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Ethiopian Civil Service University



ECSU Senate Legislation 2017

Number 395/2020

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PREFACE

The Ethiopian Civil Service University (ECSU) is established and operating with the mission to enhancing the service orientation, transparency and accountability of the public service by building its capacity through specialized education, training, consultancy, research and community services. Its vision is to become a leading center of excellence in public service capacity building in Africa by 2025 through building efficient, effective, transparent and accountable public service which can contribute to the realization of the development and transformation drive of the country. The core values of the University are: customer focus, commitment, continuous learning, welcoming diversity, attention to the disadvantaged, participatory leadership and collaboration.

The focus of the University on the Public Sector since (and as a cause to) its establishment (formerly as a College in 1995) and its admission of adult public servants into its education and training programs as well as the inclusion of the provision of training and consultancy service to public sector organizations provide a unique context to the University as compared to other Higher Education Institutions.

The ECSU Senate had previously issued a Senate Legislation in 2012 in recognition to the need for setting standardized academic practices. Since then, the Legislation was subjected to various amendments that were made to address emerging matters. Nevertheless, the several amendments have led to fragmentation of the Legislation and gaps pertinent to the treatment and administration of some academic issues such as the case of Consultants.

The Senate has felt the need for making the Legislation complete by addressing additional matters, given the context, and issuing a consolidated document. Hence, the Senate established a committee that was given the responsibility for revising the Legislation by harmonizing it with national standards and current Legislations of other Higher Education Institutions. In discharging the responsibility vested on it by the Senate of ECSU, the committee has consulted several additional sources, particularly the “Hawassa University Senate Legislation” (2015), the “Addis Ababa University Senate Legislation” (2013), the “Haromaya University Senate Legislation” 2013; the “Harmonized Academic Policy of Ethiopian Public Higher Education Institutions” (2012); and, the “Higher Education Proclamation 650/2009”. Furthermore, inputs from various bodies of the University and members of the Academic Staff and the University Council have been incorporated into the draft.

On behalf of the University Senate, I acknowledge the remarkable contributions of the committee members that put together this Legislation; the contributions of the Academic Staff of the University who critically read and provided comments through their Academic Units; and, members of Senate and that of the University Council for putting hands together in delivering the final version of the current edition of the Legislation.

Fikre Dessalegn Phd Professor
President
October 2017

PREAMBLE

WHEREAS, the Ethiopian Civil Service University has to efficiently carry out its mandate of designing educational and training programs, undertaking research, providing consultancy and community services;

WHEREAS, the University must achieve its mission to meet the increasing demand of the Public Sector for competent, knowledgeable and skilled human power and that gives the University special responsibility in the effort to enhance Ethiopia's overall capacity of the Public Service;

WHEREAS, it has become necessary to lay down a statutory framework to enable the Ethiopian Civil Service University to serve as a center of excellence in public sector capacity building consistent with the aspirations of the peoples of Ethiopia and the government to create efficient and effective public service in the context of globalization;

WHEREAS, the present stage of development of the various Academic Units of the University requires guidance to enable them become efficacious, and it has also become particularly necessary to guide them properly in order to ensure and promote their positive contributions- and hence of the University- through relevant and quality education, research, training and consultancy;

WHEREAS, it is necessary to tailor the support services in such a way that they stand subservient to the core activities of the University leading toward the fulfillment of its vision, mission and values;

WHEREAS, it is necessary to establish various organs in the University, and to set out the membership, roles, powers and responsibilities of these organs; and to set out principles and rules necessary to guide the operations of the various organs and individuals in the University;

WHEREAS, it is necessary to provide bylaw that the system of governance of the University shall promote, consistent with the Constitution of the country, a life of a learning academic community governed by the principle of freedom of expression based on reason and rational discourse;

NOW, THEREFORE, this Legislation is issued by the Senate of the Ethiopian Civil Service University in accordance with Article 49 (3) of the Higher Education Proclamation No. 650/2009.

ACRONYMS

AC	Academic Commission
APC	Admissions and Placement Committee
APD	Academic Programs Director
ASAC	Academic Staff Affairs Committee
ASDC	Academic Staff Disciplinary Committee
AVP	Academic Vice President
BEUP	Board of Editors of the University Press
CANG	Cumulative Average Number Grade
CASC	Curriculum and Academic Standards Committee
CEP	Continuing Education Program
CGPA	Cumulative Grade Point Average
CGS	Council for Graduate Studies
Cr. Hr	Credit Hour
DASQAC	Department Academic Standards and Quality Assurance Committee
DC	Department Council
DGC	Department Graduate Committees
DRPC	Department Research & Publication Committee
ECSU	Ethiopian Civil Service University
ECTS	European Credit Transfer System
GP	Graduate Program
IASQAC	Institute Academic Standards and Quality Assurance Committee
IC	Institute Council
LEHs	Lecture Equivalent Hours
NG	No Grade
RPC	Research & Publication Committee
RPCO	Research and Publication Coordination Office
SAC	Students' Affairs Committee
SANG	Semester Average Number Grade
SASQAC	School Academic Standards and Quality Assurance Committee
SC	School Council
SDC	Student Discipline Committee
SEC	Senate Executive Committee
SGC	School Graduate Committee
SGPA	Semester Grade Point Average
SGS	School of Graduate Studies
TCC	Training and Consultancy Committee
UG	Undergraduate
VPASS	Vice President for Administration & Student Services
VPTC	Vice President for Training and Consultancy
VPRCS	Vice President for Research and Community Services

CHAPETR ONE: GENERAL PROVISIONS

Article 1. Short Title

This Legislation may be cited as “The Senate Legislation of the Ethiopian Civil Service University, 2017”

Article 2. Issuing Authority

This legislation is issued by the Senate of the ECSU in accordance with Article 49 (3) of the Higher Education Proclamation No. 650/2009.

Article 3. Definitions

In this Legislation, unless the context requires otherwise:

- 3.1. “Academic Commission” shall mean the Commission in each College established under Article 19 of this legislation; which makes decision on academic matters;
- 3.2. “Academic Community” shall mean students and Academic Staff of the University;
- 3.3. “Academic Staff” shall mean all teaching and research staff of the University shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lectures and Graduate Assistants employed for teaching and research. It may include other employees considered as Academic Staff by decision of the Senate.
- 3.4. “Administrative Staff” shall mean all personnel of the University employed under the country’s Civil Service laws to provide administrative business management, accounting , catering, maintenance, safety, security and such other support service
- 3.5. “Academic Unit” shall mean a College, an Institute, a Department, a School, or a Center established as a constituent unit of the University
- 3.6. “Board” shall mean the Board of the ECSU established under Article 43 to 48 of the Higher Education Proclamation;
- 3.7. “Centre” shall mean a division of the University providing research, training and consultancy services to internal and external customers of the University.
- 3.8. “College” shall mean an Academic Unit of the University which may coordinate Institutes, Departments, Schools and Centers sharing similar resources.
- 3.9. “Community service” shall mean any form of professional or technical service rendered through the appropriate University channel (College, Department/Institute/Centre/Directorate/Unit, etc) to Public Sector organizations or group of individuals. It is a service that is undertaken for community or public purpose by staff members in their capacity as University employees.

- 3.10. "Consultant" shall mean an academic staff employed to provide training, consultancy services and researches.
- 3.11. "Department" shall mean an executive academic University which may run a program in which a degree.
- 3.12. "Department/Institute/School/Center Council" shall mean the Council in each Department/,Institute/School/Centre which makes decision on academic matters;
- 3.13. "Dean" shall mean an executive manager of a College
- 3.14. "Director" shall mean the executive manager of an office, Center or other Academic Unit of the University;
- 3.15. "Fiscal Year" shall mean the Ethiopian fiscal year:- Hamle 1 to Sene 30 (July 8 to July 7 of the coming year);
- 3.16. "Head" shall mean an executive manager of an Academic Unit;
- 3.17. "Home Base" shall mean an Academic Unit in which an Academic Staff is employed to work for at least 25% of his time in the core activities of the Academic Unit.
- 3.18. "Institute" shall mean an Academic Unit of the University/College whose principal objective is to carry out multi-disciplinary research and graduate level teachings. The institution may run undergraduate studies where appropriate and have the benefit of the status of a School or Department;
- 3.19. "Module" shall mean a set of courses within a program or a self-contained (package) unit of learning. A set of modules would enable one to finish a program of studies and graduate thereof ;
- 3.20. "Module Team" shall mean a group of Academic Staff that own and manages modules;
- 3.21. "Module Team Leader" shall mean a senior Academic Staff who is responsible for the undertakings of the module team;
- 3.22. "President" shall mean the chief executive officer of the University appointed in accordance with Article 52 and 53;
- 3.23. "Proclamation" shall mean the Higher Education Proclamation No. 650/2009;
- 3.24. "Programs" shall mean a set of complete modules believed to create professional competence in the undergraduate and graduate study disciplines;
- 3.25. "Registrar" shall mean the registrar of the University;
- 3.26. "Research and Community Service" shall mean and include research, publication and community - University linkage;
- 3.27. "Research Center" shall mean an Academic Unit that is dedicated to conduct research and disseminate its output to public sector.

- 3.28. "Research Staff" shall mean an Academic Staff who is engaged in research activities for at least 75% of his time.
- 3.29. "School" shall mean an executive Academic Unit of the University which may run different undergraduate and graduate programs. The Schools shall also execute research, community service and consultancies;
- 3.30. "Senate" shall mean the Senate of the ECSU established under Article 49 of the Proclamation;
- 3.31. "Student" shall mean any person permitted and registered at the University in the regular, continuing education program or any programs;
- 3.32. "Support Staff" shall mean the support staff of the University;
- 3.33. "Technical Support Staff" shall mean non-administrative personnel employed to support the teaching-learning, research and consultancy services of the University;
- 3.34. "Trainee" shall mean any person permitted and registered at the University for short term training programs;
- 3.35. "University" shall mean the Ethiopian Civil Service University re-established as per the Council of Ministers Regulation No. 121/2006;
- 3.36. "University Community" shall mean all students and staff of the University;
- 3.37. "Vice Presidents" shall mean the executive officers of the University appointed in accordance with Article 52 and 54 of the proclamation;
- 3.38. "Workload" means teaching, research, community service and academic management responsibility that an Academic Staff is tasked within a Semester in accordance with the provisions of this legislation.
- 3.39. Any expression in the masculine gender includes the feminine.

CHAPTER TWO

THE MAIN GOVERNING BODIES OF THE UNIVERSITY

Article 4. Governing and Advisory Bodies of the University

The University has the following governing and advisory bodies:

- 4.1. Board;
- 4.2. President and Vice Presidents;
- 4.3. Senate;
- 4.4. Managing Council;
- 4.5. University Council;
- 4.6. College Academic Commission;
- 4.7. College Managing Council;
- 4.8. Department/School/Institute Council
- 4.9. Standing and Ad-hoc committees that may be established by the Senate, University council or executive University officers;

Article 5. Board of the University

The Board of the University shall have membership and powers given to it by the Article 43 to 48 of the Proclamation.

Article 6. Power and Responsibilities of the President of the University

The President shall be the chief executive officer of the University and, without prejudice to the responsibilities of the Board entrusted by the proclamation, shall have the responsibilities to:

- 6.1. Direct and administer the University with the aim of ensuring the achievement of its mission and vision;
- 6.2. Ensure that organs of the University and its community uphold the objectives of higher education and guiding values of the institution;
- 6.3. Ensure that the provisions of the Proclamation and of other laws applicable to the University are respected;
- 6.4. Ensure that the University prepares high quality graduates in as many numbers and fields consistent with the needs of the country;
- 6.5. Create and continuously build a conducive institutional environment stimulating learning and research and training and consultancy;
- 6.6. Ensure that the University's teaching, research, training and consultancy as well as community services are linked to national priorities, based on University-industry linkage and problem solving;

- 6.7. Ensure that the University works in partnership with federal and regional government institutions, public and private organs and international bodies in the pursuit of its mission;
- 6.8. Ensure that the University has a capable system of internal leadership and management in its human resource, organization and performance;
- 6.9. Ensure that the career path of the staff is maintained and that the staff are developed and promoted accordingly;
- 6.10. Ensure the interface and coordination among the academic, research and community as well as training and consultancy services of the University;
- 6.11. Ensure that the University always keeps abreast with national and international developments and positions itself to respond effectively to the country's public service capacity building needs;
- 6.12. Determine and, upon approval by the Senate and the Board, implements Academic Unit governing bodies and structures guided by the principles of relevance, quality, autonomy, efficacy, and efficiency of service;
- 6.13. Design and implement, upon ultimate approval by the Board, nomination and appointment systems of officers and academic heads;
- 6.14. Ensure that employment and official positions are achieved through merit and competition and that removal from office is based only on performance evaluation, discipline and/or end of term of office;
- 6.15. Ensure that policies, directives and procedures of the University are designed in conformity with pertinent laws and policies of government;
- 6.16. Develop and implement institutional standard and measure and ensure that the academic and administrative operations of the University are based on standards;
- 6.17. Ensure that the University maintains a healthy balance of income and expenditure and proper books of accounts of all incomes and expenditures;
- 6.18. Ensure that meetings of the Board, Senate and other organs of the University are well prepared and held regularly;
- 6.19. Ensure that all inter and intra institutional disputes are resolved by peaceful and legal means and in pursuit of the University's mission and best interests;
- 6.20. Ensure that all fundamental operations and substantive transactions of the University are appropriately documented in text and data form as appropriate and that the information is accessible to end users without prejudice to the University's interests;
- 6.21. Prepare and cause the preparation of University wide plan and budget and ensure implementation upon approval;

- 6.22. Periodically inform the Board, the Senate, the government and the public about state of the University;
- 6.23. Build and maintain a reliable safety and security system that protects life and property in the premises of the University;
- 6.24. Represent the University in its dealings with third parties and external relations;
- 6.25. Open and operate bank accounts in the name of the University;
- 6.26. Delegate, as may be necessary, his powers and responsibilities to the vice Presidents and heads of Academic Units of the University;
- 6.27. Ensure that his foreign travels are planned and of value to the University;
- 6.28. Discharge other responsibilities that may be given to him by the establishing law and Board of the University.
- 6.29. The President shall devote full working time to requirement of his office and shall be remunerated appropriately for his services in the form of office allowances and other benefits on top of his basic salary;
- 6.30. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS and disability issues in education, research and community service and training and consultancy services of the University as well as the implementation of affirmative actions for the needy; and,
- 6.31. In case of absence from duty, the President shall delegate, as a standard practice, the Academic Vice President (AVP) on his behalf and, in the case of simultaneous absence of the AVP, any of the others Vice Presidents.

Article 7. Vice Presidents of the University

7.1. Academic Vice President (AVP)

The AVP shall be accountable to the President of the University and have the responsibility to:

- 7.1.1. Advise and assist the President in the exercise of his responsibilities;
- 7.1.2. Design ways and means of promoting the relevance and quality of education Programs and activities of the University and supervise same;
- 7.1.3. Ensure effective leadership competence and dedication for the realization of the mission of the University;
- 7.1.4. Ensure that pertinent laws, this Legislation, guidelines and directives of the Senate and its committees in relation to the teaching-learning are properly observed and implemented;
- 7.1.5. Create and maintain conducive environment in the University for teaching-learning;
- 7.1.6. Monitor and follow up the proper implementation of strategic and annual plans regarding teaching-learning activities in the University;

- 7.1.7. Review and approve academic decisions of lower organs of the University based on the specific authority provided in the Legislation;
- 7.1.8. Encourage and support members of the Academic Staff to develop their profession and to demonstrate excellence;
- 7.1.9. Prepare and submit staff and program development plans and performance reports to the President;
- 7.1.10. Ensure the observance of principles of Good Governance in the overall operation of Academic Units of the University;
- 7.1.11. Approve the employment of Academic Staff responsible for teaching and the appointment and relieve of heads of Academic Units as per the specific authority provided in the Legislation;
- 7.1.12. Prepare and submit plans and performance reports to the President;
- 7.1.13. Create mutually beneficial local and international partnerships with public and private sector institutions;
- 7.1.14. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS and disability issues in curriculum and teaching-learning processes as well as the implementation of affirmative actions in admission and staff recruitment; and,
- 7.1.15. Perform other responsibilities which may be given to him by the President or the Board pursuant to its responsibilities.

7.2. Vice President for Research and Community Services (VPRCS)

The VPRCS shall be accountable to the President of the University and shall have the responsibility to:

- 7.2.1. Advise and assist the President in the exercise of his responsibilities;
- 7.2.2. Design ways and means of promoting the relevance and quality of Research and Community Services of the University and supervise same;
- 7.2.3. Devise mechanisms to develop the capacities of staff engaged in Research and Community Services;
- 7.2.4. Ensure effective leadership competence and dedication for the realization of the mission of the University;
- 7.2.5. Ensure that pertinent laws, this Legislation, guidelines and directives of the Senate and its committees in relation to the Research and Community Services are properly observed and implemented;
- 7.2.6. Monitor and follow up the proper implementation of strategic and annual plans regarding Research and Community Services in the University;

- 7.2.7. Works closely with Colleges, Institutes, Schools, Centers and various academic and administrative support units of the University to develop and implement Research and Community Services strategies;
 - 7.2.8. Works with internal and external partners to enhance the University's research infrastructure, fund and other opportunities for high quality Research and Community Services;
 - 7.2.9. Approve the employment of staff responsible for Research and Community Services and the appointment and relieve of Research and Community Service position holders as per the specific authority provided in the Legislation;
 - 7.2.10. Create mutually beneficial local and international partnerships with public and private sector institutions;
 - 7.2.11. Prepare and submit plans and performance reports to the President;
 - 7.2.12. Ensure the transfer of knowledge and innovation to society through collaborative research, seminar, workshop, media discussion and the like;
 - 7.2.13. Review and approve Research and Community Services related academic decisions of lower organs of the University based on the specific authority provided in the Legislation;
 - 7.2.14. Ensure the observance of principles of Good Governance in the overall operation of Research and Community Service units of the University;
 - 7.2.15. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS and disability issues in research and community service of the University and design strategies that encourage and support female Academic Staff to engage in research activities;
 - 7.2.16. Make sure that proposals for research to be financed by funds that are external to the University are reviewed and approve the same;
 - 7.2.17. Consolidate findings of audits on the outcomes of research and consultancy services
 - 7.2.18. Ensure the proper evaluation of commissioned documents such as text books and books, and approve the issuance of the same; and,
 - 7.2.19. Perform other responsibilities which may be given to him by the President or the Board pursuant to its responsibilities.
- 7.3. Vice President for Training and Consultancy (VPTC)**
- 7.3.1. Advise and assists the president in the exercise of his responsibilities;
 - 7.3.2. Design ways and means of promoting the relevance and quality of training and consultancy services of the University and supervises the same;
 - 7.3.3. Devise mechanisms to develop the capacities of training and consultancy

service staff;

- 7.3.4. Provide direction and support in the development and implementation of the University goals, objectives, and strategic plans to advance training and consultancy services;
- 7.3.5. Work closely with Institutes, Schools, Centers,, and various academic and administrative support units of the University to develop and implement training and consultancy service strategies;
- 7.3.6. Work with external partners to enhance the University's infrastructure and opportunities for high quality training and consultancy service;
- 7.3.7. Approve the employment of staff directors training and consultancy service;
- 7.3.8. Lead the training and consultancy service activities of the University;
- 7.3.9. Create mutually beneficial partnership with public and private sectors;
- 7.3.10. Ensure the transfer of knowledge and innovation to society through collaborative training, consultancy, seminar, workshop, media discussion, and the like;
- 7.3.11. Prepare and submits plans and performance reports to the president; and
- 7.3.12. Encourage and support the teaching and Research Staff of the University to develop their training and consultancy capabilities and to demonstrate excellence in delivering the service;
- 7.3.13. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS and disability issues in training and consultancy services of the University as well as the implementation of affirmative actions to the needy as well as in the recruitment of Consultants; and,
- 7.3.14. Perform other responsibilities which may be given to him by the President or the Board pursuant to its responsibilities.

7.4. Vice President for Administration and Student Services (VPASS)

The VPASS shall be accountable to the President of the University and shall have the responsibility to:

- 7.4.1. Advise and assist the President in the exercise of his responsibilities;
- 7.4.2. Ensure effective leadership competence and dedication for the realization of the mission of the University;
- 7.4.3. Ensure the inculcation and strict observance of the guiding values of the University at all levels of the support service processes;
- 7.4.4. Monitor and follow up the proper implementation of policies, guidelines, strategic and annual plans of the support service processes in the University;

- 7.4.5. Ensure the observance of principles of Good Governance in the overall operation of support services in the University;
- 7.4.6. Ensure institutional dynamism and leadership to adopt, internalize and excel with international standards of excellence in the provision of support services;
- 7.4.7. Enhance the creation and sustenance of enabling environment for the administrative function of the University;
- 7.4.8. Ensure the maintenance and continuous improvement of service delivery standards and practices in the support services of the University;
- 7.4.9. Design ways to enhance the performance of administrative staffs of the University;
- 7.4.10. Prepare and submit plans and performance reports to the President;
- 7.4.11. Ensure the mainstreaming of cross-cutting issues such as gender, HIV/AIDS and disability issues in support services of the University as well as the implementation of affirmative actions in the recruitment, development and promotion of administrative staff; and,
- 7.4.12. Perform other responsibilities which may be given to him by the President or the Board pursuant to its responsibilities.

Article 8. Establishment of the Senate

The Senate of the University is hereby established consisting of the following members:

- | | |
|---|----------------------|
| 8.1. The President | Chairperson |
| 8.2. The Vice Presidents | Members |
| 8.3. Director of Student Service Directorate | Member |
| 8.4. Director of Academic Program Office | Member |
| 8.5. Director of the Quality Assurance Directorate | Member |
| 8.6. Director of Research and Publication Coordination Office | Member |
| 8.7. Director of Public and International Relations Office | Members |
| 8.8. Deans of Colleges | Members |
| 8.9. Selected Heads of Academic Units and Meritorious Senior Academic Staff (not exceeding 10) | Members |
| 8.10. Two representatives from the Academic Staff Association | Members |
| 8.11. Two student representatives (one of them is the President of the Student Council and one of the them shall be a female) | Members |
| 8.12. Director of the Gender Affairs and HIV/AIDS Prevention and Control Directorate | Member |
| 8.13. The University Registrar | Member and Secretary |

The heads of Academic Units and Meritorious and senior Academic Staff members indicated in sub-article 8.9 above, of this article shall be nominated by the President of the University.

Article 9. Powers and Responsibilities of the Senate

The Senate shall be accountable to the President and have the following powers and responsibilities:

- 9.1. Approves academic calendar of the University;
- 9.2. Determines the education, research, training and consultancy policies of the University;
- 9.3. Examines and approves recommendations by the President in respect of opening, closure, merger or change of name of Academic Units under the University;
- 9.4. Approves the curricula, student admission criteria and academic standards of Colleges, Institutes, Schools and Departments of the University;
- 9.5. Formulates guidelines for determining student assessment methods and standards;
- 9.6. Approves special admission procedures for females, applicants from emerging regions and applicants with disabilities;
- 9.7. Recommends to the Board tuition fees to be charged by the University;
- 9.8. Approves course waiver and exemption requests of Academic Commissions;
- 9.9. Ensures the relevance and quality of education, training, research, consultancy and community services of the University;
- 9.10. Issues academic directives on student administration, education, human resource development and discipline;
- 9.11. Approves the promotion of Academic Staff to the rank of Assistant Professor and Associate Professor and recommends to the Board the promotion of Academic Staff to the rank of Professor;
- 9.12. Approves the promotion of Consultants to the rank of Senior Consultant I and Senior Consultant II and recommends to the Board the promotion of Consultant to the rank of Principal Consultant;
- 9.13. Approves graduation of students and its ceremonial processions;
- 9.14. Decides on the conferment of degrees, medals and prizes;
- 9.15. Recommends to the Board the bestowal of highest and honorary degree and prizes;
- 9.16. Establishes committees which may include persons who are not members of the Senate to carry out any of the functions or exercise any of the powers of the Senate;

- 9.17. Develop and formulate policies designed to promote principles of tolerance and accommodate issues of diversity in various activities and programs of the University;
- 9.18. Determines its own rules of procedure for conducting meetings;
- 9.19. Perform other responsibilities which may be given to it in the establishing laws of the University or may be referred to it by the President.

Article 10. Session of the Senate

- 10.1. The Senate shall determine its regular and extra ordinary sessions in its own rules of procedure and internal regulations, which shall also include disciplinary rules of its members;
- 10.2. Notwithstanding the provision under sub-article (1) of this article, the Senate may hold continuous sessions upon request of the President;
- 10.3. The Senate may hold extra ordinary sessions upon the request of the President, the Board or one third of its members;
- 10.4. The President shall ensure that the Senate's sessions are well facilitated and prepared for, properly documented and the documentation is kept in order, and are exhaustive in the discussion of issues; and that the Senate's decisions are properly communicated and implemented;
- 10.5. The Senate shall have a quorum when more than half of the members (50%+1) attend and shall make decisions by simple majority votes, and in case of a tie, the chairperson shall have a casting vote;
- 10.6. The Senate, consistent with its mandate, shall devote some of its sessions to evaluation of the performance of the Academic Units, of its committees, and its own performance; and the results of the evaluation shall be duly communicated by the President to the Board;
- 10.7. The Senate, at its discretion, may invite resource persons it deems necessary to any of its sessions;

Article 11. Terms of Office for elected Members of the Senate

- 11.1. Members of the Senate who are specified on sub-article 8.9 of Article 8 shall serve in the Senate for a period of three years;
- 11.2. The representatives from the Academic Staff Association and the Student Council shall serve in the Senate for two and one year, respectively;
- 11.3. If any member of the Senate shall resign or be unable to continue the term of office for other reasons, the President shall replace the member to complete the rest of the term ;
- 11.4. Elected Senate members can be re-elected for more than one consecutive term;

Article 12. Duties and Responsibilities of the Chairperson and the Secretary of the Senate

The University President or his delegate shall be the Chairperson of the Senate and has the following duties and responsibilities:

- 12.1. Leads and supervises the activities of the Senate;
- 12.2. Directs and follows up the implementation of the Senate's decisions;
- 12.3. Calls to order the regular and extraordinary meetings of the Senate;
- 12.4. Makes sure that members of the Senate are notified in time of the agenda of the Senate's meetings;
- 12.5. In the absence of the Chairperson, the AVP shall act as the Chairperson of the Senate.

Article 13. Duties and Responsibilities of the Secretary of the Senate

- 13.1. Keeps the records and documents of the Senate;
- 13.2. In consultation with the Chairperson, sets agenda for the Senate's meetings and dispatches letter of call for meeting to all members of the Senate;
- 13.3. Records minutes of the Senate's meetings and, when necessary, arranges for audio-visual recording of the Senate's sessions;
- 13.4. Ensures the proper handling, documentation, and distribution of the minutes taken thereof;
- 13.5. Briefs members of the Senate with information concerning the activities of the Senate, dates of future meetings, etc.;
- 13.6. Makes the necessary arrangements for the Senate's meetings (organize the meeting place and reception);
- 13.7. Undertakes any additional relevant tasks pertaining to the Senate's matters given by the Chairperson of the Senate.
- 13.8. In the absence of the Registrar, the Senate shall select secretary from members of the Senate;

Article 14. Right and Obligation of the Senate Members

- 14.1. **Every member of the Senate has the right to:**
 - 14.1.1. Express ideas and criticisms freely at Senate's meetings;
 - 14.1.2. Support or oppose motions or abstain from voting at the Senate's meetings;
 - 14.1.3. Present criticism or self-criticism on undertaking the activities of the Senate provided that the criticism is substantiated with evidence;
 - 14.1.4. Generate new ideas at the Senate's meetings and suggest new agenda items through the proper mechanism;

14.1.5. Enjoy any benefits that members of the Senate may be entitled therein;

14.1.6. Certification for contributions as a member of the Senate.

14.2. Every member of the Senate is obliged to:

14.2.1. Attend all the Senate meetings and be punctual;

14.2.2. Notify the Chairperson in advance through any means available when one is unable to attend a meeting for good reasons;

14.2.3. Refrain from disclosing confidential issues discussed on the Senate meetings;

14.2.4. Be governed by the rule of majority vote;

14.2.5. Perform other tasks pertaining to Senate matters that may be assigned by the Senate.

Article 15. Senate meetings and Decision procedures

15.1. The Senate shall hold regular meetings at least three times a year;

15.2. Extraordinary meetings of the Senate may be called whenever the Chairperson or the Board finds it necessary, or if more than one third of its members present a written request for such meetings;

15.3. A quorum shall consist of more than half of the members (50% + 1), including the Chairperson;

15.4. A resolution that obtains a simple majority vote (50% + 1) of the meeting shall be taken as the decision of the Senate;

15.5. The Chairperson has a voting right as any other member of the Senate;

15.6. In cases of tie votes, the Chairperson shall have a casting vote; and

15.7. A Senate decision may be reconsidered for discussion if demanded by more than two third of the Senate members.

Article 16. Communication of the Senate Decision

Vice Presidents, Deans, Heads of Academic Units, Directors, Staff and Student Representatives in the Senate are expected to communicate pertinent Senate decisions to their respective constituents.

Article 17. Senate Committees

17.1. General Rules on Senate Standing and Ad-hoc Committees

17.1.1. The Senate shall have standing and ad-hoc committees which shall serve as advisory bodies to it;

17.1.2. The Senate shall elect members and designate chairs of the standing and ad-hoc committees at its first meeting of every academic year;

17.1.3. The Senate standing and ad-hoc committees shall:

17.1.3.1. Be accountable to the senate;

- 17.1.3.2. Draw their procedural guidelines based on this legislation; and
- 17.1.3.3. Begin their functions within the month of their establishment.

17.2. Senate Standing Committees

- 17.2.1. The Senate shall have the following standing committees:
 - 17.2.1.1. Senate Executive Committee (SEC)
 - 17.2.1.2. Curriculum and Academic Standards Committee (CASC)
 - 17.2.1.3. Admission and Placement Committee (APC)
 - 17.2.1.4. Research and Publication Committee (RPC)
 - 17.2.1.5. Academic Staff Affairs Committee (ASAC)
 - 17.2.1.6. Training and Consultancy Committee (TCC)
- 17.2.2. Each Senate standing committee shall:
 - 17.2.2.1. Have at least five members;
 - 17.2.2.2. Meet at least twice a semester; and
 - 17.2.2.3. Recommend decision to the SEC.

17.3. Senate Executive Committee (SEC)

17.3.1. Membership

The SEC shall have the following members:

- | | |
|--|----------------------|
| 17.3.1.1. The President of the University | Chairperson |
| 17.3.1.2. The Vice Presidents of the University | Members |
| 17.3.1.3. Deans of Colleges | Member |
| 17.3.1.4. Academic Program Director | Member |
| 17.3.1.5. Three elected Senate members | Members |
| 17.3.1.6. Director of the University Registrar and
Admission Office | Member and Secretary |

- 17.3.2. The SEC may co-opt additional members when necessary;
- 17.3.3. The SEC shall have its own regular meetings but at least one meeting every time before the Senate meets;
- 17.3.4. Notwithstanding sub-article 17.3.3, the Chairperson can call for an extraordinary meeting whenever he finds it necessary, or if more than one-third of the SEC members request for such a meeting;
- 17.3.5. A quorum for a SEC meeting shall consist of more than half of the members (50% + 1) and the decisions shall be made by majority votes;
- 17.3.6. Elected members of the SEC shall be elected by majority votes; and
- 17.3.7. Elected members of the SEC shall serve for two years.

17.3.8. Duties and Responsibilities of SEC

The SEC shall have the following powers and responsibilities:

- 17.3.8.1. Sets the agenda for Senate meetings;
- 17.3.8.2. Reviews policy recommendations, monitors membership and oversees activities of Senate standing committees;
- 17.3.8.3. Oversees nomination and election of Senate members;
- 17.3.8.4. Decides on matters requiring action during periods where the Senate will not be in session;
- 17.3.8.5. Carries out the functions the Senate delegates to it;
- 17.3.8.6. Liaises between the Senate and administration of the University;
- 17.3.8.7. Participates in the selection process of the President, Vice Presidents and members of the Board of the University;
- 17.3.8.8. Decides on promotion of staff to rank of Assistant Professor and Associate Professor;
- 17.3.8.9. Decides on promotion of staff to rank of Senior Consultant I and Senior Consultant II;
- 17.3.8.10. Advises the Board on promotion of staff to rank of Professor and Principal Consultant;
- 17.3.8.11. Forms and delegates functions to sub-committees as may be necessary;
- 17.3.8.12. Reports its decisions to the Senate, and
- 17.3.8.13. Performs such other duties given to it by the Senate.

17.4. Curriculum and Academic Standards Committee (CASC)**17.4.1. Membership**

The CASC shall have the following members:

- 17.4.1.1. APO Chairperson
- 17.4.1.2. Director of the University Registrar and Alumni Directorate Member
- 17.4.1.3. Three Academic Staff elected by the Senate Members
- 17.4.1.4. Director of Gender Affairs and HIV/AIDS Prevention and Control Directorate Member
- 17.4.1.5. Director of Institutional Quality Assurance Directorate Member and Secretary

17.4.2. Duties and Responsibilities

The CASC shall have the following duties and responsibilities:

- 17.4.2.1. Formulate and propose revision and amendment of rules and regulations governing Academic programs and standards to the Senate;

- 17.4.2.2. Advises the Senate on curricula approval requests of Academic Commissions;
- 17.4.2.3. Evaluates and approves courses and educational programs with regards to their relevance and accountability;
- 17.4.2.4. Considers School/Department/Institute Council (SC/DC/IC) decisions on certain deviations from the established academic standards legislated by the Senate;
- 17.4.2.5. Recommends to the Senate on the Degrees, Diplomas and Certificates of proficiency to be granted by the University;
- 17.4.2.6. Approves course equivalence, waivers, and exemptions presented by concerned Academic Units;
- 17.4.2.7. Determines its own rules of procedures within the framework of the University Legislation;
- 17.4.2.8. Undertakes periodic supervision on quality of teaching environment, teaching aid, quality of exams, student teachers ratio, optimal class size, staff profile compositions, staff load, etc. And prepare report thereof;
- 17.4.2.9. Advises the Senate on opening, naming and closing of academic programs;
- 17.4.2.10. Develop procedures regarding phasing in and phasing out of module(s)/course(s);
- 17.4.2.11. Advises the Senate on matters pertaining to student academic performance and teaching standards in the University;
- 17.4.2.12. Advises the Senate on implementation of University policy on examinations and handling of examination related issues;
- 17.4.2.13. Act as a board of appeal for complaints of students that could not be handled by their respective Academic Units;
- 17.4.2.14. Monitors the grading practices of Academic Units to bring them into line with the grading policy of the University; and
- 17.4.2.15. Communicates its decisions to relevant bodies;
- 17.4.2.16. Performs other activities given to it by the Senate.

17.5. Admission and Placement Committee (APC)

17.5.1. Membership

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

- 17.5.1.1. Academic Program Office Director Chairperson
- 17.5.1.2. Student Service Director Member

17.5.1.3. College Directors	Members
17.5.1.4. Director of Graduate School	Member
17.5.1.5. The University Registrar	Member & Secretary

17.5.2. Duties and Responsibilities

The Admissions and Placement Committee (APC) shall:

- 17.5.2.1. Prepare, update, and recommend criteria and procedures on overall admission and placement of students;
- 17.5.2.2. Determine regular and/or advanced standing admissions to available places in the regular and continuing education programs of the university;
- 17.5.2.3. Review and approve special admission requirements established by the council of Academic Units of the university (considering gender, disability, being educationally disadvantaged etc.). The prior knowledge and approval by the APC is necessary before these special admission requirements are implemented, especially if these criteria are different from the ones approved by the senate when the program was first launched,
- 17.5.2.4. Approve secondary and post-secondary education pursued elsewhere. All such credentials, however, must be evaluated by the Academic Units to which a student is applying;
- 17.5.2.5. Seek and act upon the advice of the CASC on certificates that do not fall into any one of the categories indicated in sub article 17.5.2.3 and 17.5.2.4
- 17.5.2.6. Determine its own rules of procedures within the framework of the university senate legislation;
- 17.5.2.7. Examine retention rate and advise the senate on mechanisms for improvement;
- 17.5.2.8. Review and approve transfer request of students;
- 17.5.2.9. Check intake capacity against available human and material resources;
- 17.5.2.10. Set and review readmission and placement guidelines
- 17.5.2.11. Perform any other related duties as may be required.

17.6. Research and Publication Committee (RPC)

17.6.1. Membership

The RPC shall have the following members:

17.6.1.1. The VPRCS	Chairperson
17.6.1.2. Director of the University Press	Member

17.6.1.3. Director of School of Graduate Studies	Member
17.6.1.4. Research Deputy Deans of Colleges	Members
17.6.1.5. Directors of Research Centers	Members
17.6.1.6. Two Academic Staff from different Academic Units appointed by the Senate	Members
17.6.1.7. Director of RPCO	Member and Secretary

17.6.2. Duties and Responsibilities

The RPC shall have the following duties and responsibilities:

- 17.6.2.1. Specify priorities for research at the national (University) level;
- 17.6.2.2. Set guidelines for the approval of staff research proposals;
- 17.6.2.3. Monitor the activities of the Office of the VPRCS in relation to approved research work;
- 17.6.2.4. Provide procedures for the launching of a new journal;
- 17.6.2.5. Determine criteria for establishing the reputability of journals and determine the reputability of journals;
- 17.6.2.6. Re-assess the reputability of journals every three year;
- 17.6.2.7. Determine courses of action in the case of breach of agreement by researchers;
- 17.6.2.8. Specify the calendar for submission of research proposals and research reports;
- 17.6.2.9. Examine and endorse the activity reports of Research Centers;
- 17.6.2.10. Advise and assist the Office of the VPRCS in securing funds from organizations outside the University;
- 17.6.2.11. Design, facilitate and endorse collaborative activities with national and international institutions;
- 17.6.2.12. Establish an award system for recognizing outstanding research;
- 17.6.2.13. Assist the Office of the VPRCS in preparing the code of ethics governing/safeguarding research and intellectual property rights;
- 17.6.2.14. Issue guidelines pertaining to visiting researchers who wish to be affiliated with the various units of the University;
- 17.6.2.15. Promote the publication of outstanding theses and dissertations;
- 17.6.2.16. Ensure the appropriate academic standard of publications;
- 17.6.2.17. Prepare and submit to the Senate policy and strategy for the development of teaching/learning materials, including textbooks, references, etc;
- 17.6.2.18. Advise the Senate on all matters pertaining to research and publications;

17.6.2.19. See to it that the RPSC assume, among others, the responsibility to formulate research policies and guide and monitor their implementation in accordance with Articleof this Legislation; and

17.6.2.20. Perform any other related duties as may be required by the Senate.

17.7. Academic Staff Affairs Committee (ASAC)

17.7.1. Membership

The ASAC shall consist of the following members:

17.7.1.1.	AVP	Chairperson
17.7.1.2.	VPTC	Member
17.7.1.3.	VPRCS	Member
17.7.1.4.	VPASS	Member
17.7.1.5.	Three senior Academic Staff representatives elected by the Senate	Members
17.7.1.6.	Director of Gender Affairs and HIV/AIDS Prevention and Control Directorate	Member
17.7.1.7.	Director of SGS	Member
17.7.1.8.	Dean of College where applicant is a member	Member
17.7.1.9.	Director of Academic Programs Office	Member and Secretary

17.7.2. Duties and Responsibilities

17.7.2.1. Follows up and check that staff recruitments are implemented as per the rules and regulations of the University.

17.7.2.2. Reports to the University Senate on matters relating to the general welfare of the Academic Staff.

17.7.2.3. Develops guidelines and advises the Senate on Honorary Degree for those scholars contributing to the University, in particular, and the country at large.

17.7.2.4. Assesses the overall academic human resource requirements of the University.

17.7.2.5. Handles selection of candidates for contested training/research opportunities.

17.7.2.6. Recommends the optimal staff size and composition in terms of academic rank and qualification required by various units of the University.

17.7.2.7. Develops and update guidelines on administration of scholarships.

- 17.7.2.8. Initiates institutional policies, procedures and programs with respect to staff development and scholarship that shall assist the Academic Staff to meet the institutional needs.
- 17.7.2.9. Approves the number of University staff going for further studies and for Sabbatical/Research leaves.
- 17.7.2.10. Follows up the progresses of staff on study or Sabbatical/Research leaves through the appropriate offices.
- 17.7.2.11. Encourages the Academic Staff to participate in the University and community affairs.
- 17.7.2.12. Formulates policies and strategies concerning the welfare of the Academic Staff.
- 17.7.2.13. Approves extension of all sorts of leaves when necessary.
- 17.7.2.14. Designs strategies to improve staff services and promote extra-curricular activities and follow up the implementations thereof.
- 17.7.2.15. Develops guidelines and advises the Senate on issues pertinent to professional ethics and integrity of Academic Staff;
- 17.7.2.16. Devises mechanisms for promoting accountability and positive attitudes towards professional development.
- 17.7.2.17. Fosters the development of healthy relationship among staffs and the University community at large.
- 17.7.2.18. Oversees the proper implementation of the rules, regulations and other provisions pertaining to rights and benefits of the Academic Staff.
- 17.7.2.19. Assists and facilitates the establishment of the teachers association.
- 17.7.2.20. Proposes relevant incentive mechanisms for the Academic Staff.
- 17.7.2.21. Determines rules of procedures within the framework of the University Senate Legislation.
- 17.7.2.22. Formulate guideline for Academic Staff promotion.
- 17.7.2.23. Evaluate promotion applications and forward its recommendations to the SEC or return it to the concerned college, if not accepted.
- 17.7.2.24. Performs any other related duties as deemed necessary.

Article 18. The Council of Graduate Studies (CGS)

The CGS is the body responsible for ensuring the conduct of academic matters of graduate studies. The Council shall be accountable to the AVP, and functions through DGCs.

18.1. Membership

The CGS shall consist of the following members:

- | | |
|-------------------|-------------|
| 18.1.1. The AVP | Chairperson |
| 18.1.2. The VPRCS | Member |

18.1.3. The University Registrar	Member
18.1.4. Director of the RPCO	Member
18.1.5. Deans of Colleges running graduate program(s);	Members
18.1.6. Director of APO	Member
18.1.7. Two (one male and one female) postgraduate students' representative	Members
18.1.8. Director of the SGS	Member and Secretary

18.2. Duties and Responsibilities of the CGS

- 18.2.1. Reviews, examines, and recommends various graduate programs;
- 18.2.2. Ensures graduate learning and research quality, standards and relevance;
- 18.2.3. Implement policies, rules, and regulations regarding graduate programs;
- 18.2.4. Supports Colleges in the provision and strengthening of graduate teaching/learning and researching facilities;
- 18.2.5. Assess graduate Students' course and research performances based on the SGS regulations for defense examination and approves Board of examiners as presented by respective DGCs;
- 18.2.6. Assess graduate students' course and research performance and recommend the same for approval by the Senate;

18.3. Training and Consultancy Committee (TCC)

18.3.1. Membership

The TCC shall have the following members:

18.3.1.1.	The VPTC	Chairperson
18.3.1.2.	Director of Training Coordination Directorate	Member
18.3.1.3.	Director of Consultancy Coordination Directorate	Member
18.3.1.4.	Research Deputy Deans of Colleges	Members
18.3.1.5.	A senior Consultant appointed by the Senate	Member and Secretary

18.3.2. Duties and Responsibilities

The TCC shall have the following duties and responsibilities:

- 18.3.2.1. Formulates strategies for promoting training and consultancy services;
- 18.3.2.2. Recommends to the senate training and consultancy policy and guidelines;
- 18.3.2.3. Determines criteria for establishing standards for training materials and consultancy frameworks and models;

- 18.3.2.4. Determines courses of action in the case of conflict of interest and breach of agreement by Consultants;
- 18.3.2.5. Support and promote maintenance of quality standards of training and consultancy services;
- 18.3.2.6. Advise the senate on forming links or collaborations with external organizations in the area of training and consultancy;
- 18.3.2.7. Recommend payment rates for training and consultancy services;
- 18.3.2.8. Recommend and establish award systems for recognizing outstanding consultancy services; and
- 18.3.2.9. Perform any other related duties as may be required.

Article 19. University Managing Council (UMC)

19.1.Membership

Without prejudice to the powers of the President to include other pertinent officers, the Managing Council shall consist of:

- | | |
|--------------------------------------|----------------------|
| 19.1.1. The President | Chairperson |
| 19.1.2. The vice Presidents | Members |
| 19.1.3. Director of Student Services | Member and Secretary |

19.2.The UMC shall:

- 19.2.1. Meet at least twice a month;
- 19.2.2. Advise the President on strategic and other issues that the President believes require collective examination;
- 19.2.3. Serve as forum for monitoring, coordination and evaluation of institutional operations;
- 19.2.4. Serve as a forum for endorsing guidelines governing the merit-based appointment of Heads of Academic Units and Directorates;
- 19.2.5. Make decisions by majority vote;
- 19.2.6. Have secretary designated by the President; and
- 19.2.7. Communicate its decisions through the President or his delegate.

Article 20. University Council (UC)

20.1.The UC shall consist of the members of Senate and Senate standing committees, the members of managing council, the directors and Department heads of Colleges, Institutes and Schools, the head of the Library, the Director of Registrar and Alumni Directorate, the heads of service giving Departments, Academic Staff and student representatives, and other key officers as shall be determined by the Board upon advice of the President.

20.2. The UC shall:

20.2.1. Be chaired by the President;

20.2.2. Advise the President on plan, budget, organizational structure, cooperation agreements, and division, merger and closure of Academic Units;

20.2.3. Meet at least once every six months;

20.2.4. Communicate its decisions through the President or his delegate.

20.2.5. Serve as a forum for approving guidelines proposed by the UMC for merit-based appointment of Heads of Academic Units and Directorates;

20.3. The secretary of the managing council shall also serve as non-voting and non-consultative secretary of the University council.

CHAPER THREE INTERNAL ACADEMIC ORGANIZATION

Article 21. General provisions on the Organization of Academic Units

Without prejudice to the right of the University to create new Academic Units and close existing ones, the University has the following Academic Units at the time of the issuance of this revised Legislation:

21.1. College of Finance, Management and Development (CFMD)

- 21.1.1. Department of Development Economics and Management
- 21.1.2. Department of Public Management and Social Security
- 21.1.3. Department of Public Financial Management and Accounting
- 21.1.4. Department of Public Procurement and Asset Management
- 21.1.5. Department of Tax and Customs Administration
- 21.1.6. Department of Mathematics and Statistics

21.2. College Leadership and Governance (CLG)

- 21.2.1. Institute of Leadership and Good Governance
- 21.2.2. Institute of African Governance and Development
- 21.2.3. School of Public Policy Studies
- 21.2.4. School of Diplomacy and International Relations
- 21.2.5. School Legal Studies and Federalism
- 21.2.6. Department of English Language

21.3. College of Urban Development and Engineering (CUDE)

- 21.3.1. Department of Urban Planning and Development
- 21.3.2. Department of Urban Land Development and Management
- 21.3.3. Department of Infrastructure and Transport Management
- 21.3.4. Department of Housing and Real Estate Management
- 21.3.5. Department of Urban Engineering and Surveying
- 21.3.6. Department of Environment and Climate Change

21.4. Center for Policy, Leadership and Human Resource Training and Consultancy

21.5. Center for Public Financial Management Training and Consultancy

21.6. Center for Urban Management and Transformation Training and Consultancy

21.7. Center for Cross-Cutting Issues Training and Consultancy

21.8. Training and Consultancy Service Coordination Directorate

21.9. Ethics and Integrity Research Center

21.10. Public Sector Reform Research Center

Article 22. Establishment and Membership of College Academic Commission (AC)

Each College shall establish an Academic Commission (AC) which is accountable, through the Dean, to the President;

22.1. Composition

The College AC shall consist of:

- | | |
|---|---------------------------------------|
| 22.1.1. Dean of the College | Chairperson |
| 22.1.2. Deputy Deans of the College | Members |
| 22.1.3. Heads of Schools/Institutes/Departments/of the College | Members |
| 22.1.4. Two elected Academic Staff members of the College having at least the rank of Assistant Professor | (one of them will serve as Secretary) |
| 22.1.5. Two elected student representatives from undergraduate and graduate programs of the College one of whom shall be a female student | Members |

22.2. Organization

- 22.2.1. The terms of service of elected members of the AC shall be three years.
- 22.2.2. The College AC shall have its own rules of procedure.
- 22.2.3. The College AC shall have the following standing committees:
- | | |
|-----------|---|
| 22.2.3.1. | College Curriculum and Academic Standards Committee |
| 22.2.3.2. | College Academic Staff Affairs Committee; |
| 22.2.3.3. | College Research and Publication Committee; |
- 22.2.4. The standing committees of the College AC shall have the similar duties and responsibilities of the corresponding Senate standing committees;
- 22.2.5. The College AC may establish ad-hoc committees to perform specific tasks.
- 22.2.6. The College AC may co-opt other persons to attend its meetings. However, such persons shall not have voting rights.

22.3. Meetings

- 22.3.1. The College AC shall meet at least once every month and shall maintain a proper record of the agenda and minutes of its meetings;
- 22.3.2. Meetings may be called at any time by the Dean or when requested in writing by one third of its members.

22.4. Duties and Responsibilities

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

- 22.4.1. Recommend to the APC guidelines that facilitates the teaching learning process;

- 22.4.2. Issue guidelines for setting/marking of examinations in the College in accordance with rules and regulations approved by the Senate;
- 22.4.3. Recommend to the Senate the establishment of new programs and modifications of existing programs in the College;
- 22.4.4. Deliberate and decide upon all appointment and promotion cases presented to it through the College Staff Affairs Committee;
- 22.4.5. Promote research works within the College, issue guidelines on their execution, and monitor their implementation on the basis of regulations issued by the Senate;
- 22.4.6. Recommend, to the ASAC, all leaves of Academic Staff;
- 22.4.7. Review the missions and objectives of the College on a periodic basis and evaluate the success of their implementation;
- 22.4.8. Promote the welfare of staff and students and ensure observance of discipline within the College as provided by rules and regulations of the University;
- 22.4.9. Approve academic status of students determined by SC/DC of the College every semester;
- 22.4.10. Recommend to the Senate the graduation of students of the College and College medal winner;
- 22.4.11. Initiate staff development schemes for the College; prioritize training programs for the staff and recommend candidates for training;
- 22.4.12. Issue guidelines on conditions of employment and remuneration for consultancy services in the College in accordance with the University rules and regulation;
- 22.4.13. Receive and assess the results 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;
- 22.4.14. Issue guidelines and procedures on the functions and activities of its standing committees; and
- 22.4.15. Perform such other functions relevant to the betterment of the teaching-learning process and promotion of research in the College.

Article 23. College Managing Council (CMC)

- 23.1. Without prejudice to the power of the Dean to include other pertinent officers, the CMC shall constitute the Dean, School/Institute/Department heads and the Managing Director (who is accountable to the Dean) and the Gender Affairs and HIV/AIDS Prevention and Control expert.

- 23.2. The Dean shall chair the CMC. In the absence of the Dean, his delegate shall convene and chair the council meetings.
- 23.3. The quorum for holding a meeting shall be more than half (50%+1) of the members including the chair.
- 23.4. The CMC shall advise the Dean on strategic issues and on other cases that the Dean believes require collective examination as well as serve as a forum for monitoring, coordination, and evaluation of the affairs of the College.
- 23.5. The CMC shall meet regularly at least twice a month on a regular day and time that shall be determined by the Dean.
- 23.6. The Dean shall ensure free and open expression of views in managing council sessions. The Dean may order votes in case substantially competing opinions emerge to ascertain the weight of the competing opinions.
- 23.7. Minutes of sessions of the CMC shall be taken by a secretary designated by the Dean.
- 23.8. No member other than the Dean or a person instructed by the Dean shall communicate to third parties the council's deliberations and the results thereof.

Article 24. Establishment and Membership of Department/Institute/School Council

Each Department /Institute/ School/ Center shall have a Council consisting of the following:

- 24.1. The Department/Institute/School Head
Chairperson
- 24.2. Leader of the administrative support staff (if available) Member
- 24.3. Five Senior Academic Staff Elected by all Academic Staff of the Department/Institute/School (if total number of staff is less than five, all staff shall become members)
Members
- 24.4. Students' representatives of all academic programs in the Department/Institute/School (considering gender composition)
Members

Article 25. Powers and Responsibilities of Department/Institute/School Council

The Department/Institute/School Council shall be accountable to head of the Department/Institute/School and shall have the following powers and responsibilities:

- 25.1. Decide on academic issues at the Department/Institute/School/;

- 25.2.Recommend (based on needs assessment) the opening and closure of programs to the respective College Academic Commission;
- 25.3.Evaluate the program delivery and preparation of teaching/training materials;
- 25.4.Follow up the conduct of performance evaluations at the Department;
- 25.5.Recommend the recruitment of academic personnel for the Department;
- 25.6.Recommend the promotion and further education or training of Academic Staff at the Department;
- 25.7.Perform other activities as may be specified by the College AC or the AVP.
- 25.8.Duration of membership of the elected Academic Staff shall be three years.

Article 26. Appointment and Term of Office of Deans/Deputy Deans/Directors/Deputy Directors/Heads

26.1.Appointment

- 26.1.1. The President shall appoint Deans and Deputy Deans;
- 26.1.2. The Vice Presidents shall appoint Heads of respective Departments/Institutes/ Schools/Centers;
- 26.1.3. Candidates for appointment shall fulfill the following:
 - 26.1.3.1. Are members of the College, Institute, School or Center;
 - 26.1.3.2. Have senior academic rank;
 - 26.1.3.3. Are seriously committed to University mission and objectives;
 - 26.1.3.4. Have respectable personality;
 - 26.1.3.5. Are able to show exemplary performance;
 - 26.1.3.6. Are democratic;
 - 26.1.3.7. Have ability to coordinate; and
 - 26.1.3.8. Are praised for respecting and treating staff equally.

26.2. Term of Office

- 26.2.1. The term of office of Deans and Deputy Deans shall be three years; they may be reappointed for second terms;
- 26.2.2. The term of office of Department, Institute, School heads shall be two years; they may be reappointed for another term.

Article 27. Duties and Responsibilities of College Deans

The Dean, who shall be accountable to the President, functionally reports to the AVP to whom he is structurally connected. However, depending on the matter at hand, the Dean shall also be answerable to the offices of the other Vice Presidents. He shall report to these offices operationally and regularly through written communication and formally through quarterly and annual reports. The Dean of the College shall:

- 27.1. Exercise authority overall academic and administrative matters in the College;
- 27.2. Be in charge of policy implementation, coordination, direction and supervision across the College;
- 27.3. Be responsible for organizing and directing administrative support services of the College;
- 27.4. Coordinate formulation of standards and working procedures relevant to the Academic Units under the College in line with University-wide policies, rules and regulations;
- 27.5. Endorse the creation and/or modification/closure of academic programs originating from or endorsed by Departments/Schools/Institutes under it and propose their approval by the Senate after endorsement by AC;
- 27.6. Coordinate and endorse research proposals, approved by College Research And Publication Committee, for approval and funding, promote and disseminate research outputs and support research activities within the College including administering grants pertaining to staff research projects, master's thesis, PhD dissertations, and postgraduate diplomas;
- 27.7. Upon endorsement by the AC, recommend to the AVP the recruitment of Academic Staff and promotion of Academic Staff with the rank of Assistant Professor and above;
- 27.8. Represent the College in University-wide regulatory and consultative bodies (such as the Senate and the University Council) and coordinate external relations, community service, business development and partnerships;
- 27.9. Coordinate inter- College programs, if any;
- 27.10. Approve the promotion of Academic Staff with the rank of Lecturer and below and communicate its decision to the AVP;
- 27.11. Take disciplinary measures on Academic Staff including oral warning, written warning, and a fine up to three month's salary and suspending from work for the same period as per the relevant provisions of this legislation as other pertinent rules and regulations;
- 27.12. Recommend to the AVP service extension, college-to-college transfers, leaves, and professional development of Academic Staff;
- 27.13. Recommend disciplinary actions involving dismissal of Academic Staff with the exception of full Professor whose case shall be finally decided by the AVP;
- 27.14. Design and enforce quality assurance mechanisms for academic programs;
- 27.15. Ensure the maintenance of pertinent records of students, academic and support staff and their performances;

- 27.16. Consolidate graduate list of the College as proposed by the respective DC/IC/SC and submit the same for approval by the University Senate;
- 27.17. Upon decision of relevant University bodies, execute the recruitment, promotion, transfer, discipline, and development of Teaching Staff under the College in accordance with relevant laws;
- 27.18. Propose the dismissal of administrative staff in the Departments/Institutes/Schools within the College to the VPASS;
- 27.19. Prepare consolidated plans and budget of the College and ensure the implementation of the same upon approval by the College AC and higher authorities;
- 27.20. Design mechanisms to promote welfare of staff and students with particular attention for those with special needs;
- 27.21. Prepare the annual procurement demand for the College based on approved budgets and submit to the relevant bodies;
- 27.22. Initiate and facilitate external relations with a view to forging partnerships with academic and research institutions, donors, and the industries as well as promoting community service in line with applicable rules and regulations of the University;
- 27.23. Check and regulate consistency across Departments/Schools/Institutes in academic administration, student handling, staff recruitment, development and promotion, research grants and administration;
- 27.24. Ensure that the policies, rules and regulations of the University are readily available to be well known by the staff and students of the College;
- 27.25. Prepare and submit quarterly and annual reports;
- 27.26. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 27.27. Ensure the mainstreaming of cross-cutting issues in academic programs and processes as well as in research and community services endeavors and the provision of academic support for the needy;
- 27.28. Teach, conduct research and participate in training and consultancy activities according to University workload rules; and
- 27.29. Perform other duties as assigned by the president and the vice presidents.

Article 28. Duties and Responsibilities of Academic Deputy Deans

Deputy Deans shall be accountable to the Dean of the College and have the following duties and responsibilities:

- 28.1. Convene student meetings in discussion with the Dean;

- 28.2. Chair the preparation of class, examination and defense schedules and follow up the implementation of the same;
- 28.3. Make sure that semester workloads are fairly distributed among the staff;
- 28.4. Ensure the implementation of continuous assessment and student-centered teaching;
- 28.5. Follow up the quality of internship programs;
- 28.6. Design student complaint handling procedures;
- 28.7. Coordinate, supervise, collect and compile performance reports as well as plans from Departments and submit same to the Dean;
- 28.8. Assist the Dean in the preparation and implementation of annual plan and budget of the College;
- 28.9. Assist the Dean in coordinating the development and revision of curricula at the College;
- 28.10. Coordinate the quality assurance of teaching-learning at the college, in collaboration with the Dean and Heads of Academic Units;
- 28.11. Assist the Dean in developing the information system at the College;
- 28.12. Assist the Dean in ensuring the existence and relevance of working procedures and follow up mechanisms;
- 28.13. Teach, conduct research and participate in training and consultancy activities according to University workload rules;
- 28.14. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 28.15. Ensure the mainstreaming of cross-cutting issues in academic programs and processes as well as in research and community services endeavors and the provision of academic support for the needy;
- 28.16. Ensure that the performance evaluation of Academic Staff is carried out regularly; and
- 28.17. Perform other activities as may be delegated to them by Dean.

**Article 29. Duties and Responsibilities of Research and Community Service
Deputy Deans**

Deputy Deans shall be accountable to the Dean of the College and have the following duties and responsibilities:

- 29.1. Chair the Research and Publication Committee of the College;
- 29.2. Facilitate engagement of the Teaching Staff in research activities;
- 29.3. Follow up the review of research and community service proposals submitted by Academic Staff and facilitate the approval of the same by the AC;

- 29.4. Plan and coordinate the implementation of research and community service projects and activities;
- 29.5. Arrange research seminars, colloquia, workshops and conferences at the college, Institute, School or Center;
- 29.6. Coordinate, supervise, collect and compile performance reports related to research from Departments and submit same to the Dean;
- 29.7. Assist the Dean in the preparation and implementation of annual plan and budget of the College and the preparation of performance reports;
- 29.8. Coordinate the quality assurance of research and community services at the College, in collaboration with the Dean and Heads of Academic Units;
- 29.9. Assist the Dean in developing the information system at the College;
- 29.10. Assist the Dean in ensuring the existence and relevance of working procedures and follow up mechanisms regarding research and community services;
- 29.11. Work closely with the VPRCS, VPTC and research and community service as well as training and consultancy Centers/Directorates on issues pertinent to research, community services, training and consultancy representing the College;
- 29.12. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 29.13. Ensure the mainstreaming of cross-cutting issues in research and community service endeavors;
- 29.14. Teach, conduct research and participate in training and consultancy activities according to University workload rules; and
- 29.15. Perform other activities as may be delegated to them by Dean.

Article 30. Duties and Responsibilities of Head of Institute/School/Department

Head of Institute/School/Department shall be accountable to Dean of College and have the following duties and responsibilities:

- 30.1. Plan, coordinate and direct the academic and administrative activities of the Institute/School/Department;
- 30.2. Prepare annual plan and budget for the Institute/School/Department and implement same upon approval;
- 30.3. Prepare course offering and course grouping at the Institute/ School/Department;
- 30.4. Assign instructors to courses;
- 30.5. Allocate semester workloads fairly to the Academic Staff as per the Legislation;
- 30.6. Assign academic advisors to students;
- 30.7. Lead change activities at the Institute/School/Department;
- 30.8. Chair IC/SC/DC meetings;

- 30.9. Coordinate the performance evaluation of staff at Institute/School/ Department and submit results to the Academic Deputy Dean and the Dean;
- 30.10. Participate in the recruitment of new Academic Staff at the Institute/ School/Department;
- 30.11. Schedule and follow-up the provision of academic support services (tutorials and others) to those who need additional support such as female students, students with disabilities, students from emerging regions;
- 30.12. Schedule and follow up support to students who are in probation, warning or re-sit exam status;
- 30.13. Prepare staff development plan at the Institute/School/Department and submit to the Dean;
- 30.14. Coordinate the preparation and revision of curricula, modules, teaching materials and seminars;
- 30.15. Oversee the management of student academic records and support activities at the Institute/School/Department;
- 30.16. Submit monthly, quarterly and annual reports to Dean;
- 30.17. Represent the Institute/School/Department at AC of the College;
- 30.18. Teach, research and participate in training and consultancy activities according to University workload policy and rules;
- 30.19. Work towards the creation and strengthening of partnerships and the enhancement of internal revenue generation;
- 30.20. Ensure the mainstreaming of cross-cutting issues in academic programs and processes and the provision of academic support for the needy;
- 30.21. Implement the decisions of the AC; and
- 30.22. Perform other activities as may be delegated to him by the Dean and Deputy Deans.

Article 31. Duties and Responsibilities of Program Coordinator

Institutes/Schools/Departments may have program coordinators who are assigned by the Dean based on proposal from the Department/Institute/School Council.

- 31.1. The program coordinators shall be accountable to the Head of Institute/School/Department and have the following duties and responsibilities;
 - 31.1.1. Plan, coordinate and direct the academic activities of the Program;
 - 31.1.2. Prepare course offering and course grouping for the Program;
 - 31.1.3. Assign instructors to courses in consultation with the Head;

- 31.1.4. Allocate semester workloads fairly to the Academic Staff as per the Legislation;
 - 31.1.5. Assign academic advisors to students in consultation with the Head;
 - 31.1.6. Lead change activities at the Program level;
 - 31.1.7. Coordinate the performance evaluation of staff at Program level and submit results to the Head;
 - 31.1.8. Schedule and follow up support to students who are in probation, warning or re-sit exam status at the Program level;
 - 31.1.9. Coordinate the preparation and revision of curricula, modules, teaching materials and seminars at the Program level;
 - 31.1.10. Teach, research and participate in training and consultancy activities according to University workload policy and rules;
 - 31.1.11. Check and approve the quality of exams and continuous assessments and supervise the administration of exams;
 - 31.1.12. Implement the decisions of the DC/IC/SC; and
 - 31.1.13. Perform other activities as may be delegated to him by the Head and the Dean.
- 31.2. The term of office of a program coordinator shall be two years with possible re-election for one more term.

Article 32. Duties and Responsibilities of Module Team

A Module Team shall consist of Academic Staff members from related discipline who shall work in team pertaining to academic and other related matters. Without prejudice to the mandate of the SC/IC/DC, a module team (led by a Module Team Leader) shall have the following duties and responsibilities:

- 32.1. Arrange, co-ordinate and control the teaching-learning process in the module in accordance with rules, regulations and standards approved by the Senate;
- 32.2. Recommend to the SC/IC/DC addition, deletion or modifications of existing courses within the module;
- 32.3. Recommend to the SC/IC/DC launching of new graduate programs and modifications of existing programs;
- 32.4. Follow up the implementation of teaching methodology and continuous assessment as specified in the didactic design of the module;
- 32.5. Jointly set tests, individual and group assignments as well as exams in line with quality standards of the University;
- 32.6. Review and approve grades for the module before the grade is entered into the Student Information Management System;

- 32.7. Promote team teaching and issue a team charter and procedures on the functions and activities of the team;
- 32.8. Perform such other functions relevant to the betterment of the teaching-learning processes in the module.

Article 33. Duties and Responsibilities of the Director for Academic Program Office

The Academic Program Office is accountable to the AVP and shall have two Deputy Directors. The Director has the following duties and responsibilities:

- 33.1. Ensures appropriate guidance and support of academic program procedures, policies and strategies;
- 33.2. Coordinates and monitors the development and implementation of guidelines and Procedures pertinent to academic program and Academic Staff development that shall be continuously improved;
- 33.3. Provides/facilitates training/awareness/induction workshops regarding academic program enhancement procedures, policies and strategies to the University Academic Staff;
- 33.4. Identifies staff capacity gaps among the Academic Staff in consultation with the Colleges and devise strategies to fill the gap;
- 33.5. Overviews and facilitates the management of Academic Programs;
- 33.6. Undertakes and guides activities of curriculum development, updating/ revisions and implementation of same by the Colleges;
- 33.7. Prepares accurate, detailed and comprehensive annual educational statistical data within 60 days after the end of each academic year, except in the circumstances of force majeure;
- 33.8. Follow up semester work load allocation and staff performance evaluation by Colleges and submit a consolidated report to the AVP;
- 33.9. Prepares plan and budget for Academic program and staff development activities;
- 33.10. Initiates and inculcates organizational values, beliefs and team-spirit among the Academic Staff;
- 33.11. Implement Academic Staff development plans submitted by Colleges;
- 33.12. Submit monthly, quarterly and annual plans and reports to the AVP; and
- 33.13. performs other activities given by Academic Vice President, President or Senate.

Article 34. Duties and Responsibilities of the Director for School of Graduate Studies (SGS)

The director of the SGS shall be accountable to the AVP and has the following duties and responsibilities:

- 34.1. The SGS, through the Colleges, offers graduate programs and research leading to the degrees of Master of Arts (MA.), Master of Science (MSc), Master of Laws (LLM), Doctor of Philosophy (PhD), and other post-graduate diploma.
- 34.2. The SGS may also, as conditions permit, offer such programs of study and research leading to post-graduate and post-doctoral diplomas. The above provision applies to both regular and continuing education programs.
- 34.3. Develop and propose guidelines, quality standards, manuals and formats that ensure the harmonized and standardized offering of graduate programs as well as the preparation and examination of Proposal, Thesis and Dissertation;
- 34.4. Ensure that graduate programs are delivered by Colleges as per the guidelines, quality standards, manuals and formats of the University;
- 34.5. Approve the assignment of external and internal examiners proposed by Colleges;
- 34.6. Approve research budgets for Thesis and Dissertation;
- 34.7. Assist Colleges in organizing defense sessions in a harmonized manner;
- 34.8. Keep records of the process and outcomes of examinations and a database of external examiners;
- 34.9. Publish annually an abstract of best Thesis and Dissertation;
- 34.10. Present the annual plan and budget of the SGS to the AVP;
- 34.11. Ensure effective implementation of the policies and guidelines laid down by the Senate for the proper administration of graduate programs and research;
- 34.12. Take appropriate actions in consultation with the respective DGC on recommendations with regard to graduate programs or other academic matters;
- 34.13. In consultation with the Registrar, issue directives pertaining to registration, record keeping, and the like for graduate programs and ensure their implementation;
- 34.14. Submit to the AVP monthly, quarterly and annual reports;
- 34.15. Receive 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 as per the recommendation and the approval of the Senate;
- 34.16. Study and recommend the initiation of inter-disciplinary and multi-disciplinary graduate programs; and
- 34.17. Perform such other duties as may be assigned by the AVP.

Article 35. Duties and responsibilities of the Director of the University Guidance & Counseling Directorate

The Director of the University Guidance & Counseling **Directorate** shall be accountable to the AVP and have the following duties and responsibilities;

- 35.1. Prepare annual plan and budget for the Directorate and implement same upon approval;
- 35.2. Prepare and update guidance & counseling services guidelines and manuals and implement same up on approval;
- 35.3. Provide orientations for newly enrolled students every semester;
- 35.4. Provide guidance and counseling services to students individually;
- 35.5. Advise students in classroom schedules using group counseling techniques;
- 35.6. Provide inductive training for teachers on techniques of counseling and referral procedures;
- 35.7. Maintain up-to-date and confidential guidance and counseling records of students;
- 35.8. Conduct surveys or action research to evaluate and improve the services of guidance and counseling Directorate;
- 35.9. Provide psycho-social support and advice for administrative and other university staff on personal problems;
- 35.10. Participate in research and community services in partnership with appropriate community organizations;
- 35.11. Share information with leaders at different levels and Teaching Staff on the status of students under follow up;
- 35.12. Ensure the physical and psychological well-being of students; to this end, work in cooperation with Academic Units and other University bodies that are concerned with student affairs, student services, gender, HIV/AIDS, disability and other issues on special needs of students;
- 35.13. Monitor and evaluate implementation of plans pertinent to guidance and counseling services;
- 35.14. Prepare and submit quarterly and annual reports to the Academic Vice President ;
and
- 35.15. Perform other activities as may be delegated to him/her by the AVP, the President or the Senate.

Article 36. Duties and Responsibilities of the Director of the CEPs Coordination Directorate:

The Director/Head of Continuing Education Programs (CEPs) Coordination Directorate shall be accountable to the AVP and have the following duties and responsibilities;

- 36.1. Develop and propose policies and guidelines and frameworks to ensure the implementation of CEPs by Academic Units
- 36.2. Prepare a strategic plan for CEP of the University by identifying the educational needs of the public and facilitate the launching of the programs

- 36.3. Plan, coordinate and direct the offering of Graduate and Undergraduate CEPs in cooperation with Academic Units;
- 36.4. Monitor and oversee the process of appointment of instructors for CEPs as per the legislation and applicable laws;
- 36.5. Work in consultation with relevant Academic Units and Offices to develop strategies in the generation and management of internal revenue through CEPs;
- 36.6. Review and revise, from time to time, the rate of tuition fees in order to provide quality service as an affordable price and as a means of internal revenue generation for the University;
- 36.7. Provide programs to executives to advance their careers in collaboration with Colleges;
- 36.8. Provide part-time, on-the-job, and/or on-the-spot education and facilitate lifelong learning by overcoming barriers of time and distance through the use of appropriate media of communication (e-learning and blended learning);
- 36.9. Make continuing education accessible to everyone as means for a lifelong learning processes;
- 36.10. Develop and oversee the proper implementation of rules, regulations and guidelines of the University towards student success and reduction of attrition in the CEPs;
- 36.11. Collect, process, deploy and disseminate information and data in the form of catalogues on CEPs and promote and publicize the programs through different media;
- 36.12. Lead the management of change in the directorate;
- 36.13. Manage the performance evaluation of the staff in the directorate;
- 36.14. Oversee the course offering and workload status of the evening, weekend, and summer Teaching Staff from their respective Departments, Institutes and/or Colleges;
- 36.15. Follow up the teaching process;
- 36.16. Propose means of improving and maintaining quality and cost effectiveness of the programs;
- 36.17. Handle contracts and prepare and request compensation pays for all staff involved in the CEPs;
- 36.18. Manage the teaching performance evaluation of teachers involved in CEPs;
- 36.19. Submit periodic performance reports as planned to AVP; and
- 36.20. Perform other duties assigned by Academic Vice President.

Article 37. The Department Graduate Committee (DGC)

- 37.1. Each School/Institute/Department shall have DGC;
- 37.2. The DGC shall be chaired by the Head of the School/Institute/Department or by an elected member.
- 37.3. Composition and Term of Office
 - 37.3.1. Members shall be staff members holding the rank of Assistant Professor or above.
 - 37.3.2. In case the Head of the School/Institute/Department does not hold the rank of Assistant Professor, he should serve as secretary, with an elected member serving as Chairperson.

37.4. Functions of DGCs

The DGCs shall:

- 37.4.1. Develop graduate academic and research program in collaboration with the staff;
- 37.4.2. Prepare and approve graduate course offerings and ensure that staff members with appropriate specialization and academic rank are assigned to teach courses;
- 37.4.3. Assign staff members with the minimum ranks of Assistant Professor to teach Master's courses and Associate Professor to teach PhD courses; however, under special circumstances, staff with the academic ranks of Lecturer and Assistant Professor with recognized merits and experiences may teach Master's and PhD courses, respectively, subject to prior approval by the CGS;
- 37.4.4. Review and revise periodically curricula of graduate programs and research thematic areas;
- 37.4.5. Assess and approve MA/MSc and PhD research proposals for graduate research;
- 37.4.6. Monitor and ensure that MA/MSc and PhD are in line with the research thematic areas of the University;
- 37.4.7. Establish mechanisms that guide the evaluation of graduate students' research;
- 37.4.8. Supervise and coordinate all activities of graduate programs;
- 37.4.9. Review and approve graduate students' examination papers and grades on the basis of guidelines provided by the CGS;
- 37.4.10. Prepare semester reports on its activities and submit the same to the SGS;

- 37.4.11. Monitor and rectify, if problems arise, the assignment of research advisors to graduate students; and
- 37.4.12. Assign members of examining Boards for thesis, dissertation, and other qualifying examinations and get approval from the CGS.

Article 38. Duties and Responsibilities of the Registrar

The University Registrar (the Director of the Registrar and Alumni Affairs Directorate) shall be accountable to the AVP and has the following duties and responsibilities:

- 38.1. Administer all operational matters of the Directorate and various units;
- 38.2. Prepare the annual plan and budget of the Office and execute same upon approval;
- 38.3. Announce admission and tuition fee(if applicable)
- 38.4. Prepare academic calendar of the University;
- 38.5. Issue student identification cards, official transcripts and degrees;
- 38.6. Ensure efficiency and timeliness of service of the office;
- 38.7. Follow up the performance evaluation of staffs in the office;
- 38.8. Implement the policies and directives laid down by the Senate pertaining to students (admission, placement, registration, academic performances, attrition, graduation, etc.) And curricula (courses, credit requirements, etc.);
- 38.9. Submit to the Senate, after approval by SC/DC/IC or DGC, the names of candidates eligible for the award of certificates, diplomas and degrees including special awards in conformity with University rules and regulations;
- 38.10. Submit to the AVP monthly, quarterly and annual plans and reports;
- 38.11. Continually analyze and evaluate all existing rules and regulations on registration, academic performances, attrition, graduation, etc. And recommend modifications where necessary;
- 38.12. Submit to the AVP timely progress reports on student admission, placement, registration, academic performance and attrition, and make any recommendation thereon;
- 38.13. Perform other activities as may be delegated to him by the Academic Vice President, President or Senate.

Article 39. Duties and Responsibilities of the Director of University Library

The Director of University Library shall be accountable to the AVP and have the following powers and responsibilities:

- 39.1. Plan, coordinate and direct activities of all branches of the University Library;

- 39.2. Prepare annual plan and budget for the Library and implement same upon approval;
- 39.3. Lead the management of change in the library;
- 39.4. Prepare library service guidelines and regulations and implement same upon approval;
- 39.5. Prepare catalogue of books, journals and other library materials;
- 39.6. Purchase books, journals and other library materials in collaboration with Colleges, Institutes, Schools and Centers;
- 39.7. Prepare library membership policy and implement same upon approval;
- 39.8. Establish partnership with other libraries;
- 39.9. Coordinate the recruitment of library staff;
- 39.10. Coordinate the evaluation of library staff;
- 39.11. Coordinate automation and digitization of the library service;
- 39.12. Discard obsolete library materials upon approval;
- 39.13. Submit quarterly and annual reports to the Academic Vice President; and
- 39.14. Perform other activities as may be delegated to him by the Academic Vice President, President or Senate.

Article 40. Duties and Responsibilities of the Director of RPCO

The Director of the Research and Publication Coordination Office (RPCO) shall be accountable to the VPRCS and have the following powers and responsibilities:

- 40.1. Plan, coordinate and direct activities of the RPCO;
- 40.2. Lead the management of change in the office;
- 40.3. Propose thematic areas for research based on consultative meetings with stakeholders and the University Community;
- 40.4. Follow up the performance evaluation of staffs in the office;
- 40.5. Prepare and disseminate research calendar approved by the Senate;
- 40.6. Facilitate the initiation, approval and implementation of collaborative research;
- 40.7. Facilitate the evaluation and selection of research proposals submitted to RPCO and their final approval and allocation of research fund by concerned University body;
- 40.8. Organize and maintain databases that can be used for research and compile profiles of researchers;
- 40.9. Coordinate the review and publication of research results;
- 40.10. Publish and disseminate annual information on researches carried out by Staff of the University;
- 40.11. Organize or facilitate the organization of national and international conferences, seminars and symposia;

- 40.12. Propose research incentive schemes and implement upon approval;
- 40.13. Follow up and submit progress report on ongoing researches to the VPRCS;
- 40.14. Make sure that research projects pass through processes that guarantee conformance to research quality standards (validations workshops, etc);
- 40.15. Submit monthly, quarterly and annual reports to the VPRCS; and
- 40.16. Perform other activities as may be delegated to him by the Vice President for Research and Community Service, President or Senate.

Article 41. The Role of Schools/Institutes/Departments in CEP

- 41.1. The decision to initiate and offer a program leading to a degree, diploma, certificate etc. and the academic aspects of its implementation shall be the responsibility of the Schools/Institutes/Department that awards the same. However, all programs offered in the University should be approved by CASC.
- 41.2. Courses offered in CEP, including courses that are offered in distance mode, shall have the same content and carry the same credits as those offered in the regular program and be taught at accepted University standards. Such course credits shall be transferable where appropriate.
- 41.3. CEP courses shall be taught by members of the School/Institute/Department that teach the courses in the regular program. In situations where this is not possible, staff members from other Departments and/or other part-time instructors having the commensurate qualifications could be assigned to teach the courses.
- 41.4. Academic Staff members that handle CEP courses shall be compensated according to the regulations of the University.
- 41.5. Organize the students into sections and prepare class schedules arrange classrooms for the teaching process;
- 41.6. Schools/Institutes/Departments that generate incomes through CEP shall share from the generated income on the basis of rules to be issued by the University.

Article 42. Duties and Responsibilities of the Director of Community Service Directorate

The Director of the Community Service Directorate shall be accountable to the VPRCS and have the following duties and responsibilities:

- 42.1. Proactively promote community services on various professional and technical areas;
- 42.2. Coordinate, facilitate and guide community services to be provided by the University staff of the various Academic Units of the University;
- 42.3. Develop mechanisms for recognition of staff that participate in community services;

- 42.4. Guide and support research and community service committees operating at college and School/Institute/Department levels;
- 42.5. Receive complaints of service users pertinent to the delivery of community services and take the necessary measures in accordance with the rules and regulations of the University;
- 42.6. Keep record of community services rendered; and
- 42.7. Make regular follow-up and monitoring of community activities and require Academic Units to submit annual reports to it.
- 42.8. Manage the University FM radio;
- 42.9. Coordinate the performance evaluation of staffs of the office;
- 42.10. Submit quarterly and annual reports to the VPRCS; and
- 42.11. Perform other activities as may be delegated to him by the VPRCS.

Article 43. Duties and Responsibilities of the Director of University Press

- 43.1. The University Press shall be governed by a Board of Editors.
- 43.2. The Director of University Press, who shall be accountable to the VPRCS and Board of Editors of the University Press (BEUP), is the chief executive officer of the University Press and has the following powers and responsibilities:
 - 43.2.1. Prepare annual plan in consultation with the BEUP and the professional staff of the Press and submit the same to the BEUP and the VPRCS for approval;
 - 43.2.2. Convene the meeting of the BEUP in consultation with the Chairperson of the BEUP;
 - 43.2.3. Serve as Secretary of the BEUP;
 - 43.2.4. Develop ideas for staff training, increasing publication and co-publication and their distribution and acquisition of material and financial resources;
 - 43.2.5. Present recommendations to the BEUP and to the relevant University authorities for the development of the Press;
 - 43.2.6. Assign tasks to editors and supervise their work;
 - 43.2.7. Present manuscripts and assessments of manuscripts and authors' communications to the BEUP for recommendation or decision;
 - 43.2.8. Communicate recommendations of the BEUP to authors and assessors;
 - 43.2.9. Endorse the payment of honorarium and royalty;
 - 43.2.10. Follow-up the distribution and sale of publications;
 - 43.2.11. Supervise the preparation of budget;
 - 43.2.12. Enter into agreement with authors whose work has been approved for publication by the BEUP; conclude agreements with co-publishers, and

whenever circumstances so justify, enter into dealings, on the basis of pertinent policies, rules and regulations of the University, with local and foreign agencies to handle distribution of publications;

- 43.2.13. Supervise book launching ceremonies;
- 43.2.14. Lead the day-to-day activities of the Press;
- 43.2.15. Prepare monthly, quarterly and annual plans and reports and present it to the BEUP; and
- 43.2.16. Perform other duties that may be assigned by the VPRCS and the BEUP.

Article 44. Duties and Responsibilities of the Head of Institutional Quality Assurance Directorate (IQAD)

The Head of IQAD shall be accountable to the President and have the following powers and responsibilities:

- 44.1. Lead the day-to-day activities of the Directorate;
- 44.2. Prepare monthly, quarterly and annual plans and reports and present it to the President;
- 44.3. Develop quality assurance management system to ensure constant and continuous improvement of the teaching, research, training, consultancy and administrative activities in the University;
- 44.4. Develop and coordinate the implementation of quality standards by Schools, Institutes, Departments, Colleges, Centers and Directorates;
- 44.5. Coordinate the internal and external review of the quality of teaching, research, training, consultancy and administrative activities of Schools, Institutes, Departments, Colleges, Centers and Directorates;
- 44.6. Carry out annual satisfaction surveys of students and employers;
- 44.7. Organize seminars and workshops on quality assurance;
- 44.8. Disseminate best practices on quality assurance; and
- 44.9. Perform other duties that may be assigned by the President or the Senate.

Article 45. Duties and Responsibilities of Directors of Research Centers

Directors of Research Centers shall be accountable to the VPRCS and have the following duties and responsibilities:

- 45.1. Plan, coordinate and direct activities of the Center;
- 45.2. Prepare annual plan and budget for the Center and implement same upon approval;
- 45.3. Coordinate the performance evaluation of staffs of the office;

- 45.4. Providing assistance to the ECSU Institutes, Centers, Departments, and other functional units with issues related to internalizing professional ethics and Integrity
- 45.5. Ensuring quality of research output through compliance with a proper application of methods of scientific inquiry
- 45.6. Ensure that researches are value adding on the good governance, reforms, implementation and improvement of policies and strategies in Public Sector;
- 45.7. Carry out the implementation gaps assessment in public sectors and forward research based improvement mechanisms;
- 45.8. Develop policies statements as well as frameworks of research on Public Sector;
- 45.9. Manage the research plans effectively and efficiently, and enhance the reputation of the university by undertaking quality research and communicating that research to the public sectors;
- 45.10. Identify and collaboratively promote research priorities and themes emerging from ministries and regional offices;
- 45.11. Create and actively support an environment of research excellence and success in obtaining resources for research;
- 45.12. Conduct, promote and coordinate publications and dissemination in public sector policies and strategies;
- 45.13. Plan and conduct research as a Center, as groups of researchers, and as individuals in the areas specified;
- 45.14. Initiate, plan and seek grants and donations through competitive grant proposal writing from internal and external sources;
- 45.15. Arrange and organize conferences, seminars, and symposia related to the objectives of the Center with collaboration of RPCO;
- 45.16. Hold at least one yearly conference where the contributors are mainly the members of the Institute with collaboration of RPCO;
- 45.17. Publish proceedings of the yearly conferences, books, bulletins, etc. related to the field of Public Sector with collaboration of RPCO;
- 45.18. Lead the day to day activities of the Center;
- 45.19. Prepare an annual report and present it to the VPRCS; and
- 45.20. Perform other duties that may be assigned by the VPRCS.

Article 46. Duties and Responsibilities of Training and Consultancy Coordination Director

The Training and Consultancy Coordination Director, who is accountable to the Vice President for Training and Consultancy has the following duties and responsibilities.

- 46.1. Lead the preparation of the Division's plan in collaboration with other directors of the Division;
- 46.2. Collect reports from the Centers of the Division and integrate and present to the Vice President of the Division;
- 46.3. Follows- up plan implementation in consultation with the Vice President of the Division;
- 46.4. Assist the directors of the Division in the implementation of the activities of the Division;
- 46.5. Hold meetings with the Division's directors to discuss achievements and challenges;
- 46.6. Work with insiders and outsiders in consultation with the Division's Vice President;
- 46.7. Lead the promotion of the Division through different media;
- 46.8. Lead the preparation of the necessary training materials for training and consultancy services;
- 46.9. Lead the organization of training and consultancy service materials in a resource Center;
- 46.10. Lead Training and Consultancy Needs Assessments;
- 46.11. Work with all the concerned and avail inputs for training and consultancy services;
- 46.12. Serve as a secretary for the Division Council Meetings; and
- 46.13. Undertake all other activities assigned to him.

Article 47. Duties and Responsibilities of Directors of Training and Consultancy Centers

The directors of Training and Consultancy Centers are accountable to the VPTC and shall have the following duties and responsibilities.

- 47.1. Prepare and present plans, budget, reports, and any other required information/documents to Training and Consultancy vice president timely;
- 47.2. Coordinate need assessment activities of the Center;
- 47.3. Provide immediate and necessary responses for training requests coming from different Departments of the University as well Federal and Regional Governments;
- 47.4. Monitor and evaluate the qualities of training and consultancy services;
- 47.5. Listen to and give necessary and timely solutions for the complains of the customers/trainees;
- 47.6. Coordinate impact assessment activities of the Center;
- 47.7. Coordinate and conduct research, consultancy and community services;

- 47.8. Monitor and compile the performance evaluation of the staff of the Center and report to the concerned bodies;
- 47.9. Prepare training modules and giving trainings;
- 47.10. Create enabling environment to the staff of the Center generate new ideas to build their capacities;
- 47.11. Ensuring the optimal utilization of the Center's resources like material, human, and others;
- 47.12. Follow up the preparation and delivery of certificates for those who successfully completed trainings based on the standard of the University;
- 47.13. Communicate and strengthen partnerships with other organizations; and
- 47.14. Carry out any additional duties that may be given by the VPTC.

CHAPETR FOUR

RULES AND REGULATIONS GOVERNING ACADEMIC STAFF AND TECHNICAL HUMAN RESOURCES

Article 48. Policy premise on Academic Staff, Consultants and Technical Support Staff

- 48.1. This Legislation is based on the conviction that the progress and strength of the University and the attainment of its objectives depend on the professional strength of its staff.
- 48.2. In order to develop a strong staff and attract outstanding Ethiopians into University careers, it is desirable that the University:
- 48.2.1. Clearly defines what is required of its Academic Staff, Consultants and Technical Support Staff in the areas of research, teaching, training, consultancy, community service and other services;
 - 48.2.2. Develops policies with respect to academic ranking, promotion, salary scales and other benefits, which provide protection against irrational decisions and which compare favorably with salaries offered by the public service and will, in terms of local living costs, enable members of the Academic Staff, Consultants and Technical Support Staff to enjoy a standard of living compatible with the responsibility, dignity and competence which the University may rightfully demand from them;
 - 48.2.3. Works out rules and regulations governing the obligations, academic responsibilities and freedom of its Academic Staff, Consultants and Technical Support Staff; and
 - 48.2.4. Establishes rules and regulations governing opportunities for study, research, sabbatical and other leaves to enable staff members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their duties and areas of specialization and which will advance their capacities as scholars.
- 48.3. The University expects that:
- 48.3.1. All Academic Staff, Consultants and Technical Support Staff shall be creative, transparent, democratic and contributive to Ethiopia's development in the fulfillment of their functions;
 - 48.3.2. The Academic Staff, Consultants and Technical Support Staff of the University shall Endeavour 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 the new developments and changes in their respective fields of specializations; and

- 48.3.3. An Academic Staff and Technical Support Staff of the University is required to be a scholar with full devotion to the advancement of knowledge in accordance with best traditions developed by scholarly circles around the world. It shall be the primary duty of each staff to act in the best interest of the University and the nation having due regard to professional etiquette.
- 48.4. Without prejudice to the preceding provisions, every Academic Staff and Technical Support Staff at the ECSU shall:
- 48.4.1. Uphold the objective of higher education and the guiding principles applicable to its institutions;
 - 48.4.2. Respect the constitution, the proclamation, the legislation, rules and regulations of the university and other pertinent laws of the country;
 - 48.4.3. 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, trainees and other service users as well as members of the university;
 - 48.4.4. Contribute to the best of one's ability to the prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts;
 - 48.4.5. Maintain a democratic and civil outlook by demonstrating a willingness to work with others and giving due respect to the human dignity, emotions, ideas and efforts of fellow staff members, trainees and other service users; and
 - 48.4.6. Be empathic to the solidarity of the university community.

Article 49. Interpretation and Scope

- 49.1. **Interpretation:** The provisions of Chapter Four shall be read and interpreted with an awareness that the principles set forth are means to an end, not ends in themselves, that these means are designed to improve the quality of Academic Staff, Consultants and Technical Support Staff and to promote their creativity that they are predicated on the assumption that an Academic Staff, Consultant and Technical Support Staff employed by the University is a member of a self-sustaining profession; and finally, that the justification for these provisions will lie in a high sense of responsibility and increased performance on the part of those governed by them.
- 49.2. **Scope:** The University staff to be governed by this Legislation shall include Academic Staff, Consultants and Technical Support Staff and other staff as deemed necessary.

Article 50. Status of This Legislation in University Contracts

This Legislation shall form an integral part of the employment contracts for full-time Academic Staff and Technical Support Staff members unless it or a part thereof is expressly waived by the parties. Accordingly, this Legislation shall be available on the University's website to be accessed by the staff at any time. The staff members are obliged to internalize the articles therein.

Article 51. Duties and Responsibilities of Academic Staff, Consultants and Technical Support Staff

51.1. Duties and responsibilities of Teaching Staff

Without prejudice to the provisions of Article 49, every Academic Staff at the ECSU shall:

- 51.1.1. Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
- 51.1.2. Participate and play due role in curriculum development, review, enhancement and/or enrichment;
- 51.1.3. Develop and update a didactic design for modules and prepare teaching/learning materials in an area of specialization following established university guidelines and quality standards;
- 51.1.4. Deliver lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the university;
- 51.1.5. Encourage, guide and permit students to freely and rationally question and examine issues and various lines of thoughts in the course of their study;
- 51.1.6. Avoid acts and situations that are intimidating to students;
- 51.1.7. Educate, examine, evaluate, consult and advice students;
- 51.1.8. Provide academic support to those students who need special attention; (females, students from emerging regions, students with disabilities etc...)
- 51.1.9. Work in collaboration with colleagues and function actively as a member of teaching, research and community service provision teams (team teaching, team advising; team research etc...)
- 51.1.10. Accept teaching assignments in CEPs and in any Academic Unit of the university;
- 51.1.11. Submit examinations and grade reports on time to the Academic Units using available student information management system;
- 51.1.12. Periodically update pedagogical skills and meet the pedagogical requirements of the university:

- 51.1.13. Conduct problem solving research that contributes to the advancement of knowledge and/or has direct impact on the public sector and community development;
- 51.1.14. Submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- 51.1.15. Arrange make-up classes, in consultation with the head of the Academic Unit and/or program coordinators 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 20% of the course unless approved by AVP;
- 51.1.16. Accept training and consultancy service assignments as required;
- 51.1.17. Not handover to or accept from pre-assigned assignments for any length of time without the approval of the respective unit head;
- 51.1.18. Inform the respective immediate supervisor and students well in advance if and when he/she cannot be on duty due to involvement in field work, seminars, workshops or any similar events;
- 51.1.19. Be evaluated for ones performance by students, colleagues and the Academic Unit head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 51.1.20. Participate in university affairs, reform activities and committees as required;
- 51.1.21. Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the university;
- 51.1.22. Use and properly handle all university properties;
- 51.1.23. Carry out required tasks in an efficient and effective manner as assigned by the Academic Unit head or any other senior university body; and
- 51.1.24. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the university.

51.2. Duties and Responsibilities of Consultants

Without prejudice to the provisions of Article 49 every Consultant at the ECSU shall:

- 51.2.1. Conduct training and consultancy need and impact assessment and capacity gap analysis of public sector employees and institutions;
- 51.2.2. Design and update training and consultancy programs, prepare framework/model that fill capacity gap of trainees and institutions based on the identified needs.

- 51.2.3. Prepare and update training materials and assessment instruments following established University guidelines and quality standards;
- 51.2.4. Implement trainee-centered approaches and deliver the training in a way that transfers practical skills to the trainees;
- 51.2.5. Deliver training and consultancy services for public sector employees and institutions in line with the designed program/framework and the policies and general guidelines set forth by the University;
- 51.2.6. Participate in problem solving research and delivery of community services that contributes to the advancement of knowledge and/or has direct impact on the public sector and community development as required;
- 51.2.7. Deliver post-training and post-consultancy support services to the public sector institutions to enhance the effectiveness of the training and consultancy services;
- 51.2.8. Periodically update training and consultancy skills and meet the professional and technical requirements of the University;
- 51.2.9. Organize and coordinate training and consultancy programs;
- 51.2.10. Submit periodic reports to the respective work unit on the progress and accomplishment of training, consultancy and other assignments;
- 51.2.11. Not handover to or accept from pre-assigned assignments for any length of time without the approval of the respective Unit Head;
- 51.2.12. Inform the respective immediate supervisor well in advance if and when he/she cannot be on duty due to involvement in field work, seminars, workshops or any similar events;
- 51.2.13. Be evaluated for one's performance by trainees/institutions, colleagues and the work unit head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 51.2.14. Create a working environment for and coach and mentor Junior Consultants;
- 51.2.15. Work in collaboration with colleagues and employees and leaders of service user organizations (team training, team consulting, team research etc...);
- 51.2.16. Avoid conflicts of interest in rendering training and consultancy services;
- 51.2.17. Participate in University affairs, reform activities and committees as required;
- 51.2.18. Participate in organizing, directing and developing the activities of the respective work Unit as required by the University;

- 51.2.19. Carry out required tasks in an efficient and effective manner as assigned by the respective work unit Head or any other senior University body;
- 51.2.20. Use and properly handle all University properties; and
- 51.2.21. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University.

51.3. Duties and responsibilities of Technical Support Staff

Without prejudice to the provisions of Article 49, every Technical Support Staff at the ECSU shall:

- 51.3.1. Support the teaching-learning, research, training, consultancy and community engagement activities of the University;
- 51.3.2. Specifically assist in laboratory experiments and sessions, field demonstrations, research activities, technology dissemination, and community services;
- 51.3.3. Undertake any assignments given by the concerned Academic Units and staff members;
- 51.3.4. Periodically update technical skills and meet the professional and technical requirements of the discipline and the University;
- 51.3.5. Submit periodic reports to the respective work unit on the progress and accomplishment of given assignments;
- 51.3.6. Not handover to or accept from pre-assigned assignments for any length of time without the approval of the respective Unit Head;
- 51.3.7. Inform the respective immediate supervisor well in advance if and when he/she cannot be on duty due to involvement in field work, seminars, workshops or any similar events;
- 51.3.8. Be evaluated for ones performance by service users, colleagues and the Academic Unit head and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
- 51.3.9. Work in collaboration with colleagues, create a working environment for and coach and mentor junior Technical Support Staff;
- 51.3.10. Avoid conflicts of interest in rendering technical support services;
- 51.3.11. Participate in University affairs, reform activities and committees as required;
- 51.3.12. Participate in organizing, directing and developing the activities of the respective work Unit as required by the University;

- 51.3.13. Properly handle all University properties, use same only for University purpose and prevent loss of any technical equipment, materials and spare parts;
- 51.3.14. Carry out required tasks in an efficient and effective manner as assigned by the respective work unit Head or any other senior University body; and
- 51.3.15. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University.

Article 52. Rights of Academic Staff, Consultants and Technical Support Staff

Without prejudice to other provisions of this legislation and laws, Academic Staff, Consultants and Technical Support Staff of the University shall have the following rights:

- 52.1. Exercise academic freedom consistent with the University's mission;
- 52.2. Be entitled to further education and/or training for professional development consistent with the rules and regulations of the University;
- 52.3. Be promoted and assume higher academic rank in accordance with rules and regulations of the University;
- 52.4. 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;
- 52.5. Be adequately and timely informed of one's performance evaluation results and of any records kept in his personal file without his prior knowledge;
- 52.6. 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;
- 52.7. Be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
- 52.8. Elect and be elected where election staff shall be necessary or is the norm;
- 52.9. Compete for leadership positions on the basis of the applicable University criteria and be treated in selection process on the basis of merit in a transparent manner without any discrimination;
- 52.10. Receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions.
- 52.11. May not be denied information or permission to do, or hindered in any way from doing, research on any ground except for reasons of contradiction with the University's Mission and Vision, public welfare and morality, or, in circumstances of clear, present, and imminent danger to the nation and its independence;

- 52.12. Enjoy freedom of association including the right to peaceful assembly and formation of groups, clubs, associations, and such other bodies to further the academic and professional interests of the members of the academic community;
- 52.13. Write, print, and publish their own newspapers or any other form of media, including wall literature, posters, and pamphlets without contradicting the rules and regulations of the Country. The exercise of this right shall have due regard to secularity of education, the obligation of the members of the academic community not to interfere with the right of others to privacy and in any manner or form to unreasonably arouse religious, ethnic, national, or gender hatred;
- 52.14. Be entitled to disseminate their research findings within or outside the University through any media and demand the establishment of media for the dissemination of their findings, where such appropriate media do not exist, subject to availability of resources; dissemination of research findings may not, however, be exercised in the name of the University without the approval of the appropriate University authority;
- 52.15. Publish research outputs together with his students.
- 52.16. Conduct research and render consultancy services in accordance with internal regulations of the University; and take leaves to conduct research and studies beneficial to the University and the country in accordance with the pertinent provisions of this Legislation;

Article 53. Rights and duties of Academic Staff whose retirement age has been extended.

The rights and duties of Academic Staff provided for in Articles 48 and 49 of this Legislation shall, *mutatis mutandis*, apply to Academic Staff whose retirement age has been extended by the University pursuant to Article 33/4 of the Proclamation and other relevant laws.

Article 54. Rights and duties of non-full time Academic Staff

The rights and duties of Academic Staff provided for in Articles 48 and 49 of this Legislation shall, *mutatis mutandis*, apply to the rights and duties of non-full time Academic Staff of the University. In particular, such provisions shall apply to Academic Staff in adjunct and visiting Professorship rank series. The relevant University body shall formulate policies and enact rules and regulations pertaining specifically to such non-full time Academic Staff of the University following international good practice.

Article 55. Academic Rank and Ranks of Professional Librarians and Technical Support Staff

55.1. The University uses the following hierarchy of Academic Staff in ascending order:

55.1.1. Teaching Staff

55.1.1.1. Graduate Assistant I

55.1.1.2. Graduate Assistant II

55.1.1.3. Assistant Lecturer

55.1.1.4. Lecturer

55.1.1.5. Assistant Professor

55.1.1.6. Associate Professor

55.1.1.7. Professor

55.1.2. The rank of Research Staff shall be as in sub article 55.1 above.

55.2. The University uses the following hierarchy of Consultants in ascending order:

55.2.1. Beginner Expert

55.2.2. Associate Consultant

55.2.3. Consultant

55.2.4. Senior Consultant I

55.2.5. Senior Consultant II

55.2.6. Principal Consultant

55.3. The University uses the following hierarchy of Professional Librarian and Technical Support Staff in ascending order:

55.3.1. Professional Librarian

55.3.1.1. Assistant Librarian V

55.3.1.2. Assistant Librarian IV

55.3.1.3. Assistant Librarian III

55.3.1.4. Assistant Librarian II

55.3.1.5. Assistant Librarian I

55.3.1.6. Associate Librarian

55.3.1.7. Librarian

55.3.2. Technical Support Staff

55.3.2.1. Technical Assistant I

55.3.2.2. Technical Assistant II

55.3.2.3. Technical Assistant III

55.3.2.4. Senior Technical Assistant I

55.3.2.5. Senior Technical Assistant II

55.3.2.6. Senior Technical Assistant III

55.3.2.7. Chief Technical Assistant I

55.3.2.8. Chief Technical Assistant II

55.3.2.9. Chief Technical Assistant III

55.4. Principles on Acquisition of Academic Rank

55.4.1. 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.

55.4.2. An Academic Staff may change his status from consultancy to teaching or vice versa upon the request of the staff, the consent of the Academic Unit, and the approval of the Senate.

55.4.3. 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 120 days of notice.

55.4.4. Persons joining the University to perform administrative duties (i.e., duties other than teaching, research, training and consultancy) may, in exceptional cases, be assigned an academic rank within a relevant Academic Unit provided the services are highly demanded by the University. However, such appointment must be approved by the University Senate.

55.4.5. Persons holding Academic ranks in accordance with the provisions of sub-article 4 herein above may, in the discretion of the AVP, be treated as full-time teaching Academic Staff.

Article 56. Rank of Adjunct and honorary staff

56.1. Principle

56.1.1. As per Article 34 of the Proclamation, the University is empowered to establish adjunct employment and academic positions and offer appointments in these positions to selected and willing academicians and professionals so that they can formally participate in the teaching, training, consultancy and research activities of the University and in curriculum development as well as supervision of theses/dissertations.

56.1.2. Accordingly, the University may confer the following title and promotion for adjunct Academic Staff:

56.1.2.1. Adjunct Assistant Professor;

56.1.2.2. Adjunct Associate Professor; and

56.1.2.3. Adjunct Professor.

56.1.2.4. Adjunct Senior Consultant I;

56.1.2.5. Adjunct Senior Consultant II; and

56.1.2.6. Adjunct Principal Consultant.

- 56.1.3. Conferring of these titles shall be based on the professional competence and experience of the candidate with regard to teaching, training, consultancy, research and creative works. The criteria and procedure governing adjunct appointments and promotions shall be as follows:
- 56.1.4. The Academic Unit seeking the conferment of an academic rank in an adjunct series shall establish that such conferment is an efficacious solution for the unit's challenge to ensure the relevance and quality of instruction or to consult, to train, to research or to meet its demand of Academic Staff;
- 56.1.5. The candidate must hold a Master's degree or above and possess high degree of relevant expertise from industry, business, research establishments and other organizations;
- 56.1.6. At the time of appointment, the appropriate academic rank in the adjunct series shall be conferred as per the appropriate provisions of this Legislation that govern the appointment and promotion of Academic Staff and approval of the AVP; and
- 56.1.7. Promotion in the adjunct series shall follow the current practice of promotion of Academic Staff and Consultants of the University. The ASPC shall formulate detailed guidelines.

56.2. Conditions of Appointment

- 56.2.1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall be entitled to the privileges normally given to the Academic Staff and Consultants of the University of similar rank, participating in Departmental meetings (when possible), attending seminars, etc.;
- 56.2.2. Policies, guidelines and regulations of the University pertaining to intellectual property rights, patents and copyright with regard to persons using research facilities of the University shall also apply to appointees in the adjunct series;
- 56.2.3. Adjunct Academic Staff shall be subject to all rules and regulations of the University.
- 56.2.4. Termination of contract for unsatisfactory performance shall occur only after appropriate review;
- 56.2.5. For termination of contract because of misconduct, the University Code of Conduct for Academic Staff applies;

56.3. Terms of Service

- 56.3.1. A staff on whom the University has conferred an appropriate rank in the adjunct series shall enter into a contractual agreement with the University. Such contract shall constitute part of the contract between the University and the employee.
- 56.3.2. All appointments in the adjunct series shall be made for a period not exceeding two years, subject to renewal by mutual agreement of the University and the other employer, as well as the employee.
- 56.3.3. Renewal of contract shall be subject to appropriate institutional review by the University based on performance evaluation and approval of the AVP.

Article 57. Salary Scale and Increments

The University shall adopt the general government policy framework for salary scale and increments for University Academic Staff and Consultants.

Article 58. Pay for Extra-Teaching Assignment

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

Article 59. Housing and Other Benefits

- 59.1. The University shall provide housing, when possible, or housing allowance for its Academic Staff and Consultants. The appropriate University office shall workout a housing policy.
- 59.2. University tuition fees for undergraduate and graduate CEP may be waived for spouses, dependent children of the University staff and retired staff of the University based on the guidelines to be issued by Academic Staff Affairs Committee.
- 59.3. University staff shall have priority to having access to the services provided by the University.
- 59.4. The University shall establish mechanisms for special rewards, prizes, honoraria and other incentives.
- 59.5. The University shall design and update (when necessary) a package that clearly indicates other benefits to the Academic Staff and Consultants that are not stipulated in this Article.

Article 60. Principles and Procedures for Promotion of Academic Staff

60.1. General Provisions

The procedures for promotions shall be as follows:

- 60.1.1. The Academic Staff concerned, Head of the Academic Unit or the Dean may initiate application or nomination for promotion of a staff.
- 60.1.2. Promotion request of a staff member on any kind of leave shall not be entertained. However, the promotion request of a staff that fulfills all the requirements for promotion and submitted the application before taking the leave shall be entertained. Additionally, Academic Staff on leave and who contribute greater than or equal to 50% of workload (excluding any overload), which is expected from full time staff, is eligible to apply for promotion.
- 60.1.3. The Head shall approve promotions in consultation with the SC/IC/DC.
- 60.1.4. All promotion cases should be reviewed by the respective SC/DC/IC before they are presented for approval.
- 60.1.5. The decision of the AC shall be final for the promotion to the rank of Lecturer and below.
- 60.1.6. For promotion to the rank of Assistant Professor and above the endorsement of the SC/DC/IC as well as AC shall be submitted to the AVP for further handling. The AVP shall be notified even when the candidate is not recommended for promotion.
- 60.1.7. For promotions to the rank of Assistant Professor and above, the AVP shall convene the ASPC of the Senate to evaluate and recommend to the Senate for the approval of the promotion in request.
- 60.1.8. The President, upon the recommendation of the Senate, shall present the promotion to the rank of Professor to the Board for final approval.
- 60.1.9. When a Head of Academic Unit is a candidate for promotion, the AVP shall designate a senior member of the unit to act as Chairperson of the respective academic council for the specific purpose of processing the promotion.
- 60.1.10. The Academic Unit concerned shall assess the application with strict adherence to the principles, requirements and criteria of the Legislation and, upon denial, inform the applicant of the same and, upon acceptance, recommend it to the AC thereof within one month of the receipt of the application. If the deadline cannot be adhered to, the relevant Academic Unit shall make sure to inform the applicant the reasons for the delay.
- 60.1.11. Upon receipt of the recommended application from the pertinent Academic Unit, the AC assess and forward the documents of promotion to be handled at the Center to the AVP or forward the application back to the Academic

Unit concerned if the application for promotion is denied within a period of one month;

60.1.12. Promotions to the rank of Lecturer and below shall be approved by the concerned AC and communicated to the candidate and AVP within one week from the date of approval, or if, denied, communicated to the candidate within the same period;

60.1.13. Promotion to the rank of Assistant Professor and Associate Professor, which has been assessed and recommended by SC/IC/DC shall be further assessed and endorsed by the AC and forwarded to the AVP; or the College shall return the document back to the Academic Unit concerned where the request is denied, within one month after the receipt of such application.

60.1.14. Promotion requests to the rank of Professor are forwarded by the Office of the AVP to the ASPC, which in turn processes the promotion request within one month, and upon acceptance, recommends the same to the SEC, or returns the document to the AVP if the request is denied.

60.1.15. Promotion to the rank of Professor is considered by the SEC during the next meeting following recommendation of the same by the ASPC for submission to the Senate;

60.1.16. Promotion requests to the rank of Professor that are endorsed by the Senate shall be presented to the Board, for its final approval, by the President at its next meeting.

60.1.17. Promotion to the rank of Professor shall be communicated by the President to the candidate and relevant University bodies within a period of one week after the approval of the same by the Board.

60.1.18. The acceptance of promotion to the rank of Professor shall be celebrated with inaugural speech to the University community by the Professor;

60.1.19. Rejected promotion requests may be reinitiated a fresh and processed following the same procedure;

60.2. Effective Dates of Promotion

60.2.1. Promotions shall come into effect as of the date of promotion approved by the SC/DC/IC (i.e. minutes of the SC/DC/IC shall bear the effective date of promotion).

60.2.2. A promotion case shall be said to have reached a final stage when the following conditions are satisfied:

60.2.2.1. Promotion to the rank of Professor, when approved by the Board;

60.2.2.2. Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate;

60.2.2.3. Promotion to the ranks of Lecturer and below, when approved by the AC.

60.2.3. 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.

Article 61. Criteria for Promotions of Academic Staff

61.1. Principles governing Promotions

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

61.2. Length of Service with a Given Rank

61.2.1. There shall be a minimum number of years an Academic Staff has to serve with a given rank for promotion to the next higher rank.

61.2.2. An Academic Staff who has served in other accredited higher learning institutions shall be considered for an equivalent position before being appointed in a given Academic Unit. However, such an Academic Staff must serve for at least one year at the University before being considered for promotion to the next academic rank.

61.2.3. For persons who join the University as Academic Staff after a given number of service years in other non-higher education institutions or organizations, their service years and publications in such organizations may be used to determine their academic rank and salary at the time of recruitment only. However, this provision shall not be applicable for the rank of Professor.

61.3. Effective Teaching

61.3.1. Teaching effectiveness for Academic Staff shall be determined by evaluations of staff member's performance by students, colleagues and the Academic Unit head or the staff's immediate supervisor at the end of each semester or academic year as the case may be.

- 61.3.2. The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an Academic Staff member shall be:
- | | | |
|-----------|---|-----|
| 61.3.2.1. | Evaluation by students | 50% |
| 61.3.2.2. | Evaluation by Head of Academic Unit and/or immediate supervisor | 35% |
| 61.3.2.3. | Evaluation by colleagues | 15% |
- 61.3.3. For fulfillment of the effective teaching criteria, the weighted average of the evaluation since the last promotion shall not be less than 75%.
- 61.3.4. In case when the staff member holds administrative position, evaluation by students, head of the Academic Unit and immediate administrative supervisor shall constitute 50, 15 and 35%, respectively.
- 61.3.5. In exceptional cases where an Academic Staff is not handling courses during the semester/academic year due to other assignments given by the University, average student evaluations from the previous semesters/academic years since last promotion shall be considered.

61.4. Requirements on the Number of Publications

- 61.4.1. Publication of an article or articles (not acceptance letter) in reputable journal(s) or book based on original research is a mandatory requirement for promotion to the rank of Assistant Professor, Associate Professor and Professor.
- 61.4.2. The University RPC shall set detailed criteria and procedures for assessing journals, book chapters, books, text-books and teaching materials submitted for promotion.
- 61.4.3. The reputability of local and foreign journals shall be determined by the relevant Academic Units using the criteria issued by the University RPC and endorsed by the College or Center Academic Commission for final approval by the University's RPC.
- 61.4.4. Research papers presented at conferences, seminars, symposia, etc. and published in proceedings of the same or published in journals (including electronic journals) whose reputability has not been established (emerging journals) or contributions as editor of books or proceedings may be presented for purposes of fulfilling the publications criteria for promotion. However, such papers and contributions have to be assessed by internal and external assessors for their academic merit and contributions to knowledge in the particular discipline. The criteria and procedures for the

assessment of such papers or articles shall be issued by the University RPC. However, such points shall not account for more than 50% of the publication requirements. Abstracts shall not be considered for promotion.

61.4.5. Publications that appear in reputable journals under the titles such as technical notes, short communications, discussions, reviews, etc. and others mentioned in sub-article 61.4.4 above may be counted towards the fulfillment of the criteria for promotion. Even though these appear under different sections in different journals, they are defined as reviewed and published findings in reputable journals but not as full-fledged research articles. Accordingly, their equivalence with respect to a full research article will be determined based on internal and external evaluations. However, such equivalence points shall be determined in the following sub-articles.

61.4.6. Values of Scientific publications in reputable (peer reviewed) journal and book:

	<u>Types of contribution</u>	<u>Value</u>	
61.4.6.1.	Original article	100%	
61.4.6.2.	Article based on reviewed materials	100%	
61.4.6.3.	Short/brief communication	30%	
61.4.6.4.	A chapter in a book	50%	
61.4.6.5.	Technical notes, case reports, discussion	25%	
61.4.6.6.	Text book	200%	
61.4.6.7.	Book based on original research	300%	
61.4.6.8.	Teaching material	100%	
61.4.6.9.	Where research papers are published under joint authorship, each co-author of an article published in a reputable journal shall be given an equal share as per the following schedule.		
	No. of Co-authors	Share of each Co-authors	Value of the % paper
61.4.6.9.1.	2	0.70	140
61.4.6.9.2.	3	0.50	150
61.4.6.9.3.	4	0.40	160
61.4.6.9.4.	5	0.35	175
61.4.6.9.5.	6 or more	0.30	180
61.4.6.9.6.	Sole author publication will have 1 or 100% value;		
61.4.6.9.7.	The share of the co-authors indicated for the journals shall also apply for the other publications to be considered for promotion.		

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

61.4.8. Publications arising out of Theses or Dissertations may also be considered for promotion if the published work does not depend more than 50% on the data in the Theses or Dissertations and is published by the staff member after the last promotion.

61.4.9. Text or reference books published for specific field and course as well as books published on the bases of original research shall be considered for promotion.

61.5. Teaching Materials, Textbooks and Reference Books:

These are major undertakings that represent the efforts of Academic Staff in putting together his teaching and research experience, normally over several years. When these are submitted for promotion purposes, they will have to be critically and favorably assessed by both internal (one) and external (two) evaluators to ensure the quality and relevance of the materials.

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

61.6.1. This requirement may be fulfilled by holding a post of academic administration at Academic Units and/or University level, work in standing committees and taking assignments when called upon by the Academic Unit or University administration. Participation in activities such as journal editing, organizing professional workshops, reviewing, etc. that enhance one's profession shall also be counted towards the fulfillment of this criterion.

61.6.2. A guideline for evaluating and marking the participation of the candidate in University affairs shall be prepared and issued by the ASPC.

61.6.3. The relative weights to be assigned to the three components of this criterion shall be as follows:

61.6.3.1.	Assistant Lecturer and below	
	61.6.3.1.1. Academic administration	30%
	61.6.3.1.2. Work in committees	60%
	61.6.3.1.3. Professional activities	10%
61.6.3.2.	Lecturer	
	61.6.3.2.1. Academic administration	50%
	61.6.3.2.2. Work in committees	40%
	61.6.3.2.3. Professional activities	10%
61.6.3.3.	Assistant Professor and above	
	61.6.3.3.1. Academic administration	60%

61.6.3.3.2. Work in committees 20%

61.6.3.3.3. Professional activities 20%

61.6.4. Academic Staff members who, for no justifiable reasons, refuse to accept positions of academic administration or committee assignments shall forgo the points for participation in University affairs. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept such offers may be evaluated having regard to their willingness and participation in other University-wide, or Departmental committees and such other assignments as may be deemed appropriate by the Academic Unit Head. The Head shall keep written record of acceptance and/or refusal of the Academic Staff to avoid subjectivity. For this purpose, the points they score in committee works and other professional activities shall be converted into 100%. In all cases, an Academic Staff member should at least score 75% of the points allotted to each of these criteria to qualify for promotion to the next academic rank.

61.7. **Community Service**

The following may constitute activities of Community Service:

61.7.1. Participation in local, regional and national committees whenever called upon and other non-religious and non-political services relevant to the community;

61.7.2. Membership and participation in Professional Associations and Societies;

61.7.3. Conducting press, radio and/or TV programs for public education and outreach; and

61.7.4. Any other professional service, paid or unpaid, to the community, the contents and quality of which are to be determined by the concerned body of the University (SC/IC/DC/AC/ASPC).

61.7.5. A guideline for evaluating and marking the community services rendered by the candidate shall be prepared and issued by the ASPC.

61.8. **Weighted Values of the Criteria for Promotion.**

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

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

61.8.1.1. Effective teaching 60%

61.8.1.2. Participation in University affairs etc. 40%

61.8.2. For promotion to the rank of Lecturer

61.8.2.1. Effective teaching 50%

- | | |
|---|-----|
| 61.8.2.2. Publication (authorship or co-authorship of an article in a reputable journal) | 30% |
| 61.8.2.3. Participation in University affairs | 20% |
| 61.8.3. For promotion to the ranks of Assistant Professor and Associate Professor: | |
| 61.8.3.1. Effective teaching | 40% |
| 61.8.3.2. Publications | 35% |
| 61.8.3.3. Participation in University affairs | 15% |
| 61.8.3.4. Professional and related community services | 10% |
| 61.8.4. For promotion to the rank of Professor : | |
| 61.8.4.1. Effective teaching | 35% |
| 61.8.4.2. Publications | 40% |
| 61.8.4.3. Participation in University affairs | 15% |
| 61.8.4.4. Professional and related community service | 10% |
| 61.8.5. Apart from the fulfillment of the individual criterion specified earlier, it is required that a candidate for the rank of Assistant Professor, Associate Professor and Professor should earn a minimum of 75% of the maximum possible total points indicated hereof. However, the candidate should earn full points allotted to publication to request any promotion to the rank of Lecturer and above. | |

61.9. Accelerated Promotion

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

61.10. Extra-ordinary appointments

In cases where there are candidates who have very exceptional merits, appointments to any of the academic ranks may be considered through extra-ordinary recommendations even where the candidates may not strictly fulfill the criteria contained herein. Guidelines shall be issued by ASPC on the implementation on the provisions of this sub-article.

Article 62. Appointment and Promotion Requirements for Academic Staff

- 62.1. 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 and staff with disabilities shall get three (3) additional points as affirmative action and given priority when they have tie points with male candidates. If a candidate is a disabled female, there shall not be double-counting.
- 62.2. Graduate Assistant
- 62.2.1. A candidate with the qualification of a Bachelor's Degree program shall be eligible for employment with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 for males and a minimum CGPA of 2.5 for females.
- 62.2.2. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after graduate education and/or after attaining promotion to the next rank.
- 62.2.3. Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the School/Institute/Department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
- 62.2.4. A Graduate Assistant shall normally assume tutorial responsibilities; but under exceptional circumstances, may be given teaching responsibilities at the level of lower division courses and under the supervision of a senior faculty.
- 62.2.5. A Graduate Assistant may be given the following duties:
- 62.2.5.1. Assist in the instruction of special types of classes as well as large classes under the supervision of senior Academic Staff.
- 62.2.5.2. 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.
- 62.2.5.3. Take over classes with the approval of the head of the Academic Unit in emergencies such as sickness or other unavoidable absence of the course instructor, provided that such arrangement shall not continue beyond four weeks and in this instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.

62.2.5.4. Assist in research activities under the supervision of senior staff members.

62.3. Graduate Assistant I

62.3.1. Appointment:

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

62.4. Graduate Assistant II

62.4.1. Promotion:

One year of effective performance as Graduate Assistant I; OR

62.4.2. Appointment:

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

62.5. Assistant Lecturer

62.5.1. Promotion:

One year of effective service as a Graduate Assistant II; OR

62.5.2. Appointment:

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

62.6. Lecturer

62.6.1. Appointment:

62.6.1.1. A candidate with the qualification of a Master's degree with at least CGPA of 2.75 for males and 2.5 for females during undergraduate studies.

62.6.1.2. However, the minimum CGPA may be considered under special circumstances justified by the SC/IC/DC, endorsed by the AC and approved by the AVP. OR

62.6.2. Promotion

A minimum of two years of effective teaching as an Assistant Lecturer and a clearly identifiable evidence of academic progress. For this purpose, the following will be considered as indicators of academic progress:

62.6.2.1. Compiled teaching material that have been used by the students at least for two years and positively and rigorously evaluated by internal and external assessors and efforts made by the candidate to keep abreast of new developments in a particular field of study; OR

62.6.2.2. Authorship or any form of co-authorship of an article in a reputable journal.

62.7. Assistant Professor

62.7.1. Appointment

Normally a candidate with the qualification of the degree of Doctor of Philosophy (PhD). OR

62.7.2. Promotion

62.7.2.1. The qualification of a Master's degree; AND

62.7.2.2. A minimum of four years of effective teaching as a Lecturer; AND

62.7.2.3. At least one publication in a reputable journal, or in some fields as Architecture, Urban Planning and Urban Engineering, two recognized and realized projects which demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area; OR

62.7.2.4. Release of at least one technological package, including variety release, through a nationally accredited mechanism since becoming a Lecturer; AND

62.7.2.5. Active participation in the affairs of the University and the Community Services; OR

62.7.2.6. The qualification of a bachelor's degree or equivalent; AND

62.7.2.7. A minimum of four years of effective teaching as a Lecturer; AND

62.7.2.8. Two publications since last promotion; OR

62.7.2.9. Four realized artistic or professional projects; OR

62.7.2.10. One publication and two realized artistic or professional projects; OR

62.7.2.11. Two professional projects and release of two technological packages through a nationally accredited mechanism; OR

62.7.2.12. One publication and release of two technological package since becoming a Lecturer; AND

62.7.2.13. Active participation in the affairs of the University and the Community Services.

62.8. Associate Professor

62.8.1. The qualification of a PhD degree or a Master's degree; AND

62.8.2. Four years of effective teaching as an Assistant Professor; AND

62.8.3. Publications as provided hereunder;

- 62.8.3.1. Three journal articles in a reputable journal published since last promotion, with at least one publication as a sole author; OR
- 62.8.3.2. One textbook and one journal article; OR
- 62.8.3.3. One book based on original research; OR
- 62.8.3.4. One journal article and two dully and favorably assessed teaching materials; OR
- 62.8.3.5. Two journal articles and one dully and favorably assessed teaching material; OR
- 62.8.3.6. Four realized artistic or professional projects and one journal article; OR
- 62.8.3.7. Two published article and two realized artistic or professional projects; OR
- 62.8.3.8. One publication in a reputable journal and release of two technological package through a nationally accredited mechanism since becoming an Assistant Professor; AND
- 62.8.3.9. Active participation in the affairs of the University and the community.

62.9. Professor

- 62.9.1. The qualification of a PhD degree or its equivalent; AND
- 62.9.2. Four years of effective teaching as an Associate Professor; AND
- 62.9.3. All publications which must have been critically and positively evaluated by both internal and external assessors who are specialized in the area as provided hereunder:
 - 62.9.3.1. Four articles in a reputable journal(s) out of which, at least one publication as a sole author and one as a first author; OR
 - 62.9.3.2. A textbook and two articles in a reputable journal; OR
 - 62.9.3.3. A book based on original research in one's area of specialization and one article in a reputable journal; OR
 - 62.9.3.4. Release of two technological packages through a nationally accredited mechanism and at least two articles in a reputable journal since becoming an Associate Professor; AND
 - 62.9.3.5. Active participation in the affairs of the University (at least should have served as a School/Department head or the equivalent since employment); AND
 - 62.9.3.6. Public service
 - 62.9.3.7. Additional Criteria for the rank of Professorship:

- 62.9.3.7.1. Average 3.25 out of 4.00 of both external and internal evaluation would be considered for promotion;
- 62.9.3.7.2. 75% of the publications shall unambiguously focus on the field of specialty and the remaining 25% contribution can be in related field in the profession;
- 62.9.3.7.3. The internal evaluator of the article(s) or textbook(s) or technology should have a Professor academic rank. However, if there is no evaluator of such academic rank in the specified field or related in the University Associate Professor could evaluate the material. If there is no one in both ranks only external evaluation would be considered;
- 62.9.3.7.4. The external evaluators of the article(s) or textbook(s) or technology should have an academic rank of Professor in the field of specialization.

Article 63. Promotion Adjunct Staff

- 63.1. Appointment and Promotions pertaining to adjunct staff and joint appointment shall be governed by the guidelines that would be formulated by ASAC.
- 63.2. Any professional who will be involved both in teaching and research without any pay from the University may be given a merit-based honorary academic rank.

Article 64. Honorary Academic Staff Appointment

64.1. Overview:

The University supports the appointment of honorary Academic Staff as a means of optimizing significant links with academics of different organizations, academics with special merits and international standing.

64.2. 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.

64.3. Description:

The University may appoint as an Honorary Academic Staff those professionals retired from the University, persons 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 appointments will not normally carry remuneration from the University. Reimbursement may be made for out of pocket expenses, for example travel and accommodation, however, honorary appointees are not otherwise paid for contributions made.

64.4.Procedure:

64.4.1. 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:

- 64.4.1.1. Honorary Lecturer
- 64.4.1.2. Honorary Assistant Professor
- 64.4.1.3. Honorary Associate Professor
- 64.4.1.4. Honorary Professor
- 64.4.1.5. Professor Emeritus

64.4.2. The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 52 of this Legislation. Appointments and reappointments of honorary Academic Staff up to the level of Lecturer are approved by the relevant Head of Academic Unit, up on the recommendation made by the School/Department Council. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at Assistant Professor and above are recommended by the School/ Department council and approved by Academic Staff Affairs Committee. The Academic Vice President will subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by University Senate.

64.4.3. Nomination and appointment of honorary staff request of the School/Department or School/Department must contain the following specific information that should be addressed to the approving organ:

- 64.4.3.1. The duties and responsibilities of the proposed appointee;
- 64.4.3.2. 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;
- 64.4.3.3. The benefits that will flow through to the School/Department from the appointment; and

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

64.5. Offer of Appointments:

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 School/Department. Appointments up to Honorary Associate Professor referred to the Academic 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.

64.6. Professor Emeritus:

Tenured Professors or Associate Professors may, upon retirement, be given the rank and status of Professor emeritus or Associate Professor emeritus in accordance with the provisions of this Senate Legislation.

64.7. 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.

64.8. Renewal of Appointment:

64.8.1. 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.

64.8.2. 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.

64.9. Conditions of Appointment:

The University Senate shall determine and issue the necessary conditions with respect to rights and obligations for honorary Academic Staff.

64.10. 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 Legislation.

64.11. Patents and Exploitation of Invention:

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 65. Principles, Procedures and Criteria for Promotion of Consultants

Consultants are hired by the University to deliver short-terms training, consultancy, research or other professional services to the public sector organizations and within the University. Appointment and promotion will be based on performance evaluation results by the immediate supervisor, colleagues and users, evaluation of research conducted or product or system developed by the Consultant.

65.1. General Provisions

- 65.1.1. Employment of Consultants at all levels of rank shall be based on successfully passing qualifying tests (oral and/or written or practical given by the University);
- 65.1.2. Employment of Consultants from rank of Associate Consultant and above, in addition to the required educational level for each rank, shall be based on relevant experience in training and consultancy;
- 65.1.3. For Affirmative action in the employment of all employment types the minimum standards will be maintained while an automatic addition of three points will be effected for females, people with disabilities and those from emerging regions.
- 65.1.4. The maximum age limit for the appointment (recruitment) of Consultants 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 the Work Unit and approved by the VPTC.
- 65.1.5. The procedures for Promotion of Consultants
 - 65.1.5.1. The Consultant should initiate the promotion request by applying to the respective head or relevant vice President as appropriate.
 - 65.1.5.2. Promotion request of a Consultant on any kind of leave shall not be entertained.
 - 65.1.5.3. The head or director or relevant vice President as appropriate shall approve promotions in consultation with the respective team or council or committee.
 - 65.1.5.4. All promotions shall be reviewed by the respective Center/team or office the Consultant is accountable to before they are presented for approval.

- 65.1.5.5. The decision of the Center/team or office shall be final for the promotion to the rank of Consultant and below.
- 65.1.5.6. For promotion to the rank of Senior Consultant I and Senior Consultant II, endorsement of the Center/team or office shall be submitted to the Office of the VPTC for further handling even when the candidate is not recommended for promotion.
- 65.1.5.7. For promotion to the rank of Principal Consultant, the VPTC shall convene the ASAC of the Senate to evaluate and recommend to the Senate for the approval of the promotion in request.
- 65.1.5.8. The President upon recommendation of the Senate shall present the promotion to the rank of Principal Consultant to the Board for final approval.
- 65.1.5.9. When a Head of Work Unit is a candidate for promotion, the VPTC shall designate a senior member of the Unit to act as a Chairperson of the respective Council for the specific purpose of process the promotion.

65.2. Effective Dates of Promotion

- 65.2.1. Promotions shall come into effect as of the date of promotion approval.
- 65.2.2. A promotion case shall be said to have reached a final stage when the following conditions are satisfied:
 - 65.2.2.1. Promotion to the rank of Principal Consultant, when approved by the Board;
 - 65.2.2.2. Promotion to the ranks of Senior Consultant I and Senior Consultant II, when approved by the Senate;
 - 65.2.2.3. Promotion to the ranks of Consultant and below, when approved by the Work Unit Council.
- 65.2.3. 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.

65.3. Criteria for Promotion of Consultants

65.3.1. Length of Service with a Given Rank

- 65.3.1.1. There shall be a minimum number of years a Consultant has to serve with a given rank for promotion to the next higher rank.
- 65.3.1.2. A Consultant who has served in other accredited institutions of higher learning or consulting institutions shall be considered for an equivalent position before being appointed in a given Unit.

However, such an a Consultant must serve for at least one year at the University before being considered for promotion to the next rank.

- 65.3.1.3. For persons who join the University as Consultant after a given number of service years in other non-higher education or non-consulting institutions, their service years and publications in such organizations may be used to determine their rank and salary at the time of recruitment only. However, this provision shall not be applicable for the rank of Principal Consultant.

65.3.2. Effective Experience in Training and Consultancy

65.3.2.1. The effectiveness of training and consultancy experience for a Consultant shall be determined by evaluations of staff member's performance by trainees/service users, colleagues and the Unit head or the staff's immediate supervisor at the end of the first and the second half of the budget year as the case may be.

65.3.2.2. The contribution of each of the components of the system of evaluation to the overall rating of the effectiveness of Training and consultancy experience of a Consultant shall be as follows.

65.3.2.2.1. Evaluation by trainees/service users 50%

65.3.2.2.2. Evaluation by Head of work Unit and/or immediate supervisor 35%

65.3.2.2.3. Evaluation by colleagues 15%

65.3.2.3. For fulfillment of the effective experience criteria, the weighted average of the evaluation since the last promotion shall not be less than 75%.

65.3.2.4. In case when the Consultant holds administrative position, evaluation by trainees/service users, head of the work Unit and immediate administrative supervisor shall constitute 50%, 15% and 35%, respectively.

65.3.2.5. In exceptional cases where a Consultant is not delivering training and consultancy services during a half year of the entire budget year due to other assignments given by the University, average trainee/service users evaluations from the immediate previous half year or budget year shall be considered.

65.3.3. Requirements on the Number of Publications

65.3.3.1. Publication of an article or articles (not acceptance letter) in reputable journal(s) or books is a mandatory requirement for promotion to the

rank of Senior Consultant I, Senior Consultant II and Principal Consultant.

65.3.3.2. The reputability of journals shall be determined by the Academic Unit and approved by the University's Research and Publication Committee.

65.3.4. Teaching/Training Materials, Textbooks and Reference Books:

These are major undertakings that represent the efforts of a Consultant in putting together his/her teaching/training, consultancy and research experience, and normally over several years. When these are submitted for promotion purposes, they will have to be critically and favorably assessed by both internal (one) and external (two) evaluators.

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

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

65.3.5.1.1. Associate Consultant and below

a. Administration	30%
b. Work in committees	60%
c. Professional activities	10%

65.3.5.1.2. Consultant

a. Administration	50%
b. Work in committees	40%
c. Professional activities	10%

65.3.5.1.3. Senior Consultant I and above

a. Administration	60%
b. Work in committees	20%
c. Professional activities	20%

65.3.5.2. Consultants who, for no justifiable reasons, refuse to accept positions of administration or committee assignments shall forgo the points for participation in University affairs. Those who did not have the opportunity to do so or those who, for valid reasons, decline to accept

such offers may be evaluated having regard to their willingness and participation in other University-wide, or Work Unit-level committees and such other assignments as may be deemed appropriate by the Work Unit Head.

For this purpose, the points they score in committee works and other professional activities shall be converted into 100%. In all cases, a Consultant should at least score 80% of the points allotted to each of these criteria to qualify for promotion to the next academic rank.

65.3.6. Community Service

The following may constitute activities of public service:

- 65.3.6.1. Participation in local, regional and national committees whenever called upon and other non-religious and non-political services relevant to the community;
- 65.3.6.2. Conducting press, radio and/or TV programs for public education and outreach; and
- 65.3.6.3. Any other professional service, paid or unpaid, to the community, the contents and quality of which are to be determined by the concerned body of the University.

65.4. Weighted Values of the Criteria for Promotion of Consultants.

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

65.4.1.1. For promotion to the rank of Consultant and below:

- | | | |
|-------------|---|-----|
| 65.4.1.1.1. | Effective training and consultancy experience | 60% |
| 65.4.1.1.2. | Participation in University affairs etc. | 40% |

65.4.1.2. For promotion to the rank of Senior Consultant I

- | | | |
|-------------|--|-----|
| 65.4.1.2.1. | Effective training and consultancy experience | 40% |
| 65.4.1.2.2. | Publication (authorship or co-authorship of an article in a reputable journal) | 30% |
| 65.4.1.2.3. | Participation in University affairs | 20% |
| 65.4.1.2.4. | Professional and related public services | 10% |

65.4.1.3. For promotion to the ranks of Senior Consultant II:

- | | | |
|-------------|---|-----|
| 65.4.1.3.1. | Effective training and consultancy experience | 40% |
| 65.4.1.3.2. | Publications | 35% |
| 65.4.1.3.3. | Participation in University affairs | 15% |
| 65.4.1.3.4. | Professional and related public services | 10% |

- 65.4.1.4. For promotion to the rank of Principal Consultant:
- | | | |
|-------------|---|-----|
| 65.4.1.4.1. | Effective training and consultancy experience | 35% |
| 65.4.1.4.2. | Publications | 40% |
| 65.4.1.4.3. | Participation in University affairs | 15% |
| 65.4.1.4.4. | Professional and related public service | 10% |
- 65.4.1.5. Apart from fulfillment of the individual criterion specified earlier, it is required that a candidate for Senior Consultant II and Principal Consultant should earn a minimum of 80% of the maximum possible total points indicated hereof. However, the candidate should earn full points allotted to publication.

65.5. Accelerated Promotion

- 65.5.1. A staff member who demonstrates extra-ordinary accomplishments in his area of specialization since last promotion may qualify for accelerated promotion.
- 65.5.2. Every extra publication achieved over and above the required point for publication in a given academic rank shall be considered equivalent to a year of effective training and consultancy experience.
- 65.5.3. However, a candidate for promotion should at least fulfill 75% of the required service years for a rank and score 90% weighted average on all evaluations (trainees'/service users', supervisor and colleagues' evaluation).

65.6. Extra-ordinary appointments

In cases where there are candidates who have very exceptional merits, appointments to any of the ranks may be considered through extra-ordinary recommendations even when the candidate may not strictly fulfill the criteria contained herein. Guidelines shall be issued by ASAC on the implementation on the provisions of this sub-article.

65.7. Appointment and Promotion Requirements for Consultants

- 65.7.1. Beginner Expert
- 65.7.1.1. Appointment
- To be eligible for the rank of Beginner Expert, a candidate normally is expected to hold a Bachelor's degree with at least a Cumulative Grade Point Average of 2.75 for males and 2.5 for females. However, minimum CGPA of 2.5 and above may be considered under special circumstances justified by the Academic Unit and approved by the Vice President for Training and Consultancy.

65.7.2. Associate Consultant

65.7.2.1. Appointment

To be eligible for the rank of Associate Consultant, a candidate must have a record of effective performance involving training, research and consultancy, or recognized professional contributions such as systems development. The candidate normally is expected to hold the BA (first) degree with at least a Cumulative Grade Point Average of 2.75 for males and 2.5 for females and at least two years of experience in training and consultancy in the civil service. OR

65.7.2.2. Promotion

Two year of effective training and consultancy experience as Beginner Expert;

65.7.3. Consultant

65.7.3.1. Appointment

To be eligible for the rank of Consultant, a candidate normally is expected to hold the earned Master's degree and a record of outstanding performance involving training, research and consultancy, OR

65.7.3.2. Promotion

Two year of effective training and consultancy experience as Associate Consultant;

65.7.4. Senior Consultant I

65.7.4.1. Appointment

To be eligible for the rank of Senior Consultant I, a candidate normally is expected to hold PhD Degree, or the earned Master's degree plus four years record of outstanding performance involving training, research and consultancy or recognized professional contributions. OR

65.7.4.2. Promotion

65.7.4.2.1. The qualification of a Master's degree, and

65.7.4.2.2. A minimum of four years of effective training and consultancy experience as a Consultant; and

65.7.4.2.3. Authorship or any form of co-authorship of an article in a reputable journal, OR

65.7.4.2.4. Compiled at least two training materials since becoming a Consultant that have been used for training purpose at least for two years and positively and rigorously evaluated by internal and external assessors; AND

65.7.4.2.5. Active participation in the affairs of the University and the community.

65.7.5. Senior Consultant II

65.7.5.1. Appointment

To be eligible for the rank of Senior Consultant II, a candidate normally is expected to hold a PhD plus four years or Master's degree plus eight years of outstanding performance usually involving training, research and consultancy or recognized professional contributions in the Public Service; OR

65.7.5.2. Promotion

65.7.5.2.1. The qualification of a Master's degree or PhD, AND

65.7.5.2.2. A minimum of four years of effective training and consultancy experience as a Senior Consultant I; AND

65.7.5.2.3. At least two publications in a reputable journal since last promotion, OR

65.7.5.2.4. Developed or adapted at least one model/framework or a tool or since becoming Senior Consultant I which demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area; OR

65.7.5.2.5. Prepared four training materials or one text book or reference book that have been used for training purpose at least for two years and positively and rigorously evaluated by internal and external assessors, AND

65.7.5.2.6. Active participation in the affairs of the University and the community.

65.7.6. Principal Consultant

65.7.6.1. Appointment

To be eligible for the rank of Principal Consultant, the candidate normally is expected to hold a PhD degree plus 8 years or Master's degree plus at least twelve years of outstanding performance usually involving training, research and consultancy, or recognized professional contributions in the public service; OR

65.7.6.2. Promotion

65.7.6.2.1. The qualification of a Master's degree or PhD, AND

65.7.6.2.2. A minimum of four years of effective training and consultancy experience as a Senior Consultant II; AND

65.7.6.2.3. At least four publications in a reputable journal since last promotion, OR

65.7.6.2.4. Developed or adapted at least two models/frameworks or a tool or since becoming Senior Consultant II which

demonstrate professional and creative talent which must have been critically and positively evaluated by both internal and external assessors who are specialists in the area; OR

65.7.6.2.5. Prepared eight training material or two text books or reference books that have been used for training purpose at least for two years and positively and rigorously evaluated by internal and external assessors, AND

65.7.6.2.6. Active participation in the affairs of the University and the community.

Article 66. Criteria for Appointment and Promotion of Professional Librarians

66.1. Assistant Librarian V

BA, BSc. 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.

66.2. Assistant Librarian IV

66.2.1. B.A., B.Sc. or the equivalent; AND

66.2.2. One year of effective experience as an Assistant Librarian V in an academic library.

66.3. Assistant Librarian III

66.3.1. BA., BSc. or the equivalent; AND

66.3.2. Two years of effective experience in a library after the bachelor's degree;
OR

66.3.3. The degree of Master of Library Science or Master of Library and Information Science or its equivalent.

66.4. Assistant Librarian II

66.4.1. BA., BSc. or its equivalent; AND

66.4.2. 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

66.4.3. The degree of Master of Library Science or Master of Library and Information Science or its equivalent; AND

66.4.4. Two years of effective experience in library as an Assistant librarian III.

66.5. Assistant Librarian I

66.5.1. The degree of Master of Library Science or Master of Library and Information Science or its equivalent; AND

66.5.2. Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II; AND

- 66.5.3. At least one publishable bibliography/catalogue favorably assessed by competent librarians, preferably senior advisors; AND
- 66.5.4. Effective performance in any relevant teaching assignment. OR
- 66.5.5. Three years of effective experience two of which must have been spent at the rank of an Assistant librarian II; AND
- 66.5.6. At least one publication in a reputable journal; AND
- 66.5.7. Effective performance in any relevant teaching assignment. OR
- 66.5.8. The degree of Doctor of Philosophy in Library Science or its equivalent.

66.6. **Associate Librarian**

- 66.6.1. The degree of Master of Library Science or Master of Library and Information Science or its equivalent; AND
- 66.6.2. At least seven years of effective library experience four years of which must have been spent at the rank of Assistant Librarian I; AND
- 66.6.3. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I; AND
- 66.6.4. Effective performance in any relevant teaching assignments. OR
- 66.6.5. The degree of PhD in Library Science or its equivalent; AND
- 66.6.6. At least four years of effective library experience at the rank of Assistant librarian I; AND
- 66.6.7. Active participation in the development and running of academic and other teaching programs in Library Science within the University or in the community at large; AND
- 66.6.8. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I.

66.7. **Librarian**

- 66.7.1. The degree of Master of Library Science or Master of Library and Information Science or its equivalent; AND
- 66.7.2. Four years of library service as Associate Librarian; AND
- 66.7.3. Effective teaching in the training programs of the University relevant to the library profession; AND
- 66.7.4. Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science; AND
- 66.7.5. Dedication to and creative participation in University affairs and in community services outside the University. OR
- 66.7.6. PhD in Library Science or its equivalent; AND
- 66.7.7. At least three years of effective library experience as an Associate Librarian; AND

- 66.7.8. Effective teaching in the training programs of the University relevant to the library profession; AND
- 66.7.9. At least one text-book in the field of Library Science and two publications in peer reviewed journal. OR
- 66.7.10. At least four articles published in a reputable journal(s) since becoming Associate librarian; AND
- 66.7.11. Dedication to and creative participation in University affairs and in community services outside the University.

Article 67. 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.

67.1. Technical Assistant I

67.1.1. Appointment

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

67.2. Technical Assistant II

67.2.1. Appointment

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

67.2.2. Promotion

67.2.2.1. One year of effective service as a technical Assistant grade I; AND

67.2.2.2. Evaluation: above 75% average by both supervisors and students which accounts for 60% and 40%, respectively; AND

67.2.2.3. Active and effective service in the University.

67.3. Technical Assistant III

67.3.1. Promotion

67.3.1.1. Two years of effective service as a Technical Assistant II; AND

67.3.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND

67.3.1.3. Active and effective service in the University.

67.4. Senior Technical Assistant I

67.4.1. Appointment

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

67.4.2. Promotion

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

67.4.2.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND

67.4.2.3. Active and effective service in the University.

67.5. Senior Technical Assistant II

67.5.1. Promotion

67.5.1.1. Senior Technical Assistant I with two years of effective experience; AND

67.5.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND

67.5.1.3. Active and effective service in the University.

67.6. Senior Technical Assistant III

67.6.1. Promotion

67.6.1.1. Senior Technical Assistant II with two years of effective experience; AND

67.6.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND

67.6.1.3. Active and effective service in the University.

67.7. Chief Technical Assistant I

67.7.1. Appointment

A Master's Degree or its equivalent in the specific or related field. OR

67.7.2. Promotion

67.7.2.1. Senior Technical Assistant III with two years effective service; AND

67.7.2.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND

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

67.8. Chief Technical Assistant II

67.8.1. Promotion

- 67.8.1.1. Chief Technical Assistant I with two years effective service; AND
- 67.8.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND
- 67.8.1.3. Active and effective service in the service. OR
- 67.8.1.4. Senior Technical Assistant III with three years effective service; AND
- 67.8.1.5. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND
- 67.8.1.6. Two published Lab/practical manuals positively assessed by one internal and one external specialist in the area.

67.9. Chief Technical Assistant III

67.9.1. Promotion

- 67.9.1.1. Chief Technical Assistant II with two years effective service; AND
- 67.9.1.2. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND
- 67.9.1.3. Active and effective service in the service. OR
- 67.9.1.4. Chief Technical Assistant I with three years effective service; AND
- 67.9.1.5. Evaluation: above 75% average by both supervisors and students which accounts 60% and 40%, respectively; AND
- 67.9.1.6. One published Lab/practical manual positively assessed by one internal and one external specialist in the area.

Article 68. Joint Appointment

- 68.1. Joint appointment of Academic Staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of Academic Staff; and it shall be restricted in application to an institution's professionals with Master's degree and above and to professionals with high degree of relevant expertise from industry, business, research establishments and other organizations.
- 68.2. Without prejudice to other provisions of this Legislation and other applicable laws, an Academic Staff or a government employee, may be employed, with his consent and the consent of his institution or capability to do so.
- 68.3. Issues of importance to the joint appointee and the concerned employers such as status, duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by

the parties within the framework of rules and procedures enacted by the concerned Senate.

68.4. The provisions of this Article shall not be construed to entitle an Academic Staff of a public institution or a government employee to be jointly appointed in a private institution.

Article 69. Teaching and Research Load

69.1. Measurement Unit for Teaching Load

69.1.1. The teaching load of an Academic Staff, in both the regular and continuing education programs, 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 hour of workload.

69.1.2. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by excluding home study hours billed in ECTS. Therefore, for such courses: Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr.) = Lecture contact hours.

69.1.3. For a course that has lecture and tutorial hours in ECTS, multiplying tutorial hours in ECTS by 2/3 and adding the result to lecture hours of ECTS is equivalent to credit hours in conventional system. Therefore for such courses:

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

69.1.5. For a course that has lecture, tutorial and laboratory/practical hours in ECTS, multiplying each hour specified in tutorial and laboratory/practical in ECTS by 2/3 and adding the results to lecture hours of ECTS is equivalent to credit hours in conventional system. Therefore:

69.1.6. Credit Hours (Cr. Hr.) in conventional system = $a + [(b \cdot 2/3) + (c \cdot 2/3)]$, where c = laboratory/practical hours in ECTS

69.1.7. For the purpose of computing staff load, course credits, lab/tutorials, senior project/essay or thesis advising etc. are expressed in terms of LEHs according to the following category:

- | | |
|--|----------|
| 69.1.7.1. One undergraduate course credit | 1.0 LEH |
| 69.1.7.2. One graduate course credit | 1.5 LEH |
| 69.1.7.3. One hour undergraduate Lab/Practical/ or Tutorial session | 0.67 LEH |
| 69.1.7.4. One hour graduate program Lab/Practical/ or Tutorial session | 1.0 LEH |

69.1.7.5.	One undergraduate student senior project/essay advising	0.33 LEH
69.1.7.6.	Undergraduate senior project/essay group advising	0.5 LEH
69.1.7.7.	One PhD student Dissertation advising	2.0 LEH
69.1.7.8.	One PhD student Dissertation Co-advising	1.5 LEH
69.1.7.9.	One Master's Thesis advising	1.5 LEH
69.1.7.10.	Master's Thesis Co-advisory	0.75 LEH
69.1.7.11.	One practical attachment (Internship) advising	0.2 LEH

69.2. Class Sizes per Section

69.2.1.	Lecture classes except for Language	45 students
69.2.2.	Language courses	40-60 students
69.2.3.	Lab and field sessions	30-40 students
69.2.4.	Tutorial and seminar classes except for language courses	40-60 students
69.2.5.	For graduate program (Lecture and Practical's)	35 students

Note: These are the ideal class sizes; otherwise, large class sizes in big auditoriums are permissible depending on the types of courses and delivery modalities.

69.3. Load

- 69.3.1. Load is defined as the total credit hours an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative duties and other items that the Senate considers as a load.
- 69.3.2. Full work load is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, administrative work, committee assignment, student advising, etc.
- 69.3.3. 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.
- 69.3.4. 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. In addition to this, every Academic Staff is required to advise/consult students for up to 3 hours a week and up to 25 students per semester.
- 69.3.5. 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 Staff is not expected to be engaged in a research work for more than 25% of their time.

69.3.6. For Consultants, the normal workload will be 39 hours per week (including office work, preparation, training material development as well as delivery of training and consultancy service). When a Consultant has a research project to carry out or a teaching assignment, 3 Credit Hours (9 hours) shall be allocated out of the 39 hours per week.

69.4. Teaching Load:

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

- | | |
|---|-----------------------------------|
| 69.4.1. Full-time Academic Staff in Departments/Institutes/Schools | 12 LEHs (16 LEHs for Expatriates) |
| 69.4.2. Full-time Academic Staff in Departments/Institutes/Schools with approved research project | 9 LEHs |
| 69.4.3. Academic program and University approved project coordinators/equivalent | 9 LEHs |
| 69.4.4. Module Team Leaders | 10 LEHs |
| 69.4.5. Department/Institute/School Heads or equivalent | 6 LEHs |
| 69.4.6. Deans, Directors and Coordinators at University level/equivalent | 5 LEHs |
| 69.4.7. Campus heads /equivalent | 4 LEHs |
| 69.4.8. Full-time administrative staff with home base in Academic Units (salary not paid by Academic Units) | 3 LEHs |
| 69.4.9. Research Staff | 3 LEHs |
| 69.4.10. The Vice Presidents may be required to teach maximum load | 3 LEHs |
| 69.4.11. President | 0 LEHs |
| 69.4.12. 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. | |

69.5. Maximum Extra Teaching Load

69.5.1. In order not to overload Academic Staff to the detriment of the quality of instruction, the total full extra teaching load in the University in the regular education program shall not be more than two courses or six LEHs. However, an Academic Staff who is under load in the regular program shall take assignments in CEPs without additional compensation.

69.5.2. 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.

69.6. Average Teaching Load and Academic Staff Requirements

It is recommended that an average teaching load of 9 LEHs in the undergraduate programs and 6 LEHs in the graduate programs be employed as the basis for determining Departmental staff requirements. The average teaching load will be determined on a semester basis. The computation of teaching load shall take into account credit hour, the numbers of courses, sections, lab sessions, students, etc.

69.7. Overload in Teaching Assignments

An Academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in sub-article 69.4 of this Article for the regular program may be compensated in one of the following two ways:

69.7.1. Proportional reduction in teaching load in the succeeding semester; OR

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

69.8. Reporting Teaching Load

Teaching loads for all staff members engaged in teaching (full or part-time) shall be reported each semester by School/Department heads through their respective heads 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 on an Academic Staff is below the average or above the maximum.

69.9. Research Load

Since an Academic Staff is expected to spend about 25% of the time in research, an Academic Staff with continuous & approved research is required to have a full teaching load of only 9 LEHs. In case where more than one Academic Staff members are involved in research project, School/Department head would decide the proportion of load each staff devote on the research (the three LEHs shall be shared among the researchers). The duration of every research project shall be determined by the appropriate office of the University.

Article 70. Study Leave

70.1. Any Academic Staff who is awarded fellowship through the University or who can provide satisfactory evidence regarding an opportunity for a reasonably funded

scholarship in a reputable University leading to a higher degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved at the University level.

70.2. For all Academic Staff, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame. Such special circumstances include the following:

70.2.1. The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has been decided a priori that the Graduate Assistant would be granted a study leave in a shorter time frame.

70.2.2. The condition in 67.2.1 above is in line with the staff development plan of the University and approved by ASAC.

70.3. Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave.

70.4. A staff member who is on a study leave shall keep the University informed via annual reports starting from the end of the first year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or main Professor of the staff member in the University or College he/she is attending. Failure to submit such reports may result in the discontinuation of payment of salary that may lead to other appropriate actions.

70.5. 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 masters or its equivalent Degrees and a maximum of two years for those studying for PhD 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.

70.6. The University reserves the right to claim damages from staff members who fail to return to their respective duties within the periods of time specified in the agreement made between the Academic Staff and the University. The damages shall be specified in the study leave contractual agreement that the staff enters with the University.

70.7. 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 71. Research Leave

71.1. A full-time Academic Staff member who has served in the University for a minimum of four consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with pay provided the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.

71.2. 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 (as long as it is within the time frame of the leave). 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.

71.3. 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 Department/Institute/School/Center Council on and decide on the application of the Academic Staff. The decision of the relevant Council shall be sent to the relevant Vice President. The relevant Vice President, in consultation with the ASAC, shall grant the leave unless it is determined that the teaching need of the Academic Unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.

71.4. An Academic Staff who is granted research leave shall be required to sign an undertaking to continue services to the University for a minimum period of one year 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.

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

71.6. Research leave may be extended without pay for a period not exceeding six months on the condition that:

71.6.1. The Academic Unit confirms that such extension will not seriously impede its academic or research programs;

71.6.2. 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 72. Sabbatical Leave

72.1.A full-time Academic Staff member holding academic rank who has served the University continuously for a period of seven uninterrupted years and intends to continue association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year in accordance with the following conditions:

72.1.1. A staff member requesting for sabbatical leave under this Article shall present to the respective Academic Unit a program of study or research related to a particular area of specialization for scholarly development. In certain cases such a leave could be a study leave leading to certificate, diploma or higher degree, consultancy, employment, community development work and etc...

72.1.2. The staff member shall further be required to issue an undertaking to continue his association with the University for an indefinite period of time after the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff and other benefits during the leave period plus damages.

72.1.3. 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.

72.1.4. A staff member who has served as an academic administrator for at least six years is entitled to a sabbatical leave at the end of six years of uninterrupted service to the University.

72.2. Application for sabbatical leave shall be submitted by the staff member to their respective Head Academic Unit 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.

72.3. The Head shall convene the Department/Institute/School/ Council and decide on the application for the Academic Staff. The Department/Institute/School shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.

- 72.4. The decision of the relevant Department/Institute/School/ Council 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.
- 72.5. Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their Academic Unit and the University that returning to full time duty would seriously jeopardize 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 Department/Institute/School/ Council. The AVP, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.
- 72.6. An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.
- 72.7. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective Academic Unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.

Article 73. Other Leaves

- 73.1. An Academic Staff, Consultants and the Technical Support Staff 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.
- 73.2. A University-employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter provided that the study leave is at least two years long and that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning. However, such leaves should not contravene with agreements entered with the University.

- 73.3. 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:
- 73.3.1. The assignment of the Staff can be covered by another staff;
 - 73.3.2. The training is relevant to the professional development of the Academic Staff and the capacity building of the University;
 - 73.3.3. The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period;
 - 73.3.4. 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.
 - 73.3.5. Such leave of absence must be approved and endorsed by Department/Institute/School/Center Council, and any leave longer than one month at a time should be approved by the AVP.
- 73.4. 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:
- 73.4.1. The staff member applying for the unpaid leave of absence had not benefited from a study leave, a research leave or a sabbatical leave during the three years prior to applying for such a leave.
 - 73.4.2. That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the Academic Unit.
 - 73.4.3. 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.
 - 73.4.4. A staff member eligible for such a leave must have effectively served the University for a minimum of five years altogether.

Article 74. Accumulating Leaves

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

Article 75. Tenure

- 75.1. An Academic Staff may have tenured employment, which shall constitute a privilege and an incentive for professional excellence; and an Academic Staff shall attain tenured employment through service and scholarly contribution in teaching and/or research or institutional leadership.
- 75.2. 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 the Senate Legislation.

75.3. Professors or Associate Professors who meet the requirements of sub-article 1 of this Article may, upon retirement, be given the rank and status of Professor Emeritus or Associate Professor Emeritus.

75.4. The retirement age of an Academic Staff of the University may be extended by the Ministry of Public Service and Human Resource Development, for two consecutive sets of terms of three years each, where:

75.4.1. The staff holds a Master's Degree or above, remains in good health and has a meritorious continuous service;

75.4.2. The institution reasonably justified, on the basis of actual and projected demand, the need to extend the retirement age;

75.4.3. The staff has freely consented to extension of the retirement age.

Article 76. Criteria for Awarding Tenure

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

76.1. Holds the rank of Associate Professor or above and serve the University for a total of ten years' service after holding such status ; and

76.2. Demonstrates a desire to continue to serve the University as a staff member for an indefinite period; and

76.3. Has demonstrated throughout their professional career:

76.3.1. Scholarly ability through teaching, research, publications or other contributions to the advancement of the respective academic field; and

76.3.2. Service of merit to the University, through contributions to University committees or its constituents or in connection with other tasks which may have been assigned.

Article 77. Procedure for Awarding Tenure

The University may offer tenure appointments on request of the applicant, endorsement of the Department/Institute/School/ Council and Approval of the Senate.

Article 78. Right of Tenured Staff

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

Article 79. Property Clearance

79.1. University property clearance shall be required of all members of the Academic Staff at the termination of their contracts or upon being granted sabbatical, research and study leaves or any other leaves that extend beyond three months.

79.2. The University issues letters of support to appropriate organization, when these are required, only where the provisions of sub-article 1 of this Article are complied with and/or a guarantor is provided.

79.3. Academic Freedom

79.3.1. Through contact with students and trainees for teaching/training purposes, an Academic Staff member has the right to promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the course including, where appropriate, discussions on controversial points and the presentation of particular views therein without forcing the assumption that these issues are settled in advance or the assumption that there is one right view of the issue to the exclusion of open and intellectually disciplined discussion of any other relevant views.

79.3.2. However, the academic freedom recognized under sub-article 1 of this Article may not be exercised as a vehicle for the purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation.

79.3.3. An Academic Staff member has the right to conduct research and disseminate findings within or outside the University through appropriate channels. Dissemination of research findings may not, however, be exercised in the name of the University without scrutiny of the Department/Institute/School/ Council and approval of the VPRCS.

Article 80. Arrest or Conviction

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

Article 81. Working for Other Institutions or Private Interest

81.1. An Academic Staff member or Consultant 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 the relevant Vice President, assigns duties for other institutions.

- 81.2.No Academic Staff member or Consultant shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.
- 81.3.No Academic Staff member or Consultant 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.
- 81.4.The provisions of this Article, however, shall not be deemed to constitute a bar on an Academic Staff member or Consultant from participating in social organizations, civil societies, and professional associations without affecting the University working time.

Article 82. Breaches of Duty and Disciplinary Regulations

82.1. 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.

- 82.1.1. Unpunctuality to any of duties/responsibilities to be discharged in the University;
- 82.1.2. Dressing clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- 82.1.3. Inappropriate wordings and annoying intonation in speeches such as purposeful propagation of the view of any political organization or religious group; or as an excuse for defamation;
- 82.1.4. Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- 82.1.5. Absence from classes, invigilation duties, meetings, other assigned duties, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- 82.1.6. Negligence of responsibilities and duties;
- 82.1.7. Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the Registrar).

82.2. 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.

- 82.2.1. Willful refusal to perform assigned teaching and/or research or training and consultancy function or assignments of the University or School/Department committee;

- 82.2.2. Willful failure to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all of the duties and responsibilities specified under the provisions of Article 48 of this Legislation;
- 82.2.3. Continuation of a willful course of conduct, despite warning from the head of Academic Unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
- 82.2.4. Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
- 82.2.5. Continuation of a willful course of conduct, despite warning by Head of Academic Unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
- 82.2.6. Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
- 82.2.7. Favoritism in grading, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes; and,
- 82.2.8. Refrain from sexual harassment and gender-based violence.

Article 83. 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.

83.1. Measures to be taken for Minor disciplinary breaches

- 83.1.1. Oral warning;
- 83.1.2. Written warning;

83.2. Measures to be taken for serious disciplinary breaches

- 83.2.1. Final written warning;
- 83.2.2. Fine up to one month salary;
- 83.2.3. Fine up to three months' salary;
- 83.2.4. Withholding the next academic rank or salary increment up to the period of two years;
- 83.2.5. Dismissal.

Article 84. Disciplinary Action by a Head of the Academic Unit, Dean and AVP

A head of School/Institute/Department/Center may take measures specified under 83.1.1, 83.2.1 of Article 80. Any sanctions beyond these shall be referred to the College Dean. The Dean may take measures specified under 83.2.2 of Article 83 with the advice of the College-level disciplinary committee. Any sanctions beyond these shall be referred to the relevant Vice President. An Academic Staff dissatisfied with the action taken by the head of the Academic Unit can appeal to the College dean, whereas appeal against the college Dean's decision shall be submitted to the AVP. Appeal against AVP's decision shall be submitted to the President, within a week, respectively.

Article 85. Academic Staff Disciplinary Committee (ASDC)

85.1. At each College or Center of the University, there shall be established ASDC accountable to the respective College Dean or head of the Center.

85.2. When there are cross-cutting disciplinary cases that cannot be seen by the College/Center level ASDC, or in events that the AVP finds it necessary to scrutinize the findings of ASDC, the AVP/President shall set up an *ad-hoc* disciplinary committee. The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the Academic Unit or Center of the staff member, whose case is under scrutiny.

85.3. The ASDC shall be chaired by a senior Academic Staff member to be assigned by the College Dean or head of the Center 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.

85.4. The ASDC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of sub-article 5 hereof.

85.5. An initiation of disciplinary proceedings shall be made in writing including the name of the accused, particulars of the offense, the time and place of the offense, list of the evidences and contravened provisions of the law.

85.6. Proceedings before the ASDC may be initiated by:

85.6.1. The head of the Academic Unit where an Academic Staff is said to have committed a serious breach of duty or violation of disciplinary regulations. The head shall communicate his decisions to the College Dean/Center head.

85.6.2. Colleagues, students, trainees/service users 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.

85.6.3. The findings of the ASDC and the recommendations of the sanctions to be applied thereon shall be submitted to AVP.

85.6.4. The AVP, upon the recommendation of the ASDC, shall take the sanctions under Article 83.2.(3 - 5).

85.6.5. An Academic Staff member dissatisfied with the findings and recommendations of the ASDC and action taken by AVP may appeal in writing to the President for reconsideration within a week time. The decision of the President shall be final.

CHAPTER FIVE

ACADEMIC POLICIES AND REGULATIONS FOR UNDERGRADUATE PROGRAMS

Article 86. Policy Premise

The University establishes relevant programs of study and research with a view to meet the capacity building needs of the public sector. In all its Colleges, Institutes, Schools, Departments and Centers, it shall see to it that standards for the measurement of the scholastic achievements of all that go through its educational program(s), research, training and consultancy and community services are duly set up and effectively carried out. It shall also devise mechanisms for monitoring and evaluating the effectiveness of existing programs and consultancy services as well as their relevance to the needs of the public sector.

Article 87. Academic Calendar

87.1. 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 CEP, there are two semesters, eighteen weeks each the same with the regular program and a Kiremt term of 8-12 weeks.

87.2. The Calendar for each year shall be prepared by the University Registrar in consultation with the AVP and approved by the Senate. The University Calendar, among other things, shall provide the following: admission, readmission and registration; adding and dropping of courses/modules, examination periods, beginning and end of semesters, remarking of examinations, inter-semester breaks, application of research and teaching material proposals, annual research review, last date for reporting exam results to the registrar, date of submission of annual research progress reports to the Office of the VPRCS, instructor evaluation weeks, the regular meetings of the Senate, final thesis submissions and open defense dates, graduation ceremony, etc.

87.3. The calendar may be amended as and when the need arises.

Article 88. General Provisions on Admission to Undergraduate Programs

88.1. The University Registrar shall process all admissions to undergraduate Programs according to admission policies and curricula requirements approved by Senate of the University.

88.2. The admission policy and curricula requirement for regular and CEPs shall be the same.

Article 89. Admission Requirements for Undergraduate Programs

89.1. Criteria (Requirements) for Admission

89.1.1. Criteria of admissions and enrolments into all undergraduate and CEPs shall be developed and incorporated in the curriculum;

89.1.2. Admission shall be granted to candidates who fulfill the following:

89.1.2.1. Have fulfilled the entrance requirements set by the Ministry of Education;

89.1.2.2. Have employer sponsorship; and

89.1.2.3. Have passed entrance examination of the University.

89.1.3. Scholarship admission may be granted to candidates who completed secondary school in foreign countries and fulfill the selection criteria to be decided by Senate of the University based on equivalence recognition determined by the Ministry of Education of Ethiopia.

89.2. Entrance Examination

89.2.1. All applicants for admission to the University shall take entrance examination of the University.

89.2.2. All entrance examinations of the University shall be program-based and prepared according to guidelines of the Senate.

89.2.3. Pursuant to Article 5 of the Proclamation, the University may have affirmative action schemes to the needy which shall be approved by the Senate.

Article 90. Registration

90.1. Admitted undergraduate students shall register in their programs in accordance with the academic calendar of the University.

90.2. Registration shall take place every semester provided that the required pass or probation status is met.

90.3. Registration shall take place in person or by notarized person.

90.4. Registration for an undergraduate module which has pre-requisite shall be possible only when the pass mark for the pre-requisite module is fulfilled.

90.5. Students may add or drop modules based on consultations with their program advisers and in accordance with academic calendar of the University.

Article 91. Admission as Part-time Students

91.1. Part-time students are permanent University employees who are allowed to attend classes of the regular undergraduate program on a part-time basis for a degree.

91.2. Applicants must meet the admission requirements of the University, must have served the University for at least two years before the admission, and must obtain

the approval of the administrative unit, or the college they are affiliated to, prior to applying for admission to an academic program.

91.3. Final admission must be endorsed by the University Managing Council.

91.4. A part-time student, at his final year, may be allowed to finish his study as a full-time regular student upon approval of the concerned Academic Units and endorsed by a concerned vice President.

91.5. Special Admission

91.5.1. The University in certain circumstances may admit students jointly with other affiliated Universities or Institutions. Such admission may be processed at any time of the academic calendar as deemed appropriate. However, criteria for such special admissions to individual programs shall be developed and recommended by SC/IC/DC/AC and endorsed by the APC.

91.5.2. Other special admission, such as people from emerging regions, physically challenged people, people needing special training etc may be granted by the decisions of the University.

Article 92. Academic Advisor/Guidance and Counseling

92.1. Each student is assigned to one staff member in his Academic Unit who serves as his Academic Advisor. Students should feel free to discuss with their Advisor all academic issues as well as personal, social and other problems that directly or indirectly threaten their academic performance.

92.2. The Academic Advisor shall keep close track of the students assigned to him and is available for consultation and advice on request.

92.3. The Advisor shall maintain records of each student's performance and he advises the School/Institute/Department if serious problems arise requiring their intervention. All documents relating to a student are maintained in strictest confidence.

92.4. Students will also benefit from the Guidance and Counseling Experts if their problems are beyond the capacity of the Academic Advisor.

92.5. Whenever there is change of advisors, there should be proper handover of students' record.

Article 93. General Provision on Modular Courses

93.1. The University education system must meet the capacity building needs of the public sector and provide well planned teaching and learning programs and contribute to the advancement of all forms of knowledge. The University encourages new learning and teaching strategies and modifies traditional models of discipline-based and sequential courses. The learning programs shall be outcomes-based education and training.

- 93.2. Unless otherwise provided in this Legislation or by a directive to be issued by the Senate, all courses shall be modular and offered on semester bases.
- 93.3. Module duration (width) is the time duration over which a module of a specific size or weight is offered. A set of modules or more than one module can be offered in a semester. A single module may not, however, be stretched to the next semester provided a module may run for two consecutive semesters within the same academic year if the nature of a given discipline or of module requires so and if it is recommended by the AC concerned and approved by the CASC.
- 93.4. Modules shall be offered in contact teaching or in block teaching or in combination of the two provided that it is endorsed by the AC and finally approved by the AVP.
- 93.5. Modules shall be valued in terms of the European Credit Transfer System (ECTS). The University shall use the Credit Accumulation and Transfer Scheme (CATS) in order to enable students to accumulate credit and to facilitate the transfer of that credit within and beyond the University. Within the CATS scheme, 1 credit (credit point) shall be equivalent to 25-30 hours of learning effort or notional learning time, used as a measure of volume.
- 93.6. A module can comprise any credit value in the range of 5 to 25 ECTS. For a graduate program, one project/thesis module may comprise up to 30 ECTS.
- 93.7. The validity and quality of modules in the University system shall be as determined in accordance with the provisions of this Chapter.
- 93.8. All modules offered by the University shall be numbered and the system of numbering shall be provided by the Registrar and approved by the CASC.
- 93.9. A combination and arrangement of modular courses that provide individual students with a balanced, progressive and coherent learning experience satisfying competency requirements shall be designed and offered.

Article 94. Types of Modules

- 94.1. **Core Modules:** Modules belonging to a program, and specializing in the respective scientific and thematic fields that form the core of a program.
- 94.2. **Acquired Modules/area related:** Modules hosted by another program, but required to achieve the Exit Level Outcomes (ELOs) of a program.
- 94.3. **Cluster Modules:** Department/Institute/School-wide modules shared by programs within Departments/Institutes/Schools, e.g., research methods.
- 94.4. **Common Modules:** Modules which are compulsory for all University students and

Article 95. Phased-out Modular Courses

- 95.1. Students who have taken and passed phased-out modular courses in the University system are not required to take the equivalent new courses upon readmission into the program.

95.2. Students who have scored F's in phased-out courses shall be required to remove their F's by taking equivalent modular courses as determined by the SC/IC/DC of Academic Unit in which they are enrolled.

Article 96. Credit Hour and ECTS

96.1. Credit Hour

96.1.1. A credit hour in the conventional system refers to one hour lecture or its equivalent in laboratory, practical or tutorial activity.

96.1.2. The minimum and maximum total credit for an undergraduate degree program in the conventional system shall range from 102 to 150 and 114 to 180, respectively.

96.2. ECTS

96.2.1. The ECTS in the modular system is a student-centered system of giving credit to coursework. It is based on the number of student learning hours needed to accomplish the intended educational outcomes of a certain course.

96.2.2. One ECTS is equivalent to 25-30 student learning hours. The student learning hours are all activities needed to accomplish the intended educational outcomes. The learning activities can be classroom sessions, reading and paper assignments, presentations, supervised learning activities, internships, mentoring or any other activity that can help the student achieve the intended educational outcomes.

96.2.3. The standard for module is the following:

96.2.3.1. 3 ECTS (75-90 Hours of Student Learning);

i) 20-30 Hours of class session;

ii) 45-70 Hours of learning activities outside of class;

96.2.3.2. 5 ECTS (125-150 Hours of Student Learning);

i) 30-40 Hours of class session;

ii) 85-120 Hours of learning activities outside of class.

96.2.4. A year of full time studies is 60 ECTS (1500-1800 Hours of Student Learning). Every level at ECSU consists, therefore, of 60 ECTS.

96.2.5. The conversion used by ECSU between ECSTS and course credit is the following.

96.2.5.1. 1 ECTS = 0.6 Course Credit

96.2.5.2. 2 ECSTS= 1.2 Course Credit

96.2.5.3. 3 ECSTS= 1.8 Course Credit

96.2.5.4. 4 ECSTS= 2.4 Course Credit

96.2.5.5. 5 ECSTS= 3 Course Credit

96.2.5.6. 1 Credit Hour = 1.67 ECTS

96.2.5.7. 2 Credit Hour = 3.34 ECTS

96.2.5.8. 3 Credit Hour = 5 ECTS

96.2.6. The ECTS requires that every activity of the student is valued.

96.2.7. The minimum and maximum total ECTS for an undergraduate degree program in the modular system shall range from 180 to 190 and 190 to 310, respectively.

Article 97. Semester Load

97.1. Semester Load in the Credit Hour System

97.1.1. Semester load in the credit hour system is the total number of credit hours for which an undergraduate degree student is enrolled in one semester.

97.1.2. A regular undergraduate degree student shall take a minimum of 15 and a maximum of 19 credit hours in a semester. The load for female and emerging region students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write essay in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant SC/IC/DC or AC.

97.1.3. An evening and weekend undergraduate degree student shall take a minimum of 9 and a maximum of 12 credit hours in a regular semester and a minimum of 6 and a maximum of 7 credit hours in a kiremt semester. The load for female students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write essay in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant SC/IC/DC or AC.

97.2. Semester Load in the ECTS System

97.2.1. Semester load in the ECTS system is the total number of ECTS for which a student is enrolled in one semester.

97.2.2. A regular undergraduate degree student shall take a minimum of 25 and a maximum of 30 ECTS per semester. The load for female and emerging region students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write essay in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision

upon proper advice to the students and approval by the relevant SC/IC/DC or AC.

- 97.2.3. An evening and weekend undergraduate degree student shall take a minimum of 12 and a maximum of 18 ECTS in a regular semester and a minimum of 9 and a maximum of 12 ECTS in a kiremt semester. The load for female students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write essay in parallel to other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the relevant SC/IC/DC or AC.

Article 98. Duration of Study and Validity Period of a Course in the Credit and ECTS Systems

- 98.1. The duration of study for regular undergraduate degree programs in both the credit hour and ECTS systems shall range from three to five years. Considering withdrawal, dismissal, dropout and readmission, the validity period of a course in a regular undergraduate degree program shall range from 6 to 10 years.
- 98.2. The duration of study for evening and weekend undergraduate degree programs in both the credit hour and ECTS systems shall range from four to six years. Considering withdrawal, dismissal, dropout and readmission, the validity period of a course in extension undergraduate degree program shall range from 8 to 12 years.
- 98.3. For the purpose of determining academic status of kiremt students, one kiremt session is counted as a kiremt semester, but three kiremt semesters are counted as being equal to one regular academic year.

Article 99. Undergraduate Grading System

- 99.1. All undergraduate degree courses and essay works in the ECTS system shall have credit point and grade to be included in the computation of GPA and CGPA/CANG.
- 99.2. All undergraduate degree courses and essay works in the credit hour system which may not be credited shall be given "Pass" or "Fail" and excluded from computation of GPA and CGPA/CANG.

99.3. The grading in both systems shall be on fixed scale as specified below:

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

99.4.A student with F_x grade shall take supplementary exam, whereas those who scored 'F' grade should repeat that course. Such supplementary exam grades for F_x shall only constitute 40% of the total assessment (i.e. the other 60% shall be taken from the continuous assessment). However, a student who has scored F_x grade due to disciplinary or cheating case shall not be entitled for supplementary examination but the F grade shall be maintained.

Article 100. Earning Credits on the Basis of Examination

100.1. 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:

100.1.1. 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 CASC.

100.1.2. Of the total number of credit points required by an Academic Unit for graduation, not more than 20% shall be taken through earning credits on the basis of examination.

100.1.3. 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 100.1.1 of this Article shall register during the regular registration periods to obtain credits through examinations only.

100.1.4. Registration to earn credits on the basis of examinations should be approved by the concerned SC/IC/DC/AC and APO.

100.1.5. Students who have registered for modules/courses 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 101. Student Academic Achievements

- 101.1. 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 Legislation.
- 101.2. For evening and weekend programs, the academic status of continuing education student is determined every other semester.
- 101.3. For Kiremt programs, the academic status of the students shall be determined for a minimum of 25-30 ECTS points or 15 credit hours.
- 101.4. The academic status of part-time students is determined for every 25-30 ECTS points or 15 credit hours, starting from the first admission date of the students.
- 101.5. Grade report should be issued for semesters in which the status is determined by the SC/IC/DC.

Article 102. Assessment of Undergraduate Degree Course and Essay

- 102.1. Assessment of undergraduate degree course work and essay shall be continuous. It may consist of tests, individual assignments, group assignments, presentations, project works and final examination or equivalent assessments.
- 102.2. Assessment of all undergraduate degree course work and essay shall be based on clear marking criteria.
- 102.3. Instructors who assess student work shall give timely feedback to the assessed student.
- 102.4. An undergraduate degree student who is aggrieved by assessment of his work and has specific ground may appeal to the relevant SC/IC/DC or AC.

Article 103. Grade Point Average (GPA)

GPA is determined by dividing the total number of grade points earned in a semester by the total number of credit hours or ECTS taken in the semester.

Article 104. Cumulative Grade Point Average (CGPA/CANG)

CGPA/CANG is determined by dividing the total number of grade points earned in consecutive semesters by the total number of credit hours or ECTS taken in the semesters.

Article 105. Class Attendance

- 105.1. Every undergraduate degree student shall fulfill a minimum of 85% attendance in a course.
- 105.2. An undergraduate degree student shall not miss indispensable portions of a course as may be reported by the instructor and decided by the relevant SC/IC/DC or AC.

Article 106. “NG” (No Grade)

- 106.1. “NG” grade is given to an undergraduate degree student when any of the following occurs:
- 106.1.1. The student has registered for a course but has not attended at all, has less than 85% attendance or has missed indispensable portions of a course such as laboratory/practical sessions, field experiences, etc;
- 106.1.2. The student has not taken final examination or equivalent final assessment of a course;
- 106.1.3. The student’s assessment is not complete due to other reason.
- 106.2. All “NG” grades shall be managed within the first two weeks of the following semester.
- 106.3. An undergraduate degree student with “NG” grade shall be required to submit necessary evidence.
- 106.4. The “NG” grade may be converted to “F” or “I” grade or lead to “course cancellation” (waiver) or replacement by another course/module depending on the case and reason of the student.

Article 107. “NG - No Attendance at All” and “NG - Incomplete Attendance”

- 107.1. “NG - No Attendance at All” is given when an undergraduate degree student is registered but not attended at all in a course.
- 107.2. “NG - Incomplete Attendance” is given when an undergraduate degree student fails to fulfill 85% of attendance or has missed indispensable portions of a course.
- 107.3. An undergraduate degree student who is given “NG - No Attendance at All” or “NG - Incomplete Attendance” shall be required to provide acceptable reason for his failure to attend.
- 107.4. When an undergraduate degree student’s “NG - No Attendance at All” or “NG - Incomplete Attendance” is proved to be due to valid reason, the course registration shall be cancelled and the student shall be allowed to take the course afresh.

107.5. When an undergraduate degree student's "NG - No Attendance at All" or "NG - Incomplete Attendance" is not proved to be due to valid reason, the "NG" shall be converted to "F" grade.

Article 108. "I" (Incomplete) Grade

108.1. "I" grade is given when an undergraduate degree student has at least 85% attendance in a course but fails to fulfill the necessary requirements for a course.

108.2. Undergraduate degree students shall remove "I" grades within the first two weeks of the following semester or the readmission semester as stipulated in the Article on make-up examination.

108.3. All "I" grades not removed within the specified period shall be converted to "F" grade.

Article 109. Make-Up Examination

109.1. Make-up examination shall not be allowed for purpose of raising average grade point.

109.2. Make-up examination shall be allowed to remove an "I" grade by an undergraduate degree student who has been unable to sit for final examination for acceptable reasons.

109.3. An undergraduate degree student who has "I" grade for one or two courses may apply to take make-up examination within the first two weeks of the following semester.

109.4. An undergraduate degree student who has "I" grade for more than two courses shall be forced to withdraw and shall take make-up examination when readmitted.

109.5. Failure to take make-up examination within the specified period shall lead to conversion of the "I" grade to "F".

Article 110. Re-sit Examination

110.1. The Academic Commission may allow female students, students from emerging regions, special need and foreign scholarship regular undergraduate degree students in need of affirmative action who are in dismissal status at the second year second semester or thereafter to re-sit in the final examination of the latest semester course for which they have scored "F", "D" or "C" grade.

110.2. The re-sit examination shall be given within the first three weeks of the following semester.

110.3. The re-sit examination will cover only the final exam and the final grade shall be determined taking into consideration the previous continuous assessment results.

110.4. The grade will be recorded as it is after the re-sit examination.

Article 111. Course Repeating

- 111.1. An undergraduate degree student in normal registration shall repeat the course for which he received "F" grade.
- 111.2. An undergraduate degree student in readmission registration at year one semester one may repeat the courses for which he received "F" or "D" grade.
- 111.3. An undergraduate degree student in readmission registration after year one semester one may repeat the course or essay for which he received "F", "D" or "C" grade.
- 111.4. An undergraduate degree course or essay may be repeated only three times.
- 111.5. The maximum grade to be recorded for repeated undergraduate degree course or essay shall be "C".
- 111.6. In cases where the final grade of any repeated course is less than "C", the grade shall be maintained to the advantage of the student.

Article 112. Course Adding and Dropping

- 112.1. Undergraduate degree students in normal registration shall take courses with their batches in accordance with the applicable curriculum breakdown.
- 112.2. Undergraduate degree students in normal registration facing academic problem may drop courses in consultation with their academic adviser and upon approval by SC/IC/DC. The AC shall be notified of the decision of the SC/IC/DC.
- 112.3. Undergraduate degree students in normal registration and undergraduate students in readmission registration may add courses when they have to remove an "F", "D" or "C" grade.
- 112.4. Undergraduate degree course adding and dropping shall be done within the first two weeks of a semester.
- 112.5. Undergraduate degree course adding and dropping shall be done without violating course pre-requisite requirements and the permissible maximum semester load.

Article 113. Academic Standing of Undergraduate Students

- 113.1. An undergraduate degree student whose first SGPA is greater than or equal to 1.30 shall be passed to the second semester.
- 113.2. An undergraduate degree student who at the end of the first year first semester earns a SGPA of 1.00 to 1.29 shall be warned.
- 113.3. Undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action

- who are at the end of first year first semester shall be warned when they earn a semester SGPA of 0.75 to 1.29.
- 113.4. An undergraduate degree student who at the end of first year second semester earns a CGPA/CANG of 1.75 to 1.99 shall be warned when his previous status was 'pass' or be placed on first probation in other cases.
 - 113.5. An undergraduate degree student who at the end of first year second semester earns a CGPA/CANG of 1.4 to 1.74 may be placed on first probation.
 - 113.6. Undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action who are at the end of first year second semester may be placed on first probation when they earn a CGPA/CANG of 1.00 to 1.74.
 - 113.7. An undergraduate degree student who at the end of second year first semester earns a CGPA/CANG of 1.5 to 1.99 may be placed on first probation when his previous status was not probation or on second probation when his previous status was first probation.
 - 113.8. Undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action who are at the end of second year first semester may be placed on first or second probation as the case may be when they earn a CGPA/CANG of 1.30 to 1.99.
 - 113.9. All undergraduate degree students shall achieve a CGPA/CANG of 2.00 from second year second semester onwards.
 - 113.10. Failure to achieve the preceding sub-Article shall result in dismissal for all students provided that the following shall be done for undergraduate degree students from emerging regions, special need students, female students and foreign scholarship students in need of affirmative action:
 - 113.10.1. Undergraduate degree students from disadvantaged regions, groups, female and foreign scholarship students in need of affirmative action who at the end of the second year second semester earn CGPA/CANG of 1.75 to 1.99 shall re-sit the final examinations of the modules of the stated semester of which they have less than "C" grade.
 - 113.10.2. Undergraduate students from disadvantaged regions, groups, female and foreign scholarship students in need of affirmative action who at the end of the first and the second semesters of the third and the subsequent years of their programs earn CGPA/CANG of 1.85 to 1.99 shall re-sit the final examinations of the modules of the latest semester of which they have less than "C" grade.
 - 113.10.3. The relevant Department Council or Academic Commission shall provide all the necessary advice to students. However, no

undergraduate degree student may expect probation as a matter of right since granting probation is a discretionary decision of the Department Council or Academic Commission.

Article 114. Determining Academic Standing of Undergraduate Students

114.1. The relevant SC/IC/DC or AC shall determine the academic standing of undergraduate degree students in regular programs at the end of every semester.

114.2. The academic standing of undergraduate degree students in CEPs shall be determined at the end of every academic year.

Article 115. Withdrawal

115.1. An undergraduate degree student may withdraw for personal or academic reason upon approval by the relevant SC/IC/DC or AC.

115.2. An undergraduate degree student shall withdraw for personal reason when he faces health problem or force majeure situation and proves this to the relevant SC/IC/DC or AC by medical certificate or written statement acceptable to the SC/IC/DC or AC.

115.3. An undergraduate degree student shall withdraw for academic reason when he is in dismissal status and is not entitled to re-sit final examination.

115.4. An undergraduate degree student who withdraws shall fulfill the proper clearance procedure within one week of occurrence of the problem. Failure to do so shall result in denial of re-admission.

115.5. The relevant SC/IC/DC or AC may allow subsequent withdrawal when it is proved to it that the student could not handle the withdrawal process within the one week period specified in the preceding provision.

Article 116. Readmission

116.1. A first year student dismissed at the end of the first semester with a SGPA of not less than 1.00 shall be readmitted.

116.2. A first year student dismissed at the end of the second semester with a CGPA of not less than 1.75 shall be readmitted.

116.3. A second year and above student dismissed at any semester with a CGPA of not less than 1.75 shall be readmitted.

116.4. Any readmitted student may be allowed to repeat modules in which the student scored "<1 (D)" or "0 (F)" in both ECTS and conventional system grades with the approval of the student's academic advisor and SC/IC/DC. The AC shall be notified of the approval.

- 116.5. An undergraduate degree student who withdrew for personal reason shall be re-admitted after a year in the semester he withdrew provided that the withdrawal was due to health problem evidenced by medical certificate or force majeure situation evidenced by written statement acceptable to the relevant SC/IC/DC/AC.
- 116.6. An undergraduate degree student who withdrew for academic reason shall be re-admitted after a year in the semester he withdrew.
- 116.7. An undergraduate degree student who applies for readmission shall produce letter of support by his sponsor.
- 116.8. An undergraduate degree student who withdrew for academic reason can be readmitted three times at most.

Article 117. Waiver

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

Article 118. Assessment and Evaluation/General Provisions of Examination

- 118.1. As a matter of general principle, continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course in such a way that it measures the individual effort or capacity etc. of the student. This shall count for 60% of the total module/course mark. The remaining 40% shall be allotted for a final exam at the end of module/course. However, some project/studio-based modules shall set out their own general guidelines.
- 118.2. 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).
- 118.3. The number, type and schedule of exams or tests in a course are determined by the Modular Team of the course but shall be stated on the module didactic design to be issued to students at the beginning of the course.
- 118.4. The module didactic design, as a matter of routine, shall include information on the distribution of points among various types of assessments and other works in percentage terms. A copy of the module didactic design shall be submitted to the Academic Units and distributed to the students at the beginning of the semester.

- 118.5. 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 six months. 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.
- 118.6. In those cases where a module 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.
- 118.7. A common examination paper shall be prepared in case where more than one instructor teaches a module with the same title and ECTS/credit hour to one or more sections.
- 118.8. Where common examination(s) have to be given for a module(s) taught by more than one module instructor, the Academic Unit that offers the module(s) shall ensure that all instructors involved in the teaching of the module have reached an agreement on the content of the exam(s). The Academic Unit that offers such modules shall work out procedures by which reviews of exam questions for such modules will be carried out by a full panel of instructors involved in the teaching of the modules. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such modules.
- 118.9. Where common exams are given or, where more than one instructor teaches a module, 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.
- 118.10. Examination papers prepared by the instructor or a panel of instructors shall be submitted to the Module Team for review and endorsement.
- 118.11. Final grades for all module/courses shall be reviewed and endorsed by Module Team.
- 118.12. Final grades shall be entered into the student information system by the instructor with a hard copy submitted to the head of the Academic Unit on duly signed official grade report format within four days after the exam. This document shall be prepared legibly with no alterations or erasures.
- 118.13. An official grade report form shall be filled out only by the instructor(s) who had taught the module, set or participated in the setting of the exam questions and marked the exam papers.
- 118.14. A copy of grade report sheets and minutes of the Module Team for all modules shall be kept at the Academic Unit.
- 118.15. When, for reasons beyond control, the provisions of sub-Article 118.13 of this Article cannot be met, the setting of examinations and the marking of exam

papers shall be carried out by a qualified member of staff designated by the SC/IC/DC.

- 118.16. Students have the right to see their corrected exam papers.
- 118.17. Official grade report forms shall be prepared by the Registrar and shall carry all the names, ID numbers of students who have been on the official class list for the module.
- 118.18. Under no circumstances may students be allowed to handle grade report forms, including forms on which grades have not been filled out.
- 118.19. Grades shall officially be announced to students by the Registrar.
- 118.20. Academic Units must make sure that instructors going on leave have submitted grades of students before departure.

Article 119. Periodic and Exit Examination

- 119.1. Without prejudice to the continuous assessments, students in the University shall sit for periodic/holistic and/or exit exams.
- 119.2. 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.
- 119.3. Students shall be registered for exit exam upon successful completion of all the modules that may be required by the program.
- 119.4. Exit exam, if any, should be identified with module title and code.
- 119.5. The grade point of exit exam should not be included in the computation of either semester or cumulative status of the student.
- 119.6. 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 and award of diploma.
- 119.7. Exit exam, if any, shall be given once in a year for graduating students and the period shall be indicated in the academic calendar.
- 119.8. A student who fails the exit exam can repeat it twice but no special reexamination schedule shall be arranged for failing students. The student shall be academically dismissed for good if he/she fails for the third time.

Article 120. Administration of Examination

- 120.1. 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.

- 120.2. 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.
- 120.3. No student may be admitted into an exam hall 20 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.
- 120.4. 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.
- 120.5. Upon conclusion of an examination the invigilator shall submit a report on the conduct of the examination by completing a form prepared for that purpose by the APD. The report shall be submitted to the Head of the Academic Unit that offers the module.
- 120.6. Exit examinations shall be prepared and administered by the Education Quality, Examination and Assessment Center.

Article 121. Violations of Examination Regulations

- 121.1. 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:
 - 121.1.1. Found in possession or copying from pieces of paper or any other source of information brought into an exam hall where such material is not specifically permitted.
 - 121.1.2. Working on or being found in possession of exam papers other than one's own.
 - 121.1.3. Exchanging information in the exam hall through oral, symbolic, written, and electronic or (holding electronic devices) any other means where these are not specifically permitted.
 - 121.1.4. Copying or trying to copy from any other student or deliberately letting any student copy from one's exam paper.
 - 121.1.5. 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.

- 121.1.6. 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.
 - 121.1.7. Sitting on an examination in a course for which one has not been registered.
 - 121.1.8. Taking an examination by proxy, i.e. through a secondary party.
 - 121.1.9. Disorderly conduct in an exam hall, including refusal to accept and abide by instructions given by the invigilator.
 - 121.1.10. Engaging in any other act that is deemed inappropriate to the smooth and fair conduct of the examination.
- 121.2. 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.
- 121.2.1. Being found with any kind of written material not officially permitted into the exam hall in any form (on paper, on clothing, on body parts, etc.) or with equipment and devices of all kinds such as cell phone that are not specifically permitted.
 - 121.2.2. Evading signature of attendance sheets in an examination or trying to leave examination halls without submitting answer sheets in ways that could lead to claiming absence from the hall.
- 121.3. 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 a 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.).
- 121.4. Where the act or intent of cheating has been committed in an exam hall, the instructor or the invigilator shall allow the student to continue to work on the exam and report the case to the concerned Academic Unit.
- 121.5. 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 evidences on intent to cheat in preparation for reporting.
- 121.6. All pieces of evidences on cheating or attempted cheating and reports in justification of decisions made by the invigilators on the spot shall forthwith be

- submitted to the module instructor who in turn shall present to the Academic Unit head in which the student is enrolled.
- 121.7. The Head of the Academic Unit shall present the case to the SC/IC/DC which shall determine if there had indeed been a clear case of cheating or of intended cheating. The SC/IC/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.
- 121.8. In the event that the SC/IC/DC finds a clear case of cheating, it shall decide and inform the instructor of the course that the student obtains zero point on the particular examination on which the cheating had occurred. For other disciplinary breaches shown under Article 160 that require measures including warning or suspension for at least one semester the case shall be forwarded to students' discipline committee.
- 121.9. Without prejudice to disciplinary actions that may be taken on the student, cheating cases, including those of plagiarism, shall have consequences only on the grade points the student would have earned from the exam or exercise on which cheating had occurred and not on the overall grade the student would earn for the course. Thus, if a student obtains zero points on any exam, a term paper, etc. due to cheating or plagiarism that should not constitute the ground for a grade of "F" or for disqualification in the course as a whole.
- 121.10. Where the incident of cheating has occurred for the first time in the course of a student's stay in a particular program, the Academic Unit head shall warn the student in writing and publicize the case within the campus.
- 121.11. A student who has been reported for cheating for the second time shall be suspended for at least one academic year by the SC/DC. Any student who commits such an offence for the third time while enrolled in a program shall be dismissed indefinitely. Dismissal shall be recommended by the SC/DC and approval by the AVP.
- 121.12. Where a cheating incident or intent to cheat involves more than one student the following procedure shall be followed:
- 121.13. 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.

Article 122. Remarkings of Examinations

122.1. General Provisions for Remarkings

Students who are aggrieved by the grade obtained in a module shall have the right to appeal for remarking their exam paper on the basis of the conditions set forth hereunder.

- 122.2. Students have the right to see the results of their exam.
- 122.3. The appeal shall be formally submitted to the head of the Academic Unit within the time frame set in the Academic Calendar.
- 122.4. The maximum number of modules that the student can appeal shall be only two at any one time. However, if the re-marking process determines that the complaint of the student was correct, the re-marked grade shall be counted against the student in which case the student shall not be eligible for additional remarking as the case may be even after the appeal process. The Academic Calendar.
- 122.5. A grade obtained in remarking shall be final even if it is lower than the grade previously obtained.
- 122.6. Re-marking Procedure
- 122.7. Each Academic Unit shall be in possession of the standard appeal form to be filled out by students who present appeal for re-marking. The form shall require of the student to specify the reasons for the appeal and the grade desired. The Academic Unit shall require the student to provide a copy of the original exam paper and grade.
- 122.8. Upon receipt of the petition for remarking, the Head of the Academic Unit shall, after consulting with the instructor of the course, determine if there exists a basis for granting the request and if not, the request shall be denied the student shall be informed in writing the reasons for the denial.
- 122.9. If it is decided that a student's examination shall be re-marked, the Head of the Academic Unit shall:
- 122.9.1. Obtain all relevant exam papers and grades and ensure that the student employed by the instructor.
- 122.9.2. Obtain the answer sheets or papers written by the student and compare them with other students in the section to which the student is appealing.
- 122.10. The Head of the Academic Unit shall then assign a re-marking committee of staff members who shall do the remarking separately. The re-marking committee, if necessary, may consult with the instructor who originated the appeal.

- 122.12.2. signs and sends one copy to the Head of the Academic Unit concerned and a copy to the course instructor.
- 122.13.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.
- 122.14.If a student, upon petitioning for remarking, had claimed that there might be motives for which the instructor unfairly graded the student's papers, and if, upon the completion of remarking the paper, no evidence of unfairness is found, the instructor concerned shall receive a letter from the Head of the Academic Unit exonerating the student of any allegations.
- 122.15.The case of such a student who had filed unfounded allegations against an instructor in connection with the marking of examination papers shall be forwarded by the Module Team leader which offers the course to the Head of the Academic Unit in which the student is enrolled for disciplinary measures.

Article 123. Course Exemption

- 123.1. An undergraduate degree student may be exempted from taking course when he has taken equivalent course/module in equivalent program of another recognized higher education institution provided that the following are fulfilled:
- 123.2. The grade for the equivalent course when the exemption relates to a common course shall be \geq "C".
- 123.3. The grade for the equivalent course when the exemption relates to a major or supportive course shall be \geq "B".
- 123.4. At least 75% of the contents of the two courses shall be the same.
- 123.5. The equivalent course shall be a course taken within the last 10 years.
- 123.6. The exemption shall not exceed 40% of the total credit or ECTS of the relevant undergraduate degree program.
- 123.7. Applications for course exemption shall be processed by the relevant SC/IC/DC and approved by the AC.

Article 124. Student Transfer

- 124.1. Undergraduate degree students from other higher education institutions may apply for transfer to the University provided that they have completed at least one semester in the other institution.
- 124.2. Applications for transfer to the University shall be processed by the APC and upon its decision communicated to the SC/IC/DC/AC.
- 124.3. Applications for transfer shall be processed only when the following are met:
- 124.4. The student is a public/civil servant;
 - 124.5. The University has space and facilities;
 - 124.6. The student has obtained grade level that would normally be required of a student who enrolls in the relevant program in the University; and
 - 124.7. The transfer request is supported by a letter of recommendation and an official record from the other higher education institution.

Article 125. Graduation Requirements of Undergraduate Programs

- 125.1. General Requirements for Graduation
- 125.1.1. 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;
 - 125.1.2. A CGPA/CANG of 2.00 must be obtained;
 - 125.1.3. A graduation decision shall be processed by the relevant SC/IC/DC, endorsed by AC and approved by Senate;
 - 125.1.4. The Registrar shall issue appropriate credential to graduated students upon approval of the graduation by the Senate;
 - 125.1.5. No "F" grade in any course/module taken for undergraduate program;

Article 126. Graduation with Distinction, Great Distinction and Very Great Distinction

- 126.1. An undergraduate degree student who graduates with CGPA/CANG ≥ 3.75 and 4.00 shall be awarded "very great distinction".
- 126.2. An undergraduate degree student who graduates with CGPA/CANG ≥ 3.50 and < 3.75 shall be awarded "great distinction".
- 126.3. An undergraduate degree student who graduates with CGPA/CANG ≥ 3.25 and < 3.50 shall be awarded "distinction".

Article 127. The ECSU Medal

- 127.1. The SC/IC/DC of each Academic Unit shall, each year, recommend to the Senate its outstanding students for Senate approval.
- 127.2. Undergraduate degree students with the highest academic performance from each College shall be awarded University Gold Medal.
- 127.3. The award is made based purely on academic excellence.
- 127.4. When there are ties, other attributes like character, gender and extracurricular activities shall be considered.
- 127.5. Gender and disability may be considered for separate award.
- 127.6. The Senate shall issue detailed guideline with respect to selection criteria of awardees when there is a tie.

Article 128. Tuition and Other Fees

The Registrar shall prepare and announce tuition and other fees for undergraduate degree students upon approval by the University Management.

CHAPTER SIX ACADEMIC RULES AND REGULATIONS FOR GRADUATE PROGRAMS

Article 129. General Provisions on Graduate Programs

- 129.1. Each Academic Unit may offer programs of study and research leading to the Master's Degree (M.A., M.Sc., LL.M, MPhil, etc.) and other graduate degrees, and specialty certificates. The Academic Unit may also, as conditions permit, offer such programs of study and research leading to PhD degrees and post-graduate diplomas.
- 129.2. The Academic Units shall function through Colleges/School/Department Graduate Committees.
- 129.3. All University-wide policies, rules and regulations shall mutatis mutandis apply to the program.
- 129.4. A minimum academic rank of staff offering modules/courses in the graduate program should be Assistant Professor for Masters Degree and Associate Professor for doctorate degrees. However, in case of staff shortage, the DGC shall propose staff with merit with Lecturer rank (for Masters Program) and Assistant Professor (for PhD program) to offer courses with the approval of AVP.

Article 130. The College/School/Institute/Department Graduate Committee (CGC/IGC/ SGC/DGC)

- 130.1. There shall be established a College/School/Institute/Department Graduate Committee (CGC/SGC/DGC), hereinafter referred to as the **CGC/IGC/SGC/DGC**.
- 130.2. Compositions and Term of Office
- 130.2.1. The CGC/IGC/SGC/DGC shall be composed of the Academic Unit 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 **CGC/IGC/SGC/DGC**.
- 130.2.2. The term of service of elected members of the committee shall be two years;
- 130.2.3. A member shall be eligible for re-election.
- 130.3. Duties and Responsibilities
- The CGC/IGC/SGC/DGCs shall:
- 130.3.1. Supervise all activities of the programs;
- 130.3.2. Approve status of the students, and review and endorse grades;
- 130.3.3. Prepare periodic reports on its activities and submit the same to the Academic Unit ;
- 130.3.4. Review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;

- 130.3.5. Recommend members of examining board for thesis, dissertation and other qualifying examinations for approval by the SC/IC/DC;
- 130.3.6. Oversee settings of entrance examinations and screen candidates and approve for admission;
- 130.3.7. Recommend and/or approve a research adviser for each graduate student;
- 130.3.8. Screen and assign graduate students eligible for teaching assistantship;
- 130.3.9. Attend to all academic problems that concern the Academic Unit at graduate studies level;
- 130.3.10. Suggest revision and amendment of policies, rules and regulations governing graduate studies in the Academic Unit;
- 130.3.11. Approve graduate program course offerings and thesis research proposals of graduate students
- 130.3.12. endorse proposals of the DC/IC/SC concerning new graduate programs for subsequent approval by the senate and periodically assess and evaluate existing ones;
- 130.3.13. Accomplish all other duties assigned by the DC/IC/SC and the university; and
- 130.3.14. Consider any matter entrusted to it by the senate or the Academic Unit head.

Article 131. General Provisions on Admission to Graduate Programs

131.1. General Admission Provisions

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

Article 132. Requirements for Admission to Graduate Programs

132.1.1. **Academic Requirements**

132.1.2. All applicants seeking admission to a Masters and PhD program in the University shall fulfill the following:

132.1.3. The applicant must have completed the academic requirements of Bachelor's Degree and Masters Degree for Master's and PhD admission respectively in the specific/related field(s) of study at the University or any other recognized institution of higher learning.

132.1.4. College/Schools/Institute/Departments may require PhD applicants to present preliminary PhD research themes or proposal/synopsis.

132.1.5. 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. For applicants whose undergraduate and/or graduate programs medium of instruction is not English, TOEFL, ELTS or equivalent language proficiency examinations may be required.

132.1.6. Scholarship admission may be granted to foreign applicants when the following are fulfilled:

132.1.6.1. They have Bachelor's degree from a foreign higher education institution recognized by Ethiopia as determined by the Ministry of Education;

132.1.6.2. They have submitted results of GRE or equivalent examination acceptable to the University; and

132.1.6.3. They have fulfilled the scholarship criteria decided by Senate of the University.

132.1.7. The applicants seeking admission to a PhD program in the University shall fulfill the following:

132.1.7.1. Have Masters Degree from a foreign higher education institution recognized by Ethiopia as determined by the Ministry of Education;

132.1.7.2. Have submitted results of GRE or equivalent examination acceptable to the University;

132.1.7.3. Have fulfilled the scholarship criteria decided by Senate of the University.

132.2. Non-academic Requirements

The University may, for pedagogic reason or special nature of the field of study, set requirements related to age and work experience.

132.2.1. For pedagogic reasons or special requirements of the field of study, Age limit should not exceed 50 for PhD and 48 for masters degree;

132.2.2. The following minimum appropriate work experience shall be;

132.2.2.1. 1 year for master's program

132.2.2.2. 2 years for PhD program, and

132.2.2.3. Few exceptional cases might be considered on the basis of government's needs subject to the approval of the SEC.

132.2.3. The candidate must produce three letters of recommendation from former instructors, employers or professional associations for PhD applicants.

132.2.4. Self-financing PhD applicants shall be required to present evidence of financial support.

Article 133. Enrollment and Registration in Graduate Programs

133.1. Admitted Masters and PhD students shall register in their programs in accordance with academic Calendar of the University which shall be announced by the registrar.

133.2. Registration shall take place every semester provided that the required pass or probation status is met.

133.3. Registration shall take place in person or by notarized person.

133.4. Application for admission into the graduate program is normally processed before the beginning of each semester.

133.5. Every student 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 the program shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.

133.6. The Academic Units may provisionally register candidates, but such cases must be presented within six weeks for approval by the CGC /IGC/DGC/SGC followed by official registration if the admission is approved.

133.7. Provisional Admissions

133.7.1. Students admitted to programs from fields of specializations other than the intended area of specializations will be required to take

undergraduate/graduate courses which will be determined by the CGC/IGC/SGC/DGC.

- 133.7.2. 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/graduate courses will not be considered for SGPA and/or CGPA calculation but will appear on the transcript.
- 133.7.3. 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.
- 133.7.4. A provisionally admitted student who has satisfactorily completed the prescribed courses shall be granted regular graduate student status.
- 133.7.5. A provisionally admitted student may, upon permission of the CGC/IGC/SGC/DGC register for and take graduate level courses as qualified.
- 133.7.6. Such a student must obtain a grade of at least C and B in the undergraduate and graduate prescribed courses, respectively as indicated in Article 133.7.1 herein.
- 133.8. Advanced Standing Admission into a graduate program
- 133.8.1. Qualified persons may apply for advanced standing admission which is determined by the concerned CGC/IGC/SGC/DGC if applicants:
- 133.8.2. Have successfully completed a minimum of one year of study or postgraduate diploma in a similar graduate program in another institution; and
- 133.8.3. Meet the special requirements of the AC/SC/IC/DC they are applying to.
- 133.8.4. Upon admission of such a student, the CGC/IGC/SGC/DGC shall determine the courses from which the student is to be exempted.

Article 134. Program of Studies

- 134.1. Within the general program (curriculum) of the Academic Units, candidates shall have their programs of study approved by the CGC/IGC/DGC/SGC of the Academic Unit in which they are enrolled. For Masters Students, the program shall be based on course-work with thesis or with Non-Thesis.
- 134.2. PhD programs may have course work and research or research only options. 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 Units on its

behalf. The supervisor and the student advisory committee shall be approved by the CGC/IGC/DGC/SGC.

- 134.3. The CGC/IGC/DGC/SGC shall present its program of graduate studies to the CC/IC/SC/DC which, after careful consideration, shall present the program curriculum to the CASC which in turn shall present it to the Senate for approval before implementation. This has to be preceded by curriculum validation workshop with comments incorporated.
- 134.4. The CGS/IGC/DGC/SGC determines credits for all course work with thesis and non-thesis as well, which is to be approved by the CASC. 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 135. Assignment of Graduate Students

A PhD student carrying a full time program of study is required to handle assignments (with no payment) within or outside the University, when assigned by the University on a weekly basis for not more than:

- 135.1. Three hours of lecture; or
- 135.2. Six hours of tutorial; or
- 135.3. Six hours of laboratory work; or
- 135.4. The equivalent workload.

Article 136. Assignment of Adviser or Supervisor in Graduate Programs

- 136.1. The relevant SGC/IGC/DGC or AC may assign section advisers who shall be responsible to guide the course works of Masters and PhD degree students.
- 136.2. The relevant SGC/IGC/DGC or AC shall assign Theses advisers and co-advisers who shall be responsible to guide the theses works of Masters Degree students.
- 136.3. The relevant SGC/IGC/DGC or AC shall assign Dissertation supervisors and co-supervisors who shall be responsible to guide the dissertation works of PhD students.
- 136.4. The assignment of theses advisers and co-advisers and dissertation supervisors and co-supervisors shall be based on specialization and expertise of the staff.

Article 137. Credit Hour and ECTS in Graduate Programs**137.1. General Policy**

137.1.1. All Masters and PhD degree programs in the University shall be in the ECTS system.

137.1.2. The ECTS may be converted to credit hour for purpose of calculating staff workload or determining program equivalence.

137.1.3. The Masters Degree programs in the University may be largely-course-based or course-and non-research based.

137.1.4. The PhD programs in the University shall be largely-research-based. However, PhD candidates may be asked to attend in relevant modules while their main responsibility shall remain to be researching on specific problem and producing a PhD Dissertation.

137.2. Credit Hour

137.2.1. The minimum and maximum total credit for a Masters degree program in the credit hour system shall range from 18 to 28 and 21 to 36, respectively.

137.2.2. The total credit for a PhD program in the credit hour system shall be 30.

137.3. ECTS

137.3.1. The meaning of ECTS and its equivalence to student learning hours is similar to that of Article 93.2.2 of this Legislation.

137.3.2. The standard for module is as specified in Article 93.2.3 of this Legislation.

137.3.3. The definition of a year of full time studies as well as the conversion used by ECSU between ECTS and course credit is as specified in Article 93.2.4 and Article 93.2.5, respectively.

137.3.4. The minimum and maximum total ECTS for a Masters degree program in the modular system shall be 90 and 120, respectively.

137.3.5. The total ECTS for a PhD program in the modular system shall be between 180 and 240.

Article 138. The Grading System at the Graduate Program

Continuous assessments for Masters and PhD programs are graded on the following letter grading system with corresponding points.

Raw Mark Interval [100 %]	Corresponding fixed Number grades	Corresponding Letter grade
[95, 100]	4.0	A⁺
[90, 95)	4.0	A
[85, 90)	3.75	A⁻
[80, 85)	3.50	B⁺
[75, 80)	3.00	B
[70, 75)	2.75	B⁻
[58, 70)	2.50	C⁺
[50, 58)	2.0	C
[40, 50)	1.0	D
<40	0	F

Article 139. Academic Status of Graduate Students.

- 139.1. A Masters or PhD student whose first semester SGPA is greater than or equal to 3.00 shall be passed to the second semester.
- 139.2. At the end of each semester, the SGC/IGC/DGC or CGC shall examine the case of each Masters or PhD student who has failed to maintain the minimum CGPA/CANG requirement of 3.00. The inquiry shall attempt to determine why the student failed, and whether there is reason to believe the student will meet the required academic standards in the future. A student 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 student can achieve the required academic standard at the time of graduation.
- 139.3. When a Masters or PhD student is placed on probation, he shall be notified by the Head of the Academic Unit of his status and what is expected of him by way of academic performance in the future and what restrictions or requirements are stipulated by the probation and what will be the consequence of failure to meet these conditions.
- 139.4. A first year first semester Masters or PhD student who earns a first semester SGPA between 2.50 and 3.00 shall be placed on first probation by the relevant SGC/IGC/DGC/CGC and any such student who had been placed on probation shall attain a semester and a cumulative GPA (SGPA & CGPA) of 3.00 or above in the second semester. A first year first semester Masters or PhD student shall be dismissed without first being put on probation if his first semester SGPA falls below 2.50. However, students from emerging regions, students with special needs, female and foreign scholarship students in need of affirmative action who at the end of the first year first semester earn SGPA between 2.30 and 2.50 shall

- re-sit the final examination(s) of the module(s) of the stated semester of which they have less than B grade.
- 139.5. If a Masters or PhD student placed on probation by end of the first year first semester earns a semester SGPA of 3.00 or above during the second semester but his cumulative GPA (CGPA) falls between 2.75 and 3.00, the relevant SGC/IGC/DGC or CGC may place the student on a second probation and the student shall attain a semester and a cumulative GPA (SGPA & CGPA) of 3.00 or above in the third semester.
 - 139.6. If the second semester SGPA of the first year second semester student who was not placed on probation by end of the first semester falls above 3.00 and his CGPA/CANG falls between 2.75 and 3.00, the relevant SGC/IGC/DGC may place the student on first probation and the student shall attain a semester and a cumulative GPA (SGPA & CGPA) of 3.00 or above in the third semester.
 - 139.7. A Masters or PhD student whose second semester SGPA is above 3.00 and CGPA is below 2.75 and a Masters or PhD student whose both second semester SGPA and CGPA are below 3.00 shall be dismissed. However, Masters students from emerging regions, students with special needs, female and foreign scholarship students in need of affirmative action who at the end of the first year second semester earn a SGPA above 3.00 and a CGPA between 2.50 and 2.75 shall re-sit the final examination(s) of the module(s) of the stated semester of which they have less than B grade.
 - 139.8. A Masters or PhD student who, by end of the second year first semester, fails to attain a CGPA of 3.00 and a student who, by the stated semester, earns a semester SGPA below 2.00 shall be dismissed. There shall be no re-sit examination by end of the second year first semester.
 - 139.9. A final semester Masters student who has successfully completed all the required course modules in the previous semesters with CGPA of 3.00 and above but fails to achieve a CGPA of 3.00 because of problem(s) encountered during the final semester may be allowed by the relevant SGC/IGC/DGC or CGC to re-sit the final examination of the module(s) of the final semester of which he has less than B grade.
 - 139.10. The relevant SGC/IGC/DGC or CGC shall provide all the necessary advice to students. However, no Masters degree or PhD student may expect probation as a matter of right since granting probation is a discretionary decision of the SGC/IGC/DGC or CGC.

Article 140. Determining Academic Standing of Graduate Students

- 140.1. The relevant SGC/IGC/DGC or CGC shall determine the academic standing of Masters and PhD degree students in regular programs at the end of every semester.
- 140.2. The academic standing of Masters Degree students in CEPs shall be determined at the end of every academic year.

Article 141. Semester Load in the ECTS System

- 141.1. Semester load in the ECTS system is the total number of ECTS for which a student is enrolled in one semester.
- 141.2. A regular Masters Degree student shall take a minimum of 25 and a maximum of 30 ECTS per semester.
- 141.3. The load for female and emerging region students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write theses in parallel to seminar or other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the SGC/IGC/DGC or CGC.
- 141.4. A Masters Degree student in CEPs in the evening and weekend programs shall take a minimum of 14 and a maximum of 18 ECTS. However, when evening and weekend students attend their classes during Kiremt, the minimum ECTS shall be 12 ECTS and the maximum shall be 14 ECST;
- 141.5. A Masters Degree student in CEPs in the Kiremt program shall take minimum of 20 and a maximum of 22 ECTS;
- 141.6. The load for female students and students who face academic problem and the load for which students have to register in the final semester of their programs where they have to write Theses in parallel to seminar or other course according to the applicable curriculum may deviate from the limits indicated in this provision upon proper advice to the students and approval by the SGC/IGC/DGC or CGC.
- 141.7. A regular PhD student shall take a minimum of 25 and a maximum of 30 ECTS in a semester.

Article 142. Duration of Study and Validity Period of a Course in the Credit and ECTS Systems

- 142.1. The duration of study for regular Masters Degree program with Thesis shall be two years. Considering withdrawal, dismissal, dropout and readmission, the validity period of a course in a regular Masters Degree program shall be four years.

- 142.2. The duration of study for regular Masters Degree program without Thesis shall be one and a half years. Considering withdrawal, dismissal, dropout and readmission, the validity period of a course in a regular Masters Degree program shall be three years.
- 142.3. The duration of study for CEP Masters Degree program with Thesis shall be three years. Considering withdrawal, dismissal, dropout and readmission, the validity period shall be six years.
- 142.4. The duration of study for CEP Masters Degree program without Thesis shall be two and a half years. Considering withdrawal, dismissal, dropout and readmission, the validity period shall be five years.
- 142.5. The duration of study for regular PhD program shall range from three to four years. Considering withdrawal, dismissal, dropout and readmission, the validity period of a course in a regular PhD program shall be five years.

Article 143. Assessment of Master's Thesis and PhD Dissertation

- 143.1. A Master's Thesis and a PhD Dissertation shall be defended publicly in the presence of internal and external examiners and a chairperson.
- 143.2. The Chairperson shall moderate the Master's Thesis defense session representing the Academic Unit in the spirit of ownership and assign marks to the oral presentation session (but not the entire paper).
- 143.3. The advisor and co-advisor shall not be part of the evaluation process and shall not assign marks to the Masters Thesis and PhD Dissertation.
- 143.4. The internal and external examiners shall assess the content as well as defense of the thesis or dissertation based on criteria established in the relevant curriculum.
- 143.5. In a PhD dissertation the supervisor and co-supervisor cannot interfere and defend the candidate. However, the supervisor can explain in exceptional circumstances.

Article 144. Assessment of Research Seminar Paper

- 144.1. A research seminar paper in Masters Degree or PhD program shall be defended publicly in the presence of the seminar supervisor.
- 144.2. The seminar supervisor shall assess the content and defense of the seminar paper based on criteria established in the relevant curriculum.

Article 145. Class Attendance

- 145.1. Every Masters or PhD student shall fulfill a minimum of 85% attendance in a course, Thesis or Dissertation work.
- 145.2. Every Masters degree or PhD student shall not miss indispensable portions of a course, thesis or dissertation work as may be reported by the instructor and decided by the academic commission.

Article 146. “NG” (No Grade), NG - No Attendance at All” and “NG - Incomplete Attendance” and “I” (Incomplete) Grade

The definition and application of “NG” and “I” grades to Masters degree or PhD student shall be as specified in Articles 103, 104 and 105 of this Legislation.

Article 147. Make-Up and Re-sit Examinations

The definition and application of Make-Up and Re-sit examinations in the case of Masters Degree or PhD programs shall be as specified in Articles 106 and 107 of this Legislation.

Article 148. Course Repeating

- 148.1. Courses with grades lower than B 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. A master’s student is allowed to graduate with a minimum CGPA of 3.00 and only one “C”. Students having two “C+” grades shall also be allowed to graduate as long as their CGPA is not below 3.00. However, a mixture of “C” and “C+” is not allowed.
- 148.2. For PhD students, all courses with “C+” grades or lower shall be repeated.
- 148.3. Under very special circumstances, the SGC/IGC/DGC/AGC, with the recommendation of the course instructor may allow a student with a grade of “C, C + or B-” to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
- 148.4. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
- 148.5. 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.
- 148.6. The maximum grade to be recorded for repeated Masters Degree or PhD course shall be “B”.
- 148.7. The maximum grade to be recorded for repeated Masters Thesis or PhD dissertation shall be “VG”.

Article 149. Course Adding and Dropping

The definition and application of course adding and dropping in the case of Masters Degree or PhD programs shall be as specified in Articles 112 of this Legislation.

Article 150. Withdrawal

- 150.1. A Masters Degree or PhD student may withdraw for personal or academic reason upon recommendation of the Academic Advisor and the approval by the relevant SGC/IGC/DGC or CGC.
- 150.2. A Masters degree or PhD student shall withdraw for personal reason when he faces health problem or force majeure situation and proves this to the relevant SGC/IGC/DGC or CGC by medical certificate or written statement acceptable to the Department/Institute/School Council, or College Academic Commission.
- 150.3. A Masters degree or PhD student shall withdraw for academic reason when he is in dismissal status and is not entitled to re-sit final examination.
- 150.4. A Masters degree or PhD student who withdraws shall fulfill the proper clearance procedure within one month of occurrence of the problem. Failure to do so shall result in denial of re-admission.
- 150.5. The relevant SGC/IGC/DGC or CGC may allow subsequent withdrawal when it is proved to it that the student could not handle the withdrawal process within the one month period specified in the preceding provision.

Article 151. Readmission

- 151.1. A Masters degree or PhD student who withdrew for personal reason shall be re-admitted after a year in the semester he withdrew provided that the withdrawal was due to health problem evidenced by medical certificate or force majeure situation evidenced by written statement acceptable to the relevant Department/Institute/School Council or College Academic Commission.
- 151.2. A Masters degree or PhD student who withdrew for academic reason shall be re-admitted after a year in the semester he withdrew.
- 151.3. A Masters degree or PhD student who applies for readmission shall produce letter of support by his/her sponsor.
- 151.4. A Masters degree or PhD student who withdrew for academic reason can be readmitted three times at most.

Article 152. Course Exemption

- 152.1. A Masters degree or PhD student may be exempted from taking course when he has taken equivalent course in equivalent program of another recognized higher education institution provided that the following are fulfilled:
- 152.1.1. The grade for the equivalent course shall be \geq "B".
 - 152.1.2. At least 85% of the contents of the two courses shall be the same.
 - 152.1.3. The equivalent course shall be a course taken within the last five years.
 - 152.1.4. The exemption shall not exceed 20% of the total credit or ECTS of the relevant Masters Degree or PhD program.
- 152.2. Applications for course exemption shall be processed by the SGC/IGC/DGC or CGC based on course equivalence list to be approved by Senate of the University.

Article 153. Student Transfer (External)

- 153.1. Masters degree or PhD students from other higher education institutions may apply for transfer to the University provided that they have completed at least one semester in the other institution, provided that he is civil servant.
- 153.2. Applications for transfer to the University shall be processed by the relevant SGC/IGC/DGC or CGC and implemented upon approval by Senate of the University.
- 153.3. Applications for transfer shall be processed only when the following are met;
- 153.3.1. The University has space and facilities;
 - 153.3.2. The student has obtained grade level that would normally be required of a student who enrolls in the relevant program in the University; and
 - 153.3.3. The transfer request is supported by a letter of recommendation and an official record from the other higher education institution.
- 153.4. A Masters degree or PhD student dismissed from other higher education institution shall not be eligible for transfer to the University.

Article 154. Student Transfer (Intra and inter Colleges transfer)

- 154.1. A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.
- 154.1.1. The candidate must have valid reason(s) for requesting the transfer.
 - 154.1.2. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
 - 154.1.3. The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).

- 154.1.4. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
- 154.1.5. The approval of the concerned SGC/IGC/DGC or CGC must be obtained in consultation with the registrar.
- 154.2. A student may transfer within same Academic Unit under the following conditions:
- 154.2.1. If the transfer is within the same Academic Unit, the concerned SGC/IGC/DGC or CGC in consultation with the Registrar approves the transfer.
- 154.2.2. Students in CEP may transfer to regular programs upon endorsement of the concerned SGC/IGC/DGC or CGC and approval by SEC provided they meet the conditions set forth below.
- 154.2.2.1. Transfer to the regular study program is to enable CEP students to complete studies quicker and will not change their admission classification from CEP to a regular program and does not entail waiver of tuition fee.
- 154.2.2.2. Students who would complete their studies within one academic year can apply for transfer.
- 154.2.2.3. Transfer shall take place within the same programs only.
- 154.2.2.4. Applications shall be submitted before registration in the program and the transfer should be completed within two weeks after beginning of classes.
- 154.2.2.5. All transferred students shall pay all fees applicable to CEP. Under exceptional conditions, such students may be allowed to take courses offered in evening, weekend, Kiremt or regular programs as their situation warrants such an arrangement and when approved by the SGC/IGC/DGC or CGC.
- 154.2.2.6. Transfer of credits shall be determined by the Academic Units receiving the candidate.

Article 155. The Graduate Thesis

155.1. General Requirements

- 155.1.1. A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
- 155.1.2. A thesis shall constitute a partial fulfillment of the requirement for the Masters or PhD Degree, except in a program where it is not required.

155.2. Selection and Approval of Thesis Topic

- 155.2.1. The topic for thesis work shall be selected in consultation with, and prior approval of, the thesis advisor. The selection of thesis topic shall be on the basis of the broad needs of the public sector and/or the priority areas of research topics as determined by the concerned Academic Unit. Special provision shall be provided for self-sponsored or foreign students.
- 155.2.2. The topic of the thesis of each candidate shall be approved by the SGC/IGC/DGC or CGC as early as possible as and not later than the time of the candidate's enrollment into the second half of the program.

155.3. Format of Thesis

- 155.3.1. The SGS, with the approval of CASC, shall issue detailed guidelines on Thesis preparation, format, deadlines, etc.

155.4. Submission of Thesis

- 155.4.1. No candidate may be permitted to submit a thesis in less than one academic year from the date of initial registration, except with a special permission of the SGC/IGC/DGC or CGC.
- 155.4.2. A PhD student has to submit his draft manuscript two months before the pre-submission seminar which would be held six months before Viva voce (final defense).

155.5. Procedures for Examination and Submission of Thesis/Dissertation

- 155.5.1. When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the SGC/IGC/DGC or CGC shall appoint an examining Board and select an external examiner.
- 155.5.2. The external examiner should be notified in good time and obtain a copy of the thesis of the candidate at least six weeks before the date set for the defense.
- 155.5.3. The Board for Masters Thesis defense shall have three members consisting of external examiner, internal examiner and a chairperson.
- 155.5.4. The Board for PhD Dissertation defense shall have a minimum of three and a maximum of five members consisting of at least one member of the University.
- 155.5.5. 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/dissertation defense.
- 155.5.6. Detailed procedural guidelines to be followed in the administration of the Thesis/Dissertation open defense shall be issued by the SGS with the approval of CASC.

155.6. Thesis Evaluation and Rating

155.6.1. 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:

155.6.1.1. Accepted

The Thesis is;

- a) accepted with no changes, or
- 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, or
- d) If a thesis/dissertation 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.

155.6.1.2. Rejected

A thesis shall be rejected if;

- a) The work does not meet the required standards set by the University; 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) For modalities not mentioned in this sub-Article, separate guidelines shall be issued by the SGS.

155.6.2. Thesis Rating

Detailed Guideline for Thesis/Dissertation shall be prepared by the SGS.

155.6.3. Thesis/Dissertation Grading Scale

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

** Evaluation weight (%) = 0.50 x External examiner's + 0.35 x Internal examiner's + 0.15 x Chairperson*

Article 156. Advisorship

The SGC/IGC/DGC normally recommends the selected thesis advisor(s) to the CGC/SGS/. The Thesis advisor(s) shall be:

- 156.1. A full-time Academic Unit member with the academic rank of Assistant Professor and above for Masters Program and Associate Professor and above for PhD.
- 156.2. In the case of co-advising, in a special case, a Lecturer can be assigned for advising Masters Thesis and Assistant Professor for PhD Dissertation, if suggested by CGC, endorsed by SGS and approved by CGS. OR
- 156.3. A person(s) outside of the University in the required area of specialization with a PhD degree 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.
- 156.4. In case the advisor or the supervisor misses for more than six months after starting his advising or supervising, the advisor or supervisor should be substituted another competent advisor or supervisor
- 156.5. 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.
- 156.6. The optimum number of students that an instructor can advise shall be determined by the SGC/IGC/DGC taking into consideration the workload of the instructor, the number of students in the Academic Unit, and other prevailing conditions. However, whenever the Academic Staff has other assignments (teaching, research, etc) that amount to at least 75% of the permissible total workload, the maximum number of Advisees that an Academic Staff can take in the University shall be five. In exceptional cases, the AVP shall give permission.

Article 157. The External Examiner

157.1. 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.

157.2. Functions

157.2.1. The main function of the external examiner is to serve as a member of the Board of examiners and to have a determining role in examining and deciding the fate of the Thesis.

157.2.2. The external examiner shall also comment and give advice on course content, balance and structure.

157.3. Selection and Appointment

157.3.1. Normally, one external examiner is required for each student Thesis except for PhD and Master Thesis in situations where the nature of the Thesis work requires more than one external examiner.

157.3.2. The SGC/IGC/DGC selects external examiners and recommends to the CGC/SGS;

157.3.3. Appointment is made by the head of the Academic Unit after the recommendation of the SGC/IGC/DGC is approved by the CGC/SGS.

157.3.4. The program seeking the appointment for an external examiner should submit to the CGC/SGS the biographical data, including academic achievements, publications, and experience as external examiner of the nominee.

157.3.5. In approving the nomination of an external examiner, the CGC/SGC shall ascertain the following:

157.3.5.1. Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least Assistant Professor (or equivalent) for Masters and Associate Professor (or equivalent) for PhD. Exceptions shall be approved by the SGC/IGC/DGC on a case by case basis when presented to it by the concerned SGC/IGC/DGC.

157.3.5.2. An external examiner in general must be external to the University. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.

157.3.6. One external examiner should not be assigned per program for more than three Theses at any one time.

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

157.4. Participation in Assessment Procedures

157.4.1. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.

157.4.2. The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work.

157.4.3. External examiners are encouraged to comment on the assessment process and the schemes for marking.

157.4.4. The weight that will be assigned to the evaluation by the external examiner shall be stipulated in guidelines and standards governing education.

157.5. 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.

157.6. Reports

157.6.1. External examiners may make written confidential reports to the Academic Unit head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.

157.6.2. The head shall instruct the SGC/IGC/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 158. Graduation and Award of Credentials to Graduate Students

158.1. A Masters degree or PhD student shall fulfill the following in order to graduate:

158.1.1. He has taken all courses of the curriculum;

158.1.2. His thesis or dissertation has fulfilled the required academic merit;

158.1.3. He has a minimum CGPA of 3.00; and

158.1.4. He has fulfilled the requirements under Article 136 of this legislation.

158.2. A graduation decision shall be processed by the relevant SGC/IGC/DGC/CGC and approved by Senate of the University

158.3. The University Registrar shall issue appropriate credential to graduated students upon approval of the graduation by Senate of the University.

Article 159. Graduation with Distinction, Great Distinction and Very Great Distinction

159.1. There shall be no distinction, great distinction or very great distinction award for a Masters Degree student who graduates.

159.2. A PhD student who graduates with CGPA/CANG of 4.00 shall be awarded Highest Honor (Summa Cum Laude).

159.3. A PhD student who graduates with CGPA/CANG > 3.95 and < 4.00 shall be awarded Great Honor (Magna Cum Laude).

159.4. A PhD student who graduates with CGPA/CANG > 3.90 and < 3.95 shall be awarded Honor (Cum Laude).

Article 160. Tuition and other Fees

The University Registrar Office shall prepare and announce tuition and other fees for Masters and PhD degree students upon approval by the University Management.

CHAPTER SEVEN BESTOWAL OF HONORARY DOCTORATE

Article 161. Honorary Doctorate/Doctor Honoriscausa

161.1. The University may award Honorary Doctorate to persons who made outstanding contribution to the University or society.

161.2. The criteria for selecting persons who deserve Honorary Doctorate shall be approved by Senate of the University.

161.3. 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:

161.3.1. 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;

161.3.2. Service to the public: outstanding leadership in education, business, public service, or other appropriate sectors of society;

161.3.3. Service to the University: support for the University of a nature as distinctive and major as to constitute a most significant element in the growth and development of the institution.

161.4. Nomination and Approval of Honorary Degrees

161.4.1. All aspects of the nomination process shall be confidential;

161.4.2. Nominations may be submitted to the Office of the President by Staff Members, Academic Units, Senate and Board Members of the University, anonymously if need be;

161.4.3. 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 documents;

161.4.4. 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;

161.4.5. The SEC 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.

161.5. Award of Degrees

The Senate, when presented to it by the President, shall decide the occasion for the award of doctor honoris causa.

161.6. Title of Address

A person holding the title of Honorary Doctorate shall be entitled to use the title 'Honorary Doctor' with his names and the title shall be abbreviated as Hon. Dr.

161.7. Restrictions

161.7.1. No person who is employed by the University and affiliated to it in some formal way, including through its faculties and members of the University Board, may be granted an honorary degree until after he has relinquished to hold that position.

161.7.2. A degree honoris causa shall not be awarded posthumously or in absentia.

161.7.3. Notwithstanding the provisions of sub-Articles 161.3 and 161.4 the University Senate shall judge exceptional circumstances.

161.8. Testamur/Testimonial

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

161.9. Additional Guidelines

The SEC shall develop additional guidelines on procedures and schedule of activities.

CHAPTER EIGHT STUDENT AFFAIRS

Article 162. Policy Premise on Student Discipline

- 162.1. The University shall have code of conduct to ensure student discipline.
- 162.2. The purpose of such code of conduct shall be to protect the University community, maintain order and stability in the University and foster academic freedom and inquiry through which students can develop intellectually, professionally, personally and as constructive participants in society.

Article 163. Rights and Duties of Students

- 163.1. Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the following rights:
- 163.1.1. Right to learn and exchange idea in free academic environment;
 - 163.1.2. Right to evaluate course delivery and assessment;
 - 163.1.3. Right to participate in decision making processes of the University;
 - 163.1.4. Right to form Student Council;
 - 163.1.5. Right to be protected from discrimination, harassment and assault; and
 - 163.1.6. Right to be fairly treated in disciplinary proceedings.
- 163.2. Subject to relevant laws, regulations and the provisions of this Legislation, students shall have the following duties:
- 163.2.1. To comply with rules and procedures of the University;
 - 163.2.2. To care for and properly use properties of the University;
 - 163.2.3. To refrain from unlawful, criminal and unethical activity including theft, violence, obscenity, hate speech and drunkenness;
 - 163.2.4. To meet financial obligations to the University;
 - 163.2.5. To cooperate with organs of the University in the exercise of University functions;
 - 163.2.6. To report disciplinary violations by other students and the University community; and
 - 163.2.7. To cooperate in disciplinary proceedings.

Article 164. Prohibited Acts

The following acts are prohibited and constitute grounds for disciplinary action:

- 164.1. Dishonest conduct such as cheating, plagiarism, lying, forgery, abuse of computer and network access and alteration of record;

- 164.2. Incitement, verbal or physical assault, violence, threat of violence and sexual harassment directed at students and members of the University or community;
- 164.3. Religious and political movement in the University premises;
- 164.4. Possession or use of drugs, 'chat' and alcohol in the premises of the University;
- 164.5. Smoking in classrooms, dormitories, dining halls and other areas where smoking has been prohibited by law or by University regulation;
- 164.6. Demeaning others based on gender, race, religion, nationality, age or disability;
- 164.7. Disturbing the University community by fighting, quarreling, excessive noise and similar activity;
- 164.8. Theft, misappropriation and recklessness in using University property;
- 164.9. Disseminating defamation against students and other members of the University community;
- 164.10. Engaging in offensive behavior against students and other members of the University community; and
- 164.11. Breach of any duty in this legislation and other rules issued by organs of the University.

Article 165. Primary Responsibility for Implementation of Disciplinary Rules

The primary responsibility to implement Code of Conduct of Students shall rest with Colleges, Institutes, Schools, Departments, Centers, the Directorate of Student Services and the Student Council.

Article 166. Establishment and Accountability of Discipline Committee for Students

- 166.1. The University hereby establishes a discipline committee for students consisting of the following members:
 - 166.1.1. A Chairperson assigned by President of the University Chairperson
 - 166.1.2. A representative of the Student Service Member
 - 166.1.3. Two full-time Academic Staffs (one female) appointed by President of the University Members
 - 166.1.4. Two students (one female) appointed by Student Council Members
 - 166.1.5. One secretary appointed by President of the University Secretary
- 166.2. The Discipline Committee for students shall be accountable to the President.

Article 167. Tenure of Members of the Discipline Committee for Students

Members of the discipline committee for students shall serve for two years.

Article 168. Functions of the Discipline Committee for Students

168.1. The discipline committee for students shall investigate complaints against disciplines of students and breaches of codes of conduct by students.

168.2. The discipline committee for students shall submit its findings and recommendations on measures to be taken to the President of the University.

Article 169. Final Decision and Court Action by Students

169.1. The President of the University shall make the final decision on student discipline.

169.2. A student aggrieved by decision of the President of the University may institute court action.

Article 170. Formation of Student Council by Students

170.1. Undergraduate and graduate students of the University may form Student Council.

170.2. The Student Council shall be guided by laws of the country and its by-laws.

CHAPTER NINE

GENDER AFFAIRS AND HIV/AIDS PREVENTION AND CONTROL

Article 171. The Gender Affairs and HIV/AIDS Prevention and Control Directorate

The Director is directly accountable to the office of the President. The Gender Affairs and HIV/AIDS Prevention and Control Directorate shall have the following duties and responsibilities:

- 171.1. Identify challenges faced by female students and staff of the University and provide/suggest solutions;
- 171.2. Work with the concerned bodies of the University to mainstream gender and HIV/AIDS issues in the design, implementation, monitoring and evaluation of policies, procedures, curriculum, programs, projects, plans, budgets, etc of the University;
- 171.3. Raise the awareness of students and other members of the University through trainings, workshops, seminars, event day celebrations, etc about gender and HIV/AIDS issues within the University in collaboration with other relevant bodies;
- 171.4. Follow up and coordinate support services such as tutorials and other services provided to female students by the University and other stakeholders;
- 171.5. Work on different gender-related issues raised by students and staff and report to relevant offices, take appropriate actions and follow up progress;
- 171.6. Motivate female students by providing awards to the outstanding ones;
- 171.7. Provide psycho-social support for female staff as well as the HIV positive with special attention to female students coming from emerging regions;
- 171.8. Provide trainings for female students on assertiveness, stress management, study skills and others;
- 171.9. Create networking with other similar offices or Departments in higher education institutions;
- 171.10. Coordinate HIV prevention efforts of the University
- 171.11. Encourage the University's Community to provide care and support for HIV positive staff and students;
- 171.12. Mobilize and coordinate the University's Community in fighting against stigma and discrimination of people infected by HIV;
- 171.13. Follow-up the implementation of affirmative action in admission of female students, recruitment, and promotion of academic and administrative staff, respectively;
- 171.14. Carry out research on gender, HIV/AIDS and other cross-cutting issues; and,
- 171.15. Carry out any other duties that may be given by the President and other concerned bodies of the University.

CHAPTER TEN RESEARCH, PUBLICATION AND COMMUNITY SERVICE

Article 172. Premises on Research and Publication

- 172.1. Research and community service are essential components of the University missions. Academic Units as well as research Centers should work hand in hand for the purpose of producing quality research outputs for the advancement of knowledge in various disciplines. Research at the University is expected to build the capacity of public sectors through undertaking problem solving research projects.
- 172.2. Academic Units are expected to take research and community service as integral parts of their core academic activities. Academic Staff working in Departments/Institutes/Schools as well as in training and consultancy Centers are expected to devote at least **25%** of their time to research and community service endeavors;
- 172.3. Staff members of research Centers are expected to have a home base in an Academic Unit and devote 25% of their time to teaching;
- 172.4. Research findings should be disseminated through journal articles, books and periodicals, presentation of occasional papers, proceedings and participation and conduct of seminars, symposia and workshops, similar others; and
- 172.5. Any research undertaking shall follow the rules and procedures of research standards, codes of professional ethics, norms and responsibilities as stated in the research policy of the University.

Article 173. General Provisions on Research and Publication

173.1. The University shall:

173.1.1. Undertake problem solving research in the public sectors. To this end, the University shall, in consultation with stakeholders, define its core research areas and identify themes on the basis of the priority needs of the public sectors;

173.1.2. Establish a system that ensure that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy;

173.1.3. Establish Research and Innovation Fund, Research and Development units in fields deemed pertinent, create the environment for innovation and the transfer of knowledge;

173.1.4. Put in place a system for the dissemination of research findings through publication of journal articles, books, periodicals and proceedings, presentation of occasional papers and participation in and conducting of seminars, symposia and workshops; and

173.1.5. Adopt and implement comprehensive research incentive mechanisms.

173.2. Any Academic Unit may enter into joint research partnerships and receive research funds from national and international sources provided that it goes with the mission and existing laws and policies of the University; and

173.3. The University shall conduct research audit once in every five year. Besides, all Academic Units of the University shall carry out research audit on the quality and relevance of their research outcomes every three years.

Article 174. Procedures for Initiating, Conducting and Administering Research

174.1. Research can be initiated either by the RPCO, Academic Staff of the University or external stakeholders;

174.2. In accordance with the research policy and guidelines, research proposals shall be reviewed and endorsed by respective Departments/Institutes/Schools/Colleges to maintain the quality of research. The final approval of the research proposals shall be made by the Research and Publication Standing Committee of the Senate.

174.3. Where funds are sought from sources internal to the University, the proposal shall be presented to the VPRCS for appropriate action. The RPSC reserves the right to have the proposal reviewed by independent professional assessors;

- 174.4. Where funds are sought from sources external to the University, the proposal shall be reviewed and approved by the VPRCS;
- 174.5. The modalities for initiation, review, endorsement and approval of research proposals at the various levels shall be issued in the form of guidelines by the RPSC;
- 174.6. The administration of all research activities in the University is vested in the VPRCS;
- 174.7. All Academic Staff shall have the responsibility to implement the research policy and guidelines to be issued by the Senate;
- 174.8. Research activities should be monitored, and periodic progress reports shall be produced;
- 174.9. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Office of the VPRCS;
- 174.10. The financial administration of research funds shall be governed by the existing financial policy and procedures of the University; and
- 174.11. The research outputs shall go through rigorous research review mechanisms before publication as stated in the research policy and guideline.

Article 175. Research Priorities

The following are general guidelines for setting research priorities:

- 175.1. University shall develop research thematic areas; and Colleges/Departments/Institutes/Schools/Centers shall drive their respective priority areas from the University's research thematic areas.
- 175.2. In determining their research priorities, College/Schools/Departments shall take into account:
- 175.2.1. The needs and priorities of the public sectors; the magnitude of the problem (present/future); priority areas outlined in the Research Policy and Guideline of the University, missions and objectives of the College/Department/Institute/School/Center and the University at large;
- 175.2.2. Research thematic areas of the University; and
- 175.2.3. Its contribution in building the capacity of the public sectors.
- 175.3. Research priorities shall be revised every 3-5 years at all levels.

Article 176. Proprietary Rights on Research Findings and Research Property

176.1. Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products financed by the University. Share of benefit to researchers/innovators shall be governed as stipulated in the research policy and guidelines.

Article 177. Reputability of Journals

177.1. Journals shall maintain high level of professional credibility and meet a minimum set of scholarly standards as stated in the journal reputability policy and guideline of the University.

177.2. The reputability of journals inside the university shall be determined by the senate.

177.3. The reputability of journals outside the University shall be established by the relevant Departments in the University, presented for RPSC that shall make appropriate recommendations for the approval of the Senate.

177.4. The RPSC shall review adherence to the established criteria and make appropriate recommendations to the Senate on the status and reputability of journals published under the auspices of the University every three years.

Article 178. Commissioning and Approval of Teaching Materials, Textbooks and Books

178.1. Teaching materials, Textbooks and /or a book shall be commissioned.

178.2. Pertinent commissioning and approval guidelines and procedures shall be developed.

178.3. The senate shall approve the commissioning based on the guidelines.

Article 179. Premises on Community Services

179.1. Community Service is an essential component of the University's mission. All Academic Units should work in collaboration for the purpose of offering quality education, training and advancement of knowledge in various disciplines that are relevant to the development needs of the country. Community service at the University is expected to contribute to the development and continued growth of the University, the public sectors as well as the community at large.

- 179.2. Similarly, community service shall contribute to the capacity building endeavors through short term training and awareness creation through FM 100.5 University and Community Radio program among others.
- 179.3. The University shall endeavor to build its own capacity to provide community service and solicit community service funding.
- 179.4. A full time Academic Staff as a policy matter is expected to deliver community service in the form of short term capacity building training, consultation, awareness creation and dissemination of research findings through the University's FM radio.

Article 180. General Provisions on Community Service

- 180.1. The University shall:
- 180.1.1. Establish a system which ensures that provision of community service are managed and implemented within a system that adheres to transparency, accountability, efficiency and efficacy;
 - 180.1.2. Establish community service and innovation fund to address problems of the community;
 - 180.1.3. Collaborate with public and private partners and community organizations in providing community services, establishing community service role model Centers for further expansion;
 - 180.1.4. Ensure that its Academic Staff are equipped with basic knowledge and principles that enable them to undertake community service activities; and
 - 180.1.5. Adopt and implement comprehensive community service incentive mechanisms.
- 180.2. Any Academic Unit may enter into joint community service partnerships and receive funds from national and international sources provided the community service is consistent with the mission and existing laws and policies of the University regarding partnerships.
- 180.3. Any community service undertaking shall follow the rules and procedures, codes of professional ethics, norms and responsibilities as stated in the community service Policy and Guideline of the University.
- 180.4. The University shall conduct community service audit every five years. Academic Units of the University shall audit their respective community service outcomes

every three years. The findings of such audit shall be periodically consolidated by the Office of the VPRCS.

Article 181. Procedures for Initiating Community Service

181.1. Community service shall be initiated by the following:

181.1.1. The ECSU Community Service Directorate; and

181.1.2. The University's internal community (i.e. staff and students)

181.1.3. The University's external stakeholders (i.e., *Weredas*, government & non-governmental organizations; community-based organizations; youth and women forums, etc).

Article 182. Administration of Community Service Activities

182.1. Community service activities shall include:

182.1.1. Stakeholders identification;

182.1.2. Need assessment and problem identification;

182.1.3. Consultation and prioritization;

182.1.4. Designing intervention programs and projects come out from research;
and

182.1.5. Endorsement of the designed programs and projects.

182.2. Community service providers whose activities have been approved and funded shall submit regular reports in accordance with community service policy and guidelines.

182.3. The financial administration of community service shall be governed by the existing financial policy and procedures of the University and such other relevant guidelines.

Article 183. Community Service Priorities

183.1. In determining their community service priorities, Colleges/Departments/Institutes/ Schools/Centers shall take into account:

183.1.1. The magnitude of the service (present/future); the needs and priorities of the communities and organization; priority areas outlined in the community service of the University, missions and objectives of the College/Schools/Department, and the University at large;

183.1.2. Community service thematic areas of the University; and

183.1.3. Its contribution to the development of communities and organizations.

183.2. Priority areas of the University's community service shall include:

183.2.1. Training and consultancy on the emerging issues based on the needs of the community;

183.2.2. Undertaking advocacy activities through different media outlets on various social issues;

183.2.3. Proactive communication and promotion of the university's community services; and

183.2.4. Undertaking action research projects on the identified social challenges of the community.

183.3. Community service priorities shall be revised every 3-5 years at all levels.

Article 184. Proprietary Rights on Community Service

184.1. Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided under individual community service agreements, the University shall have proprietary rights on community service outcomes /findings and/or products conducted as per the relevant provisions of this Legislation.

184.2. Any Academic Staff who delivered community service successfully shall have the right to get letter of appreciation or certificate of recognition at the end of the service from the VPRCS.

CHAPTER ELEVEN TRAINING AND CONSULTANCY SERVICES OF THE UNIVERSITY

Article 185. Provision and Types of Consultancy Services

185.1. Consultancy services shall be provided either through the identified gaps by the University or based on the requests of the client organizations. The services shall be provided by Academic Staff and/or Consultants who have the professional competence to deliver the service.

185.2. Types of Consultancy Services

The University shall provide reactive and proactive types of consultancy services. The details of the service provision shall be outlined in the guideline issued by the Training and Consultancy Committee of the Senate.

Article 186. Provision and Types of Training Services

186.1. Training services shall be provided either through the identified gaps by the University or based on the requests of the client organizations. The services shall be provided by Academic Staff who have the professional competence to deliver the service.

186.2. The University shall provide tailor-made and/or client-initiated as well as open program-based types of training services. The details of the service provision shall be outlined in the guideline issued by the Training and Consultancy Committee of the Senate.

CHAPTER TWELVE

QUALITY ASSURANCE SYSTEM OF THE UNIVERSITY

Article 187. Ensuring Quality through Curriculum Design, Entrance Exams and Admission

The University shall ensure the quality of Curriculum Design, Entrance Exams and Admission

- 187.1. The design of curriculum shall be based on need of the public sector and be carried out by competent staff;
- 187.2. Curriculum design shall meet University standards for modular curriculum design and pass through necessary procedures;
- 187.3. The admission criteria set in the Curriculum shall ensure that candidates who can apply for admission fulfill the minimum standard in terms of educational attainment and learning outcome achievement;
- 187.4. Without prejudices to the Universities right to take affirmative actions in admission, screening of applicants for entrance exams shall adhere to the criteria set in the Curriculum;
- 187.5. Entrance exams shall be set in a way that assesses the knowledge, skills and attitudinal competences of candidates;
- 187.6. Entrance exams shall be invigilated strictly to avoid possible cheating during exams;
- 187.7. Exam papers shall be corrected by at least two evaluators; and
- 187.8. Without prejudices to the Universities right to take affirmative action in admission, admission shall be merit-based (i.e., based on the outcome of the entrance exams).

Article 188. Ensuring Quality through Quality of Inputs

- 188.1. Before opening an education or a training a program, the relevant Academic Unit and other University bodies shall make sure that participants of the program will have access to adequate and quality inputs (i.e., Teaching Staff and Consultants), infrastructure, Internet and Library facilities, student/trainee services, etc);
- 188.2. The provision of educational inputs shall be as per national and University standards (e.g., student-teacher ratio, class size, etc);
- 188.3. Class size for training sessions shall be based on national standards;

- 188.4. All Teaching staff shall either attend the Higher Diploma Program offered by the University and demonstrate their competence in Teaching or furnish written evidence for successful completion of such program in other Universities;
- 188.5. All Consultants shall (gradually) obtain or furnish a professional certificate(s) for the area(s) in which they give training and consultancy. Towards this end, the relevant Academic Unit and other University bodies shall provide capacity building support to Consultants in the effort to get certified;
- 188.6. After opening a program, the relevant Academic Unit and other University bodies shall constantly monitor the provision and continuous maintenance of educational and training and consultancy inputs and subsequent adherence to standards pertinent to inputs; and
- 188.7. Research projects shall be furnished with competent staff and adequate and quality inputs such as finance, Internet service and adequate access to electronic resources and databases; and, Library Service. Towards this end, the relevant Academic Unit and other University bodies shall provide capacity building support to Teaching Staff and Research Staff on Research methodology and methods of quantitative and qualitative data analysis as well as relevant software.

Article 189. Ensuring Quality through Quality of Processes

Without prejudices to the right of the University to include quality assurance mechanism in Quality Packages and improve the contents of the packages whenever necessary, the following process-related quality assurance mechanisms shall be adhered to:

- 189.1. Academic Units and relevant University bodies shall ensure that the delivery of educational and training programs follows the curriculum with respect to inputs, delivery and assessment;
- 189.2. Academic Units and relevant University bodies shall ensure that research projects follow scientific processes and procedures as stipulated in research policy and guidelines;
- 189.3. Academic Units shall constantly monitor the delivery of educational and training programs as well as research projects, identify gaps and take appropriate measures in time;
- 189.4. When an educational or training program involves practical attachments, Studio works, projects or Internships, the Academic Unit and concerned University bodies shall make sure that these applications are properly managed;

- 189.5. Whenever possible, Academic Units shall promote and implement the principle of team-teaching, team-training/consultancy and team-research;
- 189.6. Continuous assessments in educational programs shall be given to students as stipulated in the Curriculum and in a way that minimizes over burdening of students with simultaneous provision of assignments;
- 189.7. The quality of individual assignments, group assignments, tests/quiz and final exams shall be checked by the relevant Module Team;
- 189.8. The assessment of competence of trainees and issuance of certificates (after the training) shall, be based on current or future national standards;
- 189.9. When modules are offered by more than one Teaching/Training Staff, assessments shall be prepared by members of the Module/Training Team and answer keys shall be prepared and used for the sake of objectivity and uniformity in assessment;
- 189.10. Master's Thesis and PhD Dissertation defense sessions must fulfill necessary procedures as stipulated in pertinent guideline;
- 189.11. Advisors and Co-advisors shall not be part of the Thesis or Dissertation evaluation and the assignment of marks to the Thesis/Dissertation.
- 189.12. Academic Units shall exert maximum effort to select responsible, qualified and ethical external and internal examiners. Towards this end, Academic Units shall keep a list as well as track record of external and internal examiners; and
- 189.13. The University shall put in place systems and procedures for awarding best Thesis and PhD Dissertation and motivating dedicated advisors and co-advisors.

**Article 190. Ensuring Quality through the Integration of Information
Communication Technology (ICT)**

- 190.1. Curriculum design of educational and training programs shall take into account the existing potentials and possibilities of using ICT in education, training, consultancy and research;
- 190.2. ICT shall be integrated into admission and academic support processes;
- 190.3. Delivery of educational and training programs (including CEPs) shall integrate ICT (e-learning, blended-learning, etc);
- 190.4. Research processes (mainly data analysis) shall integrate state-of-the-art technology (Software);

- 190.5. Academic Units, members of the Academic Staff and relevant Senate Standing Committees shall strictly adhere to and make optimal use of the Student Information System (SIMS) in determining academic status of students and eligibility for graduation; and
- 190.6. Academic Units and the University shall provide support to Academic Staff in enhancing their ICT-related skills through on-the-job and off-the-job training programs.

Article 191. Assuring Quality of Outputs

- 191.1. In addition to continuous and summative assessments conducted by Academic Units, students shall be subject to independent exit exams. Towards this end, the University shall exert maximum effort to put in place systems and structures that will manage exit exams;
- 191.2. Research outputs shall be subject to rigorous validation workshops and independent reviews as stipulated in the research policy and guideline of the University;
- 191.3. Research outputs shall be published and disseminated through various media and provide feedback to stakeholders as well as the education and training and consultancy processes of the University;

Article 192. Internal Program-level Quality Audit

- 192.1. Academic Units shall self-monitor and self-evaluate the quality of their academic programs with the help of staff and student evaluations;
- 192.2. The University body that is responsible for quality audit/assurance shall conduct internal program-level quality audit;
- 192.3. Internal program-level quality audit shall be based on the provisions and requirements of HERQA;
- 192.4. Findings of Internal program-level quality audit shall be communicated to the University President.
- 192.5. The University President, in consultation with relevant University bodies, shall take appropriate measures that lead to improvement in the quality of the education/training program or closure of the program after all necessary efforts have been made and adequate supports have been provided;

Article 193. Internal Institutional Quality Audit (Self-Evaluation)

To ensure quality at University level:

- 193.1. The University shall undertake Institutional Quality Audit (Self-Evaluation) upon request from Higher Education Relevance and Quality Agency (HERQA) or based on self-initiation (at least once in a year);
- 193.2. The self-evaluation shall be based on clear criteria, that in turn, are based on existing procedures and guidelines of HERQA;
- 193.3. Institutional Quality Audit (Self-Evaluation) shall be carried out by the University body or a team that is established for this purpose. This organ or the team established for this purpose shall enjoy independence in its assessment;
- 193.4. The self-evaluation shall be well planned and utilize appropriate methods such as review of relevant documents, statistical databases, personal observation, interview, questionnaire, etc;
- 193.5. The University organ or the team shall compose a self-evaluation report and submit to the University President and the President shall submit the report to HERQA whenever demanded; and
- 193.6. Self-evaluations shall incorporate internal satisfaction surveys and external impact assessments that will be administered to external and internal stakeholders;

Article 194. Competitive Internal Quality Awards

To enhance quality of education, training, consultancy and research, the University shall

- 194.1. Design and implement criteria for internal quality award that will be conferred to outstanding performers (Academic Units, Academic Staff, Deans/Directors/Heads, etc);
- 194.2. Exert maximum effort in identifying outstanding performers that truly deserve recognition and award;
- 194.3. Give meaningful prizes to outstanding performers in different categories; and
- 194.4. Conduct assessments and give awards at least once in a year.

CHAPTER THIRTEEN MISCELLANEOUS PROVISIONS

Article 195. Forgery and False Statement

Notwithstanding civil and criminal liability under applicable laws of the country, any member of the University who has presented forged credential or document or who has willfully misrepresented himself in written or verbal form shall be subject to disciplinary measure.

Article 196. Repeal

The previous Senate legislation of the University and all amendments thereto are hereby repealed and replaced by this Legislation.

Article 197. Rules and Regulations Inconsistent with this Legislation

All rules and regulations of organs of the University which are inconsistent with this legislation shall not be applicable.

Article 198. Power to Issue Guidelines

The President and his delegates may issue guidelines for proper implementation of this Legislation.

Article 199. Obligation to Comply with and Implement this Legislation

All members and organs of the University shall comply with and implement this legislation.

Article 200. Amendment

This legislation may be amended by the Senate.

Article 201. Effective Date

This legislation shall be effective as of July 1, 2017



Signed by _____

Professor Fikre Dessalegn
President of ECSU
Chairperson of University Senate