign an academic advisor for each student and senior essays or projects advisors and examiners for same;
- l.** Ensure the proper implementation of modular course delivery modalities, evaluate same and recommend revisions when deemed necessary;
- m.** Ensure the proper implementation of continuous assessment modalities and periodic sub- mission of continuous assessment results the students to the Registrar;
- n.** Supervise the proper use of resources within the department;
- o.** Ensure that teaching staff members of the department submit periodic reports on their teaching and research/community service undertakings and, in consultation with the DC, take appropriate actions on issues raised in such reports;
- p.** Keep records of activities of every staff member of the department to serve as inputs for evaluation of staff members. Such records shall, include reports on research/community services, publications, conference papers, status of works in progress, and participation in the University's affairs.
  
- q.** keep performance appraisal and conduct evaluation of each staff member at the end of each semester;
- r.** ensure that students' evaluations and peer reviews of staff members of the department are properly conducted and the necessary reports are submitted to the Dean/Director as per procedures on these matters;
- s.** ensure the keeping of proper academic records of students of the department;
- t.** delegate his powers to other full-time academic staff members of the department, where necessary; and
- u.** carry out such other tasks assigned to him by the Dean/Director.

### **Article 153. Gender and Needy Students' Affairs Focal person**

- 1.** Appointment
  - a.** The gender and needy students' affairs shall be appointed by the department Head.
  - b.** The nominee shall be a fulltime teaching staff member of the department preferably with a minimum academic rank of lecturer and who has worked in the department for at least two years.
- 2.** Term of office
  - a.** The term of office of head for gender and needy students' affairs Focal person shall be two years. However; he/she shall be subjected to periodic performance

evaluation which may result in termination of the office term.

- b. The focal person for gender and needy students' affairs may only be appointed for one more consecutive term.

### 3. Duties and Responsibilities

The focal person for gender and need Students' affairs shall be accountable to the department and shall have the following duties and responsibilities:

- a. Point out challenges faced by female and needy students as well as female staff of the department and seeks for solutions;
- b. Organize awareness raising trainings to the department community on existing gender issues, students with disability and students from emerging regions;

## Article154. Research, Community Service and Postgraduate Focal Person

### 1. Appointment

- a. The Research, community's service and Postgraduate focal person shall be appointed by the Department Head.
- b. The nominee shall be a fulltime teaching staff member of the department preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the college for at least two years.

### 2. Term of Office

- a. The term of office of the focal person for research and collaborative research projects shall be two years. However, he shall be subjected to periodic performance evaluation which may result in termination of the office term
- b. The focal person for research and collaborative research projects may only be appointed for one more consecutive term.

### 3. Duties and Responsibilities

The focal person for research and collaborative research projects shall be accountable to the associate dean for research and technology transfer and shall have the following duties and responsibilities:

- f. Coordinate and facilitate the college research activities (call for proposals, receive concept notes and CVs, regroup based on merit, assign principal investigators, allocate startup fund for proposal development)
- g. Prepare activity plan and performance report of the office and submit the same the office of associate dean for research and technology transfer and/or to the college dean;
- h. Make recommendations for fostering the development of the college research programs;
- i. Facilitate the development of interdisciplinary research programs;
- j. Coordinate internal and external assistance for research programs and facilitate allocation of grant;
- k. Set priorities for the establishment of core laboratories and research facilities;

- l. Promote the development of appropriate incentive schemes for the college researchers;
- m. Follow up the formulation of the research coordination structure of the University;
- n. Evaluate the existing college research capacity and identify gaps and priority areas for capacity building;
- o. Coordinate the allocation of doctoral dissertation and Master's thesis grant;
- p. Link doctoral and Master's researches with thematic and collaborative research projects;
- q. Coordinate the college collaborative research contractual matters within the college;
- r. Develop and maintain a consistent approach to research contractual matters within the college;
- s. Organize trainings on writing collaborative research project proposals;
- t. Maintain up-to-date records of contractual work and funded/collaborative projects at the department;
- u. Perform other duties assigned by the associate dean for research and community service;
- v. Work with postgraduate program and provide advice/information to postgraduate students about coursework and conducting thesis/dissertation;
- w. Facilitate transportation and accommodation services for external examiners invited by the Department for MSc/PhD thesis/dissertation defense;
- x. Set deadline for submission of MSc/PhD thesis and defense schedule in consultation with the head of postgraduate affairs;
- y. Confirm all the members of the board of examiners assigned for thesis/dissertation and qualifying examinations are qualified and approved by the DC;
- z. Work with postgraduate program and provide advice/information to postgraduate students about coursework and conducting thesis/dissertation;
- aa. Maintain postgraduate student database files and lists;
- bb. Prepare quarterly, mid-year and annual activity plan and performance report of the office;
- cc. Perform other duties assigned by the department head.

**Article 155. The Quality Assurance, Enhancement and Transformation Focal Person**

- 1. Appointment
  - a. The Focal person of quality assurance enhancement and institutional transformation focal person shall be appointed by the Department head.
  - b. The nominee shall be a fulltime teaching staff member of the Department preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the Department for at least two years.

**2. Term of Office**

- a. The term of office of focal person quality assurance, enhancement and transformation focal person shall be two years. However, he/she shall be subjected to periodic performance evaluation which may result in termination of the office term.
- b. The focal person quality assurance and enhancement focal person may only be appointed for one more consecutive term.

**3. Duties and Responsibilities**

The focal person of quality assurance and enhancement focal person shall be accountable to the Department head and shall have the following duties and responsibilities;

- a. Check whether peer-learning and other tools of teaching learning provision are effective;
- b. Check continuous assessment is practiced as per legislation and correctly in the Department;
- c. Check department level student progression and attrition and propose solutions when attrition is high;
- d. Check and improve the standards and procedures for teacher’s evolution in the Department
- e. Make sure that all staff members are evaluated each semester, and prove that the evolution process is to the standard;
- f. Check course distribution are made based on teacher’s field or specialization;
- g. Coordinate training and professional development workshops, seminars pertinent to the Department;
- h. Participate in curriculum development, review process of the Department
- i. Monitor quality of implementation of learning and teaching in the Department
- j. Is responsible for internal quality assurance/enhancement procedures and events;
- k. Establish strategies ensure the effective realization of assessment procedures in the Department;
- l. Coordinate the dissemination and implementation of codes of practice, policies and procedures with regard to learning-teaching quality assurance to foster the spread of good practice in the Department in order to enhance the quality of the student performance;
- m. Be available to student representatives in the Department to facilitate the resolution of their concerns, and when appropriate to bring forward to staff meetings for looking joint solution;
- n. Prepare and submit periodic reports to the college quality assurance and enhancement head and to the Department;
- o. Ensure the practice of obtaining student evaluation of teaching –learning provisions and feedback;
- p. Liaise with the head of the Department concerning the curriculum of the courses

- provision, and admission to the program requirements;
- q.** Ensure that modules and courses are monitored, updated and reviewed if necessary on an annual basis, including preparation and update of program specifications and profiles, in accordance with the University procedures;
  - r.** Liaise with the Department heads regarding the time table for the regular review of courses and any (re )validation, (re) accreditation and review procedures by relevant professional and/or statutory Bodies, Where appropriate; propose and maintain an overview of the regular review of courses;
  - s.** Ensure that self-evaluation report and internal audit reports are prepared in accordance with University requirements from the Department on the processes and consider, the action plan following a course review;
  - t.** The quality assurance enhancement and transformation. Coordinate the dissemination and implementation of codes of practice, policies and procedures with regard to learning-teaching quality assurance to foster the spread of good practice in the Department in order to enhance the quality of the student performance Initiate and coordinate the development of change –oriented tools and ensures that these tools are updated when appropriate;
  - u.** Ensure adherence and consistency of the change plan and projects and in case of alteration confirm and endorse to the overall change management process;
  - v.** In consultation with the University planning and institutional transformation. develops a set of implementable and targeted change management initiatives in terms of change directions, implementation communication, training ;
  - w.** Arrange strategies for seeking feedback from students and other stakeholders about evidence of success in achieving intended outcomes, and for taking his feedback into account in decisions;
  - x.** Participate in the college quality competitions the Department belongs;
  - y.** Do other activities assigned by the Department.

**PART SEVEN**  
**RESEARCH, PUBLICATIONS, AND COMMUNITY**  
**OR CONSULTANCY SERVICES**

**CHAPTER SIXTEEN:RESEARCH, PUBLICATIONS, AND**  
**COMMUNITY SERVICES**

**Article 156. Policy Premises on Research and Publications**

1. Research is an essential component of the University functions. Colleges, schools and institute should work hand in hand for the purpose of offering research based 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 sustainable growth of the University as well as the development of the arts, science and technology in the Nation in general and the local community in particular.
2. Although the primary responsibility of colleges, schools and the institute is in the area of learning- teaching, research is an integral part of their activities as academic staff members in colleges, schools and the institute are expected to devote 25% of their time to research and community and/or consultancy services and 75% to learning-teaching.
3. The University shall endeavor to build its own capacity to publish teaching materials and research findings.
4. Research findings should be disseminated through publications of books, references, periodicals, presentation of occasional papers and participation and conduct of seminars, symposia and workshops, etc.

**Article 157. 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 Research and Community Service Committee of the respective course coordinating unit council and/or the Research and Community Service Vice President Office for review and endorsement.
2. Proposal reviewed by Research and Community Service Committee of the respective course coordinating unit council shall need to be endorsed by the Research and Community Service Vice President Office of the University.
3. Where fund is sought from sources internal to the University, such an issue shall be executed pursuant to Research and Community Service Policy and guidelines of the University.

4. Where fund is sought from sources external to the University, the proposal shall be reviewed and approved by the Research and Community Service Vice President Office of the University. However, this should not prevent individual researchers from securing research fund directly from potential donors.
5. The modalities of initiation, review, endorsement and approval of research proposals at the various levels of the University shall be issued in the form of policy and guidelines of the University's Research and Community Service Vice President Office.

**Article 158. Administration of Research**

1. The overall administration of research in the University is vested in the Research and Community Service Vice President Office of the University.
2. The Research Directorate Office shall be responsible for the implementation of research policy and guidelines to be issued by the Senate.
3. Researchers whose proposals have been approved and funded shall submit periodic reports to the Office of the Research Directorate in accordance with the research policy and guidelines set by the RCSC.
4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Research 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 Research and Community Service Vice President Office.
6. The Research and Community Service Vice President Office shall disseminate research results through print and electronic media as deemed necessary.

**Article 159. Research Priorities**

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

1. The initiation of research priorities shall be the responsibility of each course coordinating unit and / or college / school / institute.
2. In determining their research priorities, course coordinating units and / or college / school/ institute shall take into account:
  - a. the needs and priorities of the country in general and the local community in particular;
  - b. the vision and missions of the University;
  - c. the magnitude of the research problem at present/ and in the future, and its contribution to the development of Science and Technology as well as to the society.

3. The decision of a course coordinating unit and / or college /faculty/ school / institute on research priorities shall be accompanied by the minutes of the meeting of the course coordinating unit and / or college /faculty/ school / institute that deliberated on the issue.
4. College /faculty/ school / institute Research and Community Service Committee (RCSC) shall approve research priorities of the respective course coordinating units.
5. Inter-colleges, schools' and institutes' Research and Community Service Committee (RCSC) shall be set up to deal with multidisciplinary subjects as may be necessary.
6. College /faculty/ school / institute shall submit their decisions to the Research and Community Service Vice President Office of the University.
7. Research priorities shall be revised every 3-5 years by the Research and Community Service Vice President Office in line with the Higher Education Proclamation and other relevant laws as well as policies.

**Article 160. Responsibility of Directorate for Research Affairs**

1. The University organ responsible for conducting and handling research is the Research Directorate, and the concerned college / school / institute.
2. The responsibilities of the Research Directorate shall:
  - a. coordinate all research activities of the University;
  - b. register research undertakings on regular basis;
  - c. make periodic follow-up and monitoring of research activities; and provide all research related administrative assistance thereof;
  - d. take a leading role in identifying potential research priority areas for the country in general and the local community in particular in collaboration with relevant college / school / institute;
  - e. prepare research related contract formats as per the Research policy and guidelines of the University;
  - f. communicate approved research priority areas to the University community and the stake- holder.
  - g. develop and, when approved, communicate Research policy and guidelines to the local and the University community;
  - h. disseminate research results through print and electronic media as deemed necessary.
  - i. organize quarterly, biannual and annual research symposia in collaboration with the respective college /faculty/ school / institute.
  - j. seek for solutions, in case of complaints, in line with the Research policy guidelines of the University; and

- k. perform such other related activities as he may be given by the Research and Community Service Vice President.

**Article 161. 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 proprietor rights on research findings and / or products conducted as per the relevant provisions of this Legislation.

## **CHAPTER SEVENTEEN: COMMUNITY AND/ OR CONSULTANCY SERVICES**

### **Article 162. Policy Premises on Community and /or Consultancy Services**

The University as an institution or through its individual staff members shall render community and / or consultancy services to fulfill the outreach mandates of the University, and to enhance the professional development of the University's staff as well as to generate an income to the University.

### **Article 163. General Provisions on Community / Consultancy Services**

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

### **Article 164. Responsibility of Directorate for Community and / or Consultancy Services**

1. The University organ responsible for conducting and handling community and / or consultancy services is the Community and /or Consultancy Service Directorate, and the concerned college / school / institute.
2. The responsibilities of the Community and / or Consultancy Service Directorate shall:
  - a. Coordinate all community and / or consultancy activities of the University;
  - b. Register community and / or consultancy activities;
  - c. Make periodic follow-up and monitoring of community services and / or consultancy activities;
  - d. Play an active role in developing markets for community and / or consultancy services in collaboration with relevant college /faculty/ school / institute;
  - e. Prepare contract formats as per the Community and / or consultancy policy and guide- lines of the University;
  - f. Develop and, when approved, communicate community and / or consultancy policy and guidelines to the local and the University community;
  - g. Seek for solutions, in case of complaints, in line with the community service and / or consultancy policy guidelines of the University; and

- h.** Perform such other related activities as he may be given by the Research and Community Service Vice President.

**Article 165. Determination of Cost for Community and / or Consultancy Services**

- 1.** Community and / or consultancy service contract preparations shall involve the determination of proper and accurate cost of the community and / or consultancy service to be rendered. Due regard being given to the special expertise required in the determination of community service and / or consultancy costs, each college, school and the institute 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 community service and / or consultancy fees.
- 3.** The academic staff member or a group of academic staff members being engaged in the community and / or consultancy service shall get their service fees based on the Enterprise legal frame works of the University.

**Article 166. Sub-contracting Community and / or Consultancy Service Agreements**

Where the colleges, schools and the institute or course coordinating units cannot execute all the components of the community and / or consultancy service agreements, individuals or organizations outside the University may be invited in consultation with the Research and Community Service Core Business Process of the University.

**Article 167. Publication and Intellectual Property Rights**

- 1.** The respective rights on the direct and indirect intellectual products obtained as a result of the community and / or 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 the consultant or researcher and the colleges, schools and the institute 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.

**Article 168. The responsibilities of college / school / institute**

The colleges / schools / the institute shall undertake the following responsibilities in collaboration with the Research and Community and / or Consultancy service directorates regarding research and community and / or Consultancy services.

- 1.** To oversee and coordinate research / community services / consultancy activities academic staff within course coordinating units of the respective colleges,

schools and the institute;

2. To prepare research /community and/or consultancy service proposals and technical documents;
3. To negotiate terms of research/community and/or consultancy service contracts;
4. To verify terms of research / community and / or consultancy service contracts, sign contracts when necessary and deposit the same at the office of the Research / Community / Consultancy Service Directorates;
5. To make periodic follow- up on the research / community service and / or consultancy works and submit reports to the office of the Research /Community and /or consultancy Service Directorates;
6. To execute research/community and/or consultancy undertakings;
7. Perform such other related activities as he may be given by the Research and Community Service Vice President.

## **PART EIGHT STUDENTS AFFAIRS, STUDENTS' DISCIPLINE AND ORGANIZATIONS**

### **CHAPTER EIGHTEEN:STUDENTS' AFFAIRS**

#### **Article 169. Policy Premises on Students' 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 the University 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 DBU 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. Student grievance which may come to light as problem, request, petition, or demands can often be settled amicably if the various parts are ready to talk each other (and listen as well). The principles of honest joint discussion are basic to education and all intellectual inquiry; hence threats and ultimatums must not displace negotiation, conciliation and arbitration in students' affairs.
7. 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.

8. As a community, which strive always toward the ideals of a community of scholars and a community of people of integrity, DBU relies as far as possible upon a system of self-discipline founded upon tolerance for differences and mutual trust and respect to govern relationships among its members.
9. Nevertheless, like any other community, Debre Berhan 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 170. 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, students of Debre-Berhan University shall:
3. attend classes, examination sessions, and other forms of instruction or evaluation procedures in line with the policies and guidelines set forth by the University.
4. accept homework, project assignments, practical attachments, laboratory or field tasks and other forms of engagement intended by an instructor or course coordinating unit to create learning opportunities for the student.
5. conduct research that would contribute to the professional growth and benefit of the society.
6. cooperate with the academic units and their staff in running academic functions to meet their objectives.
7. seek information, assistance, and necessary guidance according to arrangements of consultation and student advising.
8. demonstrate honesty and integrity in behavior and performances.
9. demonstrate self -discipline, respect to others’ ideas, tolerance of differences, and non-discrimination.
10. take good care of University properties under possession.
11. report to the concerned bodies any willful violation of rules and regulations by any member of University community.
12. show respect for every University community members.

13. demonstrate belongingness to the University.
14. abide by the rules and regulations of the University.
15. observe such other related responsibilities expected of them.

**Article 171. The Students’ Service Directorate**

The Students’ Service Directorate shall be responsible to provide students with all the necessary services such as cafeteria, dormitory, recreational, health care, extracurricular facilities and the likes which are integral for the smooth run of the learning-teaching, research and community services of the University.

**1. Organization of the Students’ Service Directorate;**

The students’ Service Directorate shall have its own organization and support personnel in order to discharge its responsibilities in an effective manner.

**2. The Students’ Service Directorate Director**

**a. Duties and Responsibilities**

The Students’ Service Directorate Director, being accountable to the President, shall have the following duties and responsibilities:

- i. Provide students with services, including supervision of all activities relating to housing, cafeteria, health care, counseling, guidance and orientation for new intakes;
- ii. Follow up all students’ disciplinary matters and affairs pursuant to students’ disciplinary regulation and other related laws;
- iii. Facilitate the administration of social and cultural activities for the benefits and personal development of students;
- iv. Oversee sports and other recreational activities in cooperation with the pertinent bodies of the University;
- v. Coordinate all University-wide programs to obtain and provide financial aid, stipends, employment for students;
- vi. Administer all personnel matters relating to a particular office, including facilitation of employment of staff;
- vii. Prepare student handbooks in collaboration with the University Registrar and Alumni Director;
- viii. Initiate and handle disciplinary proceedings in consultation with any relevant college/faculty/school/ institute;
- ix. Follow up the implementation of any properly decided disciplinary sanctions in consultation with any concerned college/faculty/school/ institute;
- x. Give assistance to student organization and overseeing unions, councils,

and clubs that operate under the University;

- xi. Follow up the services provided to the students by other units of the University such as library, University Registrar and Alumni Director; campus police, academic and administrative departments through playing mediator and advisory role regarding the guidelines and working procedures of these units;
- xii. Maintain the supervision of special activities directed to assist disadvantaged students.
- xiii. Administer an office for foreign students as applicable;
- xiv. Promote the creativity of students in various fields, and
- xv. Discharge such other related duties that he may be given by the President.

### **Article 172. Children, Youth and Women Directorate**

#### **1. General Duties of Children, Youth and Women Directorate**

Children, Youth and Women Directorate shall be directly responsible to the President's Office with general duties in the area of female staff affairs of the University in collaboration with Colleges /Faculties/ Schools/ Institute as well as female students and female personnel on campus. This directorate facilitates, guides, and supervises special activities directed to assist female students to be successful in their duty.

#### **2. Specific Duties of Children, Youth and Women Directorate**

- a. Facilitation of activities planned to support female students such as tutorials, training on assertiveness, study skills, lifelong skills and such other related tasks.
- b. Provision of counseling service to female 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 participation in various extracurricular activities.

#### **3. Children, Youth and Women Directorate**

The Children, Youth and Women Directorate shall be organized with support staff that can closely work with College /Faculty/ School / Institute gender focal persons with a view to attaining the desired objectives of the office.

**Article 173. HIV/AIDS Prevention and Control Center**

1. The University shall have HIV/AIDS prevention and control center having the following core duties:

- a. raise the awareness of the University community and the society at large on the HIV/AIDS Pandemic.
- b. coordinate HIV/AIDS prevention, care and support efforts of the University.
- c. organize and deliver short trainings on lifelong skill, VCT, seminars and workshops on HIV / AIDs prevention, care and support efforts of the University.
- d. promote a healthy sexual behavior.
- e. care and support victims of HIV/AIDS disease.
- f. fight against stigma and discrimination of people affected by HIV/AIDS.

2. HIV /AIDS Prevention and Control Officer

a. Appointment

The HIV /AIDS Prevention and Control Officer shall be an academic staff and be appointed by the President on merit basis.

b. Term of Office

The terms of office of the HIV /AIDS Prevention and Control Officer shall be three years. However, the Officer can be reappointed subject to periodic performance evaluation which may result in termination of office.

**Article 174. Inclusive Education and Support**

The University in general and various academic units as well as operational departments of the University in particular shall be vested in the responsibility to provide inclusive education and support in an attempt to facilitate the active involvement of students with visual and hearing impairments, students with physical challenges, students with intellectual disability, socially disadvantaged students and the likes.

**Article 175. The Guidance and Counseling Office**

The Guidance and Counseling office provides personal counseling services for all enrolled students in need. The confidential nature of counseling sessions is highly respected. Thus, a student’s permission is required before any information is released, except in very unusual circumstances. Anonymity of individuals shall be strictly respected in using confidential counseling records for any scientific investigation by authorized bodies of the University.

**1. Guidance and Counseling officer**

There shall be Guidance and Counseling officer who is accountable to the Students' Service Directorate Director and who oversees the services.

**2. Specific duties of the office**

The office shall have the following responsibilities:

- a.** submit recommendations to the Students' Service Directorate Director regarding the students that need to be given special attention and care.
- b.** keep records of clients confidentially unless requested to disclose by parties which the office accepts as eligible.
- c.** arrange programs and seminars useful to students in improving their academic performance.
- d.** establish guidance and counseling procedures and center staffed with require professionals.
- e.** establish cooperation with other operational departments of the University to accomplish its tasks in an effective manner.
- f.** perform such other duties with respect to guidance and counseling as assigned to it by the Owner of the Students' Service Directorate Director.

## CHAPTER NINETEEN: STUDENTS ORGANIZATIONS

### Article 176. Policy Premises on Student Organizations

1. The University shall have 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 learning-teaching process, research and community services.
2. Purpose of Chartered Student Organizations  
In order to promote the enrichment of the University experience, the University shall 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 promoting activities such as lectures, forums, debates, seminars, field trips, theatre, film ,art exhibitions, other extra-curricular activities; and
  - d. to promote other intellectual, social, economic and recreational activities among members of the University community and members of the larger community.
3. 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.
4. University Support for Student Publications
  - a. Within the limitation of its resources, the University may encourage and assist students and their organizations to exercise freedom of expression and the press.
  - b. The University establishes a University wide Advisory Board of publications to advise University wide Student Organizations on matter relating to publications.
  - c. The Board shall consist of three academic Staff, and two students, one of whom shall be a female as its members, and the student members shall be designated

by the student organizations.

- d. The Advisory organs of publications shall assist students and their organizations to realize the exercise of the rights prescribed under sub-Article 1 of this Article.
- e. The Advisory organs of publications shall have the following general objectives:
  - i. To advise students on the content, quality and form of student publications; and
  - ii. To advise students on the legality of their publication under national laws and the University regulations.
- f. There shall be an Advisory Committee of publications in each college/school/institute or program where a student organization is formed on this basis.
- g. In the case of inter college/school/institute publications; the concerned publications committees shall give the advisory service jointly.
- h. Student publications shall be submitted for review to the concerned Advisory organ in the form of manuscripts where they are issued in the name of and/ or under the auspices of the University.
- i. Student publications issued without or against the advice of the relevant advisory organ may not bear the name of the University and authors may be subject to the disciplinary measures where such publications violate the University's rules and regulations.

#### 5. Limits of the University Responsibility

Debre Berhan University shall encourage majority participation in student organizations and it may be the University's responsibility to acquaint incoming students with patterns of DBU 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 this 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 shall give support and assistance to chartered organizations which wish to pursue legitimate educational and extra-curriculum interest off-campus.

#### 6. 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 extra-curricular 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 outside the scope of educational and extra-curricular 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.

**7. 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:

- a. to govern itself in accordance with its constitution;
- b. 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;
- c. to give an appropriate leadership to student's participation in community development endeavor,
- d. to present considered views or grievances to relevant authorities by legitimate and peaceful means; and
- e. to express and discuss national and international issues and concerns in rational ways consistent with the intellectual standards of the University.

**Article 177. Foreign Students**

1. The purpose of having foreign students is to promote mutual understanding and appreciation between Ethiopian and other guest Students.
2. There shall be a Foreign Students' Office under the office of the Students' Service Directorate Director.
3. The Foreign Students Office shall be headed by a Foreign Students Advisor, who shall be a mature, sympathetic and experienced Ethiopian.
4. The Foreign Students Office shall:
  - a. be responsible for the overall administration, supervision and guidance of foreign students and to help them with their learning-teaching matters and difficulties on-campus.
  - b. be responsible for the initiation, organization and administration of special orientation programs.
  - c. prepare, in cooperation with relevant units, a "Handbook for Foreign Students".
  - d. organize and welcome Foreign Students up on arrival.
  - e. find ways and means to introduce foreign students to the Ethiopian society in general and the local community in particular.
  - f. study and report on any problem affecting foreign students; and
  - g. perform such other related tasks with respect to foreign students assigned to it by the Director of the Students' Service Directorate.

## **CHAPTER TWENTY:STUDENTS' DISCIPLINE**

### **Article 178. Policy Premises on Student Discipline**

#### **1. Self-discipline**

As a community, which strives always towards the ideal of a community of scholars, the University students have to adhere to the principle of self- discipline founded up on mutual trust and respect to govern relationships among themselves.

#### **2. Necessity of Rules**

Like any other community, the University shall implement rules and regulations to safeguard its effective institutional functioning, fair procedures for investigation of charges of violation of rules, and sanction to deter persons from violating the rules and to punish those who are not deterred effectively.

### **Article 179. The University's Jurisdiction**

The University has no desire to regulate the lives of its students except in so far as they affect other members of the University community. Therefore, except when a student is convicted by a competent court of a criminal offense which clearly demonstrates that is unfit to be a member of the University community, acts committed off University premises and no connected with any University sponsored or supervised activity shall not constitute a ground for disciplinary action.

### **Article 180. Student Participation in Disciplinary Breaches**

A student who is alleged to have committed any of the breaches stated in the Students' Disciplinary Regulation No.3 / 2010, his case shall be adjudicated and decision be made on him accordingly.

### **Article 181. Handling Students' Disciplinary Breaches**

A student who is suspected to have committed a disciplinary breach shall be examined and decision be made thereon by a committee established under the Students' Service Directorate.

### **Article 182. Responsibility to Report Disciplinary Breaches**

An obligation shall be vested in every member of the University Community in general and students in particular by this Legislation to report to the appropriate authority of the University any facts with in his knowledge, which would appear to show a serious violation of the code of conducts issued for students, academic staff and other members of the University.

## **PART NINE MISCELLANEOUS PROVISIONS**

### **CHAPTER TWENTY ONE: MISCELLANEOUS PROVISIONS**

#### **Article 183. Power to Issue Internal Regulations and Rules of Procedure**

The various standing committees of the Senate and Academic Commissions shall, pursuant to this Legislation, issue internal regulations, rules of procedure or policy and implementation guide lines that are necessary for the effective execution of their duties and responsibilities.

#### **Article 184. Power to Amend this Legislation**

The Senate of Debre Berhan University shall have the right to amend the provisions of this legislation with a motion supported by two-third voting members of the Senate as deemed necessary.

#### **Article 185. Repeal**

The Debre Berhan University Senate Internal Regulation and Rules of Procedure No. 6 / 2011 for the endorsement and implementation of course modules in particular the grading system is hereby repealed by this Legislation.

#### **Article 186. Applicable Laws**

Any law or customary practice of the University which is consistent with the provisions of this Senate Legislation shall be applicable as deemed necessary.

#### **Article 187. Effective Date**

This Senate Legislation shall be effective as of Tikimt 17/ 2014 Ethiopian fiscal year.

**Done at DBU, this 27 day of October , 2021**

*Nigus Tadesse*

*President of Debre Berhan University*